

# BYLAWS OF WEST PASCO YOUTH SOCCER ASSOCIATION

## ARTICLE I

A team, club, or league affiliation applicant must annually submit to the Board of Directors of WPYSA:

- A. All documents and affiliation forms required by the WPYSA properly completed.
- B. Full payment of all required fees.
- C. A completed player registration form for each player not previously registered with the WPYSA.
- D. Upon initial player registration, documentation providing the authenticity of place and date of birth.

### Section 1.

Teams in the geographic boundaries of WPYSA jurisdiction may be given permission to affiliate with other recognized associations, but shall not change affiliation after attaining such membership, except with the consent of the Board of Directors.

### Section 2.

WPYSA teams and clubs must register and affiliate 100% of their players.

### Section 3.

Annual renewal of affiliation fees shall be payable as of September 1, and will be delinquent October 1, unless otherwise provided for by the Board of Directors.

### Section 4.

All fees for teams shall be payable at the time of player registration. Teams will not be eligible for any competition sanctioned by the Association, until all fees are paid.

## **1. ASSOCIATION IDENTIFICATION AND AFFILIATION**

### **1.1 INTRODUCTION**

The West Pasco Youth Soccer Association, in keeping with its goals and objectives to promote the development of an education and training program for our youth in soccer, establishes the following bylaws in support of Articles of Incorporation mandate. The official name of the organization shall be: **West Pasco Youth Soccer Association**. Reference to "WPYSA" elsewhere in this document shall be to the above name.

### **1.2 ASSOCIATION IDENTIFICATION AND AFFILIATION**

The West Pasco Youth Soccer Association is hereby identified as WPYSA for purposes of correspondence and in the daily conduct of business. The WPYSA is affiliated with the Florida Youth Soccer Association (FYSA). WPYSA shall at all times abide by the rules and regulations of the FYSA.

### **1.3 PURPOSE**

The purpose is to develop and implement a youth soccer program through education and training. The purposes for which the Corporation is organized are exclusively religious, charitable, literary, scientific and educational within the 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any provision hereinafter set forth, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt for Federal income tax pursuant to 501 (c) (3) of the Internal Revenue of 1954 or the corresponding provisions of any future United States Revenue law.

The WPYSA has one primary purpose -- to teach the game of soccer in a manner that is enjoyable and rewarding to the player and the coach. The goal of our coaches should be to foster a spirit of friendship. The coach should promote a spirit of friendship while teaching the game and maintaining an attitude of fair play, self-control, discipline and sportsmanship.

Strong emphasis on physical conditioning is important. However, it is necessary to consider the capabilities of the child at each division of play. Coaches are encouraged to be open and responsive to the needs and skill level of each child individually.

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## **1.4 MEMBERSHIP**

There shall be three categories of membership:

- a) Youth members: Youth members shall consist of all players in good standing and properly registered.
- b) Directors: Directors shall be approved and voted on at the annual meeting. No director shall be an officer or director of any other FYSA affiliated organization.
- c) Supporting Members: Supporting members shall consist of all parents and legal guardians of youth members and any other supporting individuals as approved by the WPYSA Board of Directors.

## **1.5 VOTING MEMBERS AND RIGHTS**

Voting members at the annual meeting (AGM) and special meetings shall consist of the two categories of membership above as Directors and Supporting members. Each voting member is entitled to one vote at the AGM and special meetings for the purpose of electing the President, Board of Directors, and any revisions or amendments to these bylaws. There will not be any proxies.

Voting members for Board of Directors' meetings will consist of only the members defined as Directors. Each member has one vote. There will not be any proxies.

## **1.6 LIABILITY**

The personal liability of an President, Officer or Director to the WPYSA or its Members for monetary damages for breach of duty as an President, Officer or Director shall be limited to an amount that is equal to the compensation received by the President, Officer or Director for serving the WPYSA during the year of the violation if such breach did not (a) involve a knowing and culpable violation of the law by the President, Officer or Director, (b) enable the President, Officer or Director or an associate to receive an improper personal economic gain, (c) show a lack of good faith and a conscious disregard for the duty of the President, Officer or Director to the WPYSA under circumstances in which the President, Officer or Director was aware that his conduct or omission created an unjustifiable risk of serious injury to the WPYSA, (d) constitute a sustained and unexcused pattern of inattention that amounted to an abdication of the President's, Officer's or Director's duty to the WPYSA.

## **1.7 RECREATION PROGRAM**

The Recreation Program is open to all players living in the area of West Pasco. All players will play 50% of all season games where they are present, unless there is a disciplinary problem.

## **1.8 COMPETITIVE PROGRAM**

The Competitive Program is open to all players in FYSA. The purpose of the Competitive Program is to provide the best available coaching, the opportunity to compete against the best competition and coaching on the state and national level, and the chance to play on the same team with some of the best players in the area while still maintaining focus on the purpose of WPYSA. Each team will have one head coach. He/She will work to maintain the continuous coaching philosophy throughout all ages.

## **1.9 NONDISCRIMINATION**

WPYSA will not allow discrimination due to race, religion, sex or handicap of any player, coach, referee or volunteer who is capable of playing or performing their function within the WPYSA.

## **1.10 RULES OF PLAY**

Rules of play, except as modified herein, and shall be by the FIFA "Laws of the Game." Competition sanctioned by WPYSA may be in compliance with these rules including special provision for U/10 age groupings, which may comply with "USYSA Developmental Player Program Modified Rules for U/10, U/8, U/6" including future provisions USYSA may develop.

## **1.11 PLAYER/COACH/VOLUNTEER DATA**

Player, coach and volunteer data are the property of WPYSA, FYSA and affiliates. The sole purpose of this information is to assist WPYSA in accomplishing its goals and objectives leading to the advancement of youth soccer and is not for personal gain.

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## 1.12 COMPETITIVE SEASONAL RULES

Rules that govern the competitive program will be revised yearly and approved by the Board. Once approved, they cannot be changed until the following year when the new Board is voted on.

## 2. ADMINISTRATION, ORGANIZATION AND OFFICERS

### 2.1 THE ORGANIZATION AND ADMINISTRATION OF WPYSA

WPYSA is an incorporated, nonprofit association in the State of Florida and shall be governed by its Articles of Incorporation, Bylaws and Rules, under the leadership of a Board of Directors, pursuant to the laws of the State of Florida and the United States.

### 2.2 ADMINISTRATION AUTHORITY

The administrative authority to present and conduct the business of WPYSA is vested in the Director of Coaching and the Director of Administration. The Board of Directors is responsible for approving the policies deemed necessary by the Director of Coaching and Director of Administration, who shall delegate to its officers and department heads day to day management of the association.

### 2.3 OFFICERS AND DIRECTORS

The administrative organization of WPYSA shall be identified as that of a Board of Directors, President, Treasurer, and Registrar. The Board of Directors and President shall be elected at the AGM. Treasurer and Registrar will be appointed and approved by the Board of Directors. Other positions are to be appointed by the Director of Administration and the Director of Coaching, and approved by the Board of Directors.

## 3. COMPOSITION OF THE BOARD OF DIRECTORS

The Board of Directors shall be composed of nine elected members.

(A) That no more than one individual affiliated with a specific team may sit on the board simultaneously;

### 3.1 TERM OF OFFICE

- a) President: One (1) year.
- b) Board Members: One (1) year.

### 3.2 CONDITIONS OF OFFICE

1. Directors may not be related by birth, marriage or otherwise to any other Director.
2. Directors may not serve in any compensated position (with the exception of coaching) in which they are appointed by the Director of Coaching and in which they must report to said Director of Coaching.
3. Directors must reclude themselves from voting on any issues specific to their children's team or their team (if a Coach) or from any issue in which they have a potential conflict of interest.

## 4. DUTIES AND RESPONSIBILITIES.

### 4.1 PRESIDENT

1. Shall conduct monthly Board Meetings.
2. Shall be elected at the Annual General Meeting.
3. Shall sign all legal documents.
4. Shall be a voting member of the Board in case of a tie.
5. Shall appoint a disciplinary committee.

### 4.2 VICE-PRESIDENT

1. Shall conduct and open meetings in the absence of the President.
2. Shall be elected by the Board of Directors at the first meeting following the AGM.

### 4.3 TREASURER

1. Shall prepare an annual budget with the Director of Coaching and Director of Administration.
2. Shall pay all bills owed by the WPYSA.
3. Shall keep track of sponsors and renewals.

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4. Shall collect all player fees.
5. Shall coordinate tax returns.
6. Shall do all bookkeeping.
7. Shall prepare and give a Treasurer's report at all Board meetings for Board of Directors.
8. Shall be appointed by the Director of Operations and approved by the Board.
9. Shall maintain banking accounts. Authorized signers as follows: President, Vice President and Treasurer for General Fund Accounts; President, Treasurer and Concession Stand manager for Concession Stand accounts.
10. Shall have all bills, contracts, and bids over \$1,000.00 approved by the Board.

## 4.4 SECRETARY

1. Shall prepare and report the minutes of the AGM, special meetings and all Board of Directors' meetings.
2. Shall prepare the agenda.
3. Shall handle any necessary correspondence.
4. Shall record, keep and maintain and record on all official actions of the WPYSA.

## 4.5 APPOINTMENTS BY THE BOARD OF DIRECTORS

Board of Directors will approve all contracted appointments involving pay or compensation that are made by the Director of Administration and the Director of Coaching.

## 4.6 DIRECTOR OF COACHING

1. Shall be appointed and approved by Board of Directors.
2. Shall report to the Board of Directors.
3. Shall be responsible for Competitive and Recreational coaches meetings.
4. Shall develop a coaches program.
5. Shall develop and manage a training program for Competitive and Recreational coaches and teams.
6. Shall recruit qualified coaches for Competitive and Recreational teams.
7. Shall attend Board of Director meetings.
8. Shall attend Competitive Committee meetings.
9. Shall be responsible for USA, GYSA league meetings.
10. Shall be responsible for enforcing minimum suspensions for infractions by players, coaches, assistant coaches, team managers, and referees for violation of the WPYSA or FYSA Articles of Incorporation, By-laws or Rules. Any Commissioner, department head, director and/or board member can recommend a suspension greater than the minimum to the Discipline Committee that is appointed by the President but the minimum is to be applied by the Director of Coaching pending the Discipline Committees approval of a suspension greater than the minimum.
11. Shall report any disciplinary actions to the Board of Directors and/or Discipline Committee as soon as possible.

## 4.7 DIRECTOR OF ADMINISTRATION

1. Shall be responsible for the day to day administrative operations required for the management of the WPYSA organization.
2. Responsible for management of Registrar, Treasurer, Referee Coordinator, Parent's Auxiliary, Concession Stand Coordinator, Equipment Coordinator, Marketing/Public Relations Coordinator, Field Coordinator, and Secretarial positions.
3. Shall attend Board of Directors meetings.
4. Shall attend Recreational Committee meetings.
5. Shall be responsible for USA, GYSA, and FYSA league meetings.

## 4.8 REGISTRAR

1. Shall be appointed by the Director of Administration and approved by the Board of Directors.
2. Shall report to the Director of Administration.
3. Shall register all players.
4. Shall maintain records of all players.

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5. Shall maintain rosters of all teams.
6. Shall control all player passes.
7. Shall oversee the recreation draft.
8. Shall appoint assistant registrars as needed.

## 4.9 REFEREE COORDINATOR/ASSIGNOR

1. Shall be appointed by the Director of Administration and approved by the Board of Directors.
2. Shall report to the Director of Administration.
3. Shall ensure the hiring of a certified assigner.
4. Shall pursue the education of new and old referees.
5. Shall ensure that all referees have the proper certification.
6. Shall ensure that all referees are properly outfitted.
7. Shall prepare all required reports.

## 4.10 RECREATION COORDINATOR

1. Shall be appointed by the Director of Administration and approved by the Board of Directors.
2. Shall chair the recreational committee.
3. Shall assist the registrar in developing a fair and equitable recreational team draft.
4. Shall, along with the Director of Coaching, select coaches for the recreation program.
5. Shall choose and supervise the age group coordinators.
6. Shall work with the Director of Administration and Director of Coaching in creating the annual calendar for the recreational year.

## 4.11 CONCESSION STAND COORDINATOR

1. Shall be in charge of the operation of the concession stands.
2. Shall work with the parents' auxiliary.
3. Shall prepare monthly reports for the Director of Administration.
4. Shall report to the Director of Administration.
5. Shall use checks or vouchers for all purchases.

## 4.12 EQUIPMENT COORDINATOR

1. Shall be appointed by the Director of Administration and approved by the Board of Directors.
2. Shall be report to the Director of Administration.
3. Shall oversee the purchases of all equipment.
4. Shall coordinate the disbursement of all equipment.
5. Shall pursue a minimum of at least two sealed bids on major purchases (over \$200.00) for Board of Directors approval. (The Board of Directors reserves the right to pursue more bids or reject all bids.)

## 4.13 PUBLIC RELATIONS COORDINATOR.

1. Shall be appointed by the Director of Administration and approved by the Board of Directors.
2. Shall maintain standing in U-10 and older divisions in team number order.
3. Shall pursue as much publicity as possible for the members of the WPYSA.
4. Shall oversee a bimonthly newsletter to all members.
5. Shall handle weekly press releases during the playing season.

## 4.14 FIELD COORDINATOR

1. Shall be appointed by the Director of Administration and approved by the Board of Directors.
2. Shall schedule the use of all game and practice fields.
3. Obtain the use of fields for the use of WPYSA.
4. Make sure fields are properly lined and ready for the scheduled games when necessary.
5. Shall meet with the Director of Administration regularly and perform all other duties related to the purpose of the field coordinator.
6. Shall submit to the Director of Administration for approval all final schedules.

## 5. DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

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## **5.1 RESPONSIBILITIES**

They shall include, but not be limited to:

1. Interpret and enforce the WPYSA Articles of Incorporation, Bylaws and Rules.
2. Reprimand, suspend, bar completely or otherwise discipline any player, coach, team manager, assistant or referee for violation of the WPYSA or FYSA Articles of Incorporation, Bylaws or Rules.
3. Approve the affiliation with any league.
4. Budget for and administer the funds of WPYSA within the established rules.
5. Review, approve and require amendments to Rules to assure conformity to and with FYSA, WPYSA and league requirements.
6. Approve interleague, region, interstate and state youth games between and among member teams.
7. Review and sanction the formation and operation of youth tournaments.
8. Adopt temporary rules for circumstances not provided for by the existing Rules and to address those issues deemed necessary and desirable in serving the best interest of WPYSA and FYSA.
9. Shall hire a Director of Administration and Director of Coaching and provide a budget to pay for this position and others deemed necessary by the Directors.
10. Supervise the President and Director of Coaching and the Director of Administration.
11. Approve the appointments made by the Director of Coaching and the Director of Administration.
12. Board of Directors will approve all contracted appointments involving pay or compensation that are made by the Director of Operations.
13. Board members shall be required to spend 4 hours per month at one of the fields for the months of November through February and will report their hours to the President of the Board of Directors.
14. Board members shall serve on either the Recreation Committee or the Competitive Committee.

## **6. ABSENCE/REMOVAL OF OFFICERS AND DIRECTORS**

### **6.1 ABSENCE OF THE PRESIDENT**

In the event of the absence of the President as the presiding officer at any meeting, the Vice President shall temporarily assume the duties of the President.

### **6.2 ADVERSE CONDUCT OF COMMISSIONERS/DIRECTORS.**

The President and Directors of WPYSA shall adhere to the highest levels of moral and personal conduct both in the performance of their duties and/or actions that reflect upon or represent WPYSA or FYSA. Allegations of misconduct shall be submitted to the Board of Directors acting as the Committee on Review and Discipline for investigation. Upon completion of the investigation, the Board of Directors will take action pursuant to bylaw 6.3.

### **6.3 AUTOMATIC REMOVAL**

A member of the Board of Directors who misses three (3) regular monthly Board of Directors scheduled meetings shall automatically be considered as resigning from the Board of Directors.

### **6.4 IMPEACHMENT/RESIGNATION/EXPULSIONS (REMOVAL)**

Any member of WPYSA may resign from their position or from WPYSA, upon either their own initiative or upon written request from the Board of Directors. Any member may be removed from office disciplined or expelled from WPYSA in the manner outlined below. In the case of the President or a Director of WPYSA, this shall be the only procedure permitted for removal or suspension from office or imposition of any kind relating to their position as a President or Director. Any rule conflicting with this section shall be null and void to the extent of the conflict. Nothing contained herein shall prohibit normal discipline of any President or Director in their capacity as coach, player, spectator or referee, except that any such discipline imposed in their capacity as a player, coach, spectator or referee shall not affect their ability to participate as a President or Director.

1. Three-fourths (3/4) vote of all members of the Board of Directors.
2. At regular or special called meetings held for the express purpose of removing/expelling any President, Director, or member for conduct unbecoming or prejudicial to the stated aims/purposes of the Corporation.
3. Notice of any Board meeting at which such an item shall be on the agenda must be sent by first class or priority mail, not less than fourteen (14) days prior to the date set for such meeting. Certificates of mailing shall be obtained by the person mailing such notice and made available for

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inspection by any member of the Board of Directors. The Secretary shall retain said certificates for a period of one (1) year after said meeting. The notice of the meeting shall contain all of the charges of misconduct lodged against the person charged.

4. If the President is impeached, resigns or otherwise becomes unable to perform his/her duties on a permanent basis, then the right to succession shall be as provided in the Bylaws 6.1, and serve until the next AGM.
5. If any other President/Director who is impeached, resigns, or otherwise becomes unable to perform his/her duties on a permanent basis shall be replaced by vote of the Board of Directors.
6. At any meeting under this section, the accused member shall be permitted to present such evidence and witnesses in defense of the charges as they deem appropriate and shall have the right to be present during any proceedings except the deliberations.
7. At any meeting under this section, the punishment imposed may be any sanction, up to and including removal from office.

## **6.5 UPON REMOVAL FROM OFFICE.**

Any President or Director, who for sufficient cause shall be removed from office, shall immediately vacate that office. The person so removed shall have access to the process of Protest and Appeal to the FYSA.

## **6.6 VACANCIES**

A vacancy in any office may be filled by action of the Board of Directors for the unexpired portion of the term.

## **7. MEETINGS**

### **7.1 WPYSA MONTHLY MEETINGS**

The Board of Directors shall meet at 7:30 p.m. on the second Thursday of every month unless the President reschedules the meeting.

1. No proxy votes will be accepted.

### **7.2 ANNUAL GENERAL MEETING (AGM)**

WPYSA shall convene an Annual General Meeting for the purpose of an annual report on the status of the activities of the WPYSA, elections and such other agenda items determined necessary to the conduct of its business and according to the following:

1. The AGM shall be held on the first Friday in the month of March.
2. Provision shall be made for publication of all proposed changes in the Articles of Incorporation, Bylaws and Rules and shall be provided to the membership for review at least fifteen (15) days prior to their consideration at the AGM.
3. The Registrar and the Board of Directors shall be the final authority on who is a voting member.
4. The vote will be conducted with ballots through the secretary.
5. The order of business for the AGM shall provide for such reports and general business as determined necessary to the conduct of business.
6. No proxy votes will be accepted.

### **7.3 SPECIAL CALLED MEETINGS.**

The President may call special meetings of the Board of Directors as his/her discretion. Special called meetings may be convened by written request of a minimum of five (5) Board Members. In the event of a special called meeting, the President may limit the agenda for the purpose of addressing special items.

1. No proxy votes will be accepted.

### **7.4 PHONE VOTES.**

The president may call for a phone vote on a specific issue during the time between the regular monthly meetings for the purpose of continuing to conduct the business of the WPYSA.

1. Records of all phone votes are to be presented for the record at the following monthly Board of Directors meeting.

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## **7.5 QUORUM**

A quorum must be present at the beginning and throughout a meeting for business to be conducted. As a point of order, should it be noticed that a quorum no longer exists; the meeting may be recessed in order to obtain a quorum. If a quorum cannot be re-established, the meeting shall be adjourned.

1. A quorum for a Board of Directors monthly or special meeting shall be a minimum of 50% plus one members of the Board of Directors.
2. A quorum for the Annual General Meeting shall be a minimum of fifteen (15) voting members.

## **7.6 CASTING OF VOTES.**

All votes must be cast in person and may not be voted in absentee, by proxy, or otherwise assigned.

## **7.7 RULES OF ORDER.**

All meetings shall be conducted according to Roberts Rules of Order.

**7.8** Directors shall not be related by birth, marriage or otherwise to any other Director.

## **8. STANDING COMMITTEES**

### **8.1 COMMITTEE PURPOSES.**

Committees will make recommendations to the Director of Administration, Director of Coaching and the Board of Directors on issues that pertain to that committee. They will help the Directors and Board of Directors in performing duties that relate to that committee.

### **8.2 BOYS/GIRLS RECREATION COMMITTEE**

The Director of Administration will chair the recreation committee.

### **8.3 COMPETITIVE COMMITTEE**

The Director of Competitive will chair the competitive committee.

### **8.4 RISK MANAGEMENT COMMITTEE**

### **8.5 SCHOLARSHIP COMMITTEE**

### **8.6 DISCIPLINE COMMITTEE**

### **8.7 REFEREE COMMITTEE**

## **9. BYLAWS.**

### **9.1 REVISIONS AND AMENDMENT**

### **9.2 QUINQUENNIAL REVIEW OF THE BYLAWS**

Every five years, the Board of Directors shall appoint a committee to examine the continuing applicability of these bylaws with the purpose of proposing any amendments to the WPYSA membership at the AGM.

**REVISED & APPROVED: March 4, 2005**