

AHFSH BY-LAWS

ARTICLE I OFFICES

- 1.1 **PRINCIPAL OFFICE.** The principal office of AHFSH shall be located at the address designated by the AHFSH President.
- 1.2 **REGISTERED OFFICE.** AHFSH shall have and continuously maintain with the State of Texas a registered agent, and a registered office, the location of which will be designated by the AHFSH President and as required by the Texas Non-Profit Corporation Act. The registered agent shall be the AHFSH President unless the AHFSH President designates another to be registered agent in his/her place.

ARTICLE II VOTING

- 2.1 **VOTING POWERS.** Each Member, as defined by the AHFSH Constitution, shall have one vote, which shall be cast by the Member's coach. Membership shall be determined on a seasonal basis. For purposes of such determination, the fall season shall include the months of August, September, October, November, December and January; the spring season shall include the months of February, March, April, May, June and July.
- 2.2 **QUORUM**
 - 2.2.1 **BOARD MEETINGS.** A majority of the voting power of the Board of Directors who are in good standing shall constitute a quorum at all meetings of the Board.
 - 2.2.2 **OTHER MEETINGS AND GROUPS.** A majority of the members of any committee or group shall constitute a quorum at such meetings.
 - 2.2.3 **LOSS OF QUORUM.** The members present at any duly organized meeting may continue to transact business until adjournment, even though enough members leave which creates less than a quorum.
- 2.3 **MAJORITY VOTE.** A majority of votes represented shall decide all questions unless specifically provided otherwise.
- 2.4 **GOOD STANDING.** To vote, a Member must be in good standing.

2.5 PROXY. Votes to which a Member is entitled at a General Membership Meeting may be cast by a proxy. To be valid, a proxy must:

2.5.1 be in writing;

2.5.2. be signed by the Coach;

2.5.3 designate by name the individual(s) who is entitled to exercise the proxy, which individual must be an assistant coach or parent of a player on that team; and

2.5.4 be presented to the AHFSH Secretary before the beginning of the meeting.

ARTICLE III BOARD MEMBERS

3.1. President. The President is the chief executive officer of AHFSH and the presiding officer of the Board of Directors. The President shall have the following duties and responsibilities:

3.1.1 shall preside at all meetings of the Board of Directors;

3.1.2 may appoint committees and the chairperson of any such committees;

3.1.3 at any meeting at which he/she presides, shall cast the deciding vote in the event of a tie or may waive the right to do so;

3.1.4 may appoint delegates to any member association meetings;

3.1.5 shall submit an annual report at AHFSH's General Membership Meeting to all Members in attendance, and the report shall become a part of the minutes;

3.1.6 with the Treasurer, shall assist in preparing and overseeing budgets and approving all payments in excess of \$500;

3.1.7 unless another officer is designated by the Board, shall sign for AHFSH after the contracts have been approved by the AHFSH Board; and

3.1.8 exercise such other duties and responsibilities which are necessary or appropriate for the proper management of AHFSH.

3.2 Vice President. The Vice President shall act as the chief executive officer of the league in the absence of the President and shall perform such other duties as assigned by the President.

3.3 Secretary. The Secretary shall:

- 3.3.1 record the minutes of the Board meetings;
- 3.3.2 attend to all correspondence;
- 3.3.3 maintain the records of AHFSH;
- 3.3.4 keep a complete list of members of the Board;
- 3.3.5 at least seven (7) days prior to a regular Board meeting, provide notice as to the date, time and place of such meeting to each Board member;
- 3.3.6 at least thirty (30) days prior to the General Membership Meeting, provide notice of any proposed amendments to the Constitution, By-Laws and Rules and Procedures on the AHFSH website;
- 3.3.7 at least thirty (30) days prior to the General Membership Meeting, provide notice of the names of the nominees for the Board of Directors; and
- 3.3.8 within the period of time required by Sections 9.3.1 or 9.3.2 of the AHFSH Constitution, provide notice of any special meeting, including the location, time and purpose of the meeting, to each Member or Board member, as required by the Constitution.

3.4 Treasurer. The Treasurer shall:

- 3.4.1 collect all funds due AHFSH;
- 3.4.2 responsibly manage all funds of AHFSH;
- 3.4.3 keep a detailed account, in accordance with generally accepted accounting principles, of income and expenditures;
- 3.4.4 submit a financial report at each regular Board meeting, at the annual General Membership Meeting and as additionally requested by the President;
- 3.4.5 review, approve and pay all bills of AHFSH in accordance with Section 3.1.6 of these By-Laws; and
- 3.4.6 cooperate in supplying promptly when requested, the financial books and records to appointed auditors, the President or Board for examination, audit and/or tax related matters.

- 3.5 Registrar. The Registrar shall, in cooperation with the President and age level Commissioners:
 - 3.5.1 in conjunction with STYSA, maintain records of all duly registered players and teams;
 - 3.5.2 interpret registration and rostering rules to insure compliance with and consistency in the application of USYSA, STYSA and AHFSH registration requirements;
 - 3.5.3 provide to the Board timely reports on the players registered with AHFSH;
 - 3.5.4 establish, publish and distribute in a timely manner to the Members information concerning registration procedures and dates for AHFSH;
 - 3.5.5 provide team rosters and player identification cards as needed; and
 - 3.5.6 provide mailing labels as needed by AHFSH.
- 3.6 Public Relations Commissioner. The Public Relations Commissioner shall be responsible for all public relations for AHFSH, to include the overseeing and coordinating of acquiring of sponsors for teams, submitting announcements of upcoming registration sessions and other activities in local newspapers, coordinating AHFSH fund raisers and generally promoting the public relations of AHFSH
- 3.7 Under 5 Commissioner. The Under 5 Commissioner shall administer the coed Under 5 age level division in accordance with AHFSH rules.
- 3.8 Under 6 Commissioner. The Under 6 Commissioner shall administer the coed Under 6 age level division in accordance with AHFSH rules.
- 3.9 Under 8 Boys Commissioner. The Under 8 Boys Commissioner shall administer the boys and coed Under 8 age level divisions in accordance with AHFSH rules.
- 3.10 Under 8 Girls Commissioner. The Under 8 Girls Commissioner shall administer the girls Under 8 age level divisions in accordance with AHFSH rules.
- 3.11 Under 10 Boys Commissioner. The Under 10 Boys Commissioner shall administer the boys and coed Under 10 age level divisions in accordance with AHFSH rules.
- 3.12 Under 10 Girls Commissioner. The Under 10 Girls Commissioner shall administer the girls Under 10 age level divisions in accordance with AHFSH Rules.

- 3.13 Upper Age Boys Commissioner. The Upper Age Boys Commissioner shall administer the boys under 11 and older age level divisions in accordance with AHFSH rules.
- 3.14 Upper Age Girls Commissioner. The Upper Age Girls Commissioner shall administer the girls under 11 and older age level divisions in accordance with AHFSH rules.
- 3.15 Commissioner of Referees. The Commissioner of Referees shall recruit and train referees, schedule certification clinics, schedule referees for games and act as an intermediary between the referees and the Board of Directors. The Commissioner of Referees may nominate a referee assignor to assist in scheduling referees to games. The referee assignor must be approved by the Board of Directors with a simple majority vote at the meeting in which the assignor is nominated.
- 3.16 Fort Sam Houston Commissioner. The Fort Sam Houston Commissioner shall be responsible for overseeing and administering AHFSH rules as they pertain to all players whose parents are employed by Fort Sam Houston in civilian or military capacity and shall act as the intermediary between Fort Sam Houston and AHFSH.
- 3.17 Commissioner of Coaches. The Commissioner of Coaches shall recruit coaches, organize coaches' clinics and act as the intermediary between the coaches and the Board of Directors.
- 3.18 Commissioner of Fields. The Commissioner of Fields shall be responsible for AHFSH fields. This person shall work with the Fort Sam Houston Commissioner and Fort Sam Houston Advisor to secure, prepare and maintain the necessary playing fields, goals and equipment.
- 3.19 Fields Scheduler. The Fields Scheduler shall be responsible for scheduling all use of AHFSH game and practice fields. This person shall work with the Commissioner of Fields, Fort Sam Houston Advisor and Fort Sam Houston Commissioner to schedule field usage.
- 3.20 Fort Sam Houston Advisor. The Fort Sam Houston Advisor shall act as an intermediary between Fort Sam Houston and the Board of Directors. This person should be a member of the FSH Youth Services.

ARTICLE IV ELECTION OF BOARD MEMBERS

- 4.1 The members of the Board of Directors shall be elected by the Members of AHFSH at the General Membership Meeting. Nominations for Board positions shall be made in writing to the Secretary not later than forty five (45) days before

the General Membership Meeting or by the Board of Directors not less than thirty (30) days before the General Membership Meeting.

**ARTICLE V
UPPER AGE COMMITTEE**

- 5.1. Responsibility for selecting players and coaches for AHFSH's competitive teams shall be vested in the Upper Age Committee ("UAC"), which shall establish the procedures for selecting such players and coaches. The UAC shall also be responsible for supervising the play of AHFSH's upper age level (under 11 and older) competitive and recreational teams after their formation and making any recommendations to the Board with respect to those matters requiring Board action.
- 5.2. The UAC shall be comprised of nine (9) members: the President, or, in his/her absence, the Vice-President; the Secretary; the Upper Age Boys Commissioner; the Upper Age Girls Commissioner; the Commissioner of Coaches; one (1) boys' competitive team coach; one (1) girls' competitive team coach; and two (2) Board members designated by the President, which two (2) Board members shall serve at the will of the President. The boys' competitive team coaches' representative to the UAC shall be elected by the boys' competitive team coaches, and the girls' competitive team coaches' representative to the UAC shall be elected by the girls' competitive team coaches. The UAC shall be presided over by a Chairperson, who shall be voted upon by the members of the UAC and serve at the will of the UAC.
- 5.3. The UAC shall meet periodically and as necessary. It will determine the number of teams AHFSH will field in each division, the coaches of these teams, the time and method of tryouts and the division of players.
- 5.4. Each competitive team must give a fair and legitimate tryout to any player requesting a tryout as long as the request is made in a timely manner. The UAC will oversee this rule and resolve any problems or complaints regarding tryouts.

**ARTICLE VI
DISCIPLINARY COMMITTEE**

- 6.1. A request for disciplinary action shall be submitted in writing to the President. When disciplinary action is requested, the President shall appoint a five (5) member Disciplinary Committee, composed of AHFSH Board members. The President shall serve as chairman of the Disciplinary Committee. If the Age Level Commissioner responsible for the division in which the matter occurred is not a member of the Disciplinary Committee, he/she may attend the Disciplinary Committee meeting as a non-voting observer and advisor.

- 6.2 The Disciplinary Committee shall have the right to interview the persons involved. The Disciplinary Committee's decision shall be reduced to writing; a copy shall be presented to the individual against whom disciplinary action is sought. The decision of the Disciplinary Committee shall be final. The Disciplinary Committee has authority to suspend a coach, player, parent or spectator by majority vote.

ARTICLE VII RULES AND PROCEDURES

- 7.1 From time to time, the Board may approve Rules and Procedures for the orderly functioning and to effectuate the purposes of AHFSH. Any proposals or motions to amend these Rules and Procedures must be made in writing to the Secretary. Proposed amendments to the Rules and Procedures of AHFSH may be offered at any Board meeting by a majority vote of the eligible Board members in good standing. However, each Board member shall be given at least thirty (30) days' notice of the proposed amendments and their purpose. Amendments to the Rules and Procedures shall include an effective date.

ARTICLE VIII TEAM FORMATION

- 8.1. A request for a player to play above his age level must be made to the President by the player's parent or guardian at the time of the player's registration. For Division IV (Under 10 and younger) players, the request must be approved by the age level commissioners involved and the President or, in his/her absence, the Vice President; additionally, such a request for a player in Divisions I, II or III (Under 11 and older) must also be approved by the receiving coach.
- 8.2 A player with an August or September birthdate who is enrolled in a school may play in the next higher age group without complying with Section 8.1 of these By-Laws if such next higher age group consists primarily of children in the same grade as such player.
- 8.3 A player will not be permitted to play below his/her age group level except in circumstances deemed exceptional by a two-thirds (2/3) majority of the voting power of the Board of Directors.
- 8.4 Assignment of Players. Unless otherwise required by AAYSA and/or STYSA rules governing the formation of teams, age level commissioners shall form Division III and IV teams in accordance with this Section. The priorities established by this Section shall only apply where a player has registered prior to the deadline for registration established by the Board ("Timely Registrants") and

requested to return to a team formed in the immediately previous season as to which fifty percent (50%) plus one of the players (a "Returning Team") have timely registered.

8.4.1 Timely Registrants who were rostered to a Returning Team the previous season shall be given first priority in returning to that team ("First Priority Players") if they so request; where there are insufficient roster positions available to roster all First Priority Players to the Returning Team, such players shall be rostered to the Returning Team based upon the date and time of their registrations, with the players registered first in time being rostered before those who registered later.

8.4.2 Timely Registrants rostered to a Returning Team the season before the previous season ("Second Priority Players") shall have the option of returning to that team if roster positions are available after rostering First Priority Players; where there are insufficient roster positions available to roster all Second Priority Players to the Returning Team, such players shall be rostered to the team based upon the date and time of their registrations, with the players registered first in time being rostered before those who registered later.

8.4.3 Where the priorities required by this Section are not applicable because of the absence of a Returning Team, or where roster positions remain available for a Returning Team after giving effect to the priorities required by this Section, Timely Registrants may be rostered to a team based upon player requests based upon the date and time of their registrations, with the players registered first in time being rostered before those who registered later.

8.4.4 Players who have not registered prior to the deadline for registration established by the Board may be rostered to teams as deemed appropriate by the age group commissioner.

8.5 Recognizing the priorities afforded to returning players and player requests by Section 8.4, as well as the interest of the league in maintaining competitive balance among recreational teams, a commissioner may choose to assign a player to a team other than the team to which the player is otherwise entitled to be assigned, but only with the approval of (a) the President and Registrar, or (b) the approval of the Board, which approval may be obtained by way of a vote via email."

ARTICLE IX AMENDMENTS

9.1 Any proposals or motions to amend the By-Laws must be made in writing to the Secretary and must be signed by one-fifth (1/5) of the voting power of the

Members or one-third (1/3) of the voting power of the Board. The By-Laws may be amended at any General Membership Meeting by a majority of those Members present and voting. The By-Laws may also be amended at any duly constituted meeting of the Board of Directors by two-thirds (2/3) of the total voting power of the Board of Directors. Any amendment of the By-Laws, and the purpose(s) therefore, must be provided to the Secretary not less than forty five (45) days prior to the General Membership Meeting or Board meeting at which such amendment shall be presented for a vote and may be voted upon only after being posted on the AHFSH website for at least thirty (30) days. Amendments to the By-Laws shall include an effective date.

Adopted 6/23/2004.

Sections 5.2, 5.3, 8.1, 8.6 amended effective 10/6/04; former Section 8.8 deleted effective 10/6/04; former Section 8.3 deleted effective 11/2/04; corresponding re-numbering and reorganization/renumbering of Article VIII approved.

Sections 8.4 (including subsections) and 8.5 amended effective 4/3/07.