

SOUTHEAST YOUTH SOCCER ASSOCIATION, INC By-Laws
BY-LAWS REVISED August 2025
Replacing April 2017

ARTICLE: I – Members

This Corporation shall consist of both Members and Associate members.

1. Members: Each parent or legal guardian of a player who is registered, has paid the fees and is not under suspension is a member of the SOUTHEAST YOUTH SOCCER ASSOCIATION, INC., and is entitled to one vote at the AGM.
2. Associate members: Each registered person who does not have a child playing soccer, but who is a coach, or board member. Associate Members can cast one vote each at the AGM.
3. Removal of members: Any member may be removed for not following the SYSA By laws and Rules and by not enforcing disciplinary judgement on members. A hearing of the Board will be held to remove a member. The member has all rights pertaining to a hearing, and rights of appeal to SYSA. A 3/4 vote of the Board is needed to remove a member.

ARTICLE II – Board of Directors/Officers

SECTION 1: The responsibility for management of this association shall reside in the Board. The Board of Directors shall consist of the following elected officers.

- A. President** – Shall be elected at the AGM for a two year term. The President will preside at all meetings of the Board and the AGM, shall appoint members of all committees, shall be an official member of all committees, shall sign such papers as may be required by his/her office, and shall have the deciding vote in the case of a tie, concerning the work and affairs of the Association, in his/her judgement may be necessary for their information and guidance, may require such reports from the Treasurer, Secretary and Committee Chairpersons in his/her judgement are necessary, and shall perform such other duties as may be incidental to the office or listed in the duty book.
- B. Vice President** – Shall be elected at the AGM for a two year term. The Vice President shall perform the duties of the President in case of his/her absence, resignation, or inability to act, shall be in charge of programming/scheduling, shall be a member of the Nomination Committee, shall handle the election of Officers for the following year, shall perform other duties as may be incidental to the office or listed in the duty book.
- C. Assistant Vice President**– elected at the AGM for a two year term. Shall be in charge of the fields and maintenance and keeping of Association equipment and inventory. Shall arrange all help as needed to properly fix and maintain the fields and all duties listed in the duty book. Shall fill in for the Vice President in the event of his/her absence and shall help when needed the Player Development/Head Referee.

D. Treasurer – Shall be elected at the AGM for a two year term. The Treasurer shall receive all monies of the Association and have custody thereof. He/she shall deposit funds of the Association in one or more banks selected by the Board, to be disbursed in accordance with the Board. He/she shall keep a full account of all monies received and paid out and shall make such reports thereof, to the President and the Board as they may require. A current statement shall be completed by the end of the fiscal year. He/she shall sign such papers as may be required by his/her office or as may be directed by the Board, and shall perform such other duties as may be incidental to the office.

Treasurer is responsible for filing the taxes for the association for the year and keeping nonprofit status up to date.

E. Secretary – Shall be elected at the AGM for a two year term. The Secretary shall issue in writing all notices of publication in newspapers of general circulation for meetings of the Association and Board, notify individuals elected to office or to membership of the Association or to the Board, keep complete records of the meeting of the members of the Association and the Board, including an accurate record of attendance of members, shall mail such other notices as may be directed by the Board, shall be custodian of all records of the Association, except such records and papers as shall be kept by the Treasurer as herein provided, shall sign such papers as may be required by this office or as directed by the Board, and shall perform such other duties as may be incidental to the office or listed in the duty book.

F. Player Development/Head Referee – Shall be elected at the AGM and serve a two year term. Shall promote soccer and do what is needed to improve the quality of the players and duties listed in the duty book. Shall field any complaints brought to the attention of the association regarding coaches, referees and players etc. and consult with the President if needed.

G. Assistant Secretary/Treasurer – Shall be elected at the AGM for a two year term. The Assistant Secretary/Treasurer duties shall be to assist the Secretary/Treasurer and to share the work load as equally as possible.

H. Concession Stand Coordinator – Shall be Elected at the AGM for a one year term. Concession stand coordinator is responsible for being present and or delegating someone to be present anytime the concession stand is open. Keeping the concession stand stocked, making trips to the store for products, keeping a schedule of workers and working with the treasurer to keep deposits and profits entered into the concession stand account for the association. No volunteer member of the Board, committee chairperson or voting committee member shall receive compensation (other than reimbursement for expenses) for services or goods provided through a binding obligation unless the binding obligation is specifically approved by the Board. Any Board Member having a financial interest in the contract, letter of agreement, or verbal understanding shall abstain from voting.

SECTION 2: The Board shall have the powers and authority as set forth in the by-laws, rules and policies of the SYSA. They shall transact business in the name of Southeast Youth Soccer Association, Inc. The voting at board meetings shall be as follows: one vote for each officer

listed in Section 1 except for the Concession stand coordinator. President only votes in the case of a tie.

SECTION 3: Any officer accused of negligence of duties will appear before the Board for further action.

SECTION 4: Any vacancies in office will be filled by a member of the association with a majority vote of approval by the Board and said replacement shall serve for the remainder of the elected term.

SECTION 5: Removal of Board members. Board members may be removed from office for just cause, and/or for failure to attend meetings or perform the duties of the office. Board Member has a right to a hearing and can appeal. The hearing will be by the Board with the officer who is the subject of the hearing not having a right to vote. The vote to remove must be by 3/4 majorities of the remaining members.

SECTION 5a: reinstatement restriction after removal

In the event that a board member is removed from their position through a formal vote—regardless of the cause or circumstance of the removal—that individual shall be prohibited from holding any position on the Board of Directors for a period of 5 consecutive years, beginning on the date of their official removal.

After the completion of the five (5) year period, the individual shall be eligible to run for an open board position, provided they meet all other qualifications required by the bylaws at that time.

This restriction applies to all elected or appointed board positions, included but not limited to officer roles.

ARTICLE III DISCIPLINARY RULES AND PUNISHMENTS

SECTION 1: Coaches will be held responsible for the conduct of their assistant coaches, players and spectators. If any of the aforementioned engages in unbecoming conduct before, during or after home games, the Board will take appropriate action according to the guidelines listed below:

PLAYERS

1. Players guilty of violent conduct, serious foul play, or abusive language for which they receive a red card, he/she shall automatically be suspended for the following scheduled game. This shall be reported directly by the Referee to the Board. The suspension could bear up to four (4) games for continued offenses. This decision shall be made by Board.

2. Players guilty of fighting, using profanity, making threatening gestures against other players, referees, coaches, officials, or spectators, before or after the game, may be suspended from future games until a decision has been reached by the Board as to the appropriate disciplinary action.

COACHES

1. Coaches and assistant coaches who make threatening gestures, or use abusive language to players, coaches, referees, or other officials shall be disciplined according to the following: All offences shall be reviewed by the Board in an open board meeting setting. All parties must be present. We will take everything into consideration all sides and come to a decision as a board. All rule violations and disciplinary actions will be voted upon in a closed session. An appeal can be made within 30 days in writing.

SECTION 2: All disciplinary actions will expire at the end of the season except in the event of extenuating circumstances.

SECTION 3: Intentional falsification of records of players shall be grounds for disbarment from future participation in this league.

SECTION 4: A person accused of violation(s) of the By-Laws, or Standing Rules of the SOUTHEAST YOUTH SOCCER ASSOCIATION, INC., shall be asked to appear before the Board and given a chance to justify his/her actions.

SECTION 5: Any officer accused of negligence of their duties will appear before the Board for further action.

SECTION 6: No persons under the age of 18 years old and still attending High School, shall be permitted to coach or be an assistant coach of any league team.

ARTICLE IV – MEETINGS SECTION 1: Types of Meetings

A. ANNUAL GENERAL MEETING AGM: The AGM of the members of the Association shall be held in November of each year and will be posted to the public at least a month prior. Any changes of time or date will be posted to Facebook and social media. Members and associate members have voting rights at the AGM.

B. REGULAR MEETINGS: Will be held at the discretion of the President. All members and associates may attend any regular meetings, but only elected officers have voting rights. Once an issue has been brought up, a motion made and a vote taken, whether past or declined, that issue may not be brought upon the board until the next AGM or the next years board.

C. SPECIAL MEETINGS: of the members may be called at any time by the President or, in his/her absence, the Vice President, or by a majority of the Board.

D. CHANGEOVER MEETING will be held to provide interaction between outgoing and incoming officers. This meeting shall be held no earlier than January 14th, in order to ensure that the previous board has concluded all financial matters and the ledgers have been received prior to their turnover. All paperwork, files, schedules, computer disks, information and instructions acquired during the year by any Board member becomes Association property. These properties may be copied for reference by the acquirer, but all originals must be turned into the Association. The aforesaid properties must be turned over to the incoming person taking office, in the case of Officer changeovers. The records of the association (minutes, financial reports, etc) are to be kept and accessible for inspection by the secretary and treasurer.

SECTION 2: Order of Business:

The Board of Directors/Officers shall conduct its annual meetings in the following order:

1. Call to order – approve agenda
2. Approve minutes of prior meeting
3. Financial Report
4. Officer's Report
5. Old business
6. Election of officers
7. New business
8. Open communication
9. Adjournment

With the 2/3 approval of the Board, the convening officer may change the order of business or waive reading of reports. Unless otherwise stated in the By-Laws or Special Rules of order of the Board shall guide business meetings..

ARTICLE V – COMMITTEES:

The Board may decide to form committees and if formed, the duties are to be assigned by the Board. The committees are to be appointed by the President and confirmed by the Board at a meeting. Terms of appointment are for one year. The committee chairpersons may or may not be required to attend Board meeting.

ARTICLE VI – RECORDS & REPORTS

All records and reports are to be kept by the officer in charge of said report and turned over to incoming officers at the changeover meeting.

ARTICLE VII – CORPORATE SEAL**ARTICLE VIII- AMENDMENTS OF BY-LAWS**

These By-laws may be amended at the AGM or at a special meeting for said purpose. The proposed amendment may be brought forward by any member of officer. Amendments must be passed by a (2/3) vote of the members present and voting and will be in full force and effective immediately upon approval.

ARTICLE VIII- SEAL & COLOR