

**CONSTITUTION OF THE  
COUNCIL BLUFFS YOUTH SOCCER ASSOCIATION, INC.**

**April 7, 2010**

**NAME**

The name of this Association shall be the Council Bluffs Youth Soccer Association, Incorporated (hereinafter referred to as the CBYSA).

**OFFICE**

The office of the Association shall be 4046 Ave B, Council Bluffs IA 51501. The address of this office may be changed without official amendment of the Constitution.

**FISCAL YEAR**

The fiscal year of the Association shall be November 1 through October 31.

**SEASONAL YEAR**

The seasonal year of the Association shall be August 1 through July 31.

**PURPOSE**

The purpose of the Association shall be to foster the sport of soccer, to conduct and organize youth soccer in the areas in and surrounding Council Bluffs and to conform to, foster and abide by the rules of soccer sportsmanship and the CBYSA Constitution and Rules.

**JURISDICTION**

The Association shall have jurisdiction over all members, officials, players, spectators, and coaches affiliated herewith, and over all matters connected with this Association.

**AFFILIATION**

This Association is affiliated with the United States Youth Soccer Association through membership in the Iowa Soccer Association.

**ORGANIZATION**

The CBYSA shall be governed by its executive officers, standing committees, appointed committees and members. They shall have the authority to establish the rules and regulations appropriate to the CBYSA, shall conduct all the business of the CBYSA, shall manage its financial accounts, and shall be the only body responsible for the interpretation and enforcement of the rules and regulations of the CBYSA.

**RULE I: POWER OF THE CBYSA**

The CBYSA shall have the power to deal with all violations of the laws of the game and its established rules and regulations, and with misconduct by any league, team, player, spectator, coach, official, referee, or member under its jurisdiction. Such power shall extend to all scheduled games, exhibition games or tournaments sponsored by the CBYSA.

**RULE II: MEMBERSHIP**

1. Any coach, parent/guardian of a registered player, member of the Youth Council, or individual who is willing to uphold this Association's objectives may become a member of the Association.
2. The executive committee may, by majority vote of all members of the committee eligible to vote, terminate the membership of any member upon presentation of evidence proving beyond a reasonable doubt that the member has engaged in conduct inappropriate to the promotion of soccer.

### **RULE III: EXECUTIVE COMMITTEE AND YOUTH COUNCIL**

The Executive Committee of the CBYSA shall consist of the following officers:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Coaching Director
6. Referee Director
7. Parent/Player Director

The Youth Council of the CBYSA shall consist of:

1. Executive Committee
2. League representatives
3. Referee Assigner
4. Game Scheduler
5. Registrar

All Youth Council members must be active members of the Association and no member of the Executive Committee shall hold down two Youth Council positions at the same time. No more than *two* persons from a household can serve as an executive officer at the same time. Household is defined as husband/wife, or parent/ child, or grandparent/grandchild, or siblings.

### **RULE IV: PRESIDENT**

The President shall:

1. Preside over all Executive Committee meetings, Youth Council meetings, and General meetings.
2. Appoint representatives of CBYSA to NSL and ENSA.
3. Create committees as required to carry out the responsibilities of the CBYSA.
4. Provide leadership for the CBSYA as required.
5. Cast the deciding ballot in case of a tie vote at any meeting over which he/she presides.
6. Delegate authority as necessary to carry out the responsibilities of the position.
7. Act as an Ex-officio member of all committees.

### **RULE V: VICE PRESIDENT**

The Vice President shall:

1. Assist the President in the performance of his/her duties.
2. Assume the duties of an absent President.
3. Be responsible for the review and updating of the Constitution of the CBYSA.
4. Rule on disputes of the membership with regard to rules of procedure and interpretation of the Constitution.

### **RULE VI: SECRETARY**

The Secretary shall:

1. Keep a record of the minutes of Executive Committee meetings, Youth Council meetings, and general meetings.
2. Keep a record of attendance at all Executive Committee meetings, Youth Council meetings, and general meetings.
3. Oversee all written correspondence of the CBYSA.
4. Notify all members of meeting times and places and the business to be conducted.
5. Keep an active name and address file for conducting the business of the CBYSA.

## **RULE VII: TREASURER**

The Treasurer shall:

1. Have charge of and receive the monies of the CBYSA.
2. Keep a detailed account of the income and expenditures of the CBYSA.
3. Deposit the receipts of the CBYSA into the CBYSA account(s).
4. Pay all debts of the CBYSA by check signed by him/her and/or signed by the President.
5. Submit a statement of the conditions of the finances upon request.
6. Be responsible for obtaining an annual third-party audit of the books to be presented to the Association at the annual general meeting.
7. Appoint a financial committee, if needed.
8. Ensure corporate paperwork is up to date.

The Youth Council shall annually set a dollar limit such that any bill exceeding that limit must be paid by check signed by both the Treasurer and the President.

## **RULE VIII: COACHING DIRECTOR**

The Coaching Director shall:

1. Oversee/organize training sessions for coaches.
2. Make recommendations for policies regarding scheduling of games; awards for coaches; conduct of teams, players, coaches, and spectators.

Must hold a minimum of a USSF E coaching License

## **RULE IX: PARENT/PLAYER DIRECTOR**

The Parent/Player Director shall:

1. Oversee/organize parent education programs.
2. Oversee/organize player education programs.
3. Make recommendations for policies regarding scheduling of games, awards for players/parents, conduct of teams, players, coaches, and spectators.

## **RULE X. REFEREE DIRECTOR**

The Referee Director shall:

1. Oversee/organize training/mentoring programs for referees.
2. Provide field training for officials.
3. Provide for evaluation of game skills of all referees.
4. Provide information regarding rule changes to the membership of the CBYSA.
5. Assist with Recruitment of new officials.
6. Make recommendations for policies regarding scheduling of referees, conduct of teams, players, coaches, referees, and spectators.
7. Recommend changes to the CBYSA rules regarding player safety, referee administration, conduct of players, coaches, and spectators.
8. Act as an Chairperson of the Referee Committee

Must be a referee or former referee.

## **RULE XI: LEAGUE REPRESENTATIVES**

League Representatives shall:

1. Manage the affairs of the teams in the league they represent.
2. Assist with the distribution of materials.
3. Transfer information from any meeting they are obliged to attend to the coaches they represent.

4. Assist the Game Scheduler in dividing teams into divisions and in creating an appropriate and accurate schedule of games.
5. Assist the Game Scheduler with reschedules.
6. Monitor, resolve, or forward to the Executive Committee complaints and suggestions.
7. Serve on the Grievance Committee (as needed) and the Scheduling Committee (as needed).

#### **RULE XII: REFEREE ASSIGNER**

The Referee Assigner shall

1. Schedule all officials for all league games sponsored by the CBYSA.
2. Maintain itemized referee pay records, and record and ensure payment of all officials.
3. Work with the Referee Director to properly handle complaints from referees and complaints directed toward referees.
4. Assist with Recruitment of new officials.
5. Provide a report at all CBYSA Youth Council meetings and all general meetings.

This is a paid position and is determined by annual bid - July 1 to June 30.

#### **RULE XIII: GAME SCHEDULER**

The Game Scheduler shall:

1. Schedule all league games sponsored by the CBYSA.
2. Work with City Parks & Recreation to ensure availability of fields.
3. Work with the Referee Assigner to ensure availability of officials.
4. Work with League Representatives in dividing teams into divisions.
5. Work with League Representatives to reschedule games, as needed.
6. Provide a report at all CBYSA Youth Council meetings and all general meetings.
7. Make recommendations for policies regarding scheduling of games and referees.
8. Act as chairperson of the Scheduling Committee (as needed).

This is a paid position and is determined by annual bid - July 1 to June 30.

#### **RULE XIV: REGISTRAR**

The registrar shall:

1. Ensure that all paperwork required for registration of all players in the CBYSA is received and is accurate.
2. Provide a log of registration fees to the treasurer.
3. Verify that each player is assigned to the proper age group.
4. Provide coaches with player cards and team rosters.
5. Provide a mailing list of all coaches and assistant coaches to the Secretary.
6. Provide feedback and information to coaches and to the Executive Committee as needed.
7. Provide a report at all CBYSA Youth Council meetings and all general meetings.

This is a paid position and is determined by annual bid July 1 to June 30.

#### **RULE XV: COMMITTEES**

The committees of the CBYSA shall be as follows:

##### 1. Scheduling Committee.

The Scheduling Committee shall:

Be responsible for division of teams into competitive leagues.

Work with the Game Scheduler to ensure accuracy and appropriateness of schedules.

Chairperson: Game Scheduler

Members: League Representatives

Ex-officio: Representative from Parks & Recreation

## 2. Grievance Committee.

The Grievance Committee shall:

Act upon all complaints brought before it.

Be responsible for recommending appropriate action, if needed.

Minutes of the Committee shall be kept and read into the minutes of the regularly scheduled meetings.

Chairperson: Appointed by the Executive Committee to serve for a seasonal year (August 1 to July31)

Members: League Representatives and Referees as appointed by the Chairperson. There shall be at least four (4) members of the Grievance Committee in addition to the Chairperson. These members shall be appointed from leagues and from referees that are not involved in the dispute.

No member of the Executive Committee shall be a member of the Grievance Committee.

## 3. Referee Committee.

The Referee Committee shall:

Assist the Referee Director with his/her duties.

Coordinate educational activities for coaches and game officials.

Chairperson: Referee Director

Members - appointed by the Chairperson

## 4. Public Relations Committee.

The Public Relations Committee shall:

- Be responsible for all Public Relations of the CBYSA.

- Lead recruiting efforts for players and coaches.

- Work with the local media for coverage of CBYSA events.

- Coordinate community service activities for the members, players, and parents of the CBYSA.

Chairperson: Appointed by the Executive Committee

Members: appointed by the Chairperson

## 5. Field/Safety Committee.

The Field Committee shall:

Ensure that all game and practice fields are safe and in playable condition.

Coordinate with Parks & Recreation to ensure the proper marking of the fields.

Recommend purchase of field equipment and supplies in coordination with the Vice President.

Chairperson: Appointed by the Executive Committee

Members: appointed by the Chairperson

Ex-officio: Representative from Parks & Recreation

## 6. Tournament Committee.

The Tournament Committee shall:

- Be responsible for conducting tournaments sponsored by the CBYSA, to include:

Advertising

Recruiting of teams

Awarding of bids for awards and t-shirts or other items

Scheduling all games

Scheduling all officials

Checking field conditions

Work with the local media for coverage of the event.

- File an itemized financial report with the Executive Committee.

- Provide all required reporting to the state association.

- Provide a written report complete with all advertising, volunteers, bid awards, financials, etc., for use by the next tournament director for the purpose of improvement.

Chairperson: Appointed by the Executive Committee.

Members: appointed by the Chairperson

## 7. Scholarship Committee.

The Scholarship Committee shall:

- Organize fund raising for the scholarship fund
- Provide application information to Council Bluffs High Schools
- Organize the process of application and review
- Provide information to the media about scholarship recipients

Chairperson: Appointed by the Executive Committee.

Members: Appointed by the Chairperson

#### 8. Equipment/Uniforms Committee

The Equipment/Uniforms Committee shall:

- Be responsible for ordering and delivery of CBYSA uniforms
- Be responsible for ordering and delivery of pre-season coaches' equipment
- Be responsible for researching best prices, etc. for uniforms and equipment and making recommendations for companies used, equipment to order, etc.
- Provide reporting, as requested, to Executive Committee

Chairperson: Appointed by the Executive Committee.

Members: Appointed by the Chairperson.

Other committees may be created as needed by the Executive Committee. All committees shall be overseen by the Executive Committee and shall provide reports as appropriate.

### **RULE XVI: ELECTION OF OFFICERS AND REMOVAL FROM OFFICE**

1. The officers shall be elected by a majority of the votes cast at the annual general meeting in November. If no candidate receives a majority of the votes, successive ballot shall be taken for the two candidates who received the highest number of votes on the first ballot until a single candidate receives a majority. Each shall hold office for the term of two (2) years with the election for President, Treasurer and Coaching Director to be odd years and election for Vice President, Secretary, Referee Director, and Parent/Player Director to be even years.. Each officer shall be eligible for re-election.

2. Upon presentation to the Grievance Committee Chairperson of a petition signed by 25% of the eligible voting members calling for the removal from office of any officer, a meeting of the Grievance Committee will be convened within two weeks to decide if impeachment proceedings will be presented at a general meeting of the Association. A 2/3 vote of eligible voting members shall be required to remove an elected or appointed official from office.

### **RULE XVII: ELECTION OF LEAGUE REPRESENTATIVES**

League Representatives shall be appointed and removed by the Executive Committee. Where possible, each league representative shall be responsible for no more than ten (10) teams. Absence from two (2) consecutive regular meetings without a reasonable excuse may be considered a resignation.

### **RULE XVIII: VACANT OFFICE**

The vacancy of an executive office shall be filled, for the unexpired term, by a majority vote of those eligible voting members present at any general meeting.

1. In case of a vacancy in the office of President, the acting Vice President shall assume the duties of the President until the term is filled by a vote as described above.

2. Absence from two (2) consecutive general meetings without a reasonable excuse may be considered a resignation.

### **RULE XIX: VOTING**

1. An eligible voting member is one who: Is eighteen (18) years of age or older, and serving as:

(1) A member of the Executive Committee

- (2) A League Representative
  - (3) Referee Assigner
  - (4) Game Scheduler
  - (5) Registrar
  - (6) A Coach of a team registered through the CBYSA Registrar.
2. There will be one vote per voting member.
  3. Any voting member may cast a vote by proxy. The proxy must be a registered assistant coach, or any eligible voting member. The proxy must present the absent voting member's vote(s) in writing, signed by the absent voting member.

#### **RULE XX: MEETINGS**

1. The regular meetings of the Association shall be held the first Wednesday of each month. Changes of time, dates or place of the meeting shall require a one-week written notice to the members.
2. The annual general meeting will be held on the first Wednesday in November.
3. Executive Committee meetings shall be held monthly and prior to the general meeting. All meetings of the Executive Committee shall be on a published schedule. All minutes of the Executive meetings will be available upon request by any member in good standing of the CBYSA.
4. Youth Council meetings shall be held as needed on the first Wednesday of the month prior to the general meetings.

#### **RULE XXI: QUORUM**

A quorum for the transactions of the Executive Committee, the Grievance Committee and the Youth Council shall consist of a majority of the members of each group.

#### **RULE XXII: PARLIAMENTARY PROCEDURE**

The order of business at any meeting of the Association shall follow the standards of parliamentary procedure, at least within an informal framework.

#### **RULE XXIII: MEETING AGENDA**

1. The President shall set the place and time of meetings as needed. Records shall be kept of the attendance of members as well as the business transacted.
2. Notice of all proposed business shall be given to the Secretary seven (7) days prior to the meeting, to be placed on the Agenda.
3. At all meetings of the CBYSA, the Secretary shall submit the minutes of the preceding meeting, which shall then be presented for adoption. He/she shall then read such letters as may be necessary or that any member of the Association desires to have read. The report of the Treasurer will follow the Secretary's reports. The reports of the Committees shall next be taken up. The business of such reports, unless objected to, will be accepted and adopted as written. The business on the remaining agenda shall be proceeded with in such an order as the President may direct.
4. The courtesy of the general meetings will be extended to interested parties by the CBYSA.

#### **RULE XXIV: MOTIONS**

1. All motions, whether original or amendments, shall, if the President requests, be reduced to writing, signed by the mover and handed to the Secretary immediately on being moved.
2. All motions, as with all questions, shall be determined by a show of hands or, at the discretion of the membership; a secret ballot may be called for.

**RULE XXV: AMENDMENTS**

This Constitution may be amended by a 2/3 majority vote of the eligible voting members present at the annual general meeting, provided the particulars of the proposed amendment are made available to the membership at least 14 days prior to the meeting.

The undersigned President of the Council Bluffs Youth Soccer Association, Inc. hereby certifies that the foregoing is the Constitution of the Council Bluffs Youth Soccer Association, Inc., as amended on April 7, 2010.

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PRESIDENT

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DATED