

Tri City Youth Soccer Association (TCYSA) Constitution & Bylaws

A Nonprofit Organization

Section 1. Name

ARTICLE 1 – Name, Address, and Purpose

The name of the organization shall be the Tri City Youth Soccer Association hereinafter referred to as the Organization.

Section 2. Address

- The principal office of the Organization shall be located at 1525 W Oaklawn - PO Box 250, Pleasanton, Tx 78064
- The Organization may have a registered agent either within or outside of the city of Pleasanton, as the Executive Board may designate or as the business of the Organization may require from time to time.
- The registered office of the organization may be, but not required to be, identical with the principal office in the state of Texas, and the address of the registered office may be changed from time to time by the Executive Board as needed.

Section 3. Purpose

- Tri City Youth Soccer Association is an organization exclusively for religious, charitable, educational and scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under said Section 501(c)(3) of the Internal Revenue Code of 1986.
- The purpose of the Association shall be to develop, promote, advance, and administer the sport of soccer among coaching staff and youth players registered with the organization

ARTICLE 2 – Executive Board

Section 1. Governing Authority

The governing authority of Tri City Youth Soccer Association shall be vested with the Executive Board of said organization, whose powers shall be delineated in the Bylaws and the Constitution. TCYSA shall be an affiliate of and comply with the authority of the Alamo Area Youth Soccer Association (AAYSA), the South Texas Youth Soccer Association (STYSA), and the United States Youth Soccer Association (USYSA).

Section 2. Size and Term Length as Executive Member

- The number of members of the Executive Board shall be adjusted by the Executive Board, but ideally, shall not be less than voting members.
- Each officer as listed in Article 3 Section 1 shall be a member of the Board.
- Any past president of TCYSA with good historical standing with the organization may also be a General Member or voted in as a specific role within the Executive Board.
- Each Executive Member shall hold office for a minimum of one year unless they are duly removed from their position as detailed in Article 3 Section 4.

Section 3: Duties of the Executive Board

The Executive Board Members and shall have the vested responsibility and authority to:

- Interpret and enforce the Association's Constitution, Bylaws, Policies, and Procedures.
- Formulate and amend the Association's Constitution, Bylaws, Policies, and Procedures to serve the best interests of the Association.
- Budget for and administer the funds of the Association to serve the best interests of the Association.
- Hire, supervise, and terminate employees and/or independent contractors needed.
- Grant decision making authority to the Commissioner of Coaching to act on the day-to-day common and urgent business during the periods between Board meetings. The Commissioner of Coaching will report directly to the Association's President who will bear the responsibility of directly monitoring the Coaches with the oversight of the Executive Board.
- Appoint individuals to fill vacancies on the Executive Board until the next regular election.
- Form sub-committees and appoint individuals to serve on such committees to serve the best interests of the Association.
- Be familiar with and abide by the rules of the Association, AAYSA, USSSA, and the United States Soccer Federation (USSF) and its divisions when applicable.
- Each member shall act in the best interest of the Association.

Section 4. Executive Board

The Executive Members of the Board may be comprised of the President, Vice-President, Secretary, Treasurer, and Commissioner of Coaches if necessary. Executive Member(s) must be at least 18 years of age.

Section 5. Duties of the Executive Committee/Executive Board

- The Executive Board Members shall hear, decide and respond to all protests and appeals on the board.
- The Executive Board Members will ultimately decide

appropriate disciplinary actions (via Disciplinary Committee, if one exists) for incidents of misconduct while still receiving input from non-executive board members and general board members. This includes reprimanding, suspending, barring completely, or otherwise disciplining any member, player, coach, parent, or affiliated team for violations of the Association's Constitution, Bylaws, Policies, and Procedures. Any responsibility not specifically assigned to an individual officer or committee shall be returned to the full board for discussion and input, followed by a decision made by all Executive Board Members who are present and eligible to vote.

Section 6. Meetings of the Board

- A regular meeting of the Board shall be held at minimum, once monthly during season and once bimonthly during off season, but can occur more and shall be Meetings may be waived by the President after a majority vote for a single occurrence but never for two occurrences consecutively. 2-week minimum notice required for members
- Minutes of the meeting shall be recorded by the Secretary or his/her delegate if he/she is unable to attend a meeting.
- Financial Statements will be submitted to the Board 30 days after every calendar quarter, at a minimum, by the Treasurer.
- Non board members wishing to speak at a Board meeting must submit a request to the President at least two calendar weeks in advance to ensure a spot on the agenda or can submit their inquiry via email to be addressed within 14 days after a meeting has been held to address their issue.

Section 7. Special Meetings of the Executive Board

Special meetings outside of the regular meetings scheduled with the Executive Board members may be called by the President or by three or more Executive Board Members.

Section 8. Notice of Meetings

- Notice of meetings shall be given at least one week in advance in writing or by electronic email or group messaging to all positioned board members with availability to the public and general board members being given at least one day in advance on the organization's website or social media.
- If the one-week notice is not given to all positioned board members and the majority of qualified positioned members object to the meeting because notice was not given, then official business cannot continue. Objections to the transaction of any business must occur via writing/text/email to the President or in person to the President upon arrival at the meeting location.

Section 9. Voting

- Unless specifically prohibited in this document, Members with an Executive Role or Qualified Members with a designated role bearing responsibility on the board may vote on any proposal using any of the following methods: in person, via telephone/conference call, in an email (only for those items not requiring discussion), or group messaging.
- Each Qualified Member of the Board shall be entitled to one vote, except the

President, who shall cast a vote ONLY in the case of a tie.

- A majority vote (50% + 1) may pass any proposal if a quorum exists unless that proposal requires a 2/3 majority vote.
- No vote requiring a 2/3 majority shall be taken in any manner other than in person or conference call.
- The President shall cast a vote ONLY to break a tie but may be counted to constitute a quorum at a meeting.
- General Board Members that do not have designated roles do not have voting power.

Section 10. Voting by Proxy at an Executive Board Meeting

- Voting by proxy is only allowed if 100% of the remaining Executive Board Members agree it be allowed. This will be per issue. If a single EBM objects, voting by proxy is not allowed for that issue.

Section 11. Quorum

- A majority of the number of members with voting privileges fixed by Article 3 Section 1 shall constitute a quorum for the transaction of business at any meeting of the Board. At meetings of the Executive Board Members, 3 members shall constitute a quorum.
- If less than a quorum is present at any Executive Board meeting, then a majority of the Executive Members present may adjourn the meeting without further notice since a quorum does not exist.

Section 12. Manner of Acting

The act of the majority of the members presents at a meeting at which a quorum is present shall be considered the act of the entire Board.

Section 13. Action without a Meeting

- Any action that may be taken by the Executive Board Members at a meeting may be taken without a meeting as long as the action to be taken is documented.
- Qualified Members of the Board shall be given 3 days to approve/disapprove of the action.
- A quorum of Executive Board Members must vote on the action to be taken, pursuant to Article 2 Section 9.
- Records of any such action taken outside of a meeting shall be documented by the Secretary if not already documented within an email or group messaging.
- If a majority of Qualified Members object to acting without a meeting, then the action cannot be taken until a meeting is held.

Section 14. Vacancies

- Any vacancy occurring within the Executive Board role may be filled by the affirmative vote of a majority of the remaining members though less than a quorum of the Executive Board members, unless otherwise provided by law.
- An Executive Member elected to fill a vacancy shall be elected for the unexpired portion of the term. Any Executive position to be filled by reason of an increase in the number of Executive Members may be filled by election by another Executive Board Member for a term of office continuing only until the next election cycle.

Section 15. Compensation

No Executive Board Member or Member or the Board or Officer or DOC shall for reason of his/her office be entitled to receive any salary or compensation, but nothing herein shall be construed to prevent an officer or director/commissioner from receiving any compensation from the Association for duties other than as a director/commissioner or officers.

ARTICLE 3 – Executive Officers & Board Managers

Section 1. Board Officers

The Organization shall include the following Executive Officers and Members-at-large elected positions after paying a non-refundable \$1 organization due upon being appointed:

- President
- Vice President
- Secretary
- Treasurer

The four positions listed above will constitute "The Executive Committee" or "Executive Board". The four positions above and the Members-At-Large will constitute "The Board" for Tri City Youth Soccer Association (TCYSA).

All roles presented in this constitution are considered Qualified Member Roles except for a GBM - General Board Member.

The Members-At-Large of the Organization shall include the following positions appointed by the Executive Board Members after paying a non-refundable \$1 organization due upon being appointed:

- Registrar
- Director(s) of Coaching - Club League
- Commissioner s) of Coaching - Recreational League
- Fundraising/Sponsorship Coordinator
- Referee Assignor
- Field Assignor
- Field & Equipment Manager
- Social Media/Community Engagement Coordinator
- Webmaster
- Uniform/Procurement Coordinator
- Safety/Risk Mitigation Manager
- General Board Member
- Any other officer that the Executive Board deems necessary.

NOTE: Any two or more offices may be held by the same Board Member, except the offices of President, Treasurer and Secretary, which may not be held by the same person. Spouses/Siblings cannot hold positions that show conflict of interest (example: President and Treasurer) or where two positions are required for financial expense signatures creating a conflict of interest.

Section 2. Election. (All Members Must Be At Least 18 Years of Age)

- “Elected” officers of the Association, as described in Article 3 Section 1, shall be elected at a general membership meeting in January. If the election of officers cannot be held at the general membership meeting, then such election shall be held as soon thereafter as possible.
- Officers shall be elected by a majority vote of the qualified members in attendance at a board meeting.
- Candidates for Association offices may be nominated by any voting member of the Association’s membership during a board member meeting. A member can nominate themselves for an executive role, but only qualified members can vote.
- The President shall be elected in even number years and shall assume office on May 1st of the year in which they were elected unless the need arises from a previous president's passing, resigning, recall, or disqualification from a position within the elected term. In that instance, a President can be elected during that time and assume office in that time.
- All other officers and board members may be elected at any time during a meeting.

Section 3. Term of Office

- Officers are elected for a one-year term, and they shall not have any term limits.
- Each officer shall hold office until his/her successor shall have been duly elected and shall have qualified, or until his/her death, or until he/she shall resign or shall have been removed in the manner according to Article 3 Sections 4 and 5.

Section 4. Removal

- Any elected or appointed officer, agent, or director/commissioner may be removed by a two-thirds majority vote of the remaining Board by qualified members whenever, in its judgment, the best interests of the Association will be served by the removal.
- Members will also be automatically removed if they have not attended two consecutive meetings and/or have not paid their \$1 due as required in Article 3 Section 1.
- Such removal shall be without prejudice to the constitution's rights, if any, of the person removed.

Section 5. Recall

- Any elected or appointed officer, agent, or director/commissioner is subject to recall if it is determined that he/she has failed to comply with the organization's Constitution, Bylaws, Policies and/or Procedures or has failed to participate in a diminished capacity with the org including but not limited to multiple Conflict of Interest Violations, mismanagement of organization funds and/or misuse of power of position to influence an outcome without board approval.
- In the event of a recall, the Executive Board will hold a hearing with parties involved upon seven days' notice to review the merits of the recall.
- Following the hearing, the Executive Board will vote privately.
- If hearing is not possible, the Executive Board will still vote privately.
- A two-thirds majority of the Executive Board is required to execute the recall.
- A quorum for a recall shall be a minimum of two-thirds of the Executive Board.

Section 6. Vacancies

A vacancy in any office because of death, resignation, removal, disqualification or chronic absence, or otherwise may be automatically filled by the President or other Executive Board member for the unexpired portion of the term, effective immediately while a replacement member is found.

Section 7. General Expectations of Officers

- Each officer shall carry out his or her duties in a responsible manner, acting only in the best interests of the Association and its membership.
- Each officer shall be prepared to report on his/her activities and areas of responsibility at each meeting when applicable.
- Each Executive Officer shall follow the Association's financial policy

regarding budget proposals, expense reports, and handling of Association funds.

Section 8. Specific Duties of President

- Supervise and control all the business and affairs of the Association and is subject to the control of the Executive Board.
- Serve as Chairman of the Executive Board and shall execute the orders of the Board, and shall enforce the observance of the Constitution, Bylaws, and Rules of the organization.
- Preside, when present, at all meetings of the Executive Board, and General Board.
- Take over additional roles due to resignation, recall or vacancy as outlined in Article 3 Sections 4,5,6 or because the role has not been filled yet.
- Sign with the Secretary or any other proper officer of the Association authorized by the Executive Board, any deeds, mortgages, bonds, contracts, or other instruments which the Executive Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Executive Board or by these Bylaws to some other officer or agent of the Association, or shall be required by law to be otherwise signed or executed.
- The President shall interface with all outside agencies to conduct normal business affairs unless that interface is specifically delegated by the Executive Board to someone else.
- Vote ONLY in case of a tie vote.

Section 9. Specific Duties of Vice-President

- Assumes the President's duties temporarily when the President is unable to do so.
- Assists the President with the coordination of the activities of the Association.
- Preside alongside the President at Executive Board meetings and the general board meetings.
- Serves as a member of the Executive Board.

Section 10. Specific Duties of Secretary

- Records and distributes of all meetings of the general membership and the Executive Board.
- Provides proper notice in accordance with the Constitution and Bylaws or as required by law.
- Maintains lists of members in good standing and voting eligibility for meetings.
- Maintains a contact list of all officers and board members including, but not limited to names, addresses, email, and phone numbers if applicable.
- Maintains all permanent records of the Association.
- Responsible for all written communications of the Association, meeting notices, communication within TCYSA, and contact with other leagues.

- Organizing meeting agenda notes and preparing future meeting agendas.
- Serves as a member of the Executive Board.

Section 11. Specific Duties of Treasurer

- Prepare the annual association budget and submit it to the Executive Board for approval.
- Maintains records and receipts of all money to be deposited in a recognized bank in the name of the Association. Works with Procurement Manager for ordering supplies.
- Pay all accounts by check with his/her signature or by electronic transfer or cash.
- Submits financial statements to the Executive Board 30 days after every calendar quarter.
- Produces all financial records when required by the Executive Board and ensures that they are properly balanced and reflective of the current financial status of the Association.
- Responsible for preparing and filing tax returns on time.
- Prepares all documents pertaining to the Association's Charter of Incorporation and tax-exempt status.
- Authorized to obtain the services of an accountant or attorney, as appropriate.
- Serves as a member of the Executive Board.

Section 12. Specific Duties of Qualified Members with active roles

- Maintain specific title and responsibility other than general board member.
- Attend Board meetings and assist Executive Officers with tasks.
- Vote at Board Member meetings when necessary.

7

Section 13. Specific Duties of Safety/Risk Mitigation Manager

- Creates safety plans for the organization for various scenarios.
- Communicates and distributes educational material on risk mitigation.
- Partner with the DOC to ensure (VDS) Volunteer Disclosure Statements for all board members, coaches, managers, employees, contractors, and volunteers with exposure to youth of the Association are properly electronically submitted to SafeSport.
- Certifies in writing that all goals, fields and grounds utilized by the Association are compliant with Goal/Field Inspection requirements.
- Coordinate with Insurance representative to obtain required insurance forms.
- Ensure The Rec Fields and any other practice facility that is utilized has proper insurance coverage.
- Maintains sufficient supply of First Aid kits and medical supplies for each season.
- Maintains liability insurance for the organization as needed according to Article 10, Section 2 of the Bylaws.

Section 14. Specific Duties of Registrar

- Registers all players as required by TCYSA/TCFC and any superseding parent league.
- Comply with team/player registration procedures.
- Serves as the registration rules contact for the parent league above TCYSA/TCFC.
- Provide player cards as needed throughout the season.

Section 15. Specific Duties of Commissioner of Coaching - Recreational League

- Coach Oversight & Instruction – Assist in recruiting, training, and mentoring volunteer coaches.
- Compliance & Development – Ensure coaches adhere to league policies, coaching guidelines, and player development standards set by TCYSA Board, if any. If none exist, create a coaching guideline to utilize.
- Communication Liaison – Act as the main point of contact between coaches and the TCYSA Executive Board addressing concerns and providing updates as needed.
- Training Coordination – Help organize coaching clinics and approved practice locations if applicable.
- Conflict Resolution & Support – Monitor coaching behavior, provide guidance, and resolve minor on-field disputes alongside coaches. Administer suspensions if needed with backing of Executive Board.
- Evaluation & Feedback – Assess coach performance through observations and feedback from players and parents to determine if education is needed.
- Roster & Scheduling Assistance – Support team formations, ensure balanced teams are created to prevent the unfair stacking of teams. Oversee practice location information along with working with both Field Assignor and Ref Assignor for game scheduling.

Section 16. Specific Duties of Director of Coaching - Club League

- Trainer Oversight & Instruction – Assist in recruiting, training, and mentoring volunteer trainers.
- Compliance & Development – Ensure trainers adhere to league policies, trainer guidelines, and player development standards set by TCYSA Board, if any.
- Communication Liaison – Act as the main point of contact between trainers and the TCYSA Executive Board addressing concerns and providing relevant updates as needed to parents and players.
- Training Coordination – Help organize clinics and approved practice locations if applicable.
- Conflict Resolution & Support – Monitor trainer behavior, provide guidance, and resolve minor on-field disputes alongside trainers.

- Evaluation & Feedback – Assess trainer performance through observations and feedback from players and parents to determine if education is needed.
- Roster & Scheduling Assistance – Oversee practice location information along with working with both Field Assignor and Ref Assignor for game scheduling when required.

Section 17. Specific Duties of Club Administrator/Team Manager

- Responsible for maintaining the Team Manager’s Handbook and/or subcommittees, if one exists.
- Presides over team managers meeting, when applicable.
- Provides assistance and support for DOCs as needed.
- Represents the interests of the club's DOCs at meetings with the Board
- Work alongside DOC for oversight on any Ambassador Committee that may be active during the season.

Section 18. Specific Duties of Sponsorship/Fundraising Coordinator

- Organizes and communicates sponsorships & fundraising for TCYSA
- Seeks out, coordinates and implements new opportunities/ideas for fundraising and communicates these ideas to the Board

Section 19. Specific Duties of Referee Assignor

- Maintains an accurate schedule of games at the TCYSA fields via communication with the board, coaches, and refs while ensuring that each game played at the TCYSA fields has referees.

Section 20. Specific Duties of Field Assignor

- Communicates game schedules with the Field & Equipment Maintenance Manager so that he/she may set up the appropriately sized fields.

Section 21. Specific Duties of the Field Manager:

- Prepares fields for games involving TCYSA Rec and Competitive leagues.
- Maintains paint/stripes on the fields at the TCYSA Fields & Auxiliary fields
- Identifies and implements field improvement opportunities while presenting these opportunities to the Board.
- Prepare concession stand & coordinate with city for field maintenance, porta-potty, and hand washing stations.
- Ensures fields are clear of ants, glass, metal and any other dangerous elements before each weekend.

Section 22. Specific Duties of the Social Media Manager:

- Serves as a liaison with local/social media to promote TCYSA/TCC within our community.
- Manages multiple social media applications (Facebook, IG, TikTok etc).
- Serve as the point of contact for team managers and coaches to post updates to social media applications with details provided by the requester.

Section 23. Specific Duties of the Community Engagement Coordinator:

- Works alongside Social Media Manager to create Community Engagement events/themes throughout the season/off season to keep families engaged and participating.

Section 24. Specific Duties of the Webmaster:

- Responsible for maintaining & updating the organization's webpage as needed.

Section 25. Specific Duties of the Procurement Manager:

- Works with registrar and treasurer to provide vendor quotes and set up vendor accounts.
- Works with the Admin/Team Manager to order supplies
- Additionally, he/she shall order and pick up all sponsor plaques and player trophies from TCYSA approved vendors.
- Works with all officers on board to research cost effective supplies required by organization while providing information for the treasurer to order.

ARTICLE 4 – Membership and Membership Meeting

Section 1. Voting and Non-Voting Members

- The membership of the Organization shall include all classes of membership as detailed in Article 4 Section 2, if those individuals are currently active in the organization's programs, and if those individuals are current with Voting maybe granted to the Executive Board by other organizations or individuals interested in the advancement of the sport of soccer and the growth of TCYSA.

Section 2. Classes of Membership

- Players:
 - Shall include players currently registered with and participating in soccer programs under the jurisdiction of the Association.
 - Players do not have voting authority
- Officials:
 - Shall include all currently active coaches/asst coach/refs/board members.
 - Officials do not have voting authority unless serving directly on the board in a Qualified Member role as outlined in Article 3 Section 1 & Section 12. In this case, the official holding a Qualified Member role would be awarded one vote regardless of how many positions an official manages.
 - General Board Members - Attend meetings but do not having voting authority.

Section 3. Rights of Qualified Members

- Qualified Members in good standing are granted various rights and privileges as defined by the Executive Board in the Organization's Rules.
- Qualified Members in good standing shall include the right to vote and access to all communication meetings and all qualified member digital chats.

Section 4. Term of Membership

- The term of membership shall be a one-seasonal year beginning on March 1st if possible and ending the following seasonal year.
- Membership shall automatically renew each seasonal year provided the member is in good standing, has paid applicable fees, communicating in a healthy manner with the board and is actively participating in the programs of the Organization.

Section 5. Meetings of the General Membership

- The Association shall exercise the option to hold annual membership meetings in the month of January. Additional meetings may be called with a 2-week notice.

Section 6. Voting by Qualified Members at General Membership Meetings:

- Voting eligibility at general meetings of the organization by affiliated voting members is determined by the class of membership outlined in Article 4 Section 2.
- Only those voting members of record, duly affiliated, with all fees paid, in good standing, in a Qualified Member position/role, shall be entitled to vote.
- A simple majority of Qualified Members present is needed for items brought to the general membership to be voted on.

Section 7. Voting by Executive Board Members at General Membership Meetings:

- Executive Board Members shall vote in an election/general membership meeting except for the President who ONLY votes to break a tie.

Section 8. Voting by Proxy at General Membership Meetings:

- Voting by proxy is only allowed if 100% of remaining Qualified Members can agree it be allowed. This will be per motion. If a single QM objects, voting by proxy is not allowed for that motion.

ARTICLE 5 – Amendments

Section 1. Proposals

- Proposals to revise or amend the Constitution and Bylaws shall be submitted, in writing with the revision, to the Executive Board at least 30 days in advance of the scheduled meeting at which the proposal will be considered.
Proposed amendments to the Constitution and Bylaws may then be discussed by any Qualified Member during any general board meeting.
- Proposals should include the number and text of the current rule, the text of the proposed new or revised rule, and the reason for the change.
- Amendment proposals shall be published and distributed to Executive Board Members for study at least 14 days prior to the scheduled meeting at which the proposal will be considered. If adopted, updates will be reflected and shared with board and public via org website with an amended Constitution & Bylaw

Section 2. Approvals

- The Constitution and Bylaws may be altered, amended or repealed and new ones adopted, when necessary, by a two-thirds majority of the Executive Board for an existing and ratified Constitution and Bylaws. Any previous non-ratified document used as a Constitution and Bylaws will not be recognized by the board as valid.

Section 3. Annual Review

- The President shall disseminate the current Bylaws to the new Executive Board following annual elections which may be accomplished by publication on the website to allow for seamless transfer of leadership.
- Bylaws will be reviewed by any recently elected Executive Board at the first meeting of the Executive Board following the annual elections.

ARTICLE 6 – Contracts, Loans, Checks, Payments and Withdrawals, Deposits, and Authorization

Section 1. Contracts

The Executive Board may authorize any officer or agent to enter any contract or execute and deliver any instruments in the name of and on behalf of the organization, and such authority may be general and ongoing or confined to specific instances.

Section 2. Loans

- No loans shall be contracted on behalf of the Organization and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Executive Board.
- Such authority may be general or confined to specific instances.
- All loans must be approved by a 2/3 majority vote of the General Board.

Section 3. Purchases, Payments, Checks and Withdrawals

- If the amount of purchase/payment/check/withdrawal is under \$500 using existing funds, approval is solely required from President with additional Executive Board Member acknowledgment.
- If the amount of purchase/payment/check/withdrawal is over \$500, then all checks, drafts, other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the organization shall be signed by the President and forwarded to the Treasurer for payment, and in such manner as shall from time to time be determined by resolution of the Executive Board after a vote is held by the Executive Board.
- If the amount is over \$500, then all physical bank withdrawals of org funds shall also be made by two authorized officers of the organization, the President and the Treasurer.

Section 4. Deposits

- All funds of the Organization not otherwise employed shall be deposited on a regular basis to credit TCYSA in such banks, trust companies, or other depositories as the Executive Board may select.

Section 5. Authorization

- The officers with check signing authority will be the President, Vice-President, Treasurer and/or the Secretary. If a conflict of interest exists, then that specific executive role may not have signing authority.

ARTICLE 7 Fiscal Year

Section 1. Seasonal & Fiscal Year

- The seasonal year of TCYSA shall be August 1st through July 31st. The fiscal year shall begin on January 1st and end on December 31st of the same year.

ARTICLE 8 – Annual Expenditures

Section 1. Annual Budget

- An annual budget will be prepared and approved by the Executive Board.
- Expenditures not covered by the budget must, before being incurred and paid, be approved by the Executive Board as outlined in Article 6.

Section 2. Tournament Budgets

- Tournament budgets, if applicable, will be prepared by either a Club Team Manager or the Club Budget Committee and must be approved by the Executive Board.
- Expenditures covered by the tournament budget must still be presented by the Club Admin to the Executive Board before incurred and paid for disclosure.
- Expenditure NOT covered by the tournament budget must, before being incurred and paid, be presented by the Club Admin for approval by the Executive Board.

ARTICLE 9 – Distribution of Rules

Section 1. Zero-Tolerance Policy

- TCYSA shall maintain and distribute a set of rules that delineates the rights and responsibilities of the teams, coaches, officials, and spectators. – This can be references in the TCYSA Guideline and Rulebook.

ARTICLE 10 – Levels of Play, Registration and Team Formation

Section 1. Divisions

- Recreational League: TCYSA
 - This division is for Recreational Teams in the U4 through U16, age categories. League team levels may vary season to season depending on player and coaching availability. Tryouts are not required for this league.
- Select Club Academy – Tri City Cyclones:
 - This division is for Select teams in the U8, U10, age categories. League team levels may vary season to season depending on player and coaching availability. Player placements, invitations and recruiting based on talent/ability are permitted but not required.
- Select Club D2 – Tri City Cyclones:
 - This division is for competitive teams in the U11 and higher age categories. League team levels may vary season to season depending on player and coaching availability. Tryouts, player placements, invitations and recruitment based on talent/ability are permitted and required.

Section 2. Registration

- Local Registration:
 - A player may be registered with the organization whose, if a minor, parents or guardian's primary place of residence or, if the player is not a minor, resides within 30 miles of Pleasanton Texas TCYSA fields, pays a registration fee to the organization and shows proof of player age.
- Non-Local Registration:
 - Any player wishing to compete with a team in the organization in an area outside of that radius must receive permission from the registrars of the respective organization, pay a registration fee to the organization and proof of player age if approved.
- Player must be in be in good standing to participate in any competition sponsored by TCYSA. This is to include attending team practice and maintaining a positive attitude.

- Late registration:
 - Players who wish to register after registration has been closed will not be guaranteed a spot on a team, however, will be guaranteed a placement on a confidential wait list held by the Registrar.
 - The Board must approve the assignment of players on the waiting list to a team roster and will consider fair play between teams.
 - After teams have been formed, any returning players will be considered new.
- The TCYSA Treasurer will handle all monies collected for registration and disbursements will be accomplished through established TCYSA accounting parties.

13

Section 3. Team Formation and Player Drafting

- Team formation and player drafting for U4 through U6 groups:
 - Team formation and player drafting for U4 - U6 groups will vary season to season depending on coaching availability and registration numbers, however, when possible U4 - U6 players will be randomized and automatically assigned to volunteer coaches via excel spreadsheet on a computer. The only exception to this would be sibling players within the same age bracket, coach's children and assistant coach's children. Those will be set aside from the randomization and manually added to a coach's roster of players prior to the team roster being built to instill fairness and non-stacked teams. Two trades are allowed and must be completed before the end of each draft session (15 minutes).
- Team formation and player drafting for U8 through U19:
 - Team formation and player drafting for U8, through U19 will vary season to season depending on coaching availability and registration numbers, however, all drafts will share a general theme with volunteer coaches having the opportunity to build their own team. Coaches will show up on a designated draft day to "snake-draft" players either on paper or via computer depending on what is more efficient for the organization at the time. If there is no coach available, board members will choose team in lieu.
 - Once a snake-drafting is completed, coaches are allowed up to two trades with other coaches within their team's age bracket by notification to Registrar. Coaches cannot exceed 2 trades and must be completed before the end of draft session for that draft level.

ARTICLE 11 – Sponsorships/Hardship Funds/Registration Funds

Section 1. Sponsorships

- Sponsorships for TCYSA are set under a tiered structure with sponsorship tier levels that offer greater benefits for the sponsor as you move up in tier. All sponsorships are considered non-refundable, however, in circumstances where TCYSA makes an error in sponsorship benefits, TCYSA will discuss options to make up for the error.
- Sponsorships are considered non-refundable. Furthermore, they will not be refunded based on a player's or parent's/guardian's lack of commitment and/or withdrawal of said player from the team. Individual player registration reimbursement will be looked at on a case-by-case basis as every player that requests a refund has already taken the spot of a potential player that could have paid and stayed.

Section 2. Hardship/Scholarship Funds

- Hardship Scholarship Funds for TCYSA exist at a limited capacity and will be looked at on a case-by-case basis and will require a detailed and completed form submitted to the registrar to be approved by the board.

Section 3. Registration Funds

- Registration funds may be reimbursed without issue under the following circumstance:
 - The request is BEFORE the registration deadline provided by the organization.
- Registration funds WILL NOT be refunded based on the following:
 - A request for a refund AFTER the registration deadline. This is because, but not limited to, every player that requests a refund has already committed and in effect, taken the position of a potential player that could have paid and stayed. This would result in the loss of both registration funds incurred fees for processing the initial registration via GotSport or 3rd party systems and the ability for another player to play because the spot was taken already previously.
 - A player's or parent's/guardian's lack of commitment and/or withdrawal of said player from the team AFTER registration

deadline or after games have commenced. This is because uniforms would have already been ordered, insurance and fees paid for by the organization to cover players during the season, team rosters built with this player in mind as to not have the team become disadvantaged due to less players to rotate because of the player withdrawal.

- The Executive Board may consider extreme exceptions such as (i.e. death, major injuries), however, these cases will be voted on and not considered the norm.

ARTICLE 12 – Conflict of Interest

Section 1. Conflict of Interest Policy

- The Tri City Youth Soccer Association has a Conflict of Interest Policy.
- Each board member needs to read and understand the Conflict of Interest Disclosure Statement at the start of his/her term.
- If any action, by the board or a board member is in question, the Conflict of Interest Policy will be used to determine if a conflict of interest has occurred. This includes financial decisions.

ARTICLE 13 – Indemnity and Dissolution

Section 1. Indemnification

The Association shall indemnify its director/commissioner, officers and employees as follows:

- Every director/commissioner, officer, or employee of the Association shall be indemnified by the Association against all expenses and liabilities, including legal fees, reasonably incurred by or imposed upon him/her in connection with any proceeding to which he/she may be made a party, or in which he/she may become involved, by reason of his/her being or having been a director/commissioner, officer, employee or agent of the Association or is or was serving at the request of the Association as a director/commissioner, officer, employee or agent of the Association, partnership, joint venture, trust or enterprise, or any settlement thereof, whether or not he/she is a director/commissioner, officer, employee or agent at the time such expenses are incurred, except in such cases wherein the director/commissioner, officer, or employee is adjudged guilty of willful misfeasance or malfeasance in the performance of his/her

duties; provided that in the event of a settlement the indemnification herein shall apply only when the Executive Board approves such settlement and reimbursement as being for the best interests of the Association.

- The Association shall provide to any person who is or was a director/ commissioner, officer, employee, or agent of the Association or is or was serving at the request of the Association as a director/commissioner, officer, employee or agent of the Association, partnership, joint venture, trust or enterprise, the indemnity against expenses of suit, litigation or other proceedings which is specifically permissible under applicable law.

Section 2. Liability Insurance

The Executive Board may, in its discretion, direct the purchase of liability insurance by way of implementing the provisions of this Article 10.

Section 3. Dissolution

Upon the winding up and dissolution of the organization, after paying or adequately providing for the debts and the obligations of the organization, the remaining assets shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for education and charitable purposes and which has established its tax exempt status under section 501 (c) (3) of the Internal Revenue Code.

Conflict of Interest Policy

Purpose

The purpose of this Conflict of Interest Policy is to provide guidelines and procedures to identify and manage potential conflicts of interest that may arise among employees, officers, directors/commissioner, and volunteers of the organization. This policy aims to ensure that all decisions and actions made by individuals associated with the organization are made in the best interest of the organization and its stakeholders.

Definition of Conflict of Interest

A conflict of interest arises when an individual's personal interests, relationships, or activities have the potential to influence their judgment, objectivity, or decision-making in a way that may compromise the best interests of the organization. Such conflicts can occur in various forms, including but not limited to financial, personal, professional, or familial relationships.

Disclosure of Conflicts

All individuals associated with the organization, including employees, officers, directors/commissioner, and volunteers, have an obligation to disclose any actual, potential, or perceived conflicts of interest that may arise. Such disclosure must be made in writing and provided to the designated person or committee responsible for overseeing conflicts of interest.

Review and Evaluation

The President or designated person responsible for overseeing conflicts of interest shall evaluate each disclosed conflict on a case-by-case basis. They shall determine the significance of the conflict and whether it could reasonably be expected to influence the individual's decision-making or create an appearance of impropriety.

Mitigation and Management

If a conflict of interest is identified, the designated person or committee shall work with the individual involved to develop an appropriate plan to mitigate or manage the conflict. This may include, but is not limited to, the following actions:

- a. Removal from Decision-Making: The individual may be excluded from participating in or influencing decisions where the conflict exists.
- b. Recusal: The individual may be required to recuse themselves from discussions or votes related to the conflicted matter.
- c. Divestment: The individual may be required to divest themselves of any financial or personal interest that poses a conflict.
- d. Independent Review: In certain cases, an independent third party may be consulted to provide an objective assessment of the conflict and potential resolutions.
- e. Documentation: All actions taken to mitigate or manage conflicts of interest should be documented and maintained for future reference by the Secretary or appointee of the secretary if unavailable.

Annual Statements

All members associated with the organization shall be required to sign an annual conflict of interest statement. This statement will affirm that they have reviewed the Conflict of Interest Policy, disclosed any conflicts as required, and are in compliance with the policy.

Training and Education

The organization shall provide continued awareness and understanding of the Conflict of Interest Policy. This training should include examples of potential conflicts and guidance on how to identify and manage them appropriately.

Consequences of Non-Compliance

Non-compliance with this Conflict of Interest Policy may result in disciplinary action, up to and including termination of employment or removal from the organization's board or committee. Additionally, legal consequences may apply if conflicts of interest are intentionally concealed or not disclosed.

Review and Amendment

This Conflict of Interest Policy shall be periodically reviewed to ensure its effectiveness and relevance. Amendments may be made as necessary, with approval from the organization's leadership or governing body.

The above Constitution and Bylaws were approved and adopted by the Executive Board of the TriCity Youth Soccer Association on the 9th day of February (Month) 2025, (Year)

President

Printed

Mark Pinkston

Signature



Vice President

Printed

Ricardo Venegas Jr

Signature



Treasurer

Printed

Cassandra Anagnostou

Signature

