

COCALICO YOUTH SOCCER CLUB CONSTITUTION AND BY-LAWS

UPDATED February 17, 2026 (see note at end)

ARTICLE I. NAME

The name of this organization shall be Cocalico Youth Soccer Club, hereinafter, sometimes referred to as CYSC.

ARTICLE II. PURPOSE

The purpose of Cocalico Youth Soccer Club is:

To promote, foster, and perpetuate the game of soccer by providing supervised and organized soccer activities.

To provide safe, inclusive, and developmentally appropriate programs emphasizing player safety, sportsmanship, and education..

To develop, teach, promote and regulate soccer for the students of the Cocalico School District of individuals less than 19 years of age. Allowance of students from outside of the school district must meet the approval of the board.

To provide support for the scholastic soccer program at Cocalico High School.

ARTICLE III. AFFILIATION

CYSC is affiliated with the Lancaster Area Recreational Soccer League, Reading Berks Junior Soccer League, the Eastern Pennsylvania Youth Soccer Association (EPYSA), the United States Soccer Federation (USSF), and the Federation Internationale de Football Association (FIFA). CYSC shall operate in full compliance with the rules and regulations of all affiliated leagues and governing bodies.

ARTICLE IV. EXPECTATIONS

The Board is responsible for the overall governance of the Club. CYSC Board members are expected to be “working” directors; in addition to providing leadership and strategic direction to the Club, each Board member is expected to devote significant time and effort to plan, manage and administer programs and activities of the Club, and to take a lead role in at least one key area of responsibility. The more general duties of the Board include: developing, implementing, and, as needed, amending the Club’s long-term plans; selecting, supporting, evaluating, and supporting Club personnel and volunteers; and providing financial direction and oversight. Board members are expected to be truthful, honest, and fair, as well as discreet and tactful. They should be able to listen, analyze, think clearly, and possess excellent judgment and common sense. Directors need to be able to work well with people individually and in a group, and be sensitive to and tolerant of differing views. A director also needs to be open to compromise. Although you may be personally interested in, e.g., the advancement of your own child’s soccer career, your own status within the club, etc., once you become an officer or director, you must work for the good of the club as a whole.

ARTICLE V. MEMBERSHIP

SECTION 1. CLASSES OF MEMBERSHIP

A. Playing Membership

- All members shall abide by the Constitution and By-laws, rules, and regulations of CYSC and with the Constitution, By-Laws, rules and regulations of the members respective league.
- Players will become members upon completion of registration forms and payment of fee.
- Membership shall be open to any child of the Cocalico School District and area according to the programs approved by the board each year.
- Allowance of students from outside of the school district must meet the approval of the board.
- The sole limitation of membership shall be the size of the rosters and the number of teams that the Club is able to operate in a given year.
- Membership will not be restricted by virtue of race, color, gender, religion, national origin, or ethnic group.

B. Voting Membership

1. Voting members consist of: President, Vice President, Secretary, Treasurer, and Registrar.
2. All members shall abide by the Constitution, By-laws, rules and regulations of CYSC and with the Constitution, By-laws, rules and regulations of the LARS and RBJSL.
3. Adult members must be at least 18 years of age, and a parent or legal guardian, coach, assistant coach, Board Member, or appointee of the Board
4. All voting members will be allowed only one vote. A voting member must be in attendance and voting at the time an issue is under consideration. Proxy votes are not permitted.
5. The vote of the President of the Board will determine a tie breaker if needed.
6. Due to the importance of their role, the Treasurer and Risk Manager MUST complete appropriate background checks.

C. Coordinator Membership

7. All members shall abide by the Constitution, By-laws, rules and regulations of CYSC and with the Constitution, By-laws, rules and regulations of the LARS and RBJSL.
8. Adult members must be at least 18 years of age, and a parent or legal guardian, coach, assistant coach, Board Member, or appointee of the Board
9. U6/U8 Coordinator MUST complete all clearance and safety checks and training due to the possibility of directly dealing with players.

SECTION 2. REMOVAL

A. Procedure

- The Board Members, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of CYSC. The member involved shall be notified of such charges and shall be informed of the general nature of the charges and given an opportunity to appear at a meeting of the Board of Members to answer such charges. If a Board Member is being disciplined, they do not have the ability to vote.

ARTICLE VI. DUES AND OTHER FINANCIAL OBLIGATIONS

SECTION 1. REGISTRATION FEES

A. Amount

- Registration fees and late charges shall be established by the Board Members based on the average budget and registrants.

B. Payment

- Dues shall be payable at completion of on site registration. All Web registrants must provide payment prior to season start. (may need to change this as agreed).
- Submittal of completed membership forms does not constitute registration unless accompanied by dues.

C. Special

- CYSC reserves the right to waive dues in case of exception or financial hardship upon approval of the voting board members.
- There will be a late registration charge imposed for any registration received after the primary registration date.

SECTION 2. OTHER FINANCIAL OBLIGATIONS

- Teams belonging to LARS will have their seasonal tournament fees paid for in full by the club. Select teams entering tournaments will receive a seasonal reimbursement of up to \$600, any additional costs will be up to the team to cover. However, it will be by Board Member vote to allow the club to pay for tournament fees up front. If the club fronts the money, the teams shall reimburse the club. This is in an effort to take financial hardship off the coach.
- Team uniforms are required and must be purchased through a process identified by the club for league play. Uniforms are updated and ordered when the Board Members deem necessary.

ARTICLE VII. BOARD OF DIRECTOR

SECTION 1. PERSONNEL

- The Board of Directors of CYSC shall consist of the following individuals: President, Vice President, Secretary, Treasurer, Registrar, and Risk Manager. The current list of the Board Members is available from the Secretary, or the CYSC website. <http://www.cysc.org/index.html>.
- All board members MUST complete all clearance and safety checks and training due to the possibility of directly dealing with players.
- Coordinator Positions shall consist of the following individuals: Select Program Coordinator, Recreation Program Coordinator, U8 Coordinator, U6 Coordinator, Field Marshal, Referee Coordinator, and Social Media Coordinator.

SECTION 2. NOMINATION

- Beginning in October, the President and Secretary will announce the commencement of position candidates. Any Voting Member or Coordinator may ask to be considered for any position regardless of current or previous positions.
- The President and Secretary will provide to the club at the January annual meeting the names and positions of the potential or existing volunteers for each Board Position.
- Any Voting Member or Coordinator may propose additional nominations, with the consent of any nominee.

SECTION 3. ELECTION AND TERM

- A Board of Directors shall be elected at the January annual meeting.
- Nominees receiving a majority vote, and after the nominee has accepted, will be declared elected.
- The term of office shall be for one (1) year beginning February 1st and ending in January 31st, unless otherwise stated.

SECTION 4. DUTIES

A. Board of Directors

- The Board of Directors is the administrative body of the CYSC and is responsible to the membership. The Board develops policy and has general charge and control of CYSC's programs, operation, funds and property. It shall also be responsible for the following:
 - Establishing, amending, and enforcing the Constitution and By-laws, rules and regulations of CYSC.
 - Authorizing and approving all budgets, programs, registration fees, and expenditures of CYSC.
 - Making all final decisions regarding grievances and discipline.
 - Approving and appointing all coaches, managers, and any or all other team or association officials.
 - Approving all appointments made by the President.

- Calling for any official membership meeting.

B. President

- The President shall be the chief executive officer of this association and is ultimately responsible for the operation, achievements, and morale of this association. The duties of the President are as follows:
 - Shall preside at the club monthly meetings and Board of Directors' meetings.
 - Shall be a member ex-officio of a committee.
 - With the approval of the Board, shall create other committees as are deemed necessary and shall assign their duties.
 - Supervise the selection of teams.
 - His/her power of vote shall be used only when necessary to break a tie.
 - Attend league meetings if available.

C. Vice President

- The Vice-President shall serve as assistant to the President and must be familiar with the overall operation and programs of the association. The duties of the Vice-President are as follows
 - Shall assume the duties of the President in his/her absence.
 - Shall support all other Board Members with their responsibilities.
 - Attend League meetings if available.
 - Chair all disciplinary and grievances to the club.
 - Act of Chair of the LARS Girls Festival Committee and is responsible for the successful execution of the event.

D. Secretary

- The Secretary shall keep the minutes of the meetings and conduct the general correspondence of the association. The duties of the Secretary are as follows:
 - Send out notice of all meetings to all participants of the club.
 - Keep minutes and attendance of all meetings and distribute copies of these to all Board members.
 - Maintain an accurate copy of the CYSC Constitution and By-Laws, including all approved amendments.
 - Maintain annually a directory of names, Email, addresses and telephone numbers of all team coaches and players by individual teams.
 - Prepare an accurate and up-to-date association mailing list.
 - Responsible for providing ballots and conducting elections at the January meeting.
 - Provide the communications to the club from all Board Members.
 - Distribution of school flyers and community yard signs

E. Treasurer

- The Treasurer shall be the chief financial officer of this association and the custodian of its funds. The duties of the Treasurer are as follows:
 - Keep full and accurate accounts and present itemized financial statements at Board and General Meetings of this association.
 - Pay club bills in a timely manner.
 - Obtain signatures from either the President or Vice President for all checks.
 - All checks must be signed by the Treasurer and either the President or Vice President.
 - Checks drawn in an amount exceeding \$1,000.00 must have prior approval by the majority of the Board.
 - Any checks drawn for over \$650 should be co-signed by the President and the Treasurer.
 - Review monthly bank statements and provide details of the review to the President and Vice President.
 - Present an annual financial report for review by the club's January meeting. The President and Vice President will validate the report and confirm all financial transactions were made in the clubs interests.

F. Registrar

- The Registrar shall supervise the player registration process.
- Upon request, keep a complete record of all teams and players and provide such to the secretary.
- Keep a complete record of CYSC membership.
- Responsible for gathering, compiling and disseminating information to all leagues that the club is participating in.
- Assume the duties of the secretary in his / her absence.
- Keep a complete record of all players and provide necessary information to uniform supplier.

SECTION 5. COORDINATOR POSITIONS

G. Field Marshal

The Field Maintenance Coordinator is responsible for all field maintenance, field practice/game schedules, season set-up/tear-down.

- Schedule field preparation day and field tear-down day for the fall and spring seasons.
- Maintain inventory of the field equipment, goals, nets, paint, etc.
- Create a field assignment practice schedule for all teams U9 and older
- Assign all home make-up games.
- Verify the condition of the fields for all games/practices and determine if the fields are in playable or unplayable conditions.
- Ensure all teams continue to maintain and line fields.
- Work with school officials for any special field changes, requests or needs.

H. League Representative (Select) – Boys/Girls

- Represent CYSC at a monthly RBJS meeting for boys and girls. Gather notes and report information from league meetings back to CYSC during our club meetings.

- Be required to attend relegation meetings twice a year.
- Recruitment and retention of coaches
- Create and maintain a platform for team communication.
- Responsible for settings up, maintaining, restocking coaches bags

I. League Representative (Rec) – Boys and Girls Recreational

The Recreation League Representative is responsible for:

- Attend all meetings for each of the Boys and Girls Recreational teams.
- Report back to the CYSC club at all club meetings information gathered at each meeting.
- Assist the club in all League functions.
- Responsible for setting up, maintaining, restocking coaches bags
Create and maintain a platform for team communication.

J. Referee Coordinator

- Must assign referees to all league games.
- Communicate with all coaches and Field Marshal.
- Must assign referees to all U8 games.
- Responsible for assigning referees to CYSC held tournaments.

K. U6 Coordinator

- The U6 Coordinator shall be responsible for the entire U6 program.
- Responsible for assigning players to teams
- Recruit coaches and assist in providing training and education of soccer.

L. U8 Coordinator

- The U8 Coordinator shall be responsible for the entire U8 program.
- Responsible for assigning players to teams.
- Recruit coaches and assist in providing training and education of soccer.
- Work with collaborative teams for seasonal tournaments.
 - Gain board approval for trophies/medals when it is our turn to host.

M. Social Media Coordinator

- Responsible for the upkeep of the club's website and social media presence. The liaison from the Board to this committee shall be the secretary.

SECTION 6. VACANCIES

- A vacancy in any Board position in an unexpired term shall be filled by a candidate selected by the Board of Directors by a majority vote of the Board. Vacancies will be posted on the CYSC website.

SECTION 7. QUORUM

- A majority of the members of the Board of Directors shall constitute a quorum.

ARTICLE VIII. MEETINGS

SECTION 1. REGULAR MEETINGS

- General meetings of voting members shall be conducted a minimum of once a year in January.

SECTION 2. BOARD OF DIRECTORS MEETINGS

- The Board of Directors shall meet a minimum of four (4) times a year. A quorum shall be required to conduct an official meeting. The secretary will keep and provide the minutes of the meeting and any action list required.

SECTION 4. SPECIAL MEETINGS

- Special meetings may be called by the President or the Board of Directors or upon written request of 10% of the voting members of this association.

ARTICLE IX. COMMITTEES

- The committees shall be designated at the first meeting of the Board according to the present needs of the association.

SECTION 1. STANDING COMMITTEES

- Chairmen of the Standing Committees will be appointed by the President, with the approval of the voting board members. The appointed chairmen shall serve for a term of 1 year unless otherwise stated. Standing Committee members will be appointed by the pertinent Committee Chairmen. Special Committees may be established by the President as deemed necessary to conduct league business. Such Committees will be automatically disbanded upon completion of their assignments.

ARTICLE X. POLICIES & STANDARDS

SECTION 1. POLICIES

- The policies of CYSC shall be in harmony with the policies of the current affiliated leagues. .
- Teams that wish to play outside the current affiliated leagues must receive approval based on a majority vote by the board.
- The representative colors of CYSC shall be royal blue/white and gray. CYSC shall be dissolved in the event it shall cease to carry out the purposes herein set forth or upon the unanimous vote of the Board and the association voting membership, each at their own separate meeting. In the event of dissolution, all of the property and assets of CYSC shall be distributed to a similar non-profit, charitable, youth organization as selected by the Board.

- Whenever possible, player disciplinary action shall be left to the discretion of the coaches. In matters of severe misconduct, the Board of Directors by a two-thirds (2/3) vote shall have the right and authority to suspend, or otherwise discipline any player, coach, team assistant, officer, or association member and remove them from membership or participation of any kind in CYSC or its sponsored activities for the season.
- A grievance is a protest to any action which is thought contrary to the stated philosophy and purpose of CYSC. A member with a grievance is encouraged to take that grievance directly to the individual involved. Should that approach prove unsatisfactory, the grievance should be taken to any of the Board of Directors.
- Each intramural player should play as close to one half of each game as possible with the exception of disciplinary actions at the discretion of the coach.
- Teams wishing to hold their own fundraisers to help cover costs of additional tournaments must request permission at least 15 days prior to the fundraising event and follow all rules outlined in the Parent/Coach Fundraising One Sheet.

ARTICLE XI. AMENDMENTS

SECTION 1. PROPOSED AMENDMENTS

- Amendments may be proposed by any qualified voting member at any time. Proposed amendments must be submitted in writing to the Board President who shall present such proposals to the Board of Directors.

SECTION 2. ADOPTION OF AMENDMENTS

- A two thirds (2/3) vote of the Board present and voting shall be required in order to indicate Board approval of a proposed amendment.
- Upon approval of the Board, written notice of proposed changes shall be distributed to the association's voting membership at least fifteen (15) days prior to the meeting at which time such proposed change shall be submitted to vote.
- A two-thirds (2/3) vote of the voting membership present shall be required to adopt or repeal any amendment.

ARTICLE XII. MISCELLANEOUS

- This organization is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
- This organization, on an annual basis, will pay out in the form of a scholarship, no more than \$1,500 to student(s) of Cocalico High School that have been a member of CYSC for at least three (3) years.

Application process must be completed according to CYSC guidelines for acceptance. Scholarship funds will be provided by the club treasurer.

- No part of the net earnings of the Association shall inure to its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Association shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene (including the publishing or distribution of statements) in any political campaign on behalf of any candidate for public office. Notwithstanding any other provisions of these articles, the Association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by an Association, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).
- Upon the dissolution of the Association, the Executive Board shall after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organizations, organized or operated exclusively for charitable, educational, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) as the Executive Board shall determine. With input of the Common Pleas of Lancaster County, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purpose.

This document updates CYSC Constitution and By Laws last updated February 17, 2026.