

# Bylaws of the Birdville Area Youth Futbol Alliance

## A Non-profit Corporation

### Article 1: NAME AND OFFICES

- Section 1.1: Name. The name of the organization shall be Birdville Area Youth Futbol Alliance (hereinafter referred to as “BAYFA” or “the Association”). BAYFA represents a merger and consolidation of the two non-profit organizations previously known as the North Richland Hills Soccer Association (“NRHSA”) and the Green Valley Soccer Association (“GVSA”) respectively.
- Section 1.2: Principal Office. The principal office of BAYFA in the State of Texas shall be located in the County of Tarrant.
- Section 1.3: Registered Office and Registered Agent. BAYFA shall have and continuously maintain in the State of Texas a registered office and a registered agent whose office is identical with such registered office, as required by the Texas Non-profit Corporation Act. The registered office and the address of the registered office may be changed from time to time by the Board.
- Section 1.4: Effectiveness. These bylaws shall only become effective after submission and approval of the members of NRHSA and GVSA and upon submission and approval to NTSSA.

### Article 2: PURPOSES

- Section 2.1: Purpose. The purpose of this Association is to promote soccer in northeast Tarrant County, Texas and surrounding areas; to elevate the standards of integrity, honesty, honor, loyalty, courage, good sportsmanship, and courtesy among the youth of our community and all others participating in the game of soccer; to cultivate the spirit of brotherhood and good fellowship; and to serve as the local affiliate of the North Texas State Soccer Association (“NTSSA”), the United States Youth Soccer Association (“USYSA”), and the United States Soccer Federation (“USSF”). All persons participating in the program shall strive to develop athletic skills and fair play among the youth, and place secondary importance on winning of games.
- Section 2.2: Duration. The period of its duration is perpetual.
- Section 2.3: Non-profit. BAYFA is organized and shall be operated exclusively for charitable and educational purposes in accordance with Section 501(c)(3) of the Internal Revenue Code 1954, as amended (“the Code”).
- Section 2.4: Activities. Solely for the above purposes, BAYFA is empowered to exercise all rights and powers conferred by the laws of the State of Texas upon non-profit corporation, including, but without limitations thereon, the right and power to receive gifts, devises, bequests and contributions in any form, and use, apply, invest, and reinvest the principal and/or income therefrom for the above purposes. It is intended that the BAYFA shall have the status of a corporation, which is exempt from federal income taxation. These Articles shall be construed accordingly, and all powers and activities of BAYFA shall be limited accordingly. BAYFA shall not distribute propaganda or otherwise attempt to influence legislation to such extent as would result in loss of its exception from federal income tax under Section 501(c)(3) of the code, nor shall any activity of BAYFA consist of participating in or intervening in any political campaign on behalf of or in opposition to any candidate for

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public office (including the publishing or distributing of statements).

### **Article 3: GOVERNMENT OF ASSOCIATION**

- Section 3.1: Government of Association. The Board of Directors (hereinafter “the Board”) shall be the governing body of the Association and the members of the Board shall be designated as provided herein.
- Section 3.2: Affiliation with the North Texas State Soccer Association. The association shall be directly affiliated with and comply with the authority of the NTSSA and shall represent all its members and respective interests in and before NTSSA.
- Section 3.3: Boundaries. BAYFA shall have jurisdiction over all NTSSA recognized soccer teams falling within the geographic boundaries of BAYFA to include the City of North Richland Hills, Richland Hills, Watauga, and Haltom City in their entirety as recognized by NTSSA.
- Section 3.4: Superseding the Authority of the NTSSA Rules. The Association recognizes the superseding authority of the rules and bylaws of NTSSA.
- Section 3.5: Books and Records. BAYFA shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of its Board and of committees having any of the authority of the Board and shall keep at the registered or principal office a record giving the names and addresses of the Board. Any member of the Association may inspect all books and records of BAYFA for any proper purpose at any reasonable time.
- Section 3.6: Fiscal Year. The Fiscal Year for the Association shall be September 1 to August 31.
- Section 3.7: Waiver of Notice. Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the Articles of Incorporation or the by-laws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time started herein, shall be deemed equivalent to the giving of such notice.
- Section 3.8: Amendments to Bylaws. These bylaws may be altered, amended or repealed and new bylaws may be adopted by the affirmative majority vote of the members present at the Annual General Association Meeting or at a specially called general association meeting. At least fourteen (14) days written notice must be given to the members of the Association of an intention to alter, amend or repeal these bylaws at such meeting. Any such amendment to these bylaws originating with the Board shall be recommended to the Association only after receiving the affirmative vote of a majority of the Directors present and voting at any board meeting.
- Section 3.9: Rules of Procedure. The rules of parliamentary procedure governing all meetings of the Association, its Board and committees shall be those of Robert’s Rules of Order as most recently revised.

### **Article 4: MEMBERS**

- Section 4.1: Definition. The members of BAYFA shall be the parents or guardians of each child registered with BAYFA or other individual which has been extended membership by the Board of Directors. The membership of any individual who has been extended by the Board of Directors pursuant to this section may be revoked at any time, with or without cause, upon the affirmative vote of three-fourths (3/4) of the members of the Board.

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Section 4.2: Voting. Each member shall have one vote at any Association meeting. There shall be no voting by proxy; proxy votes by phone, letter, or given to a fellow member will not be accepted.

### **Article 5: BOARD OF DIRECTORS**

Section 5.1: General Powers. The affairs of BAYFA shall be managed and voted upon by the Board of Directors.

Section 5.2: Composition, Election and Tenure. The Board shall be comprised as follows:

Section 5.2.1: Board Composition. The Board shall consist of the Directors identified in these bylaws as elected by the membership of the BAYFA as provided by these bylaws.

Section 5.2.2: Qualifications. Except for the members of the initial Board of Directors named in these bylaws, a member of the Board must be at least twenty-one (21) years of age. A Director serving in the office of President, Treasurer, or Registrar may not be related to as a spouse, sibling, parent, or child to any other member of the Board serving a concurrent term in the office of President, Treasurer, or Registrar. A Director must be a "member" pursuant to Section 4.1.

Section 5.2.3: Number. A minimum of eight (8) persons shall serve on the Board.

Section 5.2.4: Election and Tenure. Each member of the Board shall be elected by place to serve for a term of two (2) years by a simple majority vote of those present at the Annual General Association Meeting. Voting for the Board positions of President, Secretary, Treasurer, Director of Coaching, Field Operations Director, Purchasing Director, U9/10 Age Group Commissioner, U6 Age Group Commissioner shall take place in even-numbered years. Voting for the Board positions of Vice-President, Registrar, Director of Referees, Director of Academy, Marketing Director, U11+ Age Group Commissioner, U7/8 Age Group Commissioner, U5 Age Group Commissioner shall take place in odd-numbered years. The terms of the initial members of the Board may be less than two (2) years as election schedule above may require.

Section 5.2.5: Commencement of Term. Following their election, all members of the Board shall assume their respective offices and undertake their respective duties immediately upon the conclusion of the General Association Meeting. Members of the initial Board shall assume their office and undertake their respective duties immediately upon the effectiveness of these bylaws.

Section 5.2.6: Limitations. No person shall serve more than six (6) consecutive years on the Board in which they hold the same office.

Section 5.3: Regular Meetings of the Board. The Board shall hold regular meetings at 7:30 p.m. on the second Monday of each month. All meetings of the Board shall be open to the public at large. All meetings of the Board shall be held at the meeting room of the Green Valley Soccer Complex in North Richland Hills, Tarrant County, Texas unless a different location is determined, with five (5) days notice to all members of the Board and posting the location of the meeting at the concession stand of the Green Valley complex at least five (5) days prior to the meeting. Notice required under this section shall be performed by the Secretary.

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- Section 5.4: Annual General Association Meeting. An annual general meeting of the BAYFA shall be held prior to the regularly scheduled meeting of the Board in May of each year, for the purpose of electing new members to the Board to replace those whose terms are expiring and to vote on proposed bylaw amendments by the general membership. Written notice of the annual meeting shall be mailed to each member of BAYFA at least fourteen (14) days in advance and shall include a copy of the ballot submitted by the nominating committee for open positions. Fifteen (15) of the members of BAYFA shall constitute a quorum for the transaction of business at any meeting of BAYFA. Once a quorum is established at a meeting, all actions taken at the meeting shall be legal regardless of the number present at the time of a vote, provided the meeting has not been previously legally adjourned.
- Section 5.5: Special Meetings.
- Section 5.5.1: Special meetings of the Board may be called by the President or by three (3) Board members. The person or persons authorized to call special meetings of the Board may pick any public place for any such meeting so called.
- Section 5.5.2: Special meetings of the Association may be called by a majority vote of the Board of Directors. The Board may pick any public place for any such meeting so called.
- Section 5.6: Notice. Notice of any change in regularly scheduled meetings or of any special meeting shall be given at least ten (10) days before the scheduled meeting date by written, publicly displayed notice at regularly scheduled playing fields and in addition, delivered personally, sent by mail, or electronic mail to each Board member's address as shown on records of BAYFA. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed, with first class postage thereon prepaid. If electronically mailed, such notice shall be deemed to be delivered when sent Read Receipt Requested and the Read Receipt is received by the Secretary. Any Board member may waive notice of any meeting. The attendance of a Board member at any meeting shall constitute a waiver of notice of such meeting except where a Board member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. The business to be transacted at, or purpose of, any special meeting of the Board shall be specified in the notice of such meeting.
- Section 5.7: Voting. At any meeting of the Board of Directors, each director shall have one vote. The president shall vote only if needed to break a tied vote, or in other specific cases set out herein. There shall be no voting by proxy; proxy votes by phone, letter, or given to a fellow Board member will not be accepted.
- Section 5.8: Quorum. Three-fifths of the members of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. Once a quorum is established at a meeting, all actions taken at the meeting shall be legal regardless of the number present at the time of a vote, provided the meeting has not been previously legally adjourned.
- Section 5.9: Manner of Acting. The act of a majority of the Board members present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by law or by these bylaws.
- Section 5.10: Resignation. Any Director may vacate his/her office by written resignation to the board.
- Section 5.11: Vacancies. Except as provided in Section 7.12, as soon as practicable but in any event no

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later than sixty (60) days after a vacancy occurs on the Board, the President shall appoint a qualified individual to complete the remaining term of the vacant position. All such appointments must be ratified by an affirmative vote of two-thirds (2/3) majority of the remaining Board members. In the event that no such ratified appointment is made within ninety (90) days after a vacancy occurs, then the vacant position shall be filled by a majority vote of the Association at a special Association meeting pursuant to Section 5.5.2.

- Section 5.12: Compensation. Board members shall not receive any salaries for their services as board members.
- Section 5.13: Informal Action by Directors. Any action required by law to be taken at a meeting of the Board or any action which may be taken at a meeting of the Board may be taken without a meeting if written consent setting forth the action so taken shall be signed by all the Board members then serving.
- Section 5.14: Emergency Meetings. The Board may meet with less than the required amount of notice if the president and at least two other Board members believe that an emergency exists which necessitates such a meeting. Any action taken or resolutions passed at such meeting must be ratified at a duly called regular or special meeting within thirty (30) days of such emergency meeting or the said acts and resolutions shall be void *ab initio*.

### **Article 6: ELECTION OF BOARD OF DIRECTORS**

- Section 6.1: Nomination. The president of the Board shall appoint a nominating committee at least thirty (30) days prior to the Annual General Association Meeting. The nominating committee shall consist of three (3) persons and shall include one (1) member of the Board not currently running for office and two (2) other persons who are interested in the purpose of BAYFA but are not currently members of the Board and are not currently running for office. The nominating committee shall present to the Association a slate of nominees for all positions (at least one nominee for each position) on the Board to be elected at the Annual General Association Meeting. Nominees for the positions of President, Treasurer, and Registrar must have served a minimum of one year on the board to be nominated for that position.
- Section 6.2: Elections. Each slate shall be presented to the Annual General Association Meeting. Additional nominations may be made by any member of the Association from the floor at the Annual General Association Meeting, provided that the nominee shall have indicated in a writing delivered to the Secretary at least three (3) days prior to the meeting, his or her willingness to serve on the Board of the Association. Any nomination of a person who has not delivered such writing shall be deemed out of order. There shall be no voting by proxy; proxy votes by phone, letter, or given to a fellow member will not be accepted. In order to be elected, a candidate must receive a simple majority vote of the members voting. In the event no candidate receives a simple majority vote, there shall be a runoff between the two candidates receiving the most votes. Each candidate will be informed of other candidates running for the same position no later than ten days prior to the election. This will allow all parties to campaign if they so choose.
- Section 6.3: Removal. A Board member not attending three (3) of any five (5) consecutive regular meetings shall be deemed to have vacated his or her office unless such absences are excused by a majority of officers. If a Board member is unable to attend, the Board member must notify any other board member before meeting time in order for his absence to be excused. Any Board member may be removed at any time, with or without cause, upon the affirmative

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vote of three-fourths (3/4) of the members of the Board. With the exception of removal due to non-attendance, no Board member shall be removed unless notice of intent to take such action has been first given in a notice to all members of the Board at least ten (10) days prior to the meeting. Any vacancy created by such removal shall be filled as set forth in Section 5.11 above.

Section 6.3.1: Attendance. For purposes of Section 6.3 of these bylaws, A Board member shall be considered to have attended any meeting only if that member is present at the meeting within ten (10) minutes of the time at which the meeting is called to order.

### **Article 7: DIRECTOR DUTIES**

Section 7.1: President. The president shall be responsible for overseeing the administrative functions, operations and activities of the Association. The president shall preside at all meetings of the Association and the Board of Directors. The president shall appoint all committee members and chairpersons of special committees and define their duties as may be necessary to carry on the work of the Association. The president may make recommendations to the Board concerning the creation and discontinuance of committees as necessary. The president shall cast the deciding vote in the event of a tie at any meeting of the Association or the Board of Directors. The president may appoint delegates or representatives to any meetings of other associations at which the BAYFA is to be represented. The president shall be in charge of the day-to-day operations of the Association and shall carry into effect the directives of the Board.

Section 7.2: Vice President. The Vice President shall succeed to the powers of the President in his absence and shall serve as the chairman of the Appeals and Discipline Committee. The Vice-President is also responsible for all notices required to be issued in conjunction with appeals and discipline actions. The Vice-President shall represent BAYFA in connection with appeals to NTSSA. The Vice-President shall represent BAYFA in connection with any meetings of the Northern Mid-Cities Soccer League or any other Playing League in which BAYFA participates.

Section 7.3: Treasurer. The Treasurer shall succeed to the powers of the President in the absence of the President or Vice-President. The treasurer shall, on behalf of BAYFA, collect all dues, fees or other monies, keep and maintain all accounts (including bank accounts) and report these at the regularly scheduled monthly meeting of the Board. A summary of all financial transactions shall be presented at the Annual General Association Meeting. The treasurer shall be responsible for paying all expenditures approved by the Association through BAYFA's budget, and filing any financial reports or returns (including tax returns) required of the Association. The treasurer will also be responsible for preparing the Association's financial records for any internal or independent audit. The treasurer shall provide a budget to the newly elected Board to be reviewed by the new Board at the first regular meeting in June. The treasurer is authorized to honor expenditures by the Board up to \$250.00 without prior Board approval as long as the expenditure correlates to an item on the Budget approved by the Association. Any expenditure exceeding \$250.00 must be approved by a majority vote of Board members in attendance at the time of the vote.

Section 7.4: Secretary. The Secretary shall succeed to the powers of the President in the absence of the President, Vice-President, or Treasurer. The secretary shall record and keep the minutes of all meetings of the Association and its Board of Directors and shall have custody of all books

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and papers relative to the transactions of the Association, subject to the convenience of the other Board members. All correspondence shall be received by the secretary and shall be disseminated to other Board members as appropriate. In addition, the secretary shall keep on file copies of all such correspondence. Unless specifically identified otherwise, the Secretary shall be responsible for the issuance of any notices required by these bylaws. The Secretary shall keep an agenda of items to be addressed at each regular meeting of the Board of Directors and provide a copy of the agenda to each member of the Board at least three (3) days prior to each such regular meeting.

- Section 7.5: Marketing Director. The Marketing Director shall be responsible for the maintenance and procurement of all financial assistance for the benefit of the BAYFA apart from player registration fees. The Marketing Director shall be responsible for the establishment and operation of any Tournaments hosted by the BAYFA. The Marketing Director shall be responsible for maintaining a line of communication between the Board and the teams. The Marketing Director shall develop and maintain a list of Team Parent and Age Group Commissioner contacts for each age division. The Marketing Director, together with the Registrar and Age Group Commissioners, shall hold an orientation session prior to the start of each season.
- Section 7.6: Director of Coaching and Referees. The Director of Coaching and Referee's shall be responsible for the procurement of educational programs (including clinics) for the growth of the coaches and players of BAYFA. They shall be liaison with the Referee Assignor, Referees or Referee Association utilized by the BAYFA as needed. They shall be responsible for the oversight of the Referee Assignor's procurement, management and administration of all Game Officials within the Association. The Director of Referees must be certified as a Grade 8 referee and must be certified as a referee assignor.
- Section 7.6.1 Referee Assignor. The Referee Assignor shall not be a position on the Board of Directors. The Referee Assignor shall be responsible for the oversight and training of all referees and linesmen and will be certified by NTSSA as a referee assignor. The Referee Assignor shall receive as compensation 15% of the amount paid to referees per week.
- Section 7.7: Field Operations Director. The Field Operations Director shall be responsible for the maintenance and procurement of soccer equipment, including field equipment (nets, goals, flags, etc.) used by BAYFA as well as liaison with the City of North Richland Hills, Parks and Recreation Department personnel regarding the accessibility, maintenance and playing conditions of the soccer fields used by the BAYFA.
- Section 7.8: Purchasing Director. The Purchasing Director shall investigate uniform possibilities, make recommendations to the Board, and purchase uniforms as directed by the Board. The Purchasing Director shall maintain a current inventory of all uniforms and other related items. The Purchasing Director shall chair any committee appointed to select uniforms to be presented to the Board for consideration.
- Section 7.9: Uniform Director – uniform director shall be charged with the coordination, ordering, and passing out uniforms that are chosen by the board of directors.
- Section 7.10: Director of Hispanic Marketing – The director of Hispanic Marketing is charged with creating and disseminating marketing materials and information in areas that have largely Hispanic population.

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- Section 7.11: U11+ Age Group Commissioner. The Age Group Commissioner (AGC) will be responsible for assisting the Registrar in team formation and division of teams in the U11 and older age groups including the conducting of the draft pool. The AGC will also be responsible for assisting the Registrar and Team Parent Director in content and conduct of meetings with the coaches and team parents in this age group. After the playing season starts, the AGC is also responsible for the play and administration of the rules of playing within this age group and may perform other such duties as the Board may from time to time request. The AGC shall be responsible for all procedures and records pertaining to scheduling and rescheduling of games for BAYFA teams playing within this age group as required by BAYFA. The AGC will coordinate his scheduling efforts with the Registrar for games played with a playing association other than BAYFA, including but not limited to the Northern Mid-Cities Soccer League. The AGC will notify the referee assignor of the game schedules and modifications thereto. The AGC will act as a conduit for the flow of information between the Board and the coaches, team parents, parents, guardians, and players participating in play within this age group. An age group commissioner must be at least twenty-one (21) years of age and shall not be related to, in any way, any coach or player of this age group of which they are in charge. The AGC must be able to work well with people.
- Section 7.12: U9/10 Age Group Commissioner. The Age Group Commissioner (AGC) will be responsible for assisting the Registrar in team formation and division of teams in the U9 and U10 age groups including the conducting of the draft pool. The AGC will also be responsible for assisting the Registrar and Team Parent Director in content and conduct of meetings with the coaches and team parents in this age group. After the playing season starts, the AGC is also responsible for the play and administration of the rules of playing within this age group and may perform other such duties as the Board may from time to time request. The AGC shall be responsible for all procedures and records pertaining to scheduling and rescheduling of games for BAYFA teams playing within this age group as required by BAYFA. The AGC will coordinate his scheduling efforts with the Registrar for games played with a playing association other than BAYFA, including but not limited to the Northern Mid-Cities Soccer League. The AGC will notify the referee assignor of the game schedules and modifications thereto. The AGC will act as a conduit for the flow of information between the Board and the coaches, team parents, parents, guardians, and players participating in play within this age group. An age group commissioner must be at least twenty-one (21) years of age and shall not be related to, in any way, any coach or player of this age group of which they are in charge. The AGC must be able to work well with people.
- Section 7.13: U7/8 Age Group Commissioner. The Age Group Commissioner (AGC) will be responsible for assisting the Registrar in team formation and division of teams in the U7 and U8 age groups including the conducting of the draft pool. The AGC will also be responsible for assisting the Registrar and Team Parent Director in content and conduct of meetings with the coaches and team parents in this age group. After the playing season starts, the AGC is also responsible for the play and administration of the rules of playing within this age group and may perform other such duties as the Board may from time to time request. The AGC shall be responsible for all procedures and records pertaining to scheduling and rescheduling of games for BAYFA teams playing within this age group as required by BAYFA. The AGC will coordinate his scheduling efforts with the Registrar for games played with a playing association other than BAYFA, including but not limited to the Northern Mid-Cities Soccer



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League. The AGC will notify the referee assignor of the game schedules and modifications thereto. The AGC will act as a conduit for the flow of information between the Board and the coaches, team parents, parents, guardians, and players participating in play within this age group. An age group commissioner must be at least twenty-one (21) years of age and shall not be related to, in any way, any coach or player of this age group of which they are in charge. The AGC must be able to work well with people.

Section 7.14: U6 Age Group Commissioner. The Age Group Commissioner (AGC) will be responsible for assisting the Registrar in team formation and division of teams in the U6 age group including the conducting of the draft pool. The AGC will also be responsible for assisting the Registrar and Team Parent Director in content and conduct of meetings with the coaches and team parents in this age group. After the playing season starts, the AGC is also responsible for the play and administration of the rules of playing within this age group and may perform other such duties as the Board may from time to time request. The AGC shall be responsible for all procedures and records pertaining to scheduling and rescheduling of games for BAYFA teams playing within this age group as required by BAYFA. The AGC will coordinate his scheduling efforts with the Registrar for games played with a playing association other than BAYFA, including but not limited to the Northern Mid-Cities Soccer League. The AGC will notify the referee assignor of the game schedules and modifications thereto. The AGC will act as a conduit for the flow of information between the Board and the coaches, team parents, parents, guardians, and players participating in play within this age group. An age group commissioner must be at least twenty-one (21) years of age and shall not be related to, in any way, any coach or player of this age group of which they are in charge. The AGC must be able to work well with people.

Section 7.15: U5 Age Group Commissioner. The Age Group Commissioner (AGC) will be responsible for assisting the Registrar in team formation and division of teams in the U5 age group including the conducting of the draft pool. The AGC will also be responsible for assisting the Registrar and Team Parent Director in content and conduct of meetings with the coaches and team parents in this age group. After the playing season starts, the AGC is also responsible for the play and administration of the rules of playing within this age group and may perform other such duties as the Board may from time to time request. The AGC shall be responsible for all procedures and records pertaining to scheduling and rescheduling of games for BAYFA teams playing within this age group as required by BAYFA. The AGC will coordinate his scheduling efforts with the Registrar for games played with a playing association other than BAYFA, including but not limited to the Northern Mid-Cities Soccer League. The AGC will notify the referee assignor of the game schedules and modifications thereto. The AGC will act as a conduit for the flow of information between the Board and the coaches, team parents, parents, guardians, and players participating in play within this age group. An age group commissioner must be at least twenty-one (21) years of age and shall not be related to, in any way, any coach or player of this age group of which they are in charge. The AGC must be able to work well with people.

### **Article 8: COMMITTEES**

Section 8.1: Ad Hoc Committees. The president shall appoint such ad hoc committees as necessary to carry on the business of the Association, each of which may include one or more members of the Board. No such committee shall have the authority of the Board in reference to amending, altering or repealing the by-laws; electing, appointing or removing any member of

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any such committee or any Board member; amending the Articles of Incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of any or substantially all of the property and assets of BAYFA. The appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board, or any individual member, of any responsibility imposed on it, her or him by law.

Section 8.1.1: Term of Office. Each member of a committee shall continue as such until the next annual meeting of the Association unless the committee shall be sooner terminated or unless such member may be removed from such committee or unless such member shall cease to qualify as a member thereof.

Section 8.2: Standing Committees. The Board may approve the formation of Standing Committees. The members of all standing committees established by these bylaws or by vote of the Board shall be nominated by the President and, upon approval by the Board, shall serve for a one year term. Committees may be formed as deemed necessary by the Board. Any member of the Board shall have authority to nominate additional members to any Standing Committee subject to approval by a majority vote of the Board. Standing Committees specifically authorized, but not required, under these bylaws are as follows:

Section 8.2.1: Appeals and Discipline Committee. The appeals and discipline committee may be composed of a minimum of three (3) BAYFA members nominated by the President and approved by the Board. The Vice-President shall serve as chairman and shall call all meetings of the committee and shall cast his vote last. Three (3) members of this committee shall constitute a quorum. This committee shall hear any protests, potential game forfeitures, appeals and misconduct reports and any other hearings required or permitted under NTSSA Rule 11. The committee decision shall be final but may be appealed to the Board with further appeals to the NTSSA. The committee chair shall notify the applicable age group commissioner and effected player or coach of any decision in writing.

Section 8.2.1.1: Misconduct of members, coaches, or players may be reported to the board, with or without a request for action.

Section 8.2.1.2: A report must be filed in writing with any board member within 72 hours following the incident. Any board member receiving a report will immediately forward it to the Vice-President.

Section 8.2.1.3: Upon receipt of a report, the Vice President Appeals and Discipline will undertake a preliminary investigation of the charges and will determine, within 72 hours, whether the report shall be:

Section 8.2.1.3.1: Rejected for cause; in which case, the Vice-President shall respond in writing to the complainant within five days giving a concise reason for the rejection, or

Section 8.2.1.3.2: Accepted for hearing before an A & D committee.

Section 8.2.1.3.3: Every game protest and appeal of any nature must be accompanied by a \$30.00 deposit. The deposit will be returned only if the protest is upheld.

Section 8.2.1.3.4: All players, coaches, spectators and representatives of BAYFA are subject to disciplinary action.

Section 8.2.1.3.5: Action taken by the committee may include, but not be limited to, the following:

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- Section 8.2.1.3.5.1: written reprimand,
- Section 8.2.1.3.5.2: probation,
- Section 8.2.1.3.5.3: suspension, and
- Section 8.2.1.3.5.4: dismissal from BAYFA activities.

Section 8.2.2: Playing Committee. The playing committee shall be composed of the age group commissioners. The Registrar shall serve as chairman of the playing committee. The playing committee shall recommend to the Board the rules and regulations of all league and special games and shall administer the same as adopted by the Board. The committee shall further recommend standings and team formation.

Section 8.2.3: Coaches Training Committee. The coaches training committee shall promote and assist in the administration of coaching clinics and perform such other duties as the Board may, from time to time, prescribe. The Coach and Player Development Director shall chair the Coaches Training Committee.

Section 8.2.4: Budget & Finance Committee. The Budget and Finance Committee shall be responsible for assisting the Treasurer in preparing the Association's budget for each fiscal year. The budget committee shall have no fewer than five (5) members consisting of the Treasurer, the Marketing Director, the Concession Stand Manager (if any) and at least two other members (one of which must not be on the Board) appointed by the President and approved by the Board.

Section 8.2.5: Audit Committee. The Audit Committee shall be responsible for reviewing the records of the Treasurer at the end of each fiscal year. The Audit Committee shall review the records of the Treasurer to ensure that such records accurately reflect the income and expenses of the Association and that such income and expenses are in conformity to the budget adopted by the Association as may be amended from time to time.

### **Article 9: CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

Section 9.1: Contracts. The Board may authorize the President and/or any member of the Board to enter into any contract or execute and deliver any instrument in the name of and on behalf of BAYFA. Such authority may be general or confined to specific instances.

Section 9.2: Checks and Drafts. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of BAYFA shall be signed by the Treasurer. Any amounts over \$250.00 shall have a second signature unless prior approval from the board has been granted. Second signatures shall be that of the President or Registrar.

Section 9.3: Deposits. All funds of BAYFA shall be deposited in a timely manner to the credit of BAYFA in such banks, trust companies or other depositories as the Board may select. The Treasurer and one other Board member shall total each deposit; the Treasurer shall make such deposits.

Section 9.4: Gifts. The Board may accept on behalf of BAYFA any contribution, gift, bequest or devise for the general purpose or for any special purpose of BAYFA.

### **Article 10: INDEMNIFICATION**

Section 10.1: Authorization. In the event that any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding (weather civil, criminal, administrative or investigative) seeks indemnification from BAYFA against

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expenses (including attorneys fees), and in the case of actions other than by or in the name of BAYFA, judgments, fines and amounts paid in settlement, incurred by such person in connection with such action, suit or proceeding by reason of the fact that such person is or was an officer, director, employee or agent of BAYFA, then unless such indemnification is ordered by a court, BAYFA shall determine or cause to be determined (in the manner provided by Texas law) whether or not indemnification is proper in the circumstances because the person claiming such indemnification has met the applicable standard of conduct under Texas law and to the extent that it is so determined that such indemnification is proper, the person claiming such indemnification shall be indemnified.

- Section 10.2: Expenses. Expenses, including attorney fees, incurred in defending any action, suit or proceeding referred to in Section 10.1 of this article may be paid by BAYFA as authorized by the Board.
- Section 10.3: Indemnification Not Exclusive. The indemnification provided by Section 10.1 of this article shall not be deemed exclusive of any other rights to which those seeking indemnification may be entitled under the law or any agreement, vote of the Board or otherwise, both as to action in another capacity while holding such office and shall continue as to a person who has ceased to be a member of the Board, employee or agent.

### **Article 11: TEAMS AND PLAYERS**

- Section 11.1: Registration. All teams and players shall be registered with BAYFA and NTSSA and shall pay all fees prior to beginning play.
- Section 11.2: Refund Policy. No refund of registration fees will be made unless the association was not able to place a player on a team roster.
- Section 11.3: Deadline. Players must be registered by the second game of the season and Birth Certificates must be on file with BAYFA by the first game of the season or the first game where the player is eligible to play. The registration form must be completed and the appropriate fees must be paid before being placed on a team.
- Section 11.4: Dishonored Payment. In the event membership fees are returned dishonored by the financial institution, the player will be considered ineligible to play until all monies due are collected, including service fees charged to BAYFA. The player's coach will be notified if restitution is not handled in the time allowed. At that time the player will not be permitted to participate in any BAYFA activity until the situation has been resolved.
- Section 11.5: Eligible Players. Only registered players shall be permitted to play in competitions under the auspices of this Association or its affiliated members or practice with any BAYFA rostered team.

Section 11.5.1: Team Sanction. A team knowingly using an unregistered, ineligible, or suspended player, in addition to other penalties, shall forfeit all games in which the player participated.

Section 11.5.2: Individual Sanction. A Coach, Assistant Coach, or Administrator found to have knowingly allowed the use of an unregistered player(s) shall be suspended from all soccer activities for a minimum of one (1) year, and the

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offending player may be suspended from soccer activities. Coaches who allow a non-registered player to practice with their team can be, at the discretion of the board, be suspended from coaching.

- Section 11.6: Player Age. The BAYFA soccer year is September 1 through August 31. The age of a player for the purpose of league play shall be the player's age on July 31 of the immediately preceding soccer year. BAYFA allows players who are four-years old by December 31 of the current soccer year to participate in the spring season.
- Section 11.7: Returning BAYFA players will be given priority over registrants who did not play in BAYFA during the previous soccer year. Any returning player who registers late will be placed into the player pool.
- Section 11.8: A player who wishes to change teams within BAYFA may so indicate on the registration form prior to the season and thereby be placed in the player pool for that league. When there are three or more teams in that league or division, the original team of the player will not be included in the draw for the player.
- Section 11.9: When requested on the registration form or deemed necessary to fill teams, and with the consent of the Board, coach, and parents, a player may play up into an older age group by one age division. Playing up more than one age division will be considered by the board only after evaluating the specifics of the request and approved only where it is in the best interests of the player. Generally, players will be encouraged to play within their designated age group. A player who plays up may move back down into his regular age group the following season.
- Section 11.10: Teams wishing to remain intact from the previous season will generally be allowed to do so. If there are not enough players to fill all teams within the same age group, then the players of some or all of the partial teams will be placed in the player pool. The board will have broad discretion in making any necessary determination related to the formation of teams.
- Section 11.11: A team wishing to remain intact must have a coach prior to the draw from the player pool or the players from that team may be placed in the player pool.
- Section 11.11.1: Each head coach may have their child on their team without the benefit of the draw from the player pool. In some instances, the coach may be assigned to the child's team rather than the reverse.

### **Article 12: PLAYING RULES**

#### Section 12.1: General Rules.

Section 12.1.1: The Coaches: Coaching within BAYFA is considered a privilege not a right. That privilege may be revoked if deemed necessary by the Board of Directors following due process. All Coaches must abide by the spirit and letter of the NTSSA Code of Ethics for Coaches (NTSSA Rule 11.1).

Section 12.1.1.1: Each Coach and Assistant Coach must have completed at least the G level clinic provided by NTSSA within the first year of coaching. Coaches

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should also be able to teach soccer by obtaining an age appropriate coaching license from NTSSA.

Section 12.1.1.2: Abide by the no practice rule at the Green Valley soccer complex.

Section 12.1.1.3: Know and abide by the BAYFA, NMCSL, NTSSA, USYSA, USSF, and FIFA “Laws of the Game” as applicable to the age of their team.

Section 12.1.1.4: Each Coach, Assistant Coach, Team Parent, Committee Member, and Volunteer must complete a NTSSA Background Check Questionnaire.

Section 12.1.1.5: Coaches may not partake of any type of alcoholic beverage, tobacco product, or controlled substance at any game or practice.

Section 12.1.1.6: Teams may participate up to a maximum of three activities per week (games, scrimmages, and practices included). This may be waived for teams playing in leagues outside of BAYFA.

Section 12.1.2: Parents and Spectators. All parents and spectators are expected to abide by spirit and letter of the NTSSA Parent’s Code of Conduct (NTSSA Rule 11.2).

Section 12.1.3: The Games.

Section 12.1.3.1: The Competition. The competition is friendly in BAYFA. We’re building memories, not rivalries. We may provide competition for U6 through U19 age groups as well as adults. However, standings are not posted for U6 and U8. There are two seasons each year — Fall and Spring.

Section 12.1.3.2: Location. Games will take place at the Green Valley Soccer Complex unless the age group is playing with a playing league.

Section 12.1.3.2.1: Applicable Rules. Games are governed by the following rules of play (in order of application): BAYFA “Laws of the Game” or NMCSL “Laws of the Game” (as applicable); NTSSA “Laws of the Game”; USSF “Laws of the Game” and FIFA “Laws of the Game”.

Section 12.1.4: Green Valley Complex

Section 12.1.4.1: No alcoholic beverages are allowed on the complex or in the parking lot.

Section 12.1.4.2: Please drive slowly; these kids are not looking for you when they run through the parking lot.

Section 12.1.4.3: Green Valley Soccer complex is maintained by the city of N. Richland Hills, so please put all trash into container provided around the fields. Help us keep our facilities safe and clean.

Section 12.2: BAYFA LAWS OF THE GAME

Section 12.2.1: **LAW 1: THE FIELD OF PLAY** (No changes from NTSSA, except as follows.)

Section 12.2.1.1: Exception for U5. Goal area shall be drawn three (3) yards from each goal post and three (3) yards into the field of play joined by a line drawn parallel with the goal line.

Section 12.2.1.2: Exception for U6. Goal area shall be drawn three (3) yards from each

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goal post and three (3) yards into the field of play joined by a line drawn parallel with the goal line. Recommended field size will be 30 yards X 50 yards.

### Section 12.2.2: **LAW 2: THE BALL**

Section 12.2.2.1: No changes from NTSSA.

### Section 12.2.3: **LAW 3: THE NUMBER OF PLAYERS** (No changes from NTSSA, except as follows.)

Section 12.2.3.1: NUMBER OF PLAYERS. The number of players per team required to conduct a game in each age group are as follows (Except teams with more than the roster limit identified herein at the time this rule is amended shall be allowed to exceed the roster limit if the excess is due to the number of that team's returning players):

Section 12.2.3.1.1: U5: minimum number on the field is 2; maximum number on the field is 4 (No Goalkeeper is played); the roster limit is 8\*.

Section 12.2.3.1.2: U6: minimum number on the field is 4; maximum number on the field is 5 (One of whom may be a Goalkeeper); the roster limit is 10\*.

Section 12.2.3.1.3: U8: minimum number on the field is 5; maximum number on the field is 7 (One of whom may be a Goalkeeper); the roster limit is 12\*.

Section 12.2.3.1.4: U10: minimum number on the field is 6; maximum number on the field is 8 (One of whom may be a Goalkeeper); the roster limit is 14\*.

Section 12.2.3.1.5: U11 and up: no change from NTSSA on minimum or maximum number on the field; the roster limit is 18\*.

Section 12.2.3.1.6: \*Exceptions may be made by the board on its own initiative or when requested by the coach.

Section 12.2.3.2: SUBSTITUTIONS. (No changes from NTSSA, except as follows.)

Section 12.2.3.2.1: U6 ONLY: Substitutions may be made at anytime with the referee's permission.

### Section 12.2.4: **LAW 4: THE PLAYERS' EQUIPMENT**

Section 12.2.4.1.1: No changes from NTSSA.

### Section 12.2.5: **LAW 5: THE REFEREE** (No changes from NTSSA, except as follows.)

Section 12.2.5.1: In addition to the authority granted by FIFA, USSF, and NTSSA, the referee:

Section 12.2.5.1.1: Coaching Boundaries. Shall enforce coaching boundaries as marked on the field or, in the absence of markings, as follows: U6 — 8 yards on either side of the half line; U8 — 10 yards on either side of the half line; U10 — 12 yards on either side of the half line; U11 and up — 15 yards on either side of the half line.

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Section 12.2.5.1.1.1: EXCEPTION U5 Teams Only. During the first 5 games played, one coach per team may go onto the field, only when play has been stopped by the referee, and position players who might need some assistance. This is considered an encroachment of the boundaries as detailed previously. BAYFA hopes this will help in the learning and teaching experience of soccer for the coaches and younger players in the league. Each team may have a parent or assistant behind their goal to coach their Goalkeeper, if any.

Section 12.2.5.1.2: Time-out Rule. May impose the temporary removal of a player who persistently infringes the laws of the game in a manner that is dangerous to himself or others.

### Section 12.2.5.1.3: **CODE OF CONDUCT TOWARD REFEREES**

Section 12.2.5.1.3.1: Referee Policies. The following referee procedures will be followed by all Birdville Area Youth Futbol Alliance (BAYFA) referees at all soccer matches officiated at Green Valley Soccer Park or any other location played under the authority of BAYFA.

Section 12.2.5.1.3.2: Conduct. All persons responsible for a team and spectators (coach, assistants, and team managers) shall support the referee team. Failure to do so will undermine the referee's authority and potentially create a hostile environment for players, the referees, and all other participants and spectators. **No one is to address the referee during the match!!!**

Section 12.2.5.1.3.3: Exceptions.

Section 12.2.5.1.3.3.1: For Persons Responsible for Team (Coaches/Managers).

Section 12.2.5.1.3.3.1.1: During the match:

Section 12.2.5.1.3.3.1.1.1: Responding to a referee who initiates a communication.

Section 12.2.5.1.3.3.1.1.2: Making substitutions

Section 12.2.5.1.3.3.1.1.3: Pointing out emergencies or safety issues

Section 12.2.5.1.3.3.1.1.4: Politely requesting an explanation or direction of a call (this is not an invitation to argue with a referee about the merits of the call).

Section 12.2.5.1.3.3.1.2: At half-time or at the end of the match:

Section 12.2.5.1.3.3.1.2.1: A coach/manager may ask a referee to explain a rule(s)



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in a polite and constructive way. This is not an invitation to debate.

Section 12.2.5.1.3.3.1.2.2: Polite and friendly feedback can be given to a referee. Absolutely NO sarcasm, harassment or intimidation will be tolerated.

Section 12.2.5.1.3.3.2: For Spectators, during the match:

Section 12.2.5.1.3.3.2.1: Referee initiating a communication.

Section 12.2.5.1.3.3.2.2: Pointing out **emergencies or safety issues** (this can be initiated by coach/assistant or team managers).

Section 12.2.5.1.3.4: Penalties.

Section 12.2.5.1.3.4.1: For Persons Responsible for Team (Coaches/Managers).

Section 12.2.5.1.3.4.1.1: 1<sup>st</sup> Minor Infraction - Referee should ignore (this does not mean its okay to test your 1<sup>st</sup> infraction).

Section 12.2.5.1.3.4.1.2: 1<sup>st</sup> Serious Infraction - Caution or Dismissal depending on seriousness of infraction. (Dissent = Caution; Offensive, insulting, abusive = Dismissal).

Section 12.2.5.1.3.4.1.3: 2<sup>nd</sup> Minor Infraction - Referee shall give a verbal warning.

Section 12.2.5.1.3.4.1.4: 3<sup>rd</sup> Minor Infraction - Caution.

Section 12.2.5.1.3.4.1.5: 4<sup>th</sup> Minor Infraction - Dismissal from the playing area.

Section 12.2.5.1.3.4.1.6: **Note:** It is important to remember that the seriousness of the infraction is solely in the opinion of the referee responsible for the match. There is no redress of a Caution or Dismissal at the field to either the head referee, a field Marshall, or any BAYFA Board Member. The only avenue for appeal is a properly constituted Appeals & Disciplinary hearing conducted according to the BAYFA, NMCSL, or NTSSA Rules or By-Laws as appropriate.

Section 12.2.5.1.3.4.2: For Spectators.

Section 12.2.5.1.3.4.2.1: 1<sup>st</sup> Infraction - Referee should

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stop match and ask the Coach to quiet the offending spectator.

Section 12.2.5.1.3.4.2.2: 2<sup>nd</sup> Infraction - A verbal warning. Referee should stop the match and ask the coach to warn the spectator that the next infraction will result in dismissal or the referee will abandon the match.

Section 12.2.5.1.3.4.2.3: 3<sup>rd</sup> Infraction - Referees shall instruct the Coach to direct the spectator to leave the field. The referee shall abandon the match if the spectator does not leave the field (i.e.; out of sight and sound).

Section 12.2.5.1.3.5: **Note:** Any caution, ejection or dismissal requires a signed NTSSA Outdoor Misconduct Report detailing the incident. Include just the facts and what was said verbatim, especially if the language is profane, foul, or threatening. In cases where a match is abandoned by the referee, the status of the match can ONLY be determined by the proper League or Association authority.

Section 12.2.5.1.3.6: All cautions, ejections, and dismissals shall be submitted to the First Vice President by the Referee Assignor within 48 hours for disciplinary review.

### Section 12.2.6: **LAW 6: THE ASSISTANT REFEREES**

Section 12.2.6.1: No changes from NTSSA.

### Section 12.2.7: **LAW 7: THE DURATION OF THE MATCH** (No changes from NTSSA, except as follows.)

Section 12.2.7.1: In the case of inclement weather, suspended games are considered complete if the second half kick-off has occurred. Anything less and the game will be replayed.

### Section 12.2.8: **LAW 8: THE START AND RESTART OF PLAY** (No changes from NTSSA, except as follows.)

Section 12.2.8.1: Exception for U6: Each quarter will restart with a kick-off.

Section 12.2.8.2: Exception for U8: Each quarter will restart with a kick-off.

### Section 12.2.9: **LAW 9: THE BALL IN AND OUT OF PLAY**

Section 12.2.9.1: No changes from NTSSA.

### Section 12.2.10: **LAW 10: THE METHOD OF SCORING**

Section 12.2.10.1: No changes from NTSSA.

### Section 12.2.11: **LAW 11: OFFSIDE**

Section 12.2.11.1: No changes from NTSSA.

### Section 12.2.12: **LAW 12: FOULS AND MISCONDUCT**

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Section 12.2.12.1: No changes from NTSSA.

### Section 12.2.13: **LAW 13: FREE KICKS**

Section 12.2.13.1: No changes from NTSSA.

### Section 12.2.14: **LAW 14: THE PENALTY KICK**

Section 12.2.14.1: No changes from NTSSA.

### Section 12.2.15: **LAW 15: THE THROW-IN** (No changes from NTSSA, except as follows.)

Section 12.2.15.1: Exception for U5: Throw-ins will not be replaced by a kick-in.

Section 12.2.15.2: Exception for U6 and U8: Players are given 2 attempts at a legal throw in. If player throws ball improperly on the first attempt, the referee shall explain the proper method and then allow a second attempt.

### Section 12.2.16: **LAW 16: THE GOAL KICK**

Section 12.2.16.1: No changes from NTSSA.

### Section 12.2.17: **LAW 17: THE CORNER KICK**

Section 12.2.17.1: No changes from NTSSA.

## **Article 13: TOURNAMENT OF CHAMPIONS**

- Section 13.1: The BAYFA representative to the annual Tournament of Champions (TOC) will be chosen from leagues which have been divided into more than one shall be determined by a one game playoff between the first place teams of each division (or play determined by the board). Teams must participate in any BAYFA fund-raiser (including concession stand duty) to qualify.
- Section 13.2: BAYFA divides its teams into the individual age groups of U9, U10, U11, U12, U13, etc. when possible. However, NTSSA considers every even numbered age group to include its immediate younger odd numbered age group. Thus, a U9 team would be considered a U10 team in NTSSA competition. The TOC allows only one boys team and one girls team per NTSSA defined age group per association. Therefore, only one team from each inclusive even numbered age group will represent BAYFA. For example, only one team will be chosen from the U11/U12 combined girls age group.
- Section 13.3: For TOC Age groups the best of the U odd and U even age groups will be invited to a playoff game. To receive an invitation to a playoff game a team must have the highest points in the association in the highest level of league play (NMCSL A). If between the U odd and U even age groups there is only one team in the highest level of league play, that team will be chosen as the BAYFA representative at the TOC
- Section 13.4: If there are no teams in the U odd and U even age groups in the highest level of league play (NMCSL A), then the same criteria will apply to the next highest level of league play (NMCSL B). If between the U odd and U even age groups there is only one team in this level of play that team will be chosen as the BAYFA representative at the TOC.
- Section 13.5: If there are no teams in the U odd and U even age groups in NMCSL A, or NMCSL B, then the board of directors will decide whether to extend the invitations to teams in the next levels of league play (NMCSL C and D). If between the U odd and U even age groups there is only one team in this level of play that team may be chosen as BAYFA's representative at the

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TOC.

- Section 13.6: If a team feels they have extenuating circumstances that they feel makes them deserving of a TOC berth, or an invitation to a playoff game that does not meet the above criteria, they may petition the board in writing for inclusion into the above scenarios. The decision to accommodate or not accommodate these requests is at the sole discretion of the board. This request must be made in time for TOC registration deadlines set by NTSSA.
- Section 13.7: If based on selection criteria a team would be invited to a playoff game has not satisfied the sponsorship contribution requirements, the other invited team is the automatic selection. If a team that would be an automatic selection for a TOC berth has not satisfied the sponsorship contribution requirements, the next set of criteria will be used to determine playoff teams, or TOC automatic berth.
- Section 13.8: TOC participation is voluntary, if a team chooses not to accept an invitation to a playoff game; the other invited team will be the automatic recipient of the TOC berth. If a team is chosen as the automatic berth without a playoff, and chooses not to participate the next set of criteria will be used to determine playoff teams, and or TOC automatic berth.

***[END OF BYLAWS — This space intentionally left blank]***