

# NEVADA YOUTH SOCCER ASSOCIATION

## SECTION 4

### BOARD OF DIRECTORS

#### 4:01:00 **BOARD RESPONSIBILITIES:**

4:01:01 The BOD shall be responsible for and have sole authority for those items mentioned elsewhere in the CBP, along with the following:

- A. Enforcing and interpreting the CBP.
- B. Approving all international youth matches with member teams and/or select teams.
- C. Approving Inter-State play.
- D. Approving the formation and operation of the Nevada Championships.
- E. To review and approve league constitutions and bylaws and insure consistency with the NYSA CBP.
- F. May appoint a law firm to represent and advise the Association, as needed.
- G. Approve all major expenditures that were not previously approved as part of the adopted budget and place a cap on the amount to be spent.
- H. To interview and hire personnel as needed for the operation of NYSA.

4:01:02 The BOD shall have the right and authority to suspend, bar completely or otherwise discipline any player, coach, manager, team assistant, parent, family member, friend, any other individual, league officer or referee from any member team, league or organization.

4:01:03 Any member of the BOD negotiating business, as a representative of this Association, with any organization, shall report the business in full, in writing, at the next monthly meeting of the BOD.

4:01:04 The BOD shall decide on the following matters involving the NYSA office:

- A. Interview, hire and terminate staff and decide on the pay rate, pay raises, schedule workdays and other benefits.
- B. Office hours and what days the office will be open for business.
- C. What work the Staff will be expected to do and will help out with.

#### 4:02:00 **BOARD MEMBER RESPONSIBILITIES:**

##### 4:02:01 **President:**

4:02:01:01 The President shall be the chief executive officer of NYSA, shall preside at all meetings of the members and board members, shall be an ex-officio member of all standing committees, shall have general and active management of the business of NYSA and all authority necessary thereto, and shall see that all orders and resolutions of the board are carried into effect. The President may execute notes, bonds, mortgages, deeds of trust, and other contracts on behalf of NYSA,

## NEVADA YOUTH SOCCER ASSOCIATION

except where required by law to be otherwise signed and executed, and except where the signing and execution thereof shall be exclusively delegated by the BOD to some other officer or agent of NYSA. The President is the supervisor of all state employees and is the liaison with USYS/USSF both at the regional and national level.

### 4:02:02 **Vice-president**

4:02:02:01 The First Vice-president shall oversee and or assist all competition programs associated with the competitive leagues including but not limited to, Nevada Championships, Silver State tournament, ODP and state youth referee administration.

### 4:02:03 **Vice-president Discipline**

4:02:03:01 The Vice-president Discipline shall serve as the Discipline Chair and handle all aspects of discipline including but not limited to establishing a discipline committee, setting up hearings and completing follow up with notification of action to all parties and regional and national associations as necessary.

### 4:02:04 **Vice-president Northern Region:**

4:02:04:01 The Vice-president Northern Region should reside in Northern Nevada, shall oversee all competitive and administrative activity north of Tonopah, shall coordinate the activities of the north with responsibilities of the first and second vice-presidents, specifically signing applications to travel of northern teams, and shall serve on all state-wide committees.

### 4:02:05 **Vice-president Recreation:**

4:02:05:01 The Vice-president Recreation shall be responsible for coordinating recreational programs within the NYSA area of responsibility, including but not limited to Kohl's American Cup and other recreational tournaments as may be conducted under the auspices of NYSA. In this regard, the Vice-president Recreation shall coordinate all activities with the First Vice-president and the State Director of Coaching (SDOC) to insure coordination of all programs offered to both competitive and recreational players.

### 4:02:06 **Secretary:**

4:02:06:01 The Secretary shall keep an accurate record of all meetings, sending meeting notices and minutes the BOD, committee chairs, and league presidents. The Secretary shall also work with the Office Manager to handle all correspondence, maintain the files of this Association, and shall also be responsible for the preparation of the annual report.

### 4:02:07 **Treasurer:**

## **NEVADA YOUTH SOCCER ASSOCIATION**

4:02:07:01 The Treasurer shall be responsible for the maintenance of proper financial accounts for the Association. As a minimum the Treasurer shall maintain a bank checking account and a credit card account in the name of the Association. The Treasurer shall present a written financial statement at each meeting of the BOD, and shall present a written financial summary of the Association sub-divided by business area at the AGM. The Treasurer shall be responsible for preparing all papers pursuant to the Articles of Incorporation and tax exemption status of this Association. The Treasurer shall be bonded by a reputable bonding agency.

### **4:02:08 League Commissioners:**

4:02:08:01 The league commissioners are to act as representatives of their respective leagues at all meetings of the BOD. Commissioners shall be thoroughly familiar with the NYSA CBP and the insurance programs for youth soccer. They must report, in writing, at the NYSA AGM on the progress of his/her league, act as the league representative at all NYSA meetings, unless otherwise excused, be present at his/her league's BOD meetings as well as the league AGM for the purpose of advising proper league procedures and the interpretation of the NYSA constitution, bylaws, policy and procedures, ensure that teams in the league are properly affiliated with NYSA, and promote adult interest in the youth soccer program and recruit desirable persons to assist in the development of the sport.

4:02:08:02 In addition to above responsibilities the League Commissioners are to act as Compliance Officers for their respective leagues. This will include ensuring CBP are up to date and coincide with NYSA CBP's. They will ensure their league are in compliance with the latest IRS Non Profit Entities guidelines and ensure the 990 are collected from clubs within their league. The league 990 will be filed with NYSA no later than 30 days after filing with the IRS. ALL clubs, leagues are required to file a 990 each and every year with the IRS. (2/4/2011)

### **4:03:00 BOARD MEMBER ELECTION:**

4:03:01 The board directors, except the league commissioners, shall be elected by ballot at the AGM to serve for a term of two (2) years or until their successors are elected. Their term of office shall begin immediately following the AGM at which they are elected. An individual shall be permitted to hold only one (1) BOD position at one time.

4:03:02 The President, Vice-president Discipline, and Secretary shall be elected in odd numbered years. The First Vice-president, Vice-president Northern Region, Vice president of Recreation and Treasurer shall be elected in even numbered years.

4:03:03 Should a director vacancy in the BOD occur through death, resignation, removal or disqualification, except in the case of the league commissioners, the BOD will select a replacement. The replacement will complete the remainder of that term of office. The maximum time allowed to fill the vacant position shall be sixty (60) days.

## NEVADA YOUTH SOCCER ASSOCIATION

4:03:04 Any member of the Association in good standing, not on suspension (exclusive of red cards) or probation, and meets the minimum qualifications for the position may run for election of any office they are nominated for or declare official interest in seeking. Members running must meet the following qualifications and submit the required information to the Executive Director no less than fifteen (15) days prior to the AGM.

1. Minimum Qualifications for the positions of President and Treasurer:
  - a. Absence of any direct or indirect conflicts of interest (Defined in Policy 23 - Conflict of Interest). A candidate must not have conflicts at the time they run for election and during the time they hold any position as an officer with NYSA
  - b. Cannot be a recipient of any remuneration or compensation, directly or indirectly, from any club, league, tournament or any other youth soccer-related commerce at the time of an election or during the time they hold any position as an officer with NYSA
  - c. Must not be an officer of any league, club or other entity engaged in youth soccer;
  - d. Each of the above shall apply through the third degree of consanguinity;
  - e. Should possess qualifications commensurate with the requirements of the position
2. The member must make their intentions known by submitting following:
  - a. Resume,
  - b. intentions/agenda,
  - c. *Volunteer Application and Disclosure Statement* for the position they are seeking,
  - d. have or complete a NYSA online background check.

When NYSA receives thorough and completed paperwork, the Executive Director will send the information to each of the voting members and post this information on the web site along with the AGM information. The President, as the presiding officer at the AGM, may, with the approval of a majority of the delegates present voting in support, elect to take nominations from the floor of the AGM in the event that no individuals declare their intention to seek an office, or if other circumstances may warrant.

4:03:05 In the event a vacancy occurs in the position of President through death, resignation, removal or disqualification, the responsibilities of the office shall temporarily be assumed by the First Vice-president. Within sixty (60) days from when the vacancy occurred, the BOD shall select from amongst its officers an individual to assume the responsibilities of the President until the next general election. The eligible officers are the First Vice-president, the Second Vice-president, the Vice-president Northern Region, the Vice-president Recreation, the Secretary, and the Treasurer. If the vacancy occurs in the first year of the President's term, the individual so selected shall serve until the next general election. After that, the office returns to its normal election in odd numbered years for a two (2)-year term.

4:04:00 **LEAGUE COMMISSIONER ELECTION:**

## NEVADA YOUTH SOCCER ASSOCIATION

- 4:04:01 Affiliated leagues shall nominate a league commissioner to the NYSA board when each of the following are met:
1. The League has 500 players or greater registered,
  2. The League has completed a full season (from registration to finals) in compliance with all USSF, USYS, and NYSA policies,
  3. The League is not on probation or bad standing
- 4:04:02 League commissioners shall be elected in alternate years, so that there shall be, at no time, a completely newly elected BOD; even numbered leagues (e.g. Leagues 2 and 4) shall elect their league commissioners in even numbered years and odd numbered leagues (e.g. Leagues 1, 3, and 5) shall elect their league commissioners in odd years. A league commissioner may be removed by a majority vote of the eligible voting members of the league at any time.
- 4:04:03 If a league commissioner's position is declared vacant, the league must hold an election for the position within thirty (30) days of said vacancy. If the election is not held, the league's BOD shall appoint a league commissioner for said vacancy. The newly elected or appointed league commissioner shall serve out the remainder of the unexpired term of office.
- 4:04:04 Each league may designate alternates for their commissioner. A letter on the league's official letterhead or e-mail followed by a letter, must be filed with the State Registrar listing the alternates prior to them serving as commissioner.
- 4:05:00 **BOARD MEMBER FAILURE TO PERFORM:**
- 4:05:01 In the event of board member suspension, probation, flagrant misconduct, failure to perform duties or two (2) consecutive or four (4) total unexcused absences at a board meeting, the board member may be removed by a majority vote of the BOD.
- 4:05:02 For misconduct, failure to perform duties or missed meetings, the Secretary will send out a notice requesting an explanation concerning the infraction. A reply explaining the misconduct in question must be received in the NYSA office within fifteen (15) days (excluding weekends and holidays) of the date of the request. The BOD shall vote on the action to be taken during the next meeting, allowing for a personal explanation. Failure to reply within fifteen (15) days will be considered an automatic resignation.
- 4:06:00 **REGULAR BOARD MEETINGS:**
- 4:06:01 Regular meetings of the BOD will be held at least four times per year with a 14 day notice (notice may be reduced to 48 hours if President deems a meeting necessary or can be waived if additional meetings are required) or by the call of the President, unless otherwise determined by the BOD. There must be at least four (4) regular meetings of the BOD per year. Board members are to be given at least fourteen (14) days notice of a regular meeting. In extenuating circumstances, the President may call a regular meeting of the BOD with forty-eight (48) hours notice.

## NEVADA YOUTH SOCCER ASSOCIATION

4:06:02 The agenda for regular BOD meetings shall be as follows:

- A. Call to Order.
- B. Roll Call.
- C. Introduction of Guests.
- D. Acceptance of Minutes of the Previous Meeting.
- E. Correspondence.
- F. Treasurer's Report.
- G. Registrar's Report.
- H. Commissioners' Reports.
- I. Committee Reports.
- J. Unfinished Business.
- K. New Business.
- L. Good of the Game.
- M. Adjournment.

### 4:07:00 **EMERGENCY BOARD MEETING:**

4:07:01 The BOD shall meet whenever the President deems it necessary, or if he/she is instructed to do so by four (4) or more members of the BOD. A seventy-two (72) hour notice must be given to all board members. The President may call an emergency meeting of the BOD, if he/she deems it necessary. The President is obliged to call an emergency meeting of the BOD should four (4) or more Board members request a meeting. Emergency meetings are to be notified to members with no less than seventy-two (72) hours notice.

### 4:08:00 **AD-HOC BOARD MEETINGS:**

4:08:01 The BOD may meet by telephone conference and/or e-mail to decide an issue should the President or any four (4) or more members deem such issue to be of an emergency nature such that it must be decided prior to the next regular meeting or such that a special meeting would be more time consuming or expensive than necessary. Seventy-two (72) hours notice must be given to all board members. Any issues decided by special telephone conference and/or email must then be presented at the next regular meeting for ratification.

### 4:09:00 **VOTING AT BOARD MEETINGS:**

4:09:01 Each member in good standing, not on suspension (exclusive of red cards) or probation of the BOD, shall be entitled to one (1) vote. The President shall cast a vote only in the case of a tie.

4:09:02 A vote by the BOD to change, add or delete any current policy can proceed only on policies that have been listed as under review. A copy of the agenda must be distributed a minimum of seven (7) days prior to the BOD meeting.

## NEVADA YOUTH SOCCER ASSOCIATION

### 4:10:00 **BOARD MEETING QUORUM:**

4:10:01 At all regular, emergency, and ad-hoc meetings of the BOD, a majority of the Board shall constitute a quorum for the transaction of business.

### 4:11:00 **ANNUAL GENERAL MEETING:**

#### 4:11:01 **Order of Business:**

4:11:01:01 The order of business at the AGM shall be as follows:

- A. Call to Order.
- B. Roll Call.
- C. Introduction of Guests.
- D. Credentials Report.
- E. Acceptance of Minutes of the Previous AGM.
- F. Written Reports, as follows:
  - a. President.
  - b. First Vice-president.
  - c. Second Vice-president.
  - d. Vice-president Northern Region.
  - e. Vice-president Recreation.
  - f. Treasurer.
  - g. Secretary.
  - h. League Commissioners.
  - i. State Registrar.
  - j. Committees.
- G. Unfinished Business.
- H. Proposals for Changes to the Constitution and Bylaws.
- I. New Business.
- J. Budget Report.
- K. Election of Officers.
- L. Good of the Game.
- M. Adjournment.

#### 4:11:02 **Voting:**

4:11:02:01 Each member in good standing, not on suspension (exclusive of red cards) or probation of the NYSA BOD, shall be entitled to one (1) vote. The President shall cast a vote in the case of a tie. No person may cast more than one (1) vote in any ballot if there are persons serving in more than one (1) position on the BOD. Affiliated leagues and clubs delegated votes are based on provisions outlined in 1:06:01. A league and clubs official registered player count will be per the NYSA database ten (10) days prior to the AGM.

4:11:02:02 Leagues and clubs must have a separate delegate physically present to cast each vote. Physically present will include the use of video conferencing for outlying areas whose distance to travel to attend is more than 200 miles. If video

## **NEVADA YOUTH SOCCER ASSOCIATION**

conferencing is used the President will appoint a BOD member or President designee to conduct the offsite location. The league's BOD must elect or appoint all league delegates. Delegates must be at least eighteen (18) years of age. No proxy votes shall be accepted. No league may exercise its voting privileges at any AGM without submitting a letter of authorization of its delegates and/or alternates, with a signature line extended after the delegates and /or alternates name, to the State Registrar. This letter must specify the league delegate(s) by name and be signed by at least three (3) of the five (5) highest-ranking officers of the league.