

SMAYSO BY-LAWS

ARTICLE I. OFFICES

2.1 **PRINCIPAL OFFICE.** The principal office of SMAYSO shall be in the boundaries of SMAYSO. It shall be located at the address of the Club Office or if no Club Office, then as designated by the SMAYSO President.

2.2 **REGISTERED OFFICE.** SMAYSO shall have and continuously maintain the State of Texas a registered agent, and a registered office, the location of which will be designated by the SMAYSO President and as required by the Texas Nonprofit Corporation Act. The registered agent shall be the SMAYSO President unless the SMAYSO President designates another to be registered agent in his / her place.

ARTICLE II. VOTING

2.3 VOTING POWERS

2.3.1 **GENERAL MEMBERS.** The number of votes which each general member will have shall be determined as follows, based on the most current paid registration figures as provided by the SMAYSO Registrar to the Executive Board at least ten (10) days prior to any SMAYSO General Membership Meeting.

Registered coach ----- 1 vote
Registered assistant coach --- 1 vote
Registered manager ----- 1 vote
Administrator ----- 1 vote
Registered player ----- 1 parental vote per registered player

A coach, assistant coach, and manager is considered registered if that member has completed the Adult Participation Form and holds a current Kid Safe badge. A player is considered registered if a current registration application is on file and the registration fee has been paid.

Each registered member is allowed one total vote.

An Administrator is defined as a Board Member or person appointed to a committee.

2.4 QUORUM

2.4.1 **GENERAL MEMBERSHIP MEETINGS.** The presence of at least 10 voting members of the General Membership who are in good standing shall constitute a quorum at all meetings of the General Membership.

2.4.2 **OTHER MEETINGS AND GROUPS.** A majority of the members of any committee or group shall constitute a quorum at such meetings.

2.4.3 **LOSS OF QUORUM.** The members present at any duly organized meeting may continue to transact business until adjournment, even though enough members leave which creates less than a quorum.

2.5 **MAJORITY VOTE.** A majority of votes represented shall decide all questions unless

specifically provided otherwise.

2.6 **GOOD STANDING.** To vote, a member must be in good standing. Good standing is defined as:

2.6.1 registered with SMAYSO

2.6.2 not under any sanctions by San Marcos Area Youth Soccer, Capital Area Youth Soccer Association, South Texas Youth Soccer, United States Youth Soccer, or United States Soccer Federation;

2.6.3 must hold an age appropriate coaching certification as a coach or assistant coach;

2.6.4 current on all financial responsibilities within SMAYSO

2.7 **PROXY.** Voting by proxy will not be allowed. Voting members must vote in person at any scheduled or special meeting.

2.8 **VOTING AT CAYSA.** Depending upon the number of votes that SMAYSO can cast at CAYSA meetings, the following SMAYSO officers listed in the order of priority may cast votes: President, Vice-President, Executive Liaison,, Administrative Liaison, Secretary, Controller, Treasurer. For example, if SMAYSO has three votes and if the first four officers listed attended the meeting, the President, Vice-President and Executive Liaison would each exercise one vote and the Administrative Liaison would not vote. If fewer officers attend an CAYSA meeting than the number of votes provided to SMAYSO, then the President shall vote or delegate any extra votes. The President shall have the right to designate one or more delegates to represent SMAYSO at CAYSA meetings.

ARTICLE III. SMAYSO EXECUTIVE BOARD

2.9 **PRESIDENT.** The President shall be the Chief Executive Officer of SMAYSO and shall have the following duties and responsibilities:

2.9.1 shall preside at all meetings of the SMAYSO General Membership and Executive Board;

2.9.2 may appoint committees;

2.9.3 at any meeting at which he / she presides, shall cast the deciding vote in the event of a tie or may waive the right to do so;

2.9.4 may appoint members of the general board with the approval of the Executive Board;

2.9.5 shall submit an annual report in writing at SMAYSO General Membership meeting to all members in attendance, and the report shall become a part of the minutes;

2.9.6 with the Controller and Treasurer, shall assist in preparing and overseeing budgets and approving expenses as necessary after payment;

2.9.7 shall annually have the Controller and/or appoint a third party to examine the Treasurer's books to verify his/her financial report before the General Membership meeting;

2.9.8 shall have overall responsibility for new area development;

2.9.9 unless another officer is designated by the Executive Board or the General

Membership, shall sign for SMAYSO after the contracts have been approved by the SMAYSO Executive Board or the General Membership;

2.9.10 shall be responsible for the oversight of the SMAYSO Registrar(s), Tournament Director, and the Director of Coaching;

2.9.11 in the year in which his/her term does not expire, shall serve as the Chairperson of a Nomination Committee to be appointed by the General Board for the purpose of nominating SMAYSO officers;

2.9.12 exercise such other duties and responsibilities which are necessary or appropriate for the proper management of SMAYSO.

2.10 EXECUTIVE VICE-PRESIDENT. The Executive Vice-President shall succeed to the duties and responsibilities of the President in his / her absences and additionally shall have the following duties and responsibilities:

2.10.1 shall have the responsibility for insurance matters

2.10.2 shall have the responsibility for oversight for concession matters

2.10.3 may appoint other individuals as needed to carry out his / her duties and responsibilities;

2.10.4 shall serve or appoint someone to serve as the Chairperson of the SMAYSO Disciplinary and Protest Committee;

2.11 EXECUTIVE LIAISON. The Executive Liaison shall succeed to the duties and responsibilities of the Vice-President in his / her absence and additionally shall have the following duties and responsibilities:

2.11.1 may appoint other individuals as needed to carry out his / her duties and responsibilities;

2.11.2 shall serve as one voting member of the SMAYSO Disciplinary and Protest Committee

2.11.3 shall be responsible for the coordination and solicitation of general sponsorships and promotional events

2.11.4 shall serve as the liaison to local school programs, School district athletic directors and junior and high school soccer programs

2.12 ADMINISTRATIVE LIAISON. The Administrative Liaison shall:

2.12.1 have the responsibility coordinating fields in Wimberley and San Marcos;

2.12.2 appoint other individuals as needed to carry out his / her duties and responsibilities.

2.12.3 serve or appoint one voting member of the SMAYSO Disciplinary and Protest Committee

2.12.4 shall serve as the liaison to the Parks & Recreation board;

2.12.5 shall be responsible for the coordination and solicitation of general sponsorships and promotional events

2.12.6 have the responsibility for declaring rain-out status of SMAYSO matches;

2.13 **CONTROLLER** The controller shall:

2.13.1 oversee collection of all funds due SMAYSO;

2.13.2 responsibly manage all funds of SMAYSO;

2.13.3 oversee accounting practices with generally accepted accounting principles of income and expenditures;

2.13.4 serve as Chairperson of the SMAYSO Budget Committee and prepare and oversee the annual budgets and any other budgets pertaining to SMAYSO operations;

2.13.5 with the Treasurer submit a financial report at each regular General Membership meeting and at each Executive Board meeting and at the request of the President;

2.13.6 act as internal auditor of SMAYSO accounting , purchasing and other financial matters;

2.13.7 will cooperate in supplying promptly when requested, the financial books and records to appointed outside auditors, the President or Executive Board for examination, audit and all tax related matters.

2.15 **SECRETARY**. The Secretary shall:

2.15.1 record the minutes of the General Membership Meetings and Executive Board meetings;

2.15.2 attend to all correspondence;

2.15.3 maintain the records of SMAYSO;

2.15.4 at least thirty (30) days prior to a regular General Membership Meeting provide written, email, or website notice as to the date, time and place of such meeting to each member;

2.15.5 at least thirty (30) days prior to a regular General Membership Meeting provide written, email, or website notice of any proposed amendments to the Constitution and By-Laws;

2.15.6 at least ten (10) days prior to a regular General Membership Meeting provide written, email, or website agenda to each member; and

2.15.7 at least ten (10) days before any special General Membership meeting, provide written, email or website notice of the meeting, including the location, time and purpose of the meeting to each member.

2.16 **TREASURER**. The Treasurer shall succeed to the duties and responsibilities of the Controller in his /

her absence and additionally shall have the following duties and responsibilities:

2.16.1 collect all funds due SMAYSO;

2.16.2 responsibly manage all funds of SMAYSO;

2.16.3 keep a detailed account in accordance with generally accepted accounting principles of income and expenditures;

2.16.4 serve as Assistant Chairperson of the SMAYSO Budget Committee and assist in preparing and overseeing the annual budgets and any other budgets pertaining to SMAYSO operations;

2.16.5 with the Controller, submit a financial report at each regular General Membership meeting and at each Executive Board meeting and at the request of the President;

2.16.6 review, approve and pay all bills of SMAYSO;

2.17 **CITY OF SAN MARCOS LIAISON.** The City of San Marcos Liaison shall

2.17.1 be appointed by the City of San Marcos; and,

2.17.2 shall communicate the needs of SMAYSO to the City of San Marcos.

2.18 **CITY OF SAN MARCOS ADMINISTRATIVE LIAISON.** The City of San Marcos Administrative Liaison shall

2.18.1 be appointed by the City of San Marcos; and,

2.18.2 shall communicate the needs of SMAYSO to the City of San Marcos.

2.19 **CITY OF SAN MARCOS FACILITIES LIAISON.** The City of San Marcos Facilities Liaison shall

2.19.1 be appointed by the City of San Marcos; and,

2.19.2 shall communicate the facilities needs of SMAYSO to the City of San Marcos.

ARTICLE IV. DUTIES OF THE SMAYSO EXECUTIVE BOARD

2.20 SMAYSO Executive Board will act on matters pertaining to the policies and operation of SMAYSO. An Executive Board meeting may be called by the President or by a majority of the Executive Board.

2.20.1 Members of the Executive Board are required to contribute a minimum of 12 volunteer hours during each registration season. The City of San Marcos Liaison, The City of San Marcos Administrative Liaison, and The City of San Marcos Facilities Liaison are exempt from volunteer hours.

ARTICLE V. GENERAL BOARD

2.21 DIRECTOR OF REFEREES. The Director of Referees shall:

2.21.1 maintain records of all SMAYSO duly registered referees;

2.21.2 schedule referees for all SMAYSO matches;

2.21.3 facilitate to training and advancement of SMAYSO referees;

2.22 DIRECTOR OF FIELDS . The Director of Schedules shall:

2.22.1 coordinate with designated field practice scheduler;

2.22.2 ensure the safety of field equipment;

2.22.3 coordinate the storage and setup of field equipment

2.23 DIRECTOR OF AWARDS AND UNIFORMS. The Director of Awards and Uniforms shall:

2.23.1 purchase, coordinate and distribute equipment and uniforms to all SMAYSO teams;

2.23.2 coordinate and purchase seasonal awards to all eligible SMAYSO teams.

2.23.3 shall coordinate the ordering and distribution of seasonal awards;

2.24 DIRECTOR OF COACHING. The SMAYSO Director of Coaching shall serve at the discretion of the SMAYSO Executive Board and shall report to the President. The duties and responsibilities of this individual shall be specified in the "Responsibilities of the SMAYSO Director of Coaching".

2.25 WEBMASTER. The Webmaster shall maintain the SMAYSO website.

2.26 FACILITIES COORDINATOR . The Facilities Coordinator shall have the responsibility of organizing and directing all SMAYSO invitational and post-seasonal tournaments hosted by SMAYSO. This position is jointly appointed by the City of San Marcos and the Executive Board.

2.27 U10 AND BELOW COMMISSIONER. The U10 and below Commissioner shall:

2.27.1 have the responsibility of organizing and communicating with U10 and below coaches;

2.27.2 work with the Director of Fields and Director of Referees to schedule all matches within SMAYSO;

2.27.3 coordinate field practice schedule

2.28 U11 AND ABOVE COMMISSIONER. The U11 and above Commissioner shall:

2.28.1 have the responsibility of organizing and communicating with U11 and above coaches;

2.28.2 work with the Director of Fields and Director of Referees to schedule all matches within SMAYSO;

2.28.3 coordinate field practice schedule

2.29 **REGISTRAR.** The Registrar shall:

2.29.1 maintain records of all SMAYSO duly registered players, coaches, assistant coaches and teams;

2.29.2 interpret registration and rostering rules to insure compliance with and consistency in the application of SMAYSO/CAYSA/STYSA /USYSA registration requirements; and,

2.29.3 provide to the other officers and to the General Membership timely reports on the players registered with SMAYSO.

2.29.4 have the responsibility for coordinating the monitoring of the SMAYSO voice mail

2.29.5 exercise such other duties and responsibilities which are necessary or appropriate for the proper management of SMAYSO

2.29.6 in the event that the Registrar is unable to fulfill their duty, the President and Treasurer will assume the responsibilities of the Registrar

2.30 **STANDING COMMITTEES.** SMAYSO has the following Standing Committees:

2.30.1 Disciplinary and Protest Committee

2.30.2 Budget Committee

2.30.3 Ethics Committee

2.30.4 Scholarship Committee

2.30.5 Rules Committee

2.30.6 Draft Committee

2.30.7 Tournament Committee

Responsibilities: Except as otherwise provided in the SMAYSO Constitution and these bylaws, the Executive Board shall prescribe the responsibilities of each standing committee.

Appointment: Except as otherwise provided in the SMAYSO Constitution and these bylaws, the President of SMAYSO shall appoint the chairman of each standing committee with the approval of the Executive Board. The President shall appoint all members to each Standing Committee with approval of the Executive Board.

Term: Members of the Standing Committees shall be appointed as required by the President or 2/3 of the Executive Board. A committee member continues to serve until a successor has been appointed.

2.31 **Special Committees.** Subject to the approval of the Executive Board, the President of SMAYSO may establish special committees, appoint the members and chairman of each of those committees, and prescribe the responsibilities of each.

2.32 **Compensation.** No member of a committee may receive compensation as a committee member(except reimbursement of expenses for services performed as a committee member.)

ARTICLE VI. DUTIES AND APPOINTMENT OF THE GENERAL BOARD

2.33 The SMAYSO General Board, under the guidance of the SMAYSO Executive Board, shall perform all operations of SMAYSO.

2.34 The SMAYSO General Board shall be appointed by the President with the approval of the Executive Board.

2.35 Members of the General Board are required to contribute a minimum of 12 volunteer hours at the SMAYSO fields during each registration season and attend a minimum of 75% of all required meetings. Failure to meet these requirements without reasonable excuse will have his or her position declared vacant by simple majority vote of the Executive Committee.

ARTICLE VII. RULES AND PROCEDURES

2.36 From time to time the General Board may approve Rules and Procedures for the orderly functioning and to effectuate the purposes of this Organization. Any proposals or motions to amend these Rules and Procedures must be made in writing to the Secretary. Proposed amendments to the Rules and Procedures of SMAYSO may be offered at any joint Executive Committee-General Board meeting by a majority vote of the eligible Executive Committee/General Board members. Each Executive Board-General Board member shall be given at least ten (10) days notice in writing of the proposed rule and procedure change and purpose. Votes must be cast in person at the meeting or by a designated proxy. All changes to the Rules and Procedures shall include an effective date.

ARTICLE VIII. AMENDMENTS

2.37 Any proposals or motions to amend the By-Laws must be made in writing to the Secretary. Amendments to these By-Laws may be made at any General Membership meeting by 2/3 majority vote of the General Membership present. Each General Member shall be given at least thirty (30) days notice in writing, by email or via website of the amendments and their purpose. Amendments to the By-Laws shall include an effective date.