

**BY-LAWS OF THE Wyoming Valley Youth Soccer Association**  
**BYLAWS EFFECTIVE October 9<sup>th</sup>, 2016**

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**ARTICLE 1 - PURPOSE**

The purpose of Wyoming Valley Youth Soccer Association is to provide fair and balanced recreational interleague play for its member clubs in age groups U6 through U18. To provide non-profit, public educational soccer competition for the youth age groups organized for team play, to advance playing skills through league games and tournaments within the Wyoming Valley and affiliated areas.

**ARTICLE 2 – DEFINITIONS**

The following terms as used in these Bylaws shall have the respective meanings set forth below:

WVYSA: The Wyoming Valley Youth Soccer Association

EPYSA: The Eastern Pennsylvania Youth Soccer Association

USYSA: The United States Youth Soccer Association

USSF: The United States Soccer Federation

Recreational league: A league based on recreational play philosophy with constitution and bylaws, registrar, appeal process, insurance coordinator, and officers. League is not required to use player passes and rosters for registration but must supply a list of affiliate club/teams participating in the Recreational League to EPYSA. Not required to use licensed referees. Recreation fees for players and teams must be paid. Participation does not qualify a team for travel team tournaments and or USYSA/EPYSA Cup play

Recreational Club: A club/team from an intramural league that participates in a recreational league. The recreational club/team pays its player and registration fees and insurance fees to the recreational league. Recreational clubs have no direct affiliation but are indirectly affiliated through their recreational league.

**ARTICLE 3 - AFFILIATION**

The League shall be affiliated with the Federation International de Football Association (FIFA), the United States Soccer Federation (USSF), and the Eastern Pennsylvania Youth Soccer Association (EPYSA). The League shall exercise full governmental control and representation of the game, except in those matters reserved by or granted to FIFA, USSF and EPYSA.

**ARTICLE 4 – ORGANIZATION**

1. Membership in WVYSA shall be open to any nonprofit amateur soccer organizations (hereinafter referred to as “Member Clubs”) functioning within the geographic area served by WVYSA as described in Section 1-Purpose of its Bylaws. Membership in all WVYSA Member Clubs shall be open to all soccer players, coaches, trainers, managers, administrators, and officials.

2. WVYSA shall be a Recreational League.

3. WVYSA shall be governed by a Board of Directors. The Board of Directors shall develop policies and procedures to govern all aspects of team eligibility, player eligibility, league play and discipline of members. The Board of Directors shall be composed of the following officers and directors:

**PRESIDENT** - The President shall be the Chief Executive Officer of the Corporation; chair all meetings of the Board, set the agenda for said meetings, make work assignments to standing committees and be an ex-officio member of all such committees; attend EPYSA's Annual General Meeting (AGM) or select a designated representative

**VICE-PRESIDENT** - The Vice President shall serve as Acting President in the absence of the President; shall be the liaison with the Referee Unit; will act as Games Commissioner should the position be un-elected.

**RECORDING SECRETARY** - The Recording Secretary shall take and maintain all written records of league meetings, maintain records of all fee/fines owed to WVYSA, and maintain a list of all clubs current standings within WVYSA.

**TREASURER** - The Treasurer shall create and maintain all financial accounts of the league.

(2) **TRUSTEE(s)** The Trustees' duties shall be determined by the President and approved by the Board of Directors.

**GAME COMMISSIONER** - The Game Commissioner shall field, investigate, and make judgements on all complaints levied to WVYSA in regards to clubs, fields, coaches, and players; be the league Concussion Policy Director and the Risk Management Director working with EPYSA, clubs, coaches, and players.

**REGISTRAR** - The Registrar shall complete the Annual Registration Form (formally RG1) registration with EPYSA, handle player registrations to EPYSA and be the Insurance Director.

**GAME SCHEDULER** – The building of game schedules shall be bidded out to a Board Member, Club contact, or external business

4. **Governing Powers** - The Executive Board of Directors shall have all the power and duties necessary or appropriate for the administration of the affairs of the League and may do all such acts and things as required to accomplish the purposes of the League including, but not limited to the following:

1. The development and adoption of such policies as are necessary to accomplish the purposes of the League.
2. The adoption of such rules and regulations as are necessary to accomplish the purposes of the League.
3. The enforcement of the policies, rules, and regulations adopted by the Clubs/Board of Directors.
4. The resolution and determination of any disputes not governed by rules/game director.
5. The solicitation of contributions required to support the WVYSA activities.
6. A quorum is needed to conduct League business. Half of club members and an Executive Board of Director member are necessary for the transaction of League business.

5. **Qualifications for Board of Directors** - The affairs of the League shall be governed by a Board of Directors not less than (4) nor more than (6) persons in member, all of whom served as Club Board Members, head coaches or WVYSA board member during the season immediately preceding their election.

6. **Term Limits** – Each Board of Director shall have a term limit of 3 terms for one particular position, or a total of 6 terms of any combination of positions. The number of terms of a Board of Director member does not include any terms within their home Club.

7. **Limitation of Concurrent Positions** – No single Board of Directors member shall hold no more than 2 WVYSA positions concurrently. The limitation of concurrent positions of a Board of Director member does not include any positions they may hold within their home club.

8. Any Director absenting himself for two consecutive meetings and unable to give a satisfactory reason for such absence, may forfeit his/her office by a two-thirds vote of those members eligible to vote and present at a duly constituted monthly meeting. His/her successor shall be appointed by the President or Vice-President should the President be the Director removed and approved by a majority of the remaining Board of Directors. Should a vacancy occur through any other cause, the same procedure shall be taken.

9. **Removals and Vacancies** - Any member of the Executive Board of Directors or any other Officer of the League may be removed from office and relieved of his or her duties with a two thirds majority vote of the member clubs. All vacancies among the Board of Directors, however occurring, may be filled by a nomination by the President and a majority vote of the remaining Directors. Any Director added to the Board in this manner will serve out the remainder of the term of the former Director being replaced.

10. **Special meetings of the Members** may be called by the Board or by the President and shall be called by the President or the Secretary at the request in writing by Members entitled to cast ten percent (10%) of the total number of votes entitled to be cast at such

meeting. Such request shall state the purpose or purposes of the proposed meeting. Business transacted at a special meeting shall be confined to the purpose stated in the notice.

11. A majority of the Board of Directors present at a board meeting shall constitute a quorum, and all questions shall be decided by majority vote of those present.

12. WVYSA shall not discriminate against any individual on the basis of race, color, age, sex, religion, national origin, or sexual orientation.

13. The USSF articles of incorporation, bylaws, policies and requirements take precedence over and supersede the governing documents and decisions of WVYSA and its membership to the extent applicable under state law, and WVYSA and its membership will abide by those articles, bylaws, policies, and requirements.

14. WVYSA will not join any organization that has requirements that conflict with the articles, bylaws, policies, and requirements of the USSF.

15. WVYSA and its Member Clubs will abide by the articles, bylaws, policies, and requirements of the USSF on interplay. The WVYSA shall be affiliated with the EPYSA and shall at all times recognize the authority, rulings, and laws of said body. In case of conflicts or omissions in the bylaws, the rules and laws of the highest parent organization shall prevail wherever applicable.

16. The fiscal year of the Corporation shall begin and end at the adjournment of the annual elections meeting in November.

## **ARTICLE 5 - COMMITTEES**

1. The Board of Directors will appoint individuals to serve on committees as needed. No more than one representative from any Member Club shall serve on any one committee unless there are not adequate volunteers by other clubs. If more than one representative from any Member Club is requested it needs to be approved by a majority of member clubs. The committees will assist the Board of Directors in administering WVYSA, by performing work assignments as directed by the President.

## **ARTICLE 6 – MEMBERSHIP**

1. Each Member Club shall designate up to three individuals as a representative of that club, who shall attend as the official representative for any and all WVYSA meetings. Each member club shall notify the WVYSA in writing regarding their official representatives, as well as any subsequent changes in the designation.

2. Member Clubs in good standing shall be entitled to register teams for WVYSA competition, provided that all policies and procedures are met and, the Member Club and/or team of that Member Club is not under any sanction which would preclude them from competition.

3. Any Member Club who fails to pay any fines or other indebtedness due to WVYSA, EPYSA, USYSA, or any other organization affiliated with the USYSA shall be liable for punishment or suspension by the Board of Directors of the WVYSA.

4. A two-thirds majority vote of member clubs may revoke the membership of any Member Club if it is determined that they do not meet membership requirements, or when actions by the Member Club are deemed detrimental to the best interests of the WVYSA. The offending Member Club shall be notified, in writing, at least one week prior to any regular or special meeting called for the purpose of revocation of membership. The offending Member Club does not have a vote in their revocation of membership.

5. Spring Affiliate Membership – This membership is strictly for the spring soccer season and provides an avenue for non-WVYSA and/or non-EPYSA member clubs to submit teams for WVYSA spring season play. This membership is for recreational clubs/leagues only. Spring Affiliate Members do not have voting rights within WVYSA.

### **A. Membership requirements**

1. Applicants must be recreational in nature and be affiliated with a club and/or league
2. Applicants must submit a copy of their club/league By-Laws and Rules for review of WVYSA member clubs. This information will be used to determine their recreational status and affiliation.
3. Submitted teams would have to abide by all WVYSA rules and policies while playing in our Spring League
4. Confirmation of background checks and concussion management completion will be needed by the parent organization.

- B. Membership process
  - 1. Leagues/clubs will need to submit their By-Laws and rules to WVYSA prior to the February meeting for review by the member clubs. WVYSA will review the information during the February meeting. It is suggested that applicants send a representative to the February and March meetings to answer any questions which may arise. WVYSA member clubs will vote during the March meeting to either approve or deny membership. A two-thirds majority vote of member clubs is required for approval.
  - 2. Annual renewal of membership will be automatic upon receipt of all WVYSA and/or EPYSA documents and fees/fines.
  - 3. A two-thirds majority vote of member clubs is required to revoke the Spring Affiliate Membership status of the organization.
- C. WVYSA meetings
  - 1. While it is encouraged that a league/club/team representative attends WVYSA's January through April meetings, it will not be mandatory. No fines will be incurred. This would be for spring season information passing, questions, and feedback.
- D. Fees
  - 1. Non-EPYSA affiliated organizations
    - a. EPYSA fees will apply. The Recreational Payment Voucher will need to have the Intramural/Recreational Leagues section completed and accompanied with the proper payment to EPYSA. This can be mailed directly to EPYSA. The address is on the bottom of the form.
  - 2. Non-WVYSA affiliated organizations
    - a. There will be an additional \$3 per team fee to cover seasonal WVYSA membership dues

## **ARTICLE 7 – MEETINGS**

1. General Meeting -An annual general meeting shall be held each year in the month of November at which time officers shall be elected to the Board of Directors. The term of each position shall be for one year.
2. Monthly meetings - Each club/ team is required to attend all scheduled meetings. If a club has missed two consecutive meetings a \$100.00 fine will be imposed for each meeting missed. Missing three (3) consecutive meetings will put the club in bad standing with WVYSA. If a member club misses more than 25% of the monthly meetings throughout the course of a fiscal year they will receive a \$100 fine for every meeting missed and be put in bad standing. Member clubs shall remain in bad standing until debt is paid in full.
3. Voting – Each Member Club that is in good standing with the WVYSA and affiliated organizations and has registered at least one team for the team registration period that is defined as the period of the February through January each year, shall have one vote. The secretary shall verify the eligibility of each designated Member Club representative before any vote.
4. A majority of the Member Clubs present at a meeting shall constitute a quorum, and all questions shall be decided by majority vote of those present who are eligible to cast votes.
5. Any fees/fines not paid within 3 consecutive meetings will put the club in bad standings with WVYSA.
6. Meeting Procedures - All meetings shall be conducted in accordance with “Robert’s Rules of Order”; Order of business shall be conducted as follows:
  1. Call to order
  2. Approval of minutes from previous meeting
  3. Report of the officers of board (including treasury report)
  4. Game Commissioner Report (If applicable)
  5. Old Business
  6. New Business
  7. Adjournment

## **ARTICLE 8 – GRIEVANCES AND APPEALS**

1. WVYSA will provide equitable and prompt hearing and appeal procedures to guarantee the rights of its Member Clubs, teams and individuals to participate and compete within the league. These procedures will comply with USSF Adjudication Policy contained in the Adjudication Manual, and shall include that all grievances involving the right to participate and compete in activities sponsored by USSF and EPYSA and its members may be appealed initially to EPYSA, and, if necessary, on to Appeals Committee of USSF that shall have jurisdiction to approve, modify or reverse a decision. A copy of the hearing and appeal procedures and filing form shall be in the Policies and Procedures of WVYSA.

2. The Grievance Committee shall not honor any protest, complaint, report, or affect any decision that would result in any violation of the League's By-Laws.

3. Any ruling or decision by the Executive Board may be subject to appeal by a club delegate. In the event of such an appeal, the matter will be brought before the League delegates. Such an appeal must be received in writing by the League Secretary two days prior to the meeting, and requires a two-thirds (2/3) vote of present League delegates to overrule the Executive Board decision.

### **ARTICLE 9 – STATEMENT OF CONFIDENTIALITY**

1. WVYSA is committed to protecting the privacy of its members. WVYSA will have policies in place to safeguard confidential information regarding player, coach, and club contact and other personal information. These policies should be kept up to date with advances in technology.

### **ARTICLE 10 - AMENDMENTS TO BY-LAWS AND CHANGES IN POLICIES AND PROCEDURES**

1. The By-laws may be amended or modified by any Member Club or member of the Board of Directors at any time under the following provisions:

A. Any proposed change must be read to the Member Club representatives at two consecutive meetings. A vote may be scheduled at either the meeting where the second reading is conducted, or at the next scheduled meeting.

B. The proposed change must include the date the change will go into effect.

C. The proposed change must be provided in writing to a designated Member Club representative of each Member Club at least 14 days prior to a scheduled final vote.

D. The proposed change will be enacted by a two-thirds (2/3) affirmative vote of the eligible voting Member Clubs in attendance at the meeting where a vote by designated Member Club representatives is to be cast.

E. Effective date of any changes shall be at the conclusion of the meeting of the affirmative vote or if the change was mandated by a higher authority the change will go into effect at the conclusion of the meeting that the change was first presented.

F. The Policies and Procedures of WVYSA may be revised by a simple majority vote of the Board members present at any meeting where a change is considered. All changes made must be provided in writing to each Member Club representative at the meeting prior to the vote. The documentation must be passed out at one meeting, then voted on at a second meeting.