

BANKS YOUTH SOCCER ASSOCIATION - CONSTITUTION & BYLAWS

Part I - General

Bylaw 101 Name

Section 1 This organization shall be known as the Banks Youth Soccer Association, hereinafter referred to as the Club.

Section 2 The Club shall maintain status as an Oregon non-profit organization under the laws of the United States and the State of Oregon, and shall maintain its tax-exempt status under the Internal Revenue Code.

Section 3 The Club shall engage in lawful activity, none of which is for profit, pursuant to Chapter 65 of the Oregon Revised Statutes and Section 501(c)(3) of the Internal Revenue Code.

Section 4 The Club shall serve the general area of the Banks School District, the city of Banks and local area, but membership is not limited to within those boundaries.

Bylaw 102 Purpose

Section 1 The purpose of the Club shall be to promote the development of youth through soccer and to teach all aspects of soccer skills, including sportsmanship and fair play.

Section 2 The Club provides opportunities to its youth players, coaches, and officials to learn and experience the game of soccer. This is accomplished through soccer programs as defined by Oregon Youth Soccer Association.

Section 3 The Club shall develop, promote and administer a youth soccer program for players, teams, coaches, referees, parents and administrators consistent with the bylaws, policies and procedures of OYSA, USYSA, USSF and the US Olympic Committee.

Section 4 The purposes of the Club shall be to promote, develop, and administer the game of soccer among youth (boys and girls under 19 years of age), residing within the Banks School District and surrounding areas, and to promote amateur soccer competition for these youth.

Bylaw 103 Memberships and Affiliations

Section 1 The Club shall be a member of, and comply with the Bylaws and Policies of Oregon Youth Soccer Association (OYSA). The Club shall also be an affiliate of U. S. Youth Soccer (USYS), the U. S. Soccer Federation (USFF), and the United States Olympic Committee (USOC).

Section 2 The Club shall be a member of, and comply with the Bylaws and Policies of Oregon Youth Soccer Association (OYSA). The Club shall also be an affiliate of U.S. Youth Soccer (USYS), the U.S. Soccer Federation (USFF), and the United States Olympic Committee (USOC).

Bylaw 104 Authority

Section 1 The governing authority of this Club shall be vested in an elected body known as the Board of Directors (Board), which shall exercise the right of decision on all matters pertaining to Club affairs.

Bylaw 105 Laws of the Game

Section 1 FIFA Laws of the Game for youth and small sided games, as recommended by USYS, shall apply and be administered by the club and its league officials.

Bylaw 106 Fiscal and Seasonal Soccer Year

Section 1 The Club's financial year shall be from April 1 – March 31.

Section 2 The seasonal soccer year shall extend from September 1st through August 31st of the following year.

Bylaw 107 Colors

Section 1 The colors of the Club shall be navy and gold. White can be introduced as a third color as desired. Gold hue should be either metallic or Vegas. Colors apply to travel teams playing in non-BYSA run leagues.

Bylaw 108 Conduct

Section 1 The Club does not tolerate any form of physical or sexual abuse.

Bylaw 109 Rules of Order

Section 1 The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Club may adopt.

Bylaw 110 Dissolution of Club

Section 1 Should the Club be dissolved, all monetary and physical assets remaining after payment of all debts shall be turned over to the OYSA for programs promoting youth soccer in the State of Oregon.

Section 2 Should the Club merge with another, all assets shall be transferred to the surviving entity by the end of the fiscal year.

Part II - Membership

Bylaw 201 Equal Opportunity

Section 1 The Club will not discriminate against any individual on the basis of race, color, religion, age, gender, national origin, disability or sexual orientation.

- (A) To the extent permissible under applicable law, the USSF articles of incorporation, bylaws, its binding rules and policies, including interplay, take precedence over and supersede the governing documents and decisions of the Club and members of the Club, and the Club shall abide by USSF articles of incorporation, its bylaws and its approved binding rules and policies.
- (B) To the extent permitted by governing law, the Club will respect and enforce the statutes, regulations, directives, and decisions of FIFA and CONCACAF and will ensure that these are likewise respected and enforced by its members.

Bylaw 202 Membership and Participation

Section 1 Membership is open to any youth soccer players ages 5-18, and to coaches, trainers, managers, administrators and volunteers who are not serving a suspension from participation by OYSA or any organization of which it is a member, any of its member clubs, or by any amateur soccer organization in its territory. Membership eligibility also extends to the parents of youth players, as well as the parents of any youth serving the Club in any of the listed administrative roles.

Section 2 Participating players and coaches shall register as members through the Club and shall be subject to the Club's bylaws and policies as well as OYSA's bylaws and policies.

Section 3 Every player, coach, assistant coach, team manager, programs administrator, club officer, including all board members and club employees, must be registered with the Club and OYSA, and the appropriate fees paid.

Section 4 Background Disclosure statements must be submitted to OYSA for all Adult Members in accordance with OYSA rules.

Bylaw 203 Membership Categories

Section 1 Board Members - Board members are adults elected to fill positions on the Board of Directors and become members because of their elected position, subject to a satisfactory background check result.

Section 2 Adult Members - Registered adult members are coaches, trainers, managers and administrators who work on behalf of the Club, or individuals selected to serve in other appointed capacities on behalf of the club. Adult members shall submit a Disclosure Form and a background check will be completed. Acceptance by the Club shall be subject to approval of the application and receiving a satisfactory background check result. The Club may not accept an application from an individual restricted or suspended from participation by any sports organization.

Section 3 Participant Members - Are registered players under the age of 19 and do not have voting privileges on matters pertaining to Club affairs. They shall submit an application to the

Registrar in the format prescribed by the Club. An annual fee established by the Club, payable in full to the Club, shall accompany all applications. Player receiving scholarships shall pay the approved reduced amount at the time of application is submitted. Acceptance by the Club shall constitute approval of the application provided space is available on a team for the player.

Section 4 Parent Members - Are the legal guardians, usually the parents, of Participant Members.

Section 5 Voting Members - At the Annual General Membership Meeting and any Special General Membership Meetings, all Board Members, Adult Members and Parent Members shall be eligible to vote on matters that are brought before the meeting, subject to the following limitations:

- (A) The President shall chair the meeting and may not vote on any issue before the meeting other than election of officers and other board members.
- (B) Parent Members are limited to not more than 2 voting persons per family, who have signed in prior to voting at the meeting clearly indicating the Participant Members they represent.
- (C) Each Voting Member is limited to one vote; regardless of the number of offices that person may hold.

Part III - Organization and Board

Bylaw 301 Board

Section 1 The Board shall be the representative governing authority of the Club. The Board shall have the right of decisions on matters pertaining to Club affairs. The Board will conduct the business of the Club and shall be composed of elected officers and elected coordinators.

Section 2 Club officers and coordinators elected by plurality vote at the Annual General Membership Meeting or elected by a majority vote of the Board to fill vacancies occurring during the Club fiscal year, shall have full voting membership and may vote on all Club matters at all general and/or special Board meetings and during General Membership Meetings. The election process shall be governed by Robert's Rules of Order.

Section 3 Appointed coordinators, committee members and others serving during the Club fiscal year shall not have voting privileges at regular Board meetings but may vote on Club matters at General Membership Meetings.

Section 4 Executive Committee shall consist of the elected officers which may conduct business on behalf of the Board between meetings of the full Board. Such actions shall be subject to ratification by the full Board at the next regular business meeting.

The Executive Committee shall consider:

- a. Such matters of management or operational interest to the Club or Board as are brought before it.
- b. Shall serve as a review committee for protests or concerns regarding conduct of coaches, spectators, parents, officials and/or players.

- c. Minutes will be kept and all activities of the Executive Committee and will be reported to the full Board for ratification.
- d. A quorum of the Executive Committee shall consist of 50% members.

Section 5 The term of office for elected Board members shall be 2 years; all terms will begin January 1. President, Treasurer and Head Coach shall be take office on even numbered years; Vice President, Secretary, and Registrar shall take office on odd numbered years.

Section 6 All presidential candidates shall have served on the Board at some time prior to the election or at the discretion of the current Board.

Section 7 Members of the same family shall not be eligible to simultaneously hold the positions of President, Vice President, Secretary, Treasurer, Registrar or Head Coach.

Bylaw 302 Club Officers and Duties

Section 1 President

The President shall supervise all activities of the Club and Board. This member shall chair the Executive Committee and shall be the presiding Officer at all Club meetings. They shall be the registered agent for the corporation with the State of Oregon. The President shall be the ex-officio member of all committees, shall appoint committees as needed or when charged to do so by a majority of the elected officers. The President shall investigate all injuries and maintain a file of insurance clams. The President or his/her designated alternate shall act as the Club's voting representative at the Oregon Youth Soccer Association's Annual General Meeting.

Section 2 Vice President

The Vice President shall assume the duties of the President in his/her absence and otherwise assist the President as required. The VP shall serve as Club Parliamentarian, shall be a voting member of the Board and shall serve on the Executive Committee.

Section 3 Secretary

The Secretary shall act as Business Manager and attend to all correspondence, records, reports and mail. They shall also record and prepare all meeting minutes to be read or distributed at subsequent meetings. The Secretary shall be a voting member of the Board and shall serve on the Executive Committee.

Section 4 Treasurer

The Treasurer shall keep a financial record of all monetary transactions, including all incoming and outgoing monies and abide by the rules and obligations as defined in the document entitled, Banks Youth Soccer Association – Financial Policies. They shall maintain checking account(s) with signature authority vested in no fewer than three (3) of the Club officers. Dual signatures shall be required for all expenditures and the treasurer shall not have signature authority. The Treasurer shall provide financial statements which shall include the prior month bank statement for approval at each regular meeting of the Board or as otherwise directed. The Treasurer shall be a voting member of the Board and shall serve on the Executive Committee. In the event that the

Treasurer does not provide adequate financial records, the Secretary or another Board Member may request financial records directly from the bank.

Section 5 Registrar

The Registrar shall be responsible for registering all accepted applicants within the Club, and registering those individuals with Oregon Youth Soccer Association. They shall certify birth dates as necessary and accept required forms and fees from Club participants. All fees shall be given to the Treasurer for deposit. The Registrar shall serve on the scheduling committee for the Club. The Registrar shall be a voting member of the Board and may serve on the Executive Committee. The Board may appoint assistant registrars to assist the Registrar with his/her duties.

Section 6 Head Coach (Optional)

The Head Coach shall be responsible for the coordination of player and coach development and will be responsible for the following functions:

- a. To develop and carry out a Coach Development Program including scheduling and/or providing training clinics, conducting meetings for the coaches, providing policy and training related to acceptable behavior, and other activities as appropriate to facilitate the training of the coaches and the players.
- b. Communicate information on programs, Club policies and general information relating to Club activities and team organization to Club coaches.
- c. Coordinate the recruitment and selection of coaches.
- d. Coordinate with the Registrar the assignment of coaches to teams.
- e. Report to the Board all matters relating to coaching.

If elected, the Head Coach shall be a voting member of the Board and may serve on the Executive Committee. The Board may appoint assistant coaches to assist the Coach with his/her duties.

Section 7 Member At Large

The Member At Large shall be responsible for general representation of the community and coaches. If elected, the Member At Large shall be a voting member of the Board and may serve on the Executive Committee.

Bylaw 303 Committee Coordinators

Committee Coordinators are appointed position by the Board. The following positions are only suggested and provide an indication of the variety of positions that could be formed to serve the club. Additional positions may be needed to meet the club demands.

Section 1 Referee Coordinator

The Referee Coordinator shall arrange the training and establish acceptable qualifications for the game officials. They are responsible for scheduling referees to the Club games and records for payroll as needed. They shall report to the Board on all matters and activities concerning referees.

Section 2 Coach Coordinator

The Coach Coordinator position may be used if there is no Head Coach Position. The Coach Coordinator would fulfill the same duties as the Head Coach, but would not be considered a part of the Executive Board. This member, like the other coordinators would not have voting powers except at general membership meetings unless they were elected rather than appointed to their positions.

The Coach Coordinator shall be responsible for the coordination of player and coach development and will be responsible for the following functions:

- a. To develop and carry out a Coach Development Program including scheduling or providing training clinics, conducting meetings for the coaches, provide policy and training related to acceptable behavior, and other activities as appropriate to facilitate the training of the coaches and the players.
- b. Communicate to Club coaches information on programs and Club policies and general information relating to Club activities and team organization.
- c. Coordinate the recruitment and selection of coaches.
- d. Coordinate with the Registrar the assignment of coaches to teams.
- e. Report to the Board all matters relating to coaching.

Assistants may be assigned to help by splitting out the age groups and dividing the responsibilities.

Section 3 Micro Soccer Coordinator (*aka: Kick and Chase*)

The Micro Soccer Coordinator shall be responsible for the micro soccer play at U8 and below as follows:

- a. To develop and carry out the Micro Soccer Program.
- b. Communicate to Club coaches information on programs and Club policies and general information relating to Club activities and team organization.
- c. Coordinate the recruitment and selection of coaches with the Head Coach or Coach Coordinator.
- d. Coordinate with the Registrar the assignment of coaches to teams.
- e. Report to the Board all matters relating to coaching.

Section 4 Recreational Soccer Coordinator

The Recreational Soccer Coordinator shall be responsible for soccer play at U6-U14:

- a. To develop and carry out the Recreational Soccer Program in compliance with the rules and team formation policies for recreational teams.
- b. Communicate to coaches information on programs and Club policies and general information relating to Club activities and team organization.
- c. Coordinate the recruitment and selection of coaches with the Head Coach or Coach Coordinator.
- d. Coordinate with the Registrar the assignment of coaches to teams.
- e. Report to the Board all matters relating to coaching.

Assistants may be assigned to help by splitting out the age groups and dividing the responsibilities.

Section 5 Classic Soccer Coordinator

The Classic Soccer Coordinator shall be responsible for soccer play in the competitive leagues:

- a. To develop and carry out the Classic Soccer Program in compliance with the rules and team formation policies for competitive teams.
- b. Establish the dates and times for tryouts for competitive players.
- c. Identify and schedule evaluators to assist the coaches with evaluating players at the tryouts.
- d. Communicate to coaches information on programs and Club policies and general information relating to Club activities and team organization.
- e. Coordinate the recruitment and selection of coaches with the Head Coach or Coach Coordinator and identify Team Managers within each team.
- f. Coordinate with the Registrar the assignment of coaches to teams.
- g. Ensure that OYSA dates are met for registration.
- h. Report to the Board all matters relating to coaching.

Section 6 H.S. Coed Coordinator

The High School Coed Coordinator shall be responsible for:

- a. The organization of the High School Coed Program
- b. Communicate to coaches information on programs and Club policies and general information relating to Club activities and team organization.
- c. Coordinate the recruitment and selection of coaches with the Head Coach or Coach Coordinator.
- d. Coordinate with the Registrar the assignment of coaches for teams.
- e. Create teams using applicable recreational guidelines

Section 7 Equipment Coordinator

The Equipment Coordinator shall be responsible for the purchase of uniforms for players and equipment for coaches. They shall also conduct inventories, issuing, accountability, disposition of all uniforms, and coaches equipment.

Section 8 Field Coordinator

The Field Coordinator shall be responsible for the purchase of field maintenance equipment and supplies, organize and oversee field maintenance activities, including field lining and goal post placement. They will provide for goal maintenance and replacement, nets and goal anchoring needs. They will select individuals to layout and line the fields for play and inspect goals and field equipment for condition and safety.

Section 9 Communication Coordinator

The Communication Coordinator will publish a club newsletter and prepare flyers and communications announcing registration, leagues and seasons to members and potential members. They will maintain current mailing file to include Board members, coaches, assistant coaches, referees, and players.

Section 10 Fundraising Coordinator

The Fund Raising Coordinator shall be responsible for carrying out any and all fund-raising activities approved by the Board.

Section 11 Team Parent Coordinator

The Team Parents Coordinator will work with the Team Parents selected to represent each team and coordinate activities and information distribution to the team coaches, players and parents.

Section 12 Parent/Player Liaison

The Parent Liaison shall enhance communications between the players parents, coaches, Team Parents, and the Board. Relaying information, concerns and needs between those concerned.

Section 13 Tournament Coordinator

Coordinates all aspects of club tournaments and paperwork required for travel to tournaments hosted by others.

Bylaw 304 Removal of Board Members

Section 1 A board member may be suspended or removed from office for his/her failure to meet his/her responsibilities as described in Bylaw 302 or 303, or for otherwise acting in a manner detrimental to the interests of the Club. Such suspension or removal shall require a two-thirds affirmative vote of the Board members. Such vote shall be taken following a fact-finding hearing before the Board.

Section 2 The President or Vice President shall appoint an impartial committee of fact-finders to review allegations within 15 days and they present a report to the Board at the next Board meeting or within 30 days of being appointed.

Bylaw 305 Board Vacancies

Vacancies occurring subsequent to elections shall be filled by a majority vote of the Board within 60 days of the vacancy occurring.

Part IV - Meetings

Bylaw 401 Board of Directors Meetings

Section 1 Regular Board Meetings shall be held within the first 15 calendar days of each month. Meeting times, dates and locations will be predetermined by the Board and published to the General Membership 14 days in advance.

Section 2 Executive or Special Board Meetings shall be held at a time and place specified by the President or by the Board or Executive Committee by a majority vote.

Bylaw 402 Quorum

Section 1 A quorum of the Board shall consist of 50% voting members of the Board including the presiding officer.

Bylaw 403 General Membership Meeting

Section 1 The Annual General Membership Meeting (AGM) shall be held annually during the month of November. At this meeting election of officers will occur. Voting shall be by the eligible voters as specified in Bylaw 203 Section 5.

Section 2 Special Membership Meetings shall be called by a majority vote of the Board. Meetings shall be subject to providing members at least 7 days notice before the meeting. Voting shall be by the eligible voters as specified in Bylaw 203 Section 5.

Section 3 The Board shall set the order of business for General Membership Meetings. A quorum for the General Membership Meeting shall be those present and ballots shall carry a majority as otherwise required.

Part V - Administrative

Bylaw 501 Finances

Section 1 The Board shall establish a budget for each year prior to the start of the new fiscal year.

Section 2 The Board shall cause an annual review of financial statements by an independent source.

Section 3 The Board shall cause tax reports be prepared and submitted to the IRS annually by May 15th per IRS rules for non-profit and tax exempt organizations.

Section 4 The Treasurer shall provide financial statements including bank statements, receipts and cancelled checks to the board at each regular meeting of the Board or as otherwise directed.

Section 5 The club officers shall administer the financial aspects of the club as outlined in the document entitled, Banks Youth Soccer Association – Financial Policies. The board shall have sixty (60) days to bring these bylaws into compliance with any recognized differences in the aforementioned document.

Bylaw 502 Referees

Section 1 Referees selected by the Club shall serve as independent contractors.

Section 2 Any individual referee receiving more than \$600 in a calendar year shall be issued a 1099 tax form which shall be filed with the IRS.

Section 3 All referees shall be USSF certified.

Section 4 Referees shall know and administer modified FIFA Laws of the Game for youth and small sided games as approved by league officials.

Part VI - Grievance, Protest and Appeals

Bylaw 601 Grievance, Protest and Appeals

Section 1 The Club and its Board of Directors shall enforce procedures for handling protest and appeals in accordance with the principles of due process.

Section 2 Submission of a Grievance, Protest or Appeal shall be in writing and shall indicate the specific charges or alleged violation and resolution desired.

Section 3 Oregon Youth Soccer Policies and Procedures shall be strictly followed.

Bylaw 602 Hearing Procedures

Section 1 Hearings shall begin within 30 days of receiving a formal written notice of the grievance, protest, or appeal. The hearing date and time shall be publicized to all parties involved, and all parties shall have a chance to be heard.

Section 2 Hearings shall be conducted by an impartial group of 3-5 fact finders.

Section 3 Persons involved in the incident shall be provided ample opportunity to be heard, to present witnesses and confront witnesses through written and oral testimony.

Section 4 All rules will be fairly and evenly applied.

Section 5 A written finding shall be issued to all parties within 90 days of receiving the initial notice, or within 15 days of completing the formal hearing process, whichever is first.

Section 6 Hearing results shall be sent via registered mail with a return receipt requested to the primary parties involved.

Bylaw 603 Hearing Procedures - Concerning Matters of Player Eligibility at a Tournament

Section 1 Where the matter involves a dispute regarding eligibility to participate or where continuing to participate in play during a tournament, hearing the dispute and reaching an resolution in a timely matter is critical. The intent is to reach a solution before any restriction in play would result as per the Ted Stevens Sports Act.

Section 2 The Club President or Tournament or event Director shall conduct a review and reach a decision prior to the next scheduled match.

Section 3 The review director may request the advice of others who have no affiliation with the outcome of the decision to participate.

Section 4 Laws of the Game, Tournament Rules, or other rules that apply shall be used in making a determination on the eligibility of the player(s) to participate in the competition.

Section 5 The decision of the review director shall be final and shall be verified in writing and retained in the club records.

Bylaw 604 Appeals Process

Section 1 Appeals of hearing results must be submitted within 14 days of receiving results of the hearing. Appeals of club findings shall be made to Oregon Youth Soccer per Oregon Youth Soccer Bylaws and Policies.

Section 2 The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

Bylaw 605 Disciplinary Action

Section 1 The Club will recognize, and enforce, the disciplinary actions of USSF and other organizational members of the Federation that have been included in a Disciplinary Action Report.

Bylaw 606 Legal Involvement

Section 1 No member or participant of the Club, be it an official, league, member club, team, player, coach, administrator, or referee may invoke the aid of the courts in the United States or of a state without first exhausting all available remedies within the Club and organizations which the Club is a member.

Section 2 For violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to the Club for all expenses incurred by the Club and its officers and members of the Board of Directors in defending each court action, including the following:

- (A) Court costs
- (B) Attorney's Fees
- (C) Reasonable compensation for time spent by the Club officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.
- (D) Travel expenses
- (E) Expenses for holding special Club meetings necessitated by court action.

Part VII - Part VII – Amendments

Bylaw 701 Bylaw Changes and Amendments

Section 1 Changes or amendments to these bylaws may be effected at any General Membership Meeting upon two-thirds (2/3) majority vote of the accredited voting representatives present. One vote may be cast per registered delegate.

Section 2 A proposed change or amendment must be submitted in writing to the President or Secretary of the Club not later than fourteen (14) days before the General Membership Meeting. Such changes shall be transmitted to Board Members and registered delegates by the Secretary not later than seven (7) days prior to said meeting.

Bylaw 702 Provisional Changes

Section 1 The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the membership in accordance with Bylaw 701 as a proposed Bylaw amendment at the next General Membership Meeting.

Bylaw 703 Severability and Precedence

Section 1 Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

Section 2 Any case in which these Bylaws are in conflict or become in conflict with the Oregon Youth Soccer Association Bylaws, the Bylaws of Oregon Youth Soccer Association shall take precedence and the Club bylaws shall be amended at the next General Membership Meeting to eliminate the cause of the conflict.