

**Rockdale Youth Soccer Association, Inc.**

**Conyers, Georgia**

**Constitution and Bylaws**

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**CONSTITUTION**

**ARTICLE I - NAME**

This Corporation shall be known as the Rockdale Youth Soccer Association, Incorporated.

**ARTICLE II - OBJECTIVE**

- (A) This Corporation shall operate exclusively for charitable and/or educational purposes.
- (B) The objective of the Rockdale Youth Soccer Association, Inc., shall be to implant firmly in the youth of the community the ideals of good sportsmanship, honesty, loyalty, courage, and reverence so that they may be finer, stronger, and healthier youths and will grow into good, clean, and healthy adults.

The objective shall be achieved by providing supervised, competitive soccer matches subject to the rules of the United States Football Association (USFA), United States Youth Soccer (USYS), the Georgia State Soccer Association (GSSA), and the Georgia Youth Soccer Association (GYSA). It shall be one of the foremost objectives that the attainment of exceptional athletic skill or winning the match is secondary and the molding of future adults is the true purpose of the program.

**ARTICLE III - PARTICIPATION AND MEMBERSHIP**

- (A) Any person irrespective of color, religion, or national origin, meeting the requirements set forth in the rules of USFA, USYS, GSSA, and GYSA, as applicable, shall be eligible for membership.
- (B) Any person may become a member of the Association by meeting the requirements of membership as set forth by the Board of Directors from time to time.

**ARTICLE IV - SUSPENSION OR EXPULSION**

- (A) The Board of Directors, by a majority vote of any duly constituted meeting, shall have the authority to suspend or expel any member whose conduct is considered detrimental to the best interest of the Association.
- (B) Members are expected to exhibit Sportsmanship and Conduct as outlined by Georgia Soccer Youth Rules and Regulations on Association premises or wherever officially supervised Association matches or practices are being held.

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- (C) The Commissioner shall upon evidence of serious misconduct of any player, coach, Association member or spectator, notify the person within a reasonable time frame. Said person shall appear before a duly constituted Discipline and Protest (D&P) Committee. Except as determined in Paragraph (A), it shall be the responsibility of the Discipline & Protest Committee to take appropriate disciplinary action as required on all reported incidents of serious misconduct of players, coaches, Association members or spectators.

#### **ARTICLE V - GOVERNMENT**

- (A) TRUSTEES - It shall be the responsibility of the Trustees to hold in Trust, in their name, all property purchased, owned, acquired, or held by the Rockdale Youth Soccer Association.

Not less than three, nor more than five Trustees shall serve the organization at one time. The Trustees shall be appointed by the Board of Directors and such appointment will have immediate effect.

The Trustees shall have neither voting rights nor privileges, nor will they be required to attend any meetings of the Board of Directors. They will serve for an indefinite period of time.

- (B) The Executive Officers of this Corporation shall be as follows: President, Vice-President, Secretary, Treasurer, and Commissioner.
- (C) The Association shall be governed by a Board of Directors consisting of up to fifteen members- the Executive Officers (to be elected annually by the general membership), and up to Ten Directors (to be appointed by the President after the Election of the Executive Officers).
- (D) A duly constituted meeting shall exist when appropriate notice is provided to all members of the Board of Directors and at such meeting a quorum is present.
- (E) All matters concerning the policy of this Association shall be decided by a vote of the Board of Directors, and no motion shall be carried without a favorable vote from a majority of those voting members present at a duly constituted meeting.
- (F) Removal of Board members shall occur under nothing but the most extreme circumstances. In the event such action should become necessary, the Board of Directors at a duly constituted meeting may take such action. However, such action shall not be taken unless three-fourths of the voting members of the Board are in attendance. All parties shall be allowed a full hearing, and not less than three-fourth of those voting members in attendance must vote for the removal. This paragraph shall not be construed

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to be in conflict with Article IV (B), which specifically spells out the grounds for automatic expulsion.

- (G) Officers and voting members of the Board who resign shall do so by formal written letter to the Board of Directors to be read and acted upon during the current meeting or at the next duly Constituted meeting, whichever is more convenient for the Board.

#### **ARTICLE VI - ELECTIONS**

- (A) The President, Vice President, Secretary, Treasurer, and Commissioner shall be elected at each regular annual meeting of the Corporation by a plurality of the votes cast. In order to hold the office of President or Commissioner a minimum of one year of service on the Board of Directors is required. The Board of Directors may, by two-thirds vote, choose to waive this requirement.

The annual election shall be held no later than June 1st and newly elected officers should assume their duties at the next scheduled Board Meeting, incumbent Officers will conclude the current year's business, and will handle any awards meeting related to the spring season.

- (B) Each Officer and Director shall serve until their successors are duly elected or appointed but shall be eligible for re-election or re-appointment. They may serve as often as they are duly re-elected or re-appointed.

Eligibility for election or appointment to and for continued service on the Board of Directors: It is not a requirement that members of the Board of Directors have a child(ren) participating in RYSA.

- (C) If any Officer or Director shall by reason of death, resignation, or other reason cease to be an active member of the Board, the office shall become vacant, and it shall be the duty of the Board of Directors to choose a successor within a reasonable time frame by a majority vote for the unexpired term.

#### **ARTICLE VII - MEETINGS**

- (A) The annual meeting of the Corporation and election of Officers shall be held no later than June 1st each year. Notice of the annual meeting shall be prominently posted at the Association fields no less than thirty days prior to the meeting. Such notice shall clearly indicate that all members in good standing are invited.
- (B) The President shall make his Annual Report to the membership at the regular annual meeting giving the financial status of the Association, a summary of his administration, and suggested plans for the coming year. Election of Officers shall follow this report.

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- (C) The Board of Directors shall meet not less than monthly; such meeting time will be determined by the Board of Directors. All meetings shall be open to the membership, and any member in good standing shall be welcome to attend any of the meetings of the Board.
- (D) A “called meeting” of the Board of Directors may be held at the discretion of the President. Notice of the “called meeting” shall be provided to all members of the Board of Directors not less than three (3) days prior to the meeting.
- (E) The President shall order a “called meeting” upon receipt of written petitions from a majority of the Board of Directors, and the meeting of the Board shall be notified as in (D) above. Petition for such “called meeting” shall include the reason for the request.
- (F) A majority of the Board of Directors in attendance shall constitute a quorum, and a majority vote of those present shall govern except when otherwise specifically provided by this Constitution and By-Laws.
- (G) Vote of the Board of Directors involving approval or removal of personnel shall be by secret ballot.

#### **ARTICLE VIII - OPERATING PERSONNEL AND COACHES**

- (A) Committee Chairmen shall be appointed as needed by the President and approved by the Executive Officers. The above Chairman will serve as ex-officio members of the Board unless they are already Board Members and will be expected to attend all Board meetings where information is required concerning his/her committee.
- (B) The Division Directors shall be appointed by the Commissioner.
- (C) Recreational coaches shall be chosen before each season by the respective Division Directors and approved by the Commissioner. The Commissioner, with assistance, of the Division Directors, shall be responsible for the selection of teams.

Select team coaches shall be chosen by the Director of Coaching and the Commissioner and approved by the Board of Directors. The list of coaches will be presented to the Board of Directors no later than the May Board Meeting. In the event the Commissioner and Director of Coaching are unable to reach a mutual agreement a committee consisting of the President, Vice-President and Secretary will be called upon to assist in the decision.

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**ARTICLE IX - FINANCIAL POLICY**

- (A) All finances shall be placed in the custody of the Treasurer as directed by the Board of Directors. The Board of Directors shall develop an annual budget and approve any unbudgeted expenses in excess of \$500. All other expenses are covered in the Policies and Procedures Manual.
- (B) All income shall be turned over to the Treasurer for deposit to the Association's account immediately upon receipt.
- (C) The Board of Directors shall accept donations from individuals and/or organizations for the common treasury of the Association, or to be used as designated by the donor(s).

The Board of Directors will permit the distribution of funds to individual teams and allow individual team fund-raisers after the team has met all conditions set forth annually by the Board and after fund-raiser has been approved by the Board.

- (D) An independent annual financial review of the Association's books and records shall be made as soon as possible after the end of the Fiscal year. Results of each review shall be reported to the Board of Directors as soon as practical.
- (E) Checks issued on behalf of this Association shall be signed by the Treasurer and countersigned by the President. However, the Vice President's signature shall also be authorized, and when necessary, any two such signatures shall make the check valid.

**ARTICLE X - RULES**

- (A) The official rules and regulations of USFA, USYSA, GSSA, FIFA, GYSA, and RYSA (local rules) shall be binding on this organization.
- (B) Any local rules of this Association shall not be in conflict with the rules and regulations of the USFA, USYS, GSSA, and GYSA. Any such local rules shall be adopted by the Board of Directors at a duly constituted meeting.
- (C) Recreational teams shall be selected under the supervision of the Commissioner and the Division Directors. The method of selection and any related rules shall be established and published by the Commissioner.
- (D) Protests of matches or any appeals shall be submitted in writing to the D&P Chairman for submission to the Commissioner within 72 hours after the match or postmarked within 72 hours accompanied by \$50 payment, which is refundable only in the event the protest is upheld. The D&P committee shall rule on the validity of the protest.

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**ARTICLE XI - SELECT TEAMS**

- (A) Teams selected by tryout to represent this association in Interleague competition during the regular season shall be referred to as Select Teams.
- (B) Coaches for the Select Teams shall be chosen by the Commissioner and the Director of Coaching and approved by the Board of Directors. In the event the Commissioner and Director of Coaching are unable to reach a mutual agreement a committee consisting of the President, Vice-President, and Secretary will be called in to assist in the decision.

**ARTICLE XII - AMENDMENTS**

- (A) This Constitution or any section thereof may be amended or repealed by a two-thirds vote of a quorum of the Board of Directors at a duly constituted meeting provided that the proposed change shall be introduced as a motion, seconded, and entered into the minutes of the previous meeting not less than 15 days prior to the vote and written copies of the change distributed to the voting members of the Board not less than 15 days prior to the vote.

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President \_\_\_\_\_ Date: \_\_\_\_\_

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Parliamentarian \_\_\_\_\_ Date: \_\_\_\_\_

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**BYLAWS**

**ARTICLE I - DUTIES OF THE OFFICERS**

**Section I - Duties of the President**

- (A) The President shall serve as Chairman of the Board of Directors; preside over all meetings; act as official representative of the Association when required; appoint committees and operating personnel as provided by this Constitution and supervise their operations; see that all rules, policies, and principles of USFA, USYS, GSSA, GYSA, FIFA, and RYSA are observed; and perform such other duties as are customarily exercised by one selected to serve in this capacity.
- (B) He/She shall make an Annual Report to the membership at the annual meeting.
- (C) He/She shall act as Ex-Officio member of all committees.
- (D) He/She shall countersign checks on behalf of the Association.
- (E) He/She shall be authorized to suspend any member until review by the Board of Directors at its next duly constituted meeting and to bar the suspended person from attendance at the Association fields or activities.
- (F) He/She shall cast a vote only to break a tie vote of the Board of Directors.

**Section II - Duties of the Vice President**

- (A) He/She shall preside in the absence of the President; work with other Officers and committees as Ex-Officio member of all committees; and perform such duties as may be requested by the President and the Board of Directors. He/She shall serve as Chairman of the Discipline and Protest (D&P) committee.
- (B) Should a vacancy occur in the Office of the President, he/she shall serve as President and Chairman of the Board of Directors and shall hold a regular or called meeting within 30 days for the purpose of electing a successor. He/She may be elected to fill the unexpired term of the President should the Board so desire.
- (C) He/She shall countersign checks on behalf of the Association in the absence of the President or the Treasurer.

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#### **Section III - Duties of the Secretary**

- (A) The Secretary shall keep a record of the activities of the Association; conduct all official correspondence; keep a record of all meetings; issue notice of meetings to members; and perform such other duties as may be requested by the President and the Board of Directors.
- (B) The Secretary shall ascertain and report to the President when a quorum is present at the meetings of the Board of Directors.
- (C) The Secretary shall insert all approved changes into the Constitution and Bylaws and furnish updated copies to all Board Members.

#### **Section IV - Duties of the Treasurer**

- (A) The Treasurer shall collect, deposit, and report all revenues; sign checks on behalf of the Association; assume responsibility for all Association disbursements; and make such filings as may be necessary to maintain tax exempt status.
- (B) He/She shall report on or provide the financial status of the Association at each meeting of the Board of Directors.
- (C) He/She shall provide appropriate bond for any individual with financial responsibility in the amount to be decided by the Board of Directors with a surety licensed in the State of Georgia. Cost of such bond to be paid from the Association's fund.
- (D) He/She shall properly maintain the Association books and financial records in accordance with generally accepted accounting procedures.

#### **Section V - Duties of the Commissioner**

- (A) The Commissioner shall be responsible for the actual Soccer program and shall see that all rules and regulations are being observed by everyone involved in the program.
- (B) He/She shall appoint the Division Directors and supervise their operations.
- (C) He/She shall conduct or supervise the selection of the recreational team in each division in accordance with the policies established by the Commissioner and approved by the Board of Directors.
- (D) He/She shall approve the coaches selected by the Division Directors.
- (E) He/She shall be responsible for the conduct of the tryouts or grading sessions prior to each playing season.



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- (F) He/She shall perform such other duties as are customarily exercised by one selected for this office or as requested by the President or the Board of Directors.

#### **ARTICLE II**

##### **Section I - Constitution and Bylaws**

The Constitution and By-Laws Committee shall be appointed by the Parliamentarian at the direction of the Board of Directors, when necessary, to review the Constitution and By-Laws. The Committee shall not be a standing Committee and will consist of no more than five members including the Parliamentarian as Chairman.

##### **Section II - Audit Committee**

- (A) The President shall appoint, and the Board shall ratify, a Chairman and two additional members of the Audit Committee. This Committee shall present to the Board an audit report on the financial affairs of the Association annually. Such report shall contain as a minimum a statement of cash receipts and expenditures and a comparison between budgeted revenues and expenses and actual revenues and expenditures. The audits shall be conducted in an expeditious manner in cooperation with the Treasurer.
- (B) This Committee shall take competitive bids from Certified Public Accountants to perform the yearly audit or limited review as specified in the Constitution and Bylaws of the Association.

##### **Section III - Nominating Committee**

- (A) This Committee shall be composed of five members including the Committee Chairman. They shall be recommended by the President for election by the Board of Directors at the March meeting. The Nominating Committee should have members from varying teams and age groups. They shall make necessary arrangements for holding of the annual meeting including notices to the membership.
- (B) They shall prepare a Slate of Officers for nomination at the annual meeting and have enough ballots ready for all those voting.
- (C) They shall post notices informing anyone interested in running for an office should petition the Board with the name of the person and a minimum of 50 signatures. In the event there are two or more people running for an office, the nominating committee will have pre-printed ballots available at the annual meeting. The Committee shall supervise the counting of the ballots.

##### **Section IV - Director of Coaching**

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- (A) The Association shall enter into a contract with a Director of Coaching.
- (B) The Director of Coaching shall be responsible for all education and the dissemination of educational information to Academy, Select and Recreational coaches.
- (C) The Director of Coaching shall ensure that the Academy and Select Coaches have the appropriate level license and report to the Commissioner the status of individual coaches.
- (D) The Director of Coaching shall, with Academy and Select team coaches' assistance, before each outdoor season, conduct a training session for Recreational Coaches for each age group.

**ARTICLE III - ORDER OF BUSINESS**

**Section I - Parliamentarian**

A Parliamentarian will be appointed by the President and approved by the Board of Directors. The Parliamentarian will ensure that all official meetings of the Board will be conducted in accordance with parliamentary law.

**Section II - Robert's Rules of Order**

Roberts Rules of Order shall be the governing parliamentary law of the Association in all cases not specifically provided for in the Constitution and Bylaws.

**ARTICLE IV - AMENDMENTS**

Any amendments to these bylaws shall be made in the same manner and by the same vote as an amendment to the Constitution of which these Bylaws are a part.

Unless otherwise provided, any changes to the Constitution and Bylaws of Rockdale Youth Soccer Association, Inc. is effective immediately after the change is adopted.

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President \_\_\_\_\_ Date: \_\_\_\_\_

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Parliamentarian \_\_\_\_\_ Date: \_\_\_\_\_

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#### Standard Operating Procedures

##### Fall and Spring Outdoor Board Duty

As a RYSA Board member, we all have a responsibility to make sure there is always a board member present at the complex when we have youth games taking place. You are the person people will go to if there are issues that come up during the day. These could be related to spectator problems, weather, injuries that may require outside medical attention or just general questions from the hundreds of people who frequent our complex on a typical weekend. Below are procedures to help make the board duty shifts more uniform.

Attire: Wear a RYSA issued Board Member shirt or vest. This will make it clear to all at the complex who you are.

If you have the first shift of the day:

- Enter the main building, turn off the alarm and open the overhead door. **Do not leave the main front doors unlocked.** Place the mini goals for the U6 teams just outside the overhead door. The first teams of the day will move the nets to the field.
- Please make use of the John Deere Gator for access around the facility. The key should be under the driver's seat.
- Unlock all bathroom doors at the indoor and outdoor buildings. At the indoor building, only unlock the exterior doors to the bathrooms.
- Unlock the two main drive gates to the fields. In case we need to get an ambulance on the field, these gates need to be open.
- Once the concession stand has opened for the day, stop by and let them know that you are the current board member on duty. We have two way radios that can be used for communication between the concession stand and current board member on duty. One radio should also be with the referee assignor, who will pick up the radio on his own. Make sure the radios are all on the same channel.

Once the games get started for the day, you should drive or walk around all of the fields on a regular basis to see how things are going. If you see an issue developing, try to stop it before it becomes a problem. **At no time should you ever put yourself at risk. If you are not comfortable with what is going on, please call the Rockdale County Sheriff's office for assistance.**

If an issue has come up, please collect as much information as possible such as names, contact information and a description of the situation. This would only be related to issues off the field that would not fall within the responsibility of the referees.

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Before you leave, make sure the next scheduled board member is at the complex. Discuss any issues that may have come up during your shift that can be helpful to the next board member. If you have the last shift of the day, it will be your responsibility to make sure the complex is closed up at the end of the day. Please make sure the following items have been completed:

- All U6 nets have been moved indoors (You should request the coaches from the last U6 games to move them back to the indoor building)
- All bathroom doors have been locked at both the indoor and outdoor building
- Put the gator inside the indoor building, place the gator key under the seat
- Check the building perimeter to make sure all doors have been locked, set the building alarm.
- Lock the chain link gates at entrances to the fields.

#### Indoor soccer season

As a RYSA board member, we all have a responsibility to make sure there is a board member present at the complex when we have youth games taking place. You are the person people will go to if there are issues that come up during the day. These could be related to spectator problems, weather, injuries that may require outside medical attention or just general questions from the hundreds of people who frequent our complex on a typical weekend. Below are procedures to help make the board duty shifts more uniform.

Attire: Wear a RYSA issued Board Member shirt or vest. This will make it clear to all at the complex who you are.

#### If you have the first shift of the day:

Unlock front door and turn off the alarm. The only door that remains unlocked is the one that has the red lettering stating “use this door”.

Turn on lights. The light switches are located in the stairwell behind the small field, just next to the entry to the office area.

If it is a warm day and the wall vents **are not covered** with plywood for the season, turn on the exhaust fans. The fans are located in the same area as the lights.

Unlock the bathrooms, turn on the lights and make sure all stalls have paper.

Check all player bench areas and stands for debris that may have been left over from the night before and discard.

Unlock gates to the indoor fields

Once players start to arrive, make sure that only players and coaches are entering the field areas. If there is a competitive game, obtain roster book from referee’s station at the field and check in teams. This should not apply if this is the first game of the day but to subsequent competitive games only.

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You may be called on from time to time to provide ice in case of an injury. Ice should be available from the concession stand or Board Member room. A first aid kit should be in the referee's box for minor injuries. In the event of a serious injury, call 911 so medical personnel can take care of the situation.

During the remainder of your shift walk the area to make sure spectators are behaving properly. If people are getting out of hand politely ask them to adjust their behavior. Most of the time this will work. If they refuse to comply they may be asked to leave. Very important that you never put yourself in harm's way. If you are concerned about a situation escalating, call the Sheriff's office at 770-483-4200. Please put this number in your phone.

If a situation has developed on the field between players and/or coaches, monitor the situation to make sure it is not getting out of hand. Let the referees try to manage the situation, but if it is clear that it is becoming unmanageable, call the sheriff's office. The last thing we want is a situation spilling out into the stands or parking lot.

#### **If you have the closing shift:**

Make sure that all players and spectators exit the building promptly following the game.

Lock the front door after everyone is out of the building.

Check bench areas and stands for debris that may have been left during the day and dispose of.

Check bathrooms to make sure stalls have paper, turn off bathroom lights and lock the doors.

Make sure that the exterior bathroom doors are locked.

Check to make sure all exterior doors to the building are locked.

Turn off all field lights and exhaust fans.

Set alarm code and exit building.