

**Aston Youth Soccer Association**  
**Articles of Incorporation and By-Laws**

**Article I:       Membership**

The membership of AYSA shall include the parents or guardians of the intramural and club players listed below, who have paid the required registration fees as determined by the Board of Directors of AYSA, and have completed and executed an application or registration form to participate in AYSA programs. These members will have the right to cast one vote per position of the Board of Directors at the Annual General Meeting elections held in April of each year.

Additionally, the following also are members of AYSA but do not have any right to cast votes at the Annual General Meeting elections.

- Intramural players while registered and participating in AYSA scheduled practice or play.
- Intramural players that participate on an AYSA team participating in other than AYSA scheduled practice or play (for example tournaments or All-Star teams).
- Club team players that are registered in good standing for an age appropriate club team.
- Registered coaches, assistant coaches and managers of intramural and club teams, if they are not considered members as described above.

The AYSA soccer season is from September 1 to August 31 of the following year.

**Article II:       Officers**

Officers of AYSA shall consist of 2 groups: the Executive Committee and Members at Large. The Executive Committee shall be: President, Executive Vice-President, Vice-President of Intramurals, Vice-President of Boys' Club, Vice-President of Girls' Club, Corporate Secretary, Treasurer, Field Director, Equipment Director, Registrar and Special Needs Director.

**Executive Committee**

**President:** The President supervises and manages the affairs of AYSA in accordance with the needs and desires of the membership; calls and presides over all meetings; subject to approval of the Board, enforces the Constitution and By-laws; appoints all committees; submits an annual budget within 1 month of taking office; together with the Corporate Secretary, signs all contracts and official documents; appoints auditors of financial records for a report to be provided no

later than the April at the Monthly General Meeting; pursues growth and development of existing members; and perform such duties as the Executive Committee or membership may require from time to time.

**Executive Vice-President:** will perform all of the duties of the President in their absence. The Executive Vice-President will assist the President in the performance of their duties and perform such duties as the Executive Committee or membership may require from time to time.

**Vice-President of Intramurals:** oversees all aspects of the AYSA Intramural Program for both boys and girls to include: designate the number of teams and divisions based on availability of registered players, assign late sign-ups to coordinators, coordinate and determine schedules and field availability with Field & Equipment Director, oversee the acquisition and assignment of coaches, collect and report scores to the Board, and other duties as the Board may determine from time to time.

**Vice-President of Boys' Club:** oversees all aspects of the club programs for the boys including but not limited to scheduling, game reports, standings, discipline, protests or appeals; the Vice-President of Boys' Club will give a report at each general meeting, and other duties as the Board may determine from time to time.

**Vice-President of Girls' Club:** oversees all aspects of the club programs for the girls including but not limited to scheduling, game reports, standings, discipline, protests or appeals; the Vice-President of Girls' Club will give a report at each general meeting, and other duties as the Board may determine from time to time.

**Corporate Secretary:** shall keep records of all meetings; receive and produce any documents associated with the AYSA; prepare a yearly calendar of relevant events; provide minutes to Monthly Board and Annual General Meetings to be presented at the following Monthly Board Meeting; sign, along with the President, all contracts and official documents; receive the annual Board nominations and conduct elections of the Board at the scheduled time, and other duties as the Board may determine from time to time.

**Treasurer:** shall receive all monies and make disbursements only as directed by the President and then only with the approval of the Board; responsible for assisting with and tracking the annual budget; managing the finances of AYSA at the specific request of the Board; report on the finances of AYSA at every general meeting with emphasis on the budget, and other duties as the Board may determine from time to time.

**Field Director:** shall be responsible for the acquisition of permits for fields, report on field status at general meetings, and other duties as the Board may determine from time to time.

**Equipment Director:** shall be responsible for all equipment and supplies necessary for scheduled play, report on equipment status at general meetings, and other duties as the Board may determine from time to time.

**Registrar:** responsible for the collection of all registration materials, compilation of registrants, and management of all members' personal information.

**Special Needs Director:** oversees all aspects of the Special Needs Program including but not limited to coordinating fields and facilities through the proper process, scheduling sessions, recruiting volunteers, soliciting donations and grants, and preparing separate financial accounts and reports and other duties as the Board may determine from time to time. All expenditures for this program must be approved through the existing process and financial reports must be provided quarterly (April, July, October, January) that will be audited with the AYSA financials annually.

### **Members At Large**

Members at Large shall be called Coordinators and shall be directly responsible for specific aspects of AYSA business. They are:

**Corresponding Secretary:** shall handle any correspondence regarding AYSA business with all area newspapers and other publicity channels, work with outside channels to promote the best possible image for AYSA, market the potential of AYSA, oversee the production of the newsletter, provide notice of registration to the membership and potential membership and other duties as the Board may determine from time to time.

**Player/Coach Development Coordinator:** shall report directly to the Executive Vice President and be responsible for the development of player and coaches and other duties as the Board may determine from time to time.

**Pee Wee Coordinator:** will report directly to the Vice President of Intramurals, be responsible for all aspects of the Pee Wee Intramural Program, and other duties as the Board may determine from time to time.

**U-8 Boys Coordinator:** will report directly to the Vice President of Intramurals, be responsible for all aspects of the U-8 Boys Intramural Program, and other duties as the Board may determine from time to time.

**U-8 Girls Coordinator:** will report directly to the Vice President of Intramurals, be responsible for all aspects of the U-8 Girls Intramural Program, and other duties as the Board may determine from time to time.

**U-10 Boys Coordinator:** will report directly to the Vice President of Intramurals, be responsible for all aspects of the U-10 Boys Intramural Program, and other duties as the Board may determine from time to time.

**U-10 Girls Coordinator:** will report directly to the Vice President of Intramurals, be responsible for all aspects of the U-10 Girls Intramural Program, and other duties as the Board may determine from time to time.

**U-12 Boys Coordinator:** will report directly to the Vice-President of Intramurals, be responsible for all aspects of the U-12 Boys Intramural Program, and other duties as the Board may determine from time to time.

**U-13 Girls Coordinator:** will report directly to the Vice-President of Intramurals, be responsible for all aspects of the U-13 Girls Intramural Program, and other duties as the Board may determine from time to time.

**U-15 Coed Coordinator:** will report directly to the Vice-President of Intramurals, be responsible for all aspects of the U-15 Coed Intramural Program, and other duties as the Board may determine from time to time.

**Web Site Coordinator:** responsible for maintaining and updating the AYSA web site based on Board guidance, and other duties as the Board may determine from time to time.

**Picture Coordinator:** responsible for coordinating all aspects of obtaining, scheduling, coordinating, and delivery of Intramural and Club pictures, and other duties as the Board may determine from time to time.

**Immediate Past Directors:** up to two members of the outgoing Board may remain in an advisory position on the incoming Board with full voting privileges provided they notify the President-Elect of their intent to do so before the new Board convenes. If more than two members wish to remain, the outgoing Board shall vote on which two members shall fill the positions.

### **Ascendancy**

The Executive Vice-president will conduct the matters of the President in their absence. In the absence of the Executive Vice-President, the Vice-President of Intramurals then one of the Club Vice-Presidents will conduct the matters of the President in case of absence. For business conducted in the calendar year ending

with an even number the Girls Club Vice-President will take precedence. For business conducted in the calendar year ending with an odd number the Boys Club Vice-President will take precedence. In the absence of the preceding, the Treasurer, Corporate Secretary, Field Director, Equipment Director, Registrar, and Special Needs Director.

**Article III: Order of Business**

- 1) The Monthly General Meeting shall have the following agenda:
  - Attendance will be documented for all meetings and an "out loud" roll call conducted for each Board Member and any club team representative in attendance. This is for the benefit of any attending members that are not familiar with the members of the Board.
  - Minutes of prior meeting are reviewed, clarifications made if needed and voted into record.
  - Treasurer's Report
  - President's Report
  - Club Reports: Girls and Boys
  - Intramural Reports
  - Special Needs Program Report
  - Committee Reports
  - Aston Soccer on the Web
  - Newsletter
  - Old Business
  - New Business: includes public comment
  - Miscellaneous Items
  - Positions to Fill

Members are encouraged to attend the Monthly Board Meetings, and may speak at the discretion of the President.

A representative of each club team, currently registered as an AYSA team, must attend the Annual General Meeting and at least three Monthly Board Meeting. Failure to attend may lead to withholding of AYSA funds normally applied to each club team.

- 2) The Annual General Meeting shall have the same Order of Business as a Monthly Board Meeting with the addition of nominations of At Large Board Members and the elections of Board Members after the Order of Business has been conducted. The outgoing Recording Secretary shall receive nominations from the membership and conduct the elections. Nominations for Board of Directors positions on the Executive Committee are to be submitted up to 30 days prior to or at the Board of Directors Monthly Board Meeting in the month of March, immediately preceding the General Annual Meeting. Nominations for

the Coordinator positions can be made up until election time. Nominations are to be made by a current member of AYSA, however, nominees do not need to be a current member of AYSA to be considered. Nominees for the Executive Committee must be in good standing in the community and must accept the nomination either verbally or other verifiable means prior to, or at the March Board Meeting immediately preceding the Annual General Meeting. Nominees for Coordinator positions must be in good standing in the community and must accept the nomination verbally or other verifiable means. All nominees for the Executive Committee must be known to the Board by the end of the March Board Meeting immediately preceding the Annual General Meeting. The nominees for Coordinator positions need to be made known to the Board and membership at the time of elections. The nominations for Executive Committee will be posted on the AYSA web site for the membership to view no less than 14 days prior to the Annual General Meeting in April of each year. Elections are to take place at the scheduled Annual General Meeting in April of each year.

Voting shall be by secret ballot by members and current officers attending the meeting except for positions where a person is running unopposed.

Up to two members of the outgoing Board may remain in an advisory position on the incoming Board with full voting privileges provided they notify the President-Elect of their intent to do so before the new Board convenes. If more than two members wish to remain, the outgoing Board shall vote on which two members shall fill the positions. These positions shall be considered Members At Large.

- 3) The administrative body of AYSA shall be known as the Board of Directors and shall consist of the elected Officers of AYSA. The term of office for the Board shall be one year beginning at a Board Meeting to convene immediately after the end of the Annual General Meeting.

All matters of policy and administration shall be vested in the Board of Directors. All expenditures must be approved by the Board prior to incurring the cost. The Board of Directors shall transact all of the business of AYSA directly or by delegation of its authority to such person(s) whom it from time to time may designate. The Board of Directors shall enforce the laws of the game, the Constitution, By-Laws, and other rules of AYSA.

The Board of Directors shall have the power to ratify, alter or reject decisions and policies of any committee.

A quorum of the Board shall be a majority of the members of the Board. In all matters, which are properly presented to the Board of Directors, each Officer,

except the President or person fulfilling the role of President, shall have the right to cast one vote. The majority of the voting power present shall be necessary to decide affirmatively any issue. The President, or the person fulfilling the role of President, will be the deciding vote in case of a tie.

The Board shall have the authority to fill any vacancies on the Board by vote until the next scheduled election of officers.

Any member of the Executive Committee who fails to perform satisfactorily by non-performance or excessive unexcused absenteeism can be removed by two-thirds majority vote of entire voting power of the Board of Directors. Absence by a member of the Executive Committee without excusable cause for three (3) consecutive meetings, or for any reason, a total of five (5) meetings of the Board of Directors during the seating term, shall forfeit, without additional formality, their right to hold respective office for the remainder of the term. This only applies to the Executive Committee. The Members At Large requirement to attend Monthly Board Meetings pertains only to their business at hand or as they see fit, however, any Member at Large can be removed by a majority vote of the Executive Committee for nonperformance.

- 4) The rules contained in "Roberts Rules of Order, Revised" shall govern this organization in all cases provided it does not conflict with this document, Constitution or other rule of AYSA.
- 5) Amendments to these By-Laws shall be proposed at one monthly general meeting and voted on at the next general meeting. A two-thirds affirmative vote shall be necessary to amend the By-Laws.
- 6) Quorum: The presence of 1/3 of current Board Members constitutes a quorum to transact business at any Board Meeting.

#### **Article IV: Registration Fees**

##### **Intramurals and Pee Wee Soccer**

Registration Fees will be determined by the Executive Board on an annual basis and communicated via the website.

##### **Club Soccer**

Registration Fees and Non-refundable deposits will be determined by the Executive Board on an annual basis and communicated via the website.

##### **Family Discount**

A Family Discount will apply to the Registration Fees applicable to Intramurals and Club registered individuals for the Fall Season only. Family Discounts do not

apply to any Pee Wee formats. The discount will be determined by the Executive Board on an annual basis and communicated via the web site. A Family Discount will be applied to players in the same household only. A household is defined as member of the same family living together under the same roof.

A Non-refundable deposit, determined by the Executive Board, is due upon accepting a roster spot on a Club Team. The Balance of Registration Fees are due by the stated Balance Due date, or no later than June 1st for the upcoming Fall Season. All fees are due in total by the Balance Due date, with appropriate Family Discounts applied and without any credits applied for any reason. All player fees, for each team, will be collected by Credit Card thru the Blue Sombrero online system.

#### **Article V: Electronic Voting**

- An "electronic vote" shall be defined as a vote taken via an e-mail format.
- The AYSA President and/or Executive Vice President (EV P) can call for an electronic vote of an issue that is of a timely nature that needs to be addressed prior to the next AYSA Board meeting. E-votes shall be limited to issues requiring less than \$1,000 of funding UNLESS the President and EV P both agree on the fund amount and the treasurer has agreed that the fund amount is available and, if spent, will not unduly harm the club's fiscal standing.
- E-votes shall be binding until the next AYSA Board meeting, at which time the Corporate Secretary shall ensure the issue, discussion and votes are brought up and entered into public record with the opportunity for further discussion. If the e-voted issue is not brought up at the next AYSA Board meeting, the e-vote result becomes binding until the issue is next brought up for further discussion.
- There cannot be a second e-vote on an issue already e-voted. An issue voted on via an e-vote can be voted on again at an AYSA Board meeting, but ONLY the Executive Committee, who voted via the original e-vote, are able to re-vote. If any EC member is not present to re-vote, their e-vote stance is carried through.
- Procedure - The EVP will send out the e-mail that will present the issue, options for voting response, opportunity for discussion and the deadline (the deadline shall be not be fewer than 48 hours and not longer than 72 hours from the time of vote submission from EVP). The audience for the e-mail shall be Executive Committee (President, EVP, VP Intramurals, VP Boys' Club, VP Girls' Club, Corporate Secretary, Treasurer, Field Director, Equipment Director and Registrar). The EVP will be responsible for coordinating the electronic vote.
- If, during the course of discussion, the original issue evolves, the EVP shall incorporate such evolutions and resubmit for e-vote.
- Only those e-mailed discussions that are sent to all shall be entered into public record. Votes may or may not be sent to all but only those votes that are sent to the EVP shall be entered into public record.



- If any said EC member does not vote by the deadline, their vote will be viewed as an abstention. Quorum shall prevail.
- After the deadline and in a timely manner, the EVP will report the results and will submit the discussion and votes into public record and added to the minutes of the next AYSA Board meeting.

#### **Article VI: Club Team Stipends**

- Club Teams are provided with the following from AYSA for each Club Year (August 1 to July 31) provided they participate in a Full Fall season and their Registration Fees are paid in full and all required paperwork is submitted:
  - A stipend determined by the Executive Board each year for team equipment. Common uses have been for goalie shirts, goalie gloves, pinnies, balls, cones, training equipment and goalie training.
  - A stipend determined by the Executive Board to be used for soccer related activities such as tournament fees, training fees and league fees for indoor soccer, subject to a team representative attending 3 monthly meetings during the preceding club year. Each team needs to account for the use of these funds and submit invoices or confirmation of play to the club delegates.
  - A stipend for Referee fees for the team's Fall Full Season only.

#### **Article VII: Club Team Bank Account Closure**

- All funds remaining in the team account at the time that a Club team disbands shall be dispersed as follows:
- The bank account balance shall be evenly divided and dispersed evenly to all team members by CHECK ONLY (no cash)
  - (e.g., \$75 balance, 15 team members = \$5 team check to each team member).
  - "Team members" shall be defined as those players on the most recent PAGS/DELCO/CENTRAL approved roster.
- If any balance remains after disbursement to team members, the balance shall be submitted to the AYSA Executive Board.
  - AYSA Executive Board shall then disperse said balance to any new club team(s) formed/forming for the upcoming season.
  - If more than one new team is forming, balance shall be distributed evenly among the teams.
  - Any remaining balance shall go into the General AYSA Fund.
- If team members become too scattered that an even distribution of leftover funds becomes too involved or impossible to accomplish, said funds will be submitted to AYSA for distribution to any new team(s) as outlined above.