

BY-LAWS

of the

CANON-MAC YOUTH SOCCER ASSOCIATION

ADOPTED: ~~1/25/04~~ ~~20-00~~

REVISED: ~~2/18/2001~~ ~~25-04~~

APPROVED:

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ARTICLE I

NAME AND PURPOSE

SECTION 1. NAME

The Canon-Mac Youth Soccer Association (CMYSA) is a non-profit corporation hereinafter ~~called~~ referred to as **CMYSA** or the Association.

SECTION 2. PURPOSE

The Association is organized exclusively for charitable, educational, recreational, and instructional sports purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code (or corresponding provisions of any future United States Internal Revenue Law).

SECTION 3. OBJECTIVES

- a. To make soccer an enjoyable and rewarding experience for all participants.
- b. To promote and elevate the standards of sportsmanship and fair play among the youth of our community and the areas the Association serves.
- c. To provide an opportunity for all participants to develop and improve their athletic skills.
- d. To promote the sport of soccer in a spirit of cooperation with other community activities.

SECTION 4. SYMBOL AND SEAL

~~The common or corporate seal of the Association shall be round with the words "Canon Mac Youth Soccer" inscribed around and between two circles. Within the inner circle is depicted a picture of a canon firing a soccer ball. The seal is shown on the title sheet of these by laws.~~

~~¶~~

~~SECTION 5. SYMBOL~~

~~¶~~

~~The common or corporate symbol/seal of the Association shall be a badge-shaped logo with "Canon Mac Soccer" inscribed above a soccer ball with a white "X" shape behind the soccer ball on a field of blue and gold. The official symbol of the Association shall be a picture of a canon firing a soccer ball. The symbol is depicted on the title sheet of these By Laws within the seal.~~



SECTION 5. GEOGRAPHIC BOUNDARIES

The geographic boundaries in which CMYSA operates shall align with that of Canon-McMillan School District.

ARTICLE II

AFFILIATIONS

SECTION 1. USSF

The national governing body, establishing uniform rules and regulations for soccer, is the United States Soccer Federation (USSF). ~~Football Association. It has changed its name to United States Soccer Federation (USSF), of which the United States Youth Soccer Association (USYSA) is an affiliate of the USSF. The USSF is an affiliate of the Federation Internationale de Football Association (FIFA), which is the world governing body for soccer.~~

SECTION 2. PA WEST ~~WPSYSA~~

The local governing body, establishing uniform rules and regulations for soccer in ~~is the~~ Western Pennsylvania, is the Pennsylvania West State Youth Soccer Association (hereafter referred to as "PA West") ~~WPSYSA~~. It has changed its name to Pennsylvania West (PA West). The CMYSA shall abide by the rules and By-Laws as established by PA West.

SECTION 3. NORTH STRABANE TOWNSHIP PARKS AND RECREATION

Playing fields for the CMYSA are provided, in part, by North Strabane Township Parks and Recreation. As such, the CMYSA will adhere to all policies, procedures, and rules governing the use of the playing fields set forth by the North Strabane Township Parks and Recreation department.

SECTION 4. CANON-MCMILLAN SCHOOL DISTRICT

Playing fields for the CMYSA are provided, in part, by Canon-McMillan School District. As such, the CMYSA will adhere to all policies, procedures, and rules governing the use of the playing fields set forth by Canon-McMillan School District.

ARTICLE III

MEMBERSHIP ~~GOVERNMENT~~

SECTION 1. CLASSES

Membership in the Association is categorized as follows:

- a. Players (as represented by their Parents or Legal Guardian if under 18 years of age)
- b. Board of Directors: consisting of Elected Officers, ~~¶~~
- ~~e~~ Directors, and ~~¶~~
- ~~d~~ Appointed Officers
- e. Coaches
- f. Assistant Coaches
- ~~g~~ Parents and Guardians of Players ~~¶~~

SECTION 2. PLAYER ELIGIBILITY

- a. Each applicant will be registered with the Association each playing session.
- b. Each applicant will fill out the required forms and submit birth certificates and photographs, when and where applicable.
- ~~v~~c. Each applicant shall pay the required registration fee as prescribed by the Association.
- d. Each player must be officially registered with the CMYSA before trying out for any select traveling team.

SECTION 3. VOTING PRIVILEGES

a. Members having voting rights in general meetings shall be:

- 1) Elected Officers,
- 2) Elected Directors of the Association,
- 3) Appointed Officers,
- 4) Coaches,
- 5) Assistant Coaches, and
- 6) Parents or Guardians of Players

b. In instances where an individual serves in more than one position in the above categories, he/she shall be entitled to cast only one vote.

SECTION 4. BACKGROUND AND CHILD ABUSE HISTORY CLEARANCE PROGRAM

In accordance with Article II, all elected officers, directors, appointed officers, adult coaches, and volunteers at CMYSA sanctioned events are required to have background and child abuse history clearances that are compliant to PA West, Canon-McMillan School District, and North Strabane Township Parks and Recreation requirements. Background checks are intended to ensure that all CMYSA players have a safe and positive experience playing soccer. No screening process can offer absolute assurance however, knowing pertinent aspects of volunteers' backgrounds can provide a higher degree of certainty that people with a history of inappropriate behavior will not have access to the CMYSA players. Additional details of the Program will be documented in the CMYSA Operating Procedures.

ARTICLE IV

MEETINGS

SECTION 1. GENERAL MEETINGS

- a. ~~There shall be~~ general meetings shall be held during the playing season and the month prior to the beginning of each season as may be deemed necessary by the Board ~~before and after the season.~~
- b. Notice of the general meetings shall be communicated to all members at least 15 days prior to said meeting.
- c. The ~~spring pre-season~~ April general meeting shall include the nomination and election of officers as part of its agenda. ~~The May meeting shall include the election of officers as part of its agenda.~~

SECTION 2. BOARD MEETINGS

The Board shall meet monthly during the season and as deemed necessary to transact the business of the Association.

SECTION 3. SPECIAL MEETINGS

Special meetings can be called at any time, as deemed necessary by the President or upon written request of five members of the Board. The purpose of the special meeting will be made known to all Board members not less than five (5) days prior to the meeting date. ~~provided advanced notice is provided to all voting members.~~

SECTION 4. ~~PARLIAMENTARY~~ PARLIMENTARY RULES

Robert's Rules of Order Newly Revised shall govern CMYSA in all cases where applicable, and in where they are not in conflict with these By-Laws or the Articles of Incorporation.

ARTICLE V

FINANCES

SECTION 1. FISCAL YEAR

The fiscal year for the Association shall begin on the first day of ~~August~~ September in each year, and terminate on the last day of ~~July~~ August the following year.

SECTION 2. DUES AND ASSESSMENTS

- a. Dues and necessary assessments shall be established by the Board under the classification of Article III for each player member of the Association.

- b. Each applicant shall be required to pay the dues and assessments at the time of registration for each playing season.
- c. In addition to the standard fees, a surcharge may be assessed to ~~eligible non-residents of Canon McMillan School District, and~~ applicants who fail to register prior to a selected date (i.e. late registration).

SECTION 3. GIFTS AND SPONSORSHIPS

- a. The Board may accept on behalf of the Association any contribution, gift, bequest or devise for general purposes or any special purpose of the Association, provided that the purpose of the gift is not contrary to the Articles of Incorporation or these By-Laws of the Association.
- b. The Board shall establish a standard contribution for any individual, organization or business enterprise that desires to sponsor a particular playing team for a period of one (1) year as long as it generally favors all players.

SECTION 4. GENERAL FUND

- a. All receipts shall be deposited immediately into the Association's General Fund. Receipts shall include, but not be limited to, registration fees, fund-raising, gifts and sponsorships, sales of uniforms and merchandise, and income from general funds.
- b. The operating expenses of the Association shall be paid from the General Fund. Other disbursements from the General Fund and transfers from said fund to other Special Purpose Funds of the Association shall be made only as designated, approved, and directed by the Board.

SECTION 5. SPECIAL PURPOSE FUNDS

- a. The Board, at its discretion, may authorize Special Purpose Funds that shall be expended only for the purposes of their creation and related expense. Interest income, dividend income, contribution income, bequests, gains or losses from investments and related expenses are for the Special Purpose Fund only. Accounting records shall be maintained by the Treasurer.
- b. At any time it is deemed necessary or advisable, the Board may establish separate accounts to eliminate co-mingling of Special Purpose and General Funds. c. In the event a Special Purpose Fund is dissolved by the Board, its funds shall be transferred to the General Fund. In that event, any contribution made to the Special Purpose Fund for the sole purpose of the Special Purpose Fund will be returned to the donors at their request in amounts determined by the Board to be equitable.

SECTION 6. FUNDS MANAGEMENT

- a. The General Fund and all Special Purpose Funds are the responsibility of the Treasurer. The Treasurer shall direct the receiving, dispensing, and investing monies from the funds, and shall be limited to investing funds only in investments where the principal investment is returned in full and with interest on the principal.
- b. All instruments of fund disbursement shall require the signatures of two individuals; one being the Treasurer, as authorized by the Board. All disbursements shall be made within the limits of the approved budget unless otherwise authorized by Board approval.
- c. All commitments for the disbursement of funds shall be made by an officer or appointed officer of the Association and only for approved expenses. The Treasurer shall authorize all commitments for the disbursement of funds in excess of one hundred (\$100.00) dollars. The Treasurer shall be notified as soon as possible prior to the payment of a disbursement in excess of one hundred (\$100.00) dollars.

SECTION 7. BUDGET

- a. A budget of anticipated receipts and operating expenditures for the following fiscal year shall be prepared by the Treasurer, and submitted to the Board at its ~~June~~ ~~September~~ meeting in accordance with CMYSA Operating Procedures. The Board shall review the budget, and, if required, will direct the Budget Committee to make revisions.
- b. Any subsequent revisions to the budget must be approved by the Board at the next meeting.

- c. The Treasurer shall not, without prior Board approval, permit expenditures in excess of the amounts in the adopted budget.
- d. The Budget shall be balanced and reported at each meeting.

SECTION 8. DISSOLUTION OF THE ASSOCIATION

Upon dissolution of the Association, the Board shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all assets of the Association exclusively for the purposes of the Association in such manner or to such organization(s) organized and operated exclusively for charitable, educational, or instructional sports purposes as at the time shall qualify as an exempt organization(s) under Section 501 ©(3) of the Internal Revenue Code (or the corresponding provisions of any United States Internal Revenue Law), as the Board shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located exclusively for such purposes or to such organization(s) as said court shall determine, which are organized and operated exclusively for such purposes.

SECTION 9. USE OF FUNDS

No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the purposes set forth in the Article above.

No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 9. USE OF FUNDS (CONT'D.)

Notwithstanding any other provision of these articles, the Association shall not carry on any other activities not permitted to be carried on by:

- a. An Association exempt from Federal Income Tax under Section 501©(3) of the Internal Revenue Code (or the corresponding provision of any future United States Internal Revenue Law); or by
- b. Association contributions to which are deductible under Section 170©(2) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

ARTICLE VI BOARD OF DIRECTORS

SECTION 1. ORGANIZATION

The Board of the Association shall consist of the President, Vice-President, Secretary, Treasurer, all Commissioners, and Directors.

SECTION 2. MEETINGS

- a. The Board shall meet monthly to transact the business of the Association. Special meetings may be held at any time, as determined by the President or on written application of five (5) members of the Board. The purpose of special meetings will be made known to all Board members not less than five (5) days prior to the meeting date. Disciplinary meetings may be held at any time, with the requirements that the subject is able to attend, if desired by the Board, and quorum can be achieved.
- b. The Secretary shall act as secretary at all Board meetings, keeping accurate notes of the proceedings. In the absence of the Secretary, the President shall appoint a secretary.

c. Any member of the Association and others may attend Board meetings by invitation or proper request only. In any case, only board members shall have voting privileges at Board meetings.

SECTION 3. POWERS AND DUTIES OF THE BOARD

a. The entire management and control of the Association, its affairs, property, and assets are vested in the Board. In addition to any and all powers conferred upon the Board by law and by the Articles of Incorporation of the Association, these By-Laws, without in any manner or degree abrogating, limiting, or modifying such powers, grant to the Board the following authority, but not limited to:

- 1) Control, manage, and direct the property and affairs of the Association;
- 2) Appoint delegates to represent the Association at other meetings and organizations;
- 3) Employ, at any time, and at least annually, others to audit the books of the Association;
- 4) Remove a member from the Board for cause by a two-thirds (2/3) vote being required at the Board meeting;
 - a. The member(s) at issue shall abstain from voting in said removal hearing;
 - b. Said member(s) will not be counted towards the implementation of the requirement of the two-thirds (2/3) quorum;
- 5) Establish new ad hoc committees and disband old ad hoc committees when circumstances require such action; and
- 6) Fill, by two-thirds (2/3) vote, any elected vacancy which may occur because of death, inability to serve, removal from office or resignation of any officer.

b. Minutes of the Board meetings and financial reports shall be made available to all members of the Association upon request to the Secretary.

SECTION 4. QUORUM AT BOARD MEETINGS

Two-thirds (2/3) of ~~Seven (7) members of the~~ Board membership present at a meeting shall constitute a quorum.

SECTION 5. ACTION BY BOARD WITHOUT A MEETING

Any action required to or that ~~may be~~ taken at a meeting of the Board may be taken without a meeting if a consent to the action so taken is provided by all members of the Board entitled to vote on such action. Such consent may be executed in counterparts, and shall be effective as of the date of the last consent obtained.

ARTICLE VII

ELECTED AND APPOINTED OFFICERS AND DIRECTORS

SECTION 1. OFFICERS AND DIRECTORS

The elected officers of this Association shall be the following:

President
Vice-President
Secretary
Treasurer

All of ~~whom~~ shall be elected by the general membership of the Association.

The appointed officers shall be the following:

All Directors

Director of Registration (Registrar)
Referee Coordinator/Assigner
Director of Field Maintenance (Field Marshall)
Director of Fundraising and Sponsorship
Director of Equipment and Purchasing
Director of Coaching and Player Development
All Commissioners
Travel Commissioners - Boys and Girls
In-House (U6, U8, U10, U11-14) and Route 19 Age Group Commissioners

All of whom shall be appointed by the Board.

SECTION 2. TERMS OF OFFICE

The term of office for elected officers shall be two (2) calendar years, with the President and Treasurer elected in even numbered years, and the Vice-President and Secretary in odd numbered years. Terms of office shall begin on the first day of the fiscal year following an election.

Elections shall occur according to the timing stated below, or as needed due to vacancy:

President - election shall be held at the spring general meeting of even numbered years
Vice President - election shall be held at the spring general meeting of odd numbered years
Secretary - election shall be held at the spring general meeting of odd numbered years
Treasurer - election shall be held at the spring general meeting of even numbered years

The term of office for any other officers of the Board shall be one (1) year. Any officer may succeed him/her-self for as many terms as the membership sees fit to return the incumbent to that office. All eligible members shall be eligible to vote at all general meetings and annual elections. Officers who are also coaches may only vote as coaches.

SECTION 3. ELECTION PROCESS

Elections shall be by secret written ballot at the annual meeting, if there is more than one (1) candidate for a given office. Nominations may be made from the floor prior to balloting, with prior consent of the nominee. Between 30 to 15 days prior to the annual election meeting, the President shall appoint an election judge who shall be neither a Board member, nor a candidate for an office. The election judge shall then appoint the tellers of the vote.

SECTION 4. DUTIES OF THE PRESIDENT

The President shall:

- a. Be the Chief Executive Officer of the Association, performing any and all legal duties incident to the Office of President.
- b. Perform all functions incident to the Office of President, including those outlined in these By-Laws, and any other duties designated by the Board.
- c. Preside at all meetings of the Association and of the Board.
- d. Have responsibility for the overall supervision and control of the Association and its management.
- e. Be responsible for all written contracts, obligations and instruments of the Association in the capacity of Chief Executive Officer.
- f. Be an ex-officio member of all standing committees.
- g. Sign checks of the Association properly endorsed by the Treasurer.
- h. Appoint members of committees and define their duties as may be necessary to carry on the work and purpose of the Association.
- i. May create, revise, and abandon committees when action so warrants it.
- j. Is to be non-biased and may vote only in event of a tie, thereby casting the deciding vote.
- k. Represent the Association at PA West meetings.

L. Have the right to vote on behalf of the Association on any matter requiring a vote at PA West meetings.

SECTION 5. DUTIES OF THE VICE-PRESIDENT

- a. Perform all duties of the President during absence or disability of the President.
- b. Sign checks of the Association properly endorsed by the Treasurer.
- c. Represent the Association at PA West meetings.
- d. Have the right to vote on behalf of the Association on any matter requiring a vote at PA West meetings.
- e. Coordinate and be responsible for solicitation and distribution of information regarding soccer tournaments.
- f. Coordinate with the local municipal authorities and school board officials on field requirements and other needs of the Association, in accordance with CMYSA Operating Procedures.
- g. Coordinate activities of the travel and in-house programs.
- h. Have the right to vote at Association meetings.
- i. Coordinate the taking and distribution of team pictures.

SECTION 6. DUTIES OF THE SECRETARY

The Secretary shall keep the minutes of all meetings (general, special, Board, etc.) of the Association, and shall have custody of all books, papers, and correspondence relative to the transactions of the Association, subject to the convenience of all other officers. The Secretary shall prepare for the President a meeting agenda for each monthly Board meeting. To the extent requested by the President, the Secretary shall prepare the correspondence of the Association, and send out all notices and letters concerning all meetings. The Secretary shall turn over all Association records and correspondence to the recording officer within 30 days after the annual election meeting. The Secretary must turn over all records to the successor upon leaving office. Additional duties of the Secretary shall include management of the CMYSA central e-mail account, as well as social media presence.

SECTION 7. DUTIES OF THE TREASURER

The Treasurer shall collect all registration fees and other monies due the Association. The Treasurer shall keep all accounts and report them in writing at the August/September meeting. The Treasurer shall render a concise balanced Treasurer's report at all Board meetings, and shall be responsible for the payment of all disbursements approved by the Board. The Treasurer shall also be responsible to prepare all required governmental reports for those regulatory agencies having jurisdiction over the Association's tax-exempt status. Additionally, the Treasurer shall record and issue any and all refunds to players.

SECTION 8. DUTIES OF THE (BOYS and/or GIRLS) TRAVEL TEAM COMMISSIONER(S)

- a. Establish practice and/or playing schedules, including field assignment in accordance with CMYSA Operating Procedures.
- b. Coordination of PA West/CMYSA registration, PA West team formation, and general PA West information regarding travel teams.
- c. Schedule, coordinate, and conduct tryouts and travel team formations.
- d. Maintain all travel team rosters and proper play registration numbers.
- e. Reconcile disputes and notify the appropriate coaches and teams of ineligible players.
- f. Maintain and enforce CMYSA dress code.
- g. Provide communication to players and coaches regarding higher levels of competitions; i.e. Classic Cup League, etc.
- h. Attend PA West meetings in absence of the President or Vice-President and exercise with voting rights, if so approved by the Board.
- i. Determine cancellation of games based on field and weather conditions. The President will resolve any conflicts when Travel Group Commissioners cannot agree on cancellation.
- k. Coordinate with the Travel Committee and Travel Evaluators for the formation of travel teams.
- l. Provide coaches with a copy of the code of conduct & age group rules.

SECTION 9. DUTIES OF THE IN-HOUSE AGE GROUP COMMISSIONERS

The various In-House Age Group Commissioners shall be responsible for in-house team activities with his/her age group, but not limited to:

- a. Recruit and appoint team coaches at the start of each playing season, in accordance with CMYSA Operating Procedures.
- b. Establish playing schedules.
- ~~c.~~ Notify coaches of meetings or special events or game changes/cancellations.
- ~~d.~~ Form teams in accordance with CMYSA Operating Procedures ~~Coordinate team formation guidelines.~~
- e. Maintain up-to-date rosters and team records in association with CMYSA Operating Procedures.
- ~~f.~~ Monitor skill development and objectives.
- gf. Reconcile all disputes.
- hg. Notify coaches of ineligible players.
- ih. Coordinate uniforms and equipment supplies with age group coaches.
- j. Provide coaches with a copy of the code of conduct & age group rules.
- k. Obtain and disseminate player ratings at the end of each playing season in accordance with CMYSA Operating Procedures.
- ki. Determine cancellation of games based on field and weather conditions for assigned age group. The President will resolve any conflicts when In-House Age Group Commissioners cannot agree on cancellation.

SECTION 10. DUTIES OF DIRECTOR OF FIELD MAINTENANCE (FIELD MARSHALL)

The Director of Field Maintenance will oversee the maintenance, inspection, and readiness of all fields and related equipment, plus oversee the board appointed contractors for field maintenance. Additionally, the Director of Field Maintenance shall ensure that all spectators, both home & away visitors, as well as players comply with the code of conduct & ensure the safety of all in attendance at CMYSA fields.

SECTION 11. DUTIES OF THE DIRECTOR OF REGISTRATION (REGISTRAR)

The Director of Registration shall be responsible for conducting all activities pertaining to the registration of the Association's players. Duties shall also include, but not be limited to, recommending and communicating the time, date, and location of the registration, solicitation for assistance for the same, the actual conduction of the registration, collection of fees, and coordination with PA West. The Registrar shall distribute the upcoming season's registration data for both players and coaches within seven (7) days following the close of registration.

SECTION 12. DUTIES OF THE DIRECTOR OF EQUIPMENT AND PURCHASING

The Director of Equipment and Purchasing shall be responsible for all CMYSA equipment, obtaining competitive bids from suppliers, and acquiring the necessary equipment and uniform related supplies for the Association. Any major purchase (i.e. over \$100.00) to be made by the Association shall be related to the Board and to the Treasurer. All purchases shall be made within the constraints of the annual operating budget.

SECTION 13. DUTIES OF THE REFEREE ~~COORDINATOR~~ASSIGNOR

The Referee ~~Coordinator~~Assignor shall be responsible for the following:

- a. Schedule qualified referees to officiate regularly scheduled as well as rescheduled games, ~~for played by~~ both in-house and travel teams of the Association.
- b. Communicate to the Association of rule changes.
- c. Recruit new referees.
- d. Provide training to new in-house referees.
- ~~d. Reschedule events previously cancelled (i.e. referees only).~~
- e. Coordinate with appropriate commissioners regarding in-house and/or travel team scheduling.
- f. Enforce the rules and these By-Laws as they relate to referee duties.

g. Report to the appropriate commissioner any and all serious misconduct, fouls, cautions, and rejections of coaches, players, referees, and/or spectators.

SECTION 14. DUTIES OF THE DIRECTOR OF FUNDRAISING AND SPONSORSHIP

The Director of Fund Raising is responsible for all CMYSA fund raising activities including sponsor donations. The Director of Fund Raising shall recommend new fund raising activities for CMYSA Board approval. The Director of Fund Raising shall assure all monies raised are delivered to the Treasurer and shall keep detailed records of all fund raising activities for future use.

SECTION 15. DUTIES OF THE DIRECTOR OF COACHING AND PLAYER DEVELOPMENT-

The Director of Coaching and Player Development shall be responsible for all aspects of training and development for CMYSA coaches and players. The Director shall select, arrange and coordinate clinics, and any other means available to maintain and improve the level of soccer knowledge in the CMYSA. The Director is responsible for all aspects of identifying soccer camps suitable for In-house and/or Travel players. The Director shall arrange and coordinate any such soccer camps, with the approval of the Board of Directors, including negotiation of terms with any camp provider, promoting any approved camp to CMYSA Members, assisting the camp provider with camper registrations, identifying and selecting volunteers that may be necessary for camp related work, acting as the camp coordinator (or naming a designee) during camp hours, and acting as the CMYSA liaison with the camp provider and its on-site camp manager. Other duties and training related activities are contained in the CMYSA Operating Procedures.

SECTION 14. REMOVAL OF MEMBERS OF THE BOARD

The Board shall have the authority to remove any member of the Board from office upon his/her absence from three (3) successive Board meetings or three (3) successive general meetings without good cause. They shall also have the authority to remove any Board member whose conduct is adjudged to be unbecoming of a member of the Board, in accordance with Article IV Section 3.

SECTION 15. INDEMNIFICATION OF MEMBERS OF THE ASSOCIATION BOARD

The Association shall indemnify to the full extent authorized or permitted by the Pennsylvania Business Corporation Law any person made or threatened to be made as party to any action, suit or proceeding (whether civil, criminal, administrative, or investigative) by reason of the fact that he/she is or was a Member of the Association's Board or any other enterprise at the request of the Association.

SECTION 16. COMPENSATION

It is understood by the Association and general membership that the members of the Board shall receive NO compensation for their fulfillment of the responsibilities of their office. Active board members will have the registration fee for one child eligible to be waived each season.

ARTICLE VIII

COMMITTEES

SECTION 1. FORMATION AND ACTIVITIES

a. Except as otherwise provided by the By-Laws, the Chairman of each of the Committees of the Association shall be appointed by the President, subject to the approval and at the pleasure of the Board, for a one-year term.

- b. Except as otherwise provided by the By-Laws, committee members should be members of the Association, and shall be appointed by the committee chairman, subject to the approval and at the pleasure of the Board, for a one-year term.
- c. All committees shall report on their activities to the Board whenever requested, and are at all times under the direct supervision and control of the Board, having only such authority as is specifically defined herein and as may be delegated to them by the Board.
- d. Each committee chairman is required to report the status of his/her activities and functions to the President or the Board upon request.
- e. The appointment of special committees may be authorized by the Board.

SECTION 2. STANDING COMMITTEES

The standing committees shall be the Nomination Committee, By-Laws Committee, and the Rules Committee.

SECTION 3. NOMINATING COMMITTEE

A Nominating Committee shall be appointed by the Board prior to the annual election meeting. It shall consist of four (4) members and one alternate chosen ~~from~~ from the voting membership. The President shall serve as an ex-officio member, and vote only in the event of a tie.

The committee shall solicit the proposed candidates and secure their permission to be placed in nomination for a specific office. The nominating committee shall, to the best of its ability, strive to present at least two (2) candidates for each position. The nominating committee shall make its proposed slate of officers known to the general membership at least 15 days prior to the November meeting.

SECTION 4. BY-LAWS COMMITTEE

The President shall appoint a member of the Board other than him/her-self to be the chairman of this committee, and shall choose four (4) other members of the committee from the Association membership. The purpose of the committee shall be to monitor the applicability of the By-Laws as they relate to the overall operation and activities of the Association. Any proposed changes in the By-Laws shall be prepared by the committee for presentation to the Association membership.

SECTION 5. RULES COMMITTEE

The chairman of this committee shall be appointed by the Board. The committee shall include all commissioners. The Rules Committee shall develop, monitor, and review the Playing Rules for the Association. This committee shall also prepare recommendations for new rules and/or amendments to existing rules of play. This committee shall prepare and incorporate all new rules and/or amendments into the Association Playing Rules and distribute copies to the Board, who in turn will make available copies to the general membership upon approval. ~~At minimum, this committee shall meet annually in June, following the fall/spring season cycle.~~

SECTION 6. TRAVEL COMMITTEE

~~The Travel Committee shall be established by the Travel Commissioners, with Board approval, prior to the start of Travel Evaluations. The committee will be made up of at least six (6) members: two (2) Travel Commissioners, two (2) additional board members and two (2) individuals who are not members of the CMYSA organization. The travel committee must rotate members, retaining no more than four (4) members from the previous year. The committee will act as representatives of the CMYSA to work with the appointed Travel Evaluators to determine player eligibility for the upcoming travel season(s).~~

ARTICLE IX

PLAYING RULES

SECTION 1. APPLICABLE RULES

All teams playing within or representing the Association shall be governed by the Playing Rules of USSFA, USYSA, PA West, and this Association.

SECTION 2. PLAYING RULES OF THE ASSOCIATION

The Association shall maintain rules that govern specific circumstances and instances for game play within the Association. All rules shall be approved by the Board at any Board meeting of the Association, provided a copy of the proposed amendment is distributed to each Board member in attendance at the meeting.

ARTICLE X

TEAM FORMATION

SECTION 1. TEAM FORMATION – GENERAL

The formation of teams, both in-house and travel, shall take place prior to the fall and spring sessions from the rolls of properly registered players. It shall be the responsibility of the particular commissioner to coordinate and direct the formation of all teams under his/her control.

SECTION 2. IN-HOUSE TEAM FORMATION

- a. All in-house age groups/team roster sizes will coincide with the players registration in that particular age group to be able to conform to micro-soccer / small sized games as directed by PA West.
- ~~b. The team will be made up by reviewing the players properly registered and fee paid. Every effort will be made to place players from the same school and/or neighborhood on the same team with a coach from the same area, if possible. This will be done on a first come basis (i.e. players who register during the normal assigned sign-up).~~
- eb. Late sign-up players will be placed on a team where there is an opening (i.e. may not be the same team as last year or season).
- c. Coaches from the preceding season will rate their players based on exhibited skills in accordance with CMYSA Operating Procedures.
- d. Coaches will be given the option of having his/her own child(ren) as a member of his/her team. Siblings, at the choice of the parent/guardian, may automatically be assigned to the same team if of the same age group.
- ~~e. Each team will be assigned a number (i.e. starting from one (1) to the last team).~~
- e. Age Group Commissioners will form teams in accordance with CMYSA Operating Procedures.
- ff. The coach will be responsible to notify the players that have been placed on his/her team, and inform them when and where practices will be held. Also, the coach will be responsible to maintain his/her team roster up-to-date, and to inform his/her commissioner of any changes.
- gg. There will be no team standings maintained in the in-house program.

SECTION 3. TRAVEL TEAM FORMATION

- a. It is the primary intent to field at least one Division ~~41,1A~~ team per age group. The Travel Committee shall recommend the exact number of teams to be fielded in each age bracket. A first team shall be fielded in each age group, and additional teams beyond the first shall be formed if enrollment permits, with each team competing in a Division of appropriate competitiveness. Age groups should only be combined to allow the maximum player participation and should only be done after the formation of the first team in a given age bracket. ~~Whenever the Association is unable to field a true Division 1,1A team in a single age group, the Board should consider combining age groups U13 and above.~~
- b. The following procedures shall be used for traveling team formation:

- 1) ~~1)~~ Only those players who are properly registered for the upcoming season will be permitted to fill ~~play for~~ a traveling team position. An evaluation will be used as the primary basis for team formation. When enrollments are insufficient, an evaluation may be waived for that age group.
- 2) ~~2) The tryouts shall consist of two parts: a skills test and a game scrimmage situation. The skills test shall be age group appropriate, and shall be officially approved by the Board.~~ Evaluations shall be conducted in the spring for those players desiring to compete in the following fall and/or spring. All eligible players will be informed of the time and place of the tryouts for his or her age group. The evaluations shall consist of two parts: skills test and scrimmage. Additionally, coach assessments from the previous season may be used to contribute to final rankings.
- 3) ~~3) Evaluations and scoring of the skills test and scrimmage shall be conducted by a group of qualified and experienced personnel who have been chosen and approved by the Board. Under no circumstances shall people performing said evaluations be a parent/coach or a previous coach of a competing player.~~ Prior to travel evaluations, the board will vote to appoint Travel Evaluators. The Travel Evaluators are appointed and will serve to provide an unbiased, age-appropriate assessment of the players in attendance. Evaluations and scoring of the skills test and scrimmage shall be conducted by the Travel Evaluators. The Travel Evaluators will provide the Travel Committee with suggested team formations based on the evaluation, as well as coach assessments. These suggested team formations are not binding and the Travel Committee has the authority to override. If outside evaluators are utilized, they will be compensated at a rate approved by majority board votes, with payment given only after travel evaluation scores are received by the Travel Committee. Travel evaluation scores are expected to be received within 2 weeks of the final evaluation session.
- 4) ~~4) The boys and girls Travel Commissioners shall form a committee to compile the final scores, and to form the actual teams. This committee is to meet within seven (7) days of the last travel tryouts. This committee shall consist of a minimum of at least six (6) people, the two (2) Travel Commissioners, two (2) additional Board members, and two (2) non board members outside people. The Travel Commissioners shall not be permitted to select anyone with ties to the tryouts. This committee shall have the authority to add a player to a travel team due to that player being unable to attend travel tryouts due to sickness, illness, an injury (excluding participating in another sport) based on the player's past performance record, playing experience, skills, and commitment. This committee shall also have the authority to make recommendations concerning the selection of head coaches and assistant coaches, which division teams should compete in, and when to combine age groups. The Canon Mac Youth Soccer Association Board Members shall have a final vote to confirm the selection of the teams and the head coaches.~~ The boys and girls Travel Commissioners shall form a Travel Committee, as defined in Article VIII Section 6, to compile the final scores, and to form the actual teams. This committee is to meet within seven (7) days of the last travel tryouts. This committee shall have the authority to add players to travel teams in the event that said players were unable to attend travel tryouts due to sickness, illness, or injury (excluding participating in another sport), and based on the player's past performance record, playing experience, skills, and commitment.
- 5) ~~5) The actual player selection shall utilize the scores from the skills test and scrimmage results as a part of the selection criteria. The selection committee shall rank the players competing for the travel team from the highest to the lowest ranked player. The roster size of the Division 1 team shall be up to the discretion of the coach and Travel Team Commissioners. For Division 1,1A and 2,2B only, a coach's opinion and the player's past performance record can be part of the selection criteria for the two (2) lowest ranked players. Division 2,2B and 3,3C teams shall then be formed from the candidates not selected to the Division 1,1A team.~~ Player selection shall utilize the scores from evaluations as well as prior season coach assessments. The Travel Committee shall rank the players competing for a travel team from the highest to the lowest ranked player in each age group. Roster sizes will be at the discretion of the Travel Commissioners to balance team sizes. For first team selections only, a coach's opinion and the player's past performance record can be part of the selection criteria for the last two or three players rostered, depending on roster size.
- 6) ~~6) In the event of a tie, if a dispute shall exist in the selection of a player, the Traveling Team Commissioners shall cast the deciding vote.~~
- 7) After formation of a primary team in a given age group, secondary and tertiary teams will be formed as can be supported by enrollment.
- 8) ~~7) Notification of team selection shall begin within seven (7) days after the conclusion of the PA West Open Tournament. Travel Commissioners shall notify and verify players in order from the highest Division teams to~~

the lower Division teams, where applicable. Players shall be notified by email or via SportsConnect to confirm their appointment on the team.

- 9) ~~Notification of primary team selection shall be made within seven (7) days after the PA West Open Tournament. Those players that were unable to make a travel team shall be notified first. After those players have been notified, the Travel Commissioners shall then notify those players that were selected to a travel team. These players shall be notified by a form letter. This letter shall contain information notifying the player that if he or she has not yet registered, to do so immediately to secure his or her place on the team. It may also contain information to the players about what will be required from them, such as a copy of their birth certificate, a wallet size photo, and the last six (6) digits of their social security number. It may also contain information to the players of the commitment that will be expected from them, such as participating in all practices and games, indoor soccer, etc. Parents should also be informed at this time of what the player's uniform will cost, and who will be coaching the team. The Travel Commissioners shall end the letter informing the parents that they are welcome to contact him or her personally if they would like to inquire about the names on the roster.~~
- 10) ~~9) Vacancies on teams in the spring season shall be filled in the same manner as described above based on past performance and/or a first come/first served basis.~~

c. ~~Under no circumstances shall the highest Division team in any age group be broken up so two age groups can be combined for the purpose of a higher Division "super" team. Under no circumstances shall a Division 1,1A team in any age group be broken up just so two age groups can be combined. This rule would pertain only to those teams/age groups that cannot field a team of Division 2,2B or lower. Tryouts shall be conducted in the spring for those travel teams competing in the fall and spring, and those teams that will be competing in the spring only. Travel tryouts shall be under the direction of the Travel Commissioners. All eligible players will be informed of the time and place of the tryouts for his or her particular age group.~~

d. ~~Players shall be considered candidates for only those age group traveling teams consistent with their birth date. Under no circumstances shall they be permitted to compete for a younger-aged team. All first teams, formed to compete in the highest appropriate division, will be formed with a single age group consistent with their birth date. Only when there are insufficient enrollments will first team players of multiple age groups be combined to form a team. Second team formations will combine age groups as required and by the direction of the Travel Committee. A player may be permitted to compete for an older aged team in the event the Association does not fill the proper aged team, and provided that the player obtains Board approval, and based on their tryout ranking, coach's opinion, and player's past performance.~~

e. ~~The Travel Committee shall have the authority to make recommendations concerning the selection of head coaches, which divisions travel teams will compete in, and when to combine age groups. The CMYSA Board Members shall have a final vote to confirm the selection of the teams and the head coaches.~~

ARTICLE XI

COACHES

SECTION 1. ELIGIBILITY

a. All persons interested in travel coaching shall submit their resume to the appropriate commissioner before the last game of the season.

b. All travel team coaches shall state their intentions by written request outlining the following to the age group team commissioner:

1. Highest coaching license held.
2. Coach's clinics attended.
3. Number of seasons and age groups coached.
4. Contributions to the Association.
5. Playing experience.

SECTION 2. SELECTION OF COACHES

- a. All coaches shall be approved by the Board.

SECTION 3. CONDUCT OF COACHES

It shall be the duty of all coaches to uphold the rules of soccer, By-Laws, **CMYSA Code of Conduct**, and coaching guidelines of this Association and PA West. The Association reserves the right to withdraw coaching privileges of any individual who violates the By-Laws or shows a persistent disregard for the rules of soccer. Disciplinary **proceedings and/or actions** will be ~~administered~~**deal with** by the Board.

SECTION 4. RESPONSIBILITY OF COACHES

- a. It shall be the responsibility of each coach of the Association to teach the rules of soccer and sportsmanship to their teams as defined by the Association and PA West or they will be relinquished of their coaching position.
- b. All coaches must attend all general meetings and any special meeting called. If he/she cannot attend, an assistant coach shall attend. In the event the assistant coach cannot attend, a designated person shall attend for the team, but will not have voting privileges unless that person is also a member of the Association.
- c. An in-house player completing the necessary training and practice sessions (at least one per week) shall participate in at least $\frac{1}{2}$ (one-half) of each game, unless for reason of illness or discipline. All disciplinary action should be discussed with the player's parent or guardian prior to the actual reprimand.
- d. A travel player completing the necessary training and practice sessions (at least one per week) shall participate in at least $\frac{1}{4}$ (one-fourth) of each game, unless for reason of illness or discipline. All disciplinary action should be discussed with the player's parent or guardian prior to the actual reprimand.
- e. Playing time constraints do not apply to tournament play.
- f. **By accepting a coaching position, all coaches acknowledge the Zero Tolerance Policy and agree to follow the CMYSA Code of Conduct.**
- g. **Head coaches agree to assume responsibility for their assistant coach(es), players, parents, and spectators at CMYSA events.**
- ~~h. Coaches agree to uphold the code of conduct and treat all referees with respect~~

ARTICLE XII

AMENDMENTS

SECTION 1. AMENDMENT TO BY-LAWS~~PROCESS~~

These By-Laws may be amended, repealed or altered in part or whole by two-thirds (2/3) majority vote at any duly organized meeting of the Association, provided that a copy of any amendment proposed for consideration shall be made available to all members of the Association for at least 30 days prior to the date of the meeting. It shall be the duty of the Association's Secretary to distribute copies of proposed amendments to all members.

SECTION 2. AMENDMENTS TO OPERATING PROCEDURES, GUIDELINES, AND POLICIES

Operating procedures, guidelines, and policies may be amended, repealed, or altered in whole or in part by a simple majority vote of the attending Board members at any duly organized meeting of the CMYSA, provided a quorum is present.

SECTION 3. AMENDMENTS TO PLAYING RULES

The playing rules may be amended, repealed, or altered in whole or in part by a simple majority vote of the attending Board members at any duly organized meeting of the CMYSA, provided a quorum is present.

SECTION 4. EXCEPTIONS TO BY-LAWS, PLAYING RULES, OPERATING PROCEDURES, GUIDELINES, AND POLICIES

The CMYSA may grant exceptions to the existing bylaws, playing rules, operating procedures, guidelines, and policies at any duly organized meeting of the CMYSA. The exception is valid for the remainder of the fiscal year and expires at the end of the fiscal year. Any exception considered requires a majority vote, provided a quorum is present. An exception to the Bylaws requires a 2/3 majority vote of a quorum, provided this also represents a majority of the CMYSA Board. The CMYSA reserves the right to revoke the exception at any time by a vote equal to the vote that granted the exception. All exceptions shall be recorded in the official minutes of meeting.

AMENDMENT #1

Dated: February 15, 1999

ARTICLE VII

ELECTED and APPOINTED OFFICERS and DIRECTORS

SECTION 4. (B) DUTIES OF THE IMMEDIATE PAST-PRESIDENT

The Immediate Past-President shall be a member of the Board with voting rights. The three-missed meeting rule will not apply to this position.