



BY-LAWS of the ROCKY MOUNT AREA YOUTH SOCCER ASSOCIATION

Cover Sheet for the By-Laws of RMA YSA

Purpose – The purpose of the By-Laws is to define how the RMA YSA Board and membership conducts the business of the association.

Current Revisions of RMA YSA Incorporating Documentation

- Constitution – Version approved on May 17th, 2007
- By-Laws – Version approval on May 17th, 2007
- Rule and Regulations – Version dated tbd 2007 is in effect

Definitions

- USSF – United States Soccer Federation
- USYS – United States Youth Soccer
- NCYSA – North Carolina Youth Soccer Association
- RMA YSA – Rocky Mount Area Youth Soccer Association
- Written – Both hard copy and identifiable E-mail are acceptable documents
 - E-mail documents must include detailed contact information to be acceptable
- AGM – Annual General Meeting
- SGM – Special General Meeting

Contact Information – RMA YSA can be reached through the following

- Phone 252.885.8864
- Web-Site <http://www.RockyMountSoccer.com>
- E-Mail Soccer@Suddenlink.net
- Mail PO Box 8124, Rocky Mount, NC, 27804



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The By-Laws of the Rocky Mount Area Youth Soccer Association

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Article 1 – Membership in RMAYSA

1.1 RMAYSA shall have voting and non-voting members. Voting members may cast one vote for all topics brought up for vote at all general membership meetings. Non-voting members do not have a vote, but may participate in the open discussion prior to a vote.

1.2 Voting members shall be each member of the Board of Directors, and one delegate from each team rostered with NCYSA through RMAYSA. A “team” is a group of soccer players, the coach, and associates with the team and shall be represented in voting member status by a team elected delegate to the association.

1.2 Non-voting members include a representative for each currently registered player and any others that meet requirements that may be established by the Board.

1.3 Guests may attend membership meetings and speak with the permission of the President. The topic of discussion must be submitted in advance. Guests must adhere to the submitted area of discussion.



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Article 2 – Directors and Officers

2.1 The business of this association shall be conducted by the Board of Directors (Board). The Board shall be responsible for and have the sole authority for;

- Enforcing the Constitution, By-Laws, Rules and Regulations of this association
- Approving affiliate teams, coaches, and leagues
- Approving the formation of all cup and tournament teams within RMAYSA
- Determining length of playing season, dates, and rules of play (FIFA)
- Securing “surety or fidelity” bonds for the officers of this association as needed. The treasurer must be bonded.
- Establishment of procedures, rules, and fees as required for the association

2.2 The RMAYSA Board shall consist of the following:

- Up to eight Board members shall be elected by the members, from the membership of the association. These are voting members on the Board.
 - President and Board Chairperson – NCYSA Required office
 - Vice-President – Not required by NCYSA
 - Secretary – NCYSA Required office
 - Treasurer – NCYSA Required office
 - Director of Coaching – Not required by NCYSA
 - Director of Recreation Programs – NCYSA Required office for rec play
 - Director of Select Programs – NCYSA Required office for select play
 - Director of Community Relations – Not required by NCYSA
- There are five offices that are appointed by the Board president with the approval of the Board. These are all non-voting Board positions.
 - Head Registrar – NCYSA Required office (also acts as Rec registrar)
 - Referee Assignor – NCYSA Required office for any select levels of play
 - Field Manager – NCYSA Required office for Classic play
 - Discipline & Appeals – NCYSA Required office
 - Risk Management Coordinator – NCYSA Required office
- One Board member for each local organization that RMAYSA chooses to be affiliated with in the promotion of youth soccer. These are voting members on the Board.
- Additional non-voting Board members may be appointed by the Board for an advisory organization considered by the board to be of assistance to the association.
- Other offices required by NCYSA are appointed by the Board and are non-voting positions.



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2.3 The Board members elected by the association members are:

- President and Board Chairperson – The President (PB) shall preside at all meetings of the membership and of the Board, and shall, subject to the control of the Board, in general, supervise and control the business and affairs of the association. The president shall also serve ex-officio on all committees as a non-voting member. Term of office shall be two years and shall begin during odd numbered years. Incumbents may be re-elected.
- Vice President – The Vice-President (VP) shall, in the absence of the president, perform the duties of president and shall perform such other duties as may be requested from time to time by the Board. Term of office shall be two years and shall begin during odd numbered years. Incumbents may be re-elected.
- Secretary – The Secretary (SC) shall be responsible for the following: (1) Recording the minutes of all meetings and attend the correspondence; (2) Keeping the records and property of the association, including a complete list of member teams, registered players, and other association members. Term of office shall be two years and shall begin during even numbered years. Incumbents may be re-elected.
- Treasurer – The Treasurer (TR) shall ensure a detailed account of the income and expenditures thereof. The treasurer shall ensure all funds are deposited in a bank account in the name of the association and submit a full report of all financial transactions of the association to the Board. Term of office shall be two years and shall begin during even numbered years. Incumbents may be re-elected.
- Director of Coaching – The Director of Coaching (DC) is responsible for developing both players and coaches in the skills and techniques of the game of soccer. This director is empowered to appoint those committees necessary to fulfill the functions of this office. Term of office shall be for two years and shall begin during even numbered years. Incumbents may be re-elected.
- Director of Recreational Programs – The director of recreation (DR) is responsible for supervising and organizing all under 18 leagues, and is empowered to appoint those committees necessary to fulfill the functions of this office. Term of this office shall be two years and shall begin during odd numbered years. Incumbents may be re-elected.
- Director of Select Programs – The director of select (DS) is responsible for supervising and organizing all under 18 select teams, and is empowered to appoint those committees necessary to fulfill the functions or this office. Term of this office shall be two years and shall begin during odd numbered years. Incumbents may be re-elected.
- Director of Community Relations – The director of community relations (DCR) is responsible for public relations, advertising, and publicity, and is empowered to appoint those committees necessary to fulfill the functions of this office. Term of office shall be two years and shall begin during even numbered years. Incumbents may be re-elected.



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2.4 Board members and offices appointed by the President are:

- Head Registrar – The Head Registrar (HR) shall be responsible for making sure all association players and members are properly registered with NCYSA and that all teams are structured in accordance with the association and NCYSA rules. The HR shall be certified by NCYSA. The HR shall be appointed by the Board and shall serve at the discretion of the Board.
- Referee Assignor – The referee assignor (RA) shall appoint officials for all matches. The RA is responsible for recruitment and training of new officials and is empowered to appoint those committees necessary to fulfill the functions of this office. The RA shall be currently registered with USSF as a referee assignor, and preferably be currently registered with USSF as a referee. The RA shall be appointed by the Board and shall serve at the discretion of the Board.
- Field Manager – The field manager (FM) shall be responsible for the upkeep and maintenance of all association physical property. The FM shall ensure that all select fields conform to NCYSA and USYS regulations. The FM shall be appointed by the Board and shall serve at the discretion of the Board.
- Discipline & Appeals Coordinator – The discipline and appeals coordinator (D&A) shall be responsible for administering the D&A program from NCYSA and ensuring RMAYSA complies with the guidelines and requirements thereof. The D&A coordinator shall be appointed by the Board and shall serve at the discretion of the Board.
- Risk Management Coordinator – The risk management coordinator (RM) shall administer the NCYSA risk management/KidSafe program for RMAYSA. The RM coordinator shall be appointed by the Board and shall serve at the discretion of the Board.

2.5 Board members appointed by Affiliated organizations:

- Each affiliated organization shall appoint one person to the Board to represent their organization at all Board meetings. These Board members may also fulfill any of the offices which are appointed by the Board.

2.6 Terms of office shall begin on July 1st following their election.

2.7 An office can be declared vacant for the following situations:

- Current office holder submits their resignation, preferably in writing. The vacancy may be filled for the remainder of the term by a simple majority vote of the Board
- Any member of the Board, whether elected or appointed, may be removed by a 2/3 vote of the Board for two or more unexcused absences. The vacant position may be filled for the remainder of the term by a simple majority vote of the Board



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- Any member of the Board may be removed at any general meeting of the members by a 2/3 majority of the voting members present. In the event that the board member is removed by the membership, the members may then fill the vacancy for the balance of the term, by a simple majority vote of the members present who are entitled to vote.

Article 3 – Conflict of Interest

3.1 It is a fundamental policy of the Association to conduct its business with honesty and integrity and in accordance with the requirements and procedures of NCYSA, USYS, and all applicable laws and regulations of the United States and the State of North Carolina.

3.2 All Board members must declare that they have a conflict of interest whenever an item is discussed or voted on by the Board. The Board member with the conflict of interest shall be excused from the voting for such an item, but may still participate in the discussion.

3.3 All voting members of the Association must declare that they have a conflict of interest whenever an item is discussed or voted on at general meetings. The member with the conflict of interest shall be excused from the voting for such an item, but may still participate in the discussion.

3.4 Conflicts of interest are items such as, but not limited to;

- Accepting a personal gift or loan from a potential supplier or service provider.
- Owning a significant financial interest in, or serving in a business capacity with an outside entity that does, or wishes to do business with the association.
- Acting as an intermediary for the benefit of a third party in transactions involving the association.

3.5 It is not a conflict of interest for a Board member appointed by an alliance organization to vote on matters relating to the alliance.

Article 4 – Meetings

4.1 Annual General Meeting (AGM) and Special General Meetings (SGM)

- The RMAYSA Annual General Meeting is to be held in April of each year. Notification of the specific date is to be made public at least 20 days prior to the meeting. The agenda for the AGM is to be published at least 5 days before the meeting.
- The AGM shall be for the purpose of electing the members of the Board of Directors and conducting such other business as may properly come before the members. Nominations for the Board shall be made by a nominating committee prior to the meeting. Additional nominations may be made from the floor. Any person desiring to be elected to the Board must be present (or represented by a proxy) at the AGM to accept nomination. Election of Board members shall be by secret ballot.



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- A quorum is established with 50% of the voting members of the Board and any team representative eligible to vote. The act of the majority at the meeting at which a quorum is present shall be the act of the members. A record of the voting members' present at all general meeting's is to be maintained with the meeting minutes.
- Any voting member in good standing shall be eligible to vote. "Good standing" requires that the person or team, as applicable, must not have any current penalties, assessments or debts to the association or NCYSA.
- SGM of the members may be called at any time by the President, or shall be called when demanded in writing by twelve (or 50%, whichever is less), of the association voting members. The SGM shall be called within 15 days of any such demand. Otherwise, the SGM shall comply with the requirements for the AGM.

4.2 RMAYSA Board Meetings

- The annual meeting of the Board shall be held immediately following the AGM of the members. Other regular meetings shall be held upon ten days written notice by the President or Secretary,
- A majority of the voting Board members shall constitute a quorum for the transaction of business. The act of the majority at the meeting at which a quorum is present shall be the act of the members,
- The Board may, by unanimous consent, take action without a meeting that could be taken at a meeting. This shall be by written consent,
- Special meetings of the Board may be called by the President, or shall be called when demanded by 1/3 of the voting Board members. Notice of special Board meeting shall be given to all Board members at least 48 hours prior to the meeting. It shall contain a statement of the subject to be considered at the meeting, which shall be the only subject considered at the meeting.

Article 5 – Formation of Alliances

In the interest of fostering the development of youth soccer in the Rocky Mount, NC area, RMAYSA and other like minded associations may choose to form an alliance for a given soccer season. This alliance may be to combine soccer programs, bring additional opportunities to the players for development, or otherwise improve opportunities for the youth of Rocky Mount and surrounding communities.

- An alliance of this nature shall be encouraged and sought out by the Board,
- The RMAYSA Board shall review and approve all alliances on an annual basis,
- All such alliances shall comply with the RMAYSA Constitution and By-Laws,
- Responsibilities for each organization in the alliance are to be defined at the time the new alliance is approved by the Board.



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Article 6 – Committees and Responsibilities

6.1 The standing committees of this association shall be;

- Finance and Auditing
- Discipline and Appeals
- Nominating
- Recreation Programs
- Select Programs
- Registration
- Executive

6.2 Finance and Auditing Committee (F&A) – The F&A committee shall be co-chaired by the Treasurer and Director of Community Relations who, with the advise and consent of the Board, shall appoint up to three other persons to serve on the committee.

- The committee shall provide a summary report of the association's finances at all Board meetings.
- The committee shall audit, or have audited by a Certified Public Accountant, all financial records of the association annually.
- The committee shall submit a written report of the association's financial status at the AGM, this shall include the last annual audit and the current financial status.
- All association finances shall be administered by the treasurer and the F&A committee.

6.3 Discipline and Appeals Committee (D&A) – The D&A committee shall be chaired by the D&A Coordinator. The other members of this committee shall be the Vice-President, Director of Coaches, Referee Assignor, Director of Recreational, and Director of Select.

- The D&A committee shall comply with NCYSA D&A requirements
- The D&A committee shall be responsible to act within 7 days of receipt of the referee's written report on all reports of misconduct arising from games under this association's jurisdiction.

6.4 Nominating Committee – The nominating committee shall be chaired by the Director of Community Relations who, with the advise and consent of the Board, shall appoint up to three other persons to serve with the DCR. This committee is to be formed at least 45 days prior to the annual meeting and shall cease to operate after the election of the Board.

- The nominating committee shall prepare a slate of candidates for each eligible position (endeavoring to have at least two candidates for each position).



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- The slate of candidates shall be presented at the General Meeting or Special General Meeting.
- The committee shall ensure that any nominations from the floor are properly presented and comply with these By-Laws, and then include such nominations on the slate.
- The committee shall administer the voting for all eligible positions.

6.5 Recreation Committee – The recreation committee shall be chaired by the Director of Recreation Programs (DR) and shall consist of a Registrar (assigned by the Head Registrar), and, with the advise and consent of the Board, up to three other persons.

- The Recreation Committee shall be responsible to ensure RMAYSA complies with the requirements for recreation programs of NCYSA
- The committee shall be responsible for the formation of teams, selection of coaches, and establishing team parents for all levels of rec play.
- The committee shall determine the method for player evaluations.
- The committees shall establish programs to develop the players soccer skills

6.6 Select Committee – The select play committee shall be chaired by the Director of Select Programs, and shall consist of the Head Registrar, Vice President, Director of Community Relations, and Director of Coaches

- The Select Play Committee shall be responsible to ensure RMAYSA complies with the requirements for select programs of NCYSA
- The committee shall define, with the approval of the President, the timing and methodology of all select try-outs and select team formation process, and provide oversight of all select try-outs, both general and special.
- The committee shall ensure player selection and notification is performed properly and as directed by the committee.

6.7 Registration Committee – The registration committee shall be chaired by the Head Registrar, and shall consist of all other association registrars, the Director of Recreation Programs, and the Director of Select Programs.

- The Registration Committee shall be responsible to ensure RMAYSA complies with the registration requirements and guidelines of NCYSA
- The committee shall be responsible for maintaining the associations' player information and provide a report at all Board meetings as to the status.

6.8 Executive Committee – The executive committee shall consist of the President, Vice-President, Secretary, and Treasurer. The Executive Committee shall have fiduciary responsibility for this association.



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Article 7 – Protests, Discipline, and Appeals

7.1 A protest by a member or a member team shall be submitted in writing to the D&A Coordinator. The D&A coordinator shall then be forwarded the protest to the D&A committee and all other parties involved in the protest. The D&A committee shall act on the protest within 7 days of receipt of the protest.

7.2 The decision of the D&A committee shall be binding upon all parties concerned, subject only to further appeal to NCYSA. No legal action may be instituted by any player, team, or league unless and until all avenues as outlined have been exhausted.

7.3 Any decision of the Association may be appealed, except under no circumstances shall an appeal of a referee's decision on a point of fact in a game be considered.

7.4 This association shall recognize suspensions and other rulings of NCYSA and its affiliates, of which this association has been officially notified.

7.5 Every team shall take all precautions necessary to prevent disorder at games. No harassment of officials and/or players by coaches, players, or spectators shall be condoned.

7.6 Teams from this association playing against any suspended teams or clubs shall be fined as specified by the Board. Suspended teams from this association that play games during their suspension shall be fined as specified by the Board.

7.7 A team using a suspended player shall be fined as specified by the Board, and shall forfeit all games in which said players played while under suspension.

7.8 A team using a non-registered player shall be fined as specified by the Board, and shall forfeit all games in which the player played while not registered. Any coach knowingly using a non-registered player shall be suspended for at least 1 game and be subject to a review by the D&A committee for further fines or disciplinary action.

7.9 The coach or team manager that is determined to be responsible by the D&A committee shall be responsible for the payment of all resulting fines. Payment is due immediately upon notification.

7.10 The Board shall set the fines for the season and publish them prior to the start of each annual season.



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Article 8 – Records and Reports

8.1 The records and reports of RMAYSA are to be maintained by the association's Secretary. The location of the records and reports is to be identified each year by the Board. The records and reports include, but are not limited to;

- All documentation regarding the incorporation and rules of the association
- Board and general meeting notices and minutes
- Current player registration forms and liability release documentation
- Financial reports, audits, and tax records

8.2 The associations' records and reports may be viewed by any association member with a written request submitted to the association Secretary.

8.3 The Board shall annually set a limit on the value of a single check that can be signed by the treasurer or president alone. All checks under the limit set by the Board shall be signed either by the Treasurer or the President. All checks greater than the limit set by the Board shall require signatures from two different members of the Executive committee, one of which shall be the Treasurer or the President. All investment accounts (savings, stock, bond, CD's etc) shall require the signatures of both the President and the Treasurer.

- If the association chooses to form an alliance with another organization, and that organization is responsible for the financial dealings of the association, then the Treasurer shall approve all transactions and comply with the check signature guidelines noted herein except that the Treasurer may appoint a person in the alliance organization with the ability to sign checks below the value established by the Board.

8.4 An annual audit shall be performed by the Finance and Auditing Committee.

8.5 The fiscal year end for this association is July 31st.

8.6 The F&A Committee shall prepare an annual budget and present it at a Board meeting when requested by the President. The Board shall review and approve the annual budget.

8.7 The Finance and Auditing Committee shall prepare an annual report to be published, distributed, and reported at the AGM.



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Article 9 – Recreation Player Registration and Team Formation

9.1 The recreation season for RMAYSA shall correspond to that of NCYSA. The Board shall determine the specific dates for RMAYSA recreation play.

9.2 Registration of all recreation players shall be in accordance with NCYSA rules and regulations. It is the responsibility of the registration committee to ensure this is properly executed and maintained.

- A player's age grouping for placement on teams shall be the same as NCYSA.
- Any player can be called upon to prove legal age. Proof shall be a birth certificate or valid passport.

9.3 Each Fall, teams will be formed from the pool of available players in an attempt to balance all teams as best as possible by age, sex, and ability.

- This occurs in the Fall for the new soccer season

9.4 Each Spring, the fall teams continue with the returning players, filling in as necessary with players from other teams or that did not play in the fall. New teams for the spring will also be formed if necessary from the new player pool with the intention to balance the new teams as well.

- In a situation where the fall results clearly show an imbalance amongst the recreation teams, the Recreation Committee may choose to move players in an attempt to establish balance.

9.5 A player that is under the recommended age minimums may be moved up to the next age group if the following conditions are met (note this may occur before or during season play);

- The parents or guardians must request in writing the move up in age to the associations DR,
- The request shall include a release of liability/fault/blame against the association and its members,
- The players last coach (if played in RMAYSA previously), or current coach (if currently playing) and the new coach must recommend the action noting that they believe the players skill level can handle the higher level of play.

9.6 Under no circumstances shall player tryouts be permitted for recreation league teams.



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Article 10 – Select Player Registration and Team Formation

10.1 The select season for RMAYSA shall correspond to that of NCYSA.

10.2 Select players must provide proof of their age at the time of initial select registration, and any time afterwards if requested by the Head Registrar.

- A player's age determination for placement on teams shall be that of NCYSA.
- Proof of age shall be a birth certificate or valid passport.

10.3 Open tryouts for select teams will be in accordance with the latest NCYSA rules and guidelines.

10.4 Each select team shall form a parent board to manage the team for the active season. The team shall submit to RMAYSA Board for review and approval the parent board and organization for the select team.

10.5 The teams' parent board shall be responsible to manage the select team. This shall be done in accordance with the Rules and Regulations of all associations relevant to the level and league the team participates in. The team parent board is responsible to the RMAYSA Board and committees and will comply with all RMAYSA requirements as well.

The responsibility of the team board shall include, but is not limited to;

- Scheduling of regular season games, working with the scheduling association and RMAYSA's Field Manager and Referee Assignor – Note, no home game schedules are set until approved by the Field Manager and Referee Assignor.
- Scheduling tournaments the team participates in. Ensuring all required approvals are submitted to NCYSA and RMAYSA
- Team finances with regular reports to and oversight by the RMAYSA Treasurer
- Ensuring proper behavior of all members of the team both on the field and off
- Ensuring good sportsmanship is taught to the players and other members of the team



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Article 11 – RMAYSA Seal and Colors

11.1 The corporate seal for RMAYSA shall be as shown in the header of this document.

A soccer ball with the name RMAYSA and the word Soccer to the right of the ball.

11.2 The official representative colors of RMAYSA are Red, White, and Black. Other colors may be used with the approval of the Board of Directors.

Article 12 – General Items

This association is fully empowered to decide all matters not specifically provided for in the Constitution or By-Laws of this association

Article 13 – Suspension of Rules

In an emergency, and for the good of soccer, any rules may be suspended at any meeting of members by a vote of 2/3 majority of the members present, assuming a quorum is present

Article 14 – Amendments to the By-Laws

13.1 This document may be amended at any general membership meeting by a vote of 2/3 majority of the voting membership present, provided there is a quorum present. Proposed amendments must be submitted in writing to the President or Secretary at least 30 days in advance of the meeting. The proposed amendment must be included in the written notice for the meeting. Approved amendments shall become effective at the adjournment of the AGM or at the beginning of the next fiscal year. This is to be determined at the time the amendment is approved.

13.2 The information on the By-Laws cover sheet may be amended with a simple majority vote of the current Board.

Article 15 – Indemnification of Officers and Directors

In accordance with N.C General Statute 55A-8-50.

Article 16 – Effective Date

These By-Laws (or amendments to the By-Laws) shall become effective on ENTER DATE.

Adopted this Thursday May 17th, 2007 by a Unanimous vote of the membership present at the Special General Meeting held this same date.

Bruce S Ramey, President

James Kauer, Secretary