

2015-2016

VYSA Travel, Inc Bylaws



PREFACE

The purpose of these By-Laws is to set forth the rules and regulations under which the business of VYSA TRAVEL will be conducted. These By-Laws supersede and replace any By-Laws or rules or regulations of any kind previously adopted under the name VYSA TRAVEL or VYSA TRAVEL PROGRAM.

Contents

Article I. THE CORPORATION	5
Section 1.1 NAME	5
Section 1.2 PURPOSE	5
Section 1.3 ADDRESS	6
Section 1.4 UNIFORMS	6
Section 1.5 SEASONAL YEAR	6
Section 1.6 INCORPORATION	6
Section 1.7 AFFILIATIONS	6
Article II. MEMBERSHIP	7
Section 2.1 TYPE OF MEMBERSHIP	7
Section 2.2 MEMBERSHIP RESPONSIBILITIES	8
Section 2.3 MEMBER SUSPENSION AND EXPULSION	8
Section 2.4 MEMBER STATUS	8
Section 2.5 MEMBERSHIP RESTRICTIONS	9
Article III. OFFICERS	10
Section 3.1 QUALIFICATIONS	10
Section 3.2 SELECTION	10
Section 3.3 TERM OF OFFICE	10
Section 3.4 RESIGNATION	10
Section 3.5 REMOVAL FROM OFFICE	10
Section 3.6 REPLACEMENT	10
Section 3.7 PRESIDENT	11
Section 3.8 VICE-PRESIDENT	11
Section 3.9 SECRETARY	11
Section 3.10 TREASURER	12
Section 3.11 REGISTRAR	12
Section 3.12 FACILITIES/FIELDS COORDINATOR	13

Vestal Youth Soccer Association By Laws

Section 3.13	EQUIPMENT COORDINATOR	13
Section 3.14	TRAINING COORDINATOR	14
Section 3.15	GIRLS YOUTH TEAM COORDINATOR (8 — 12 years of age)	14
Section 3.16	BOYS YOUTH TEAM COORDINATOR (8 – 12 years of age)	15
Section 3.17	GIRLS JUNIOR TEAM COORDINATOR (13 – 19 years of age)	15
Section 3.18	BOYS JUNIOR TEAM COORDINATOR (13 – 19 years of age)	16
Section 3.19	IMMEDIATE PAST PRESIDENT	16
Section 3.20	DIRECTOR OF COMMUNICATIONS	16
Section 3.21	FUNDRAISING/CONCESSIONS COORDINATOR	17
Section 3.22	ADDITIONAL OFFICERS	17
Article IV.	EXECUTIVE COMMITTEE	19
Section 4.1	MEMBERSHIP	19
Section 4.2	DUTIES AND RESPONSIBILITIES	19
Section 4.3	ACTION OF THE EXECUTIVE COMMITTEE	19
Article V.	BOARD OF DIRECTORS	20
Section 5.1	MEMBERSHIP	20
Section 5.2	DUTIES AND RESPONSIBILITIES	20
Section 5.3	ACTION OF THE BOARD OF DIRECTORS	20
Article VI.	TEAM PLANNING COMMITTEE	21
Section 6.1	MEMBERSHIP	21
Section 6.2	DUTIES AND RESPONSIBILITIES	21
Section 6.3	ACTION OF THE TEAM PLANNING COMMITTEE	21
Article VII.	COMPENSATION PLAN COMMITTEE	22
Section 7.1	MEMBERSHIP	22
Section 7.2	DUTIES AND RESPONSIBILITIES	22
Section 7.3	ACTION OF THE COMPENSATION PLAN COMMITTEE	22
Article VIII.	TEAMS AND PLAYERS	24
Section 8.1	TEAM MEMBER APPLICATION	24
Section 8.2	TEAM AGE DIVISIONS	24
Section 8.3	PRIMARY TEAMS	24
Section 8.4	SECONDARY TEAMS	25
Section 8.5	TEAM ROSTER LIMITATIONS	25
Section 8.6	PLAYER SELECTION TRYOUTS	26
Section 8.7	PLAYER REGISTRATION, TRANSFER, AND RELEASE	26
Article IX.	COACHES	28
Section 9.1	QUALIFICATION	28
Section 9.2	SELECTION	28
Article X.	MEETINGS	28
Section 10.1	EXECUTIVE COMMITTEE MEETINGS	29
Section 10.2	BOARD OF DIRECTORS MEETINGS	29
Section 10.3	TEAM PLANNING COMMITTEE MEETINGS	31
Section 10.4	AD HOC COMMITTEE MEETINGS	31

Vestal Youth Soccer Association By Laws

Article XI. FINANCIAL MANAGEMENT	32
Section 11.1 STATE AND FEDERAL INCOME REPORTS	32
Section 11.2 FINANCIAL OWNERSHIP	32
Section 11.3 BUDGET PREPARATION AND APPROVAL	32
Section 11.4 ACCOUNTS	33
Section 11.5 ACCOUNT TRACKING AND REPORTING	34
Section 11.6 FUND RAISING AND DONATIONS	34
Section 11.7 SPONSORSHIPS	35
Article XII. PROTEST AND APPEALS PROCEDURE	36
Section 12.1 PURPOSE	36
Section 12.2 APPELLATE BODY	36
Section 12.3 VYSA PROTEST AND APPEALS PROCEDURE	36
Article XIII. AMENDMENTS AND CONFLICTS	38
Section 13.1 PROPOSALS	38
Section 13.2 BY-LAWS	38
Section 13.3 CONFLICTS	38
Section 13.4 CONSISTENCY WITH AFFILIATED ORGANIZATIONS	38

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Article I. THE CORPORATION

Section 1.1 NAME

The name of the corporation shall be VYSA TRAVEL, a Not for Profit Corporation under Section 402 of the Not-For-Profit Corporation Law of New York; hereinafter referred to as VYSA.

Section 1.2 PURPOSE

The purposes for which the corporation is organized are:

- 1.2.1** To promote the sport of soccer through the organization, operation, and maintenance of a soccer program in the greater Vestal, New York area.
- 1.2.2** To instruct eligible youths in the sport of soccer.
- 1.2.3** To promote physical fitness and sportsmanship.
- 1.2.4** To solicit donations from the public so as to accumulate sufficient funds to cover all expenses connected with the operation of the soccer program.
- 1.2.5** To lease or procure office space, material, and equipment for carrying out of any of the purposes of this corporation.
- 1.2.6** To lease, purchase, or mortgage real estate for use as a program site.
- 1.2.7** To hire independent contractors for the successful operation of the program, including office help, lecturers, counselors, instructors, cooks, drivers, trainers, coaches and any other independent contractors that may become necessary, as needed.
- 1.2.8** To solicit and accept applications from boys and girls of the greater Vestal, New York and surrounding areas for attendance in the program.
- 1.2.9** To develop physically, morally, and socially by all proper methods customarily employed in similar organizations those youths who are selected for attendance and participation in the soccer program.

Section 1.3 ADDRESS

The address of VYSA shall be P.O. Box 172, Vestal, New York 13850

Section 1.4 UNIFORMS

The VYSA primary uniform as approved by the Executive Committee shall include the club colors of hunter green with white and black accent. The Executive Committee must approve secondary uniforms. The primary uniform must be worn at all games when there is not a conflict with the team you are playing. No modifications may be made to primary or secondary uniforms without prior approval of the Executive Committee.

Section 1.5 SEASONAL YEAR

The seasonal year of VYSA shall begin on September 1st and end on August 31st.

Section 1.6 INCORPORATION

1.6.1 VYSA is a Not-For Profit Corporation and is so incorporated under Section 402 of the Not-For-Profit Corporation Law. The corporation is a corporation as defined in subparagraph (a) (5) of Section 102 of the Not-For-Profit Corporation Law. The articles of incorporation are defined in the CERTIFICATE OF INCORPORATION OF VYSA UNDER SECTION 402 OF THE NOT-FOR-PROFIT CORPORATION LAW-0, approved on September 6, 1985.

1.6.2 VYSA is not organized for pecuniary profit or financial gain, and no part of its assets income or profit shall be distributable to, or inure to the benefit of its members, directors, or officers.

Section 1.7 AFFILIATIONS

VYSA, its officers and members, will be affiliated with and governed by these bylaws and by the rules and regulations of the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA), and the New York State West Youth Soccer Association (NYSWYWA).

The USSF articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of VYSA to the extent applicable under state law, and VYSA will abide by those articles, bylaws, policies, and requirements. VYSA will abide by the USSF's articles, bylaws, and requirements on interplay.

Article II. MEMBERSHIP

Section 2.1 TYPE OF MEMBERSHIP

The membership of VYSA shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241 of the USSF Bylaws.

VYSA shall have two classes of voting members, the Executive Committee and the Board of Directors.

2.1.1 EXECUTIVE COMMITTEE

The Executive Committee as defined in section 4.01.

2.1.2 BOARD OF DIRECTORS

The Board of Directors as defined in section 5.01.

2.1.3 VOTING

Each member shall have one vote each and must represent themselves. Each team shall have one vote and may be represented by the team coach, the team manager, or a predesignated delegate, over the age of 19, selected by the team as a voting representative. In the case of more than one voting member from a team being present, the person designated by the team shall be the voting member. In the absence of the predesignated team representative, the priority will be team coach and then team manager.

2.1.3.1 VOTING EXCLUSIONS

An independent contractor that may have a position of either coach, trainer, or other position may not vote in any motions.

2.1.3.2 VOTING BALLOTS

All decisions that involve compensation plans or specific compensation to an independent contractor shall be done by Executive Committee.

2.1.4 QUORUM

A Quorum is defined as a majority of the filled positions unless otherwise stated.

Section 2.2 MEMBERSHIP RESPONSIBILITIES

It is the obligation of each member to adhere to the By-Laws and rules of this organization and to those of affiliated organizations in all matters pertaining to local, district, intra-district, regional, national and international competition or other activities carried out by or under the name of the organization. Such obligation is a condition of membership.

2.2.1 INDEPENDENT CONTRACTOR RESPONSIBILITIES

It is the obligation of each and all independent contractors of VYSA to adhere to the By-Laws and rules of this organization and to those of affiliated organizations in all matters pertaining to local, district, intra-district, regional, national and international competition or other activities carried out by or under the name of the organization, as if he/she were a member. Such obligation is a condition of accepting a contract from VYSA.

Section 2.3 MEMBER SUSPENSION AND EXPULSION

Members may be suspended or expelled by VYSA for reasonable cause and by due process by the Executive Committee.

2.3.1 SUSPENSION

A suspended member is still a member; that is, suspension does not terminate membership but rather deprives the member of the exercise of membership privileges until the reasons for suspension are rectified or until the member is expelled.

2.3.2 EXPULSION

An expelled member is no longer a member of the organization and retains no privileges of membership. Expelled members may not reapply for membership for a period of one calendar year from the date of expulsion.

Section 2.4 MEMBER STATUS

2.4.1 MEMBER IN GOOD STANDING

A member in good standing is one who has fulfilled the basic responsibilities for membership and who neither has voluntarily withdrawn from membership nor has been suspended or expelled from membership after appropriate proceedings.

2.4.2 MEMBER NOT IN GOOD STANDING

A member who is not in good standing is one who has been suspended for reasonable cause by due process by the Executive Committee.

Section 2.5 MEMBERSHIP RESTRICTIONS

2.5.1 No individual member representing VYSA in any capacity shall use or make available for use any data resulting from player or team registration forms for non-USYSA/NYSWYSA/VYSA activities or studies.

2.5.2 No individual member representing VYSA in any capacity shall use the name VYSA or VYSA TRAVEL or any of its activities or information without approval of the Board of Directors.

2.5.3 No individual member will participate in any activity that is a conflict of interest or impair the effectiveness, reputation, or capacity of the VYSA.

Article III. OFFICERS

Section 3.1 QUALIFICATIONS

Candidates for VYSA officers must be members in good standing and over nineteen (19) years of age.

Section 3.2 SELECTION

All VYSA officers, as hereinafter set forth, shall be nominated at the April Board of Directors Meeting by a nominating committee appointed by the Board of Directors and shall be elected at the May Board of Directors Meeting by a vote of all members.

Section 3.3 TERM OF OFFICE

All elected officers shall serve a twelve (12) month term from July 1 through June 30.

Section 3.4 RESIGNATION

Officers may resign by submitting a written notice to the Board of Directors. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board of Directors. Acceptance of the resignation by the Board of Directors shall not be necessary to make it effective.

Section 3.5 REMOVAL FROM OFFICE

Officers may be removed from office for reasonable cause and by due process by vote of the Executive Committee. Officers may be removed from office without cause only by vote of the Executive Committee.

Section 3.6 REPLACEMENT

3.6.1 In the event that an officer other than the President resigns or is removed from office prior to the normal end of the current term of office, the Board of Directors shall appoint an "acting" officer who will serve for the time remaining in the current term.

3.6.2 In the event that the President resigns or is removed from office prior to the normal end of the current term, the Vice-President shall assume all duties of the President for the balance of the current term.

Section 3.7 PRESIDENT

The duties and responsibilities of the President shall include the following:

- 3.7.1** Preside at all meetings of the Board of Directors and Executive Committee. The President shall vote only to break a tie.
- 3.7.2** To establish committees and to appoint committee chairpersons as required to administer and manage the programs and business of this organization, subject to approval of the Board of Directors.
- 3.7.3** To serve as the liaison between VYSA and other organizations.
- 3.7.4** To serve as the general representative of VYSA in all matters and to attend as President in any event requiring VYSA representation.
- 3.7.5** To carry out such other and further duties as from time to time are assigned by the Board of Directors.
- 3.7.6** Appoint a special representative to attend events on behalf of VYSA.

Section 3.8 VICE-PRESIDENT

The duties and responsibilities of the Vice-President shall include the following:

- 3.8.1** To assist the President as necessary
- 3.8.2** To exercise the duties and responsibilities of the President in the absence of the President.
- 3.8.3** To carry out such other and further duties as from time to time are assigned by the President.

Section 3.9 SECRETARY

The duties and responsibilities of the Secretary shall include the following:

- 3.9.1** To record and publish minutes of all Board of Directors Meetings.
- 3.9.2** To give proper notice of all Board of Directors Meetings and other organizational events.

3.9.3 To attend to and be custodian of all office assets, correspondence, and records of the organization.

3.9.4 To publish and distribute reports, notices and other communication as requested.

3.9.5 To carry out such other and further duties as from time to time are assigned by the President.

Section 3.10 TREASURER

The duties and responsibilities of the Treasurer shall include the following:

3.10.1 To prepare an annual VYSA budget and to present it to the Board of Directors for approval.

3.10.2 To keep detailed account of income and expenses of VYSA including the income and expenses of each member team.

3.10.3 To submit appropriate financial statements at Board of Directors meetings

3.10.4 To sign all Club Account (Ref.10.2.1) checks.

3.10.5 To carry out such other and further duties as from time to time are assigned by the President.

Section 3.11 REGISTRAR

The duties and responsibilities of the Registrar shall include the following:

3.11.1 To coordinate, direct, and assure the registration of all VYSA players.

3.11.2 To maintain an adequate supply of all VYSA, NYSWYSA, and USYSA forms that may be needed by VYSA teams and/or players.

3.11.3 To interact with the District Commissioner or District Registrar on all matters pertaining to registration of VYSA teams and/or players.

3.11.4 To maintain a current roster and pertinent information for each VYSA team and for all registered VYSA players.

3.11.5 To ensure that all club registrations, player passes, rostering and payments are consistent with VYSA and NYSWYSA registration policies and procedures.

3.11.6 To carry out such other and further duties as from time to time are assigned by the President.

Section 3.12 FACILITIES/FIELDS COORDINATOR

The duties and responsibilities of the Facilities/Fields Coordinator shall include the following:

3.12.1 To represent VYSA in all dealings with the Vestal Central School District and the Town of Vestal Recreation Departments on all matters concerning facilities for use by VYSA.

3.12.2 To schedule practice fields and times, and to coordinate the scheduling of games with appropriate league officials.

3.12.3 To insure that game fields are in proper game condition and equipped with nets and corner flags on game days.

3.12.4 To procure, with approval from the Board of Directors, and to maintain custody of all VYSA field equipment necessary to support games and practices.

3.12.5 To carry out such other and further duties as from time to time are assigned by the President.

Section 3.13 EQUIPMENT COORDINATOR

The duties and responsibilities of the Equipment Coordinator shall include the following:

3.13.1 To solicit suppliers for VYSA uniforms, patches, and/or other playing equipment for approval by the Board of Directors.

3.13.2 To provide annual budget planning input to the treasurer and team managers and/or coaches regarding equipment costs.

3.13.3 To plan, organize, record, report, and otherwise coordinate the ordering, delivery, and distribution of uniforms, patches, and other playing equipment.

3.13.4 To maintain a reasonable inventory of uniforms, patches, and other playing equipment.

3.13.5 To carry out such other and further duties as from time to time are assigned by the President.

Section 3.14 TRAINING COORDINATOR

The duties and responsibilities of the Training Coordinator shall include the following:

- 3.14.1** To research and communicate to coaches information regarding coaching clinics and education to facilitate earning a USSF Class E license or equivalent.
- 3.14.2** To research, procure, and maintain soccer training services, with the approval of the Board of Directors, and to make them available to VYSA teams and coaches.
- 3.14.3** To chair the Team Planning Committee and to insure that all duties and responsibilities of said committee are carried out thoroughly and in a timely manner.
- 3.14.4** To chair the annual Compensation Plan committee, and create a Compensation Plan that will be submitted for Executive Committee approval to take effect the following year.
 - 3.14.4.1** Training coordinator shall be responsible for providing the written compensation plan to the Executive Committee by an August Executive Committee meeting.
- 3.14.5** To carry out such other and further duties as from time to time are assigned by the President.

Section 3.15 GIRLS YOUTH TEAM COORDINATOR (8 — 12 years of age)

The duties and responsibilities of the Girls Youth Team Coordinator shall include the following:

- 3.15.1** To represent the interests of teams and players in the girls youth division on all matters by participating as a member of the Executive Committee and as a member of the Team Planning Committee.
- 3.15.2** To represent the interests of teams and players in the girls youth division on all matters by participating as a member of the Compensation Plan Committee.
- 3.15.3** To communicate information as required to the managers and/or coaches of teams in the girls youth division.

3.15.4 To carry out such other and further duties as from time to time are assigned by the President.

Section 3.16 BOYS YOUTH TEAM COORDINATOR (8 – 12 years of age)

The duties and responsibilities of the Boys Youth Team Coordinator shall include the following:

3.16.1 To represent the interests of teams and players in the boys youth division on all matters by participating as a member of the Executive Committee and as a member of the Team Planning Committee.

3.16.2 To represent the interests of teams and players in the boys youth division on all matters by participating as a member of the Compensation Plan Committee.

3.16.3 To communicate information as required to the managers and/or coaches of teams in the boys youth division.

3.16.4 To carry out such other and further duties as from time to time are assigned by the President.

Section 3.17 GIRLS JUNIOR TEAM COORDINATOR (13 – 19 years of age)

The duties and responsibilities of the Girls Junior Team Coordinator shall include the following:

3.17.1 To represent the interests of teams and players in the girls' junior division on all matters by participating as a member of the Executive Committee and as a member of the Team Planning Committee.

3.17.2 To represent the interests of teams and players in the girls' junior division on all matters by participating as a member of the Compensation Plan Committee.

3.17.3 To communicate information as required to the managers and/or coaches of teams in the girls' junior division.

3.17.4 To carry out such other and further duties as from time to time are assigned by the President.

Section 3.18 BOYS JUNIOR TEAM COORDINATOR (13 – 19 years of age)

The duties and responsibilities of the Boys Junior Team Coordinator shall include the following:

- 3.18.1** To represent the interests of teams and players in the boys junior division on all matters by participating as a member of the Executive Committee and as a member of the Team Planning Committee.
- 3.18.2** To represent the interests of teams and players in the boys junior division on all matters by participating as a member of the Compensation Plan Committee.
- 3.18.3** To communicate information as required to the managers and/or coaches of teams in the boys junior division.
- 3.18.4** To carry out such other and further duties as from time to time are assigned by the President.

Section 3.19 IMMEDIATE PAST PRESIDENT

The duties and responsibilities of the Immediate Past President shall include the following:

- 3.19.1** To serve as an advisor to VYSA on all matters by participating as a member of the Board of Directors.
- 3.19.2** To assist the President as necessary for the first three (3) months of the President's term.
- 3.19.3** To act as an agent of players and parents on all matters involving VYSA, its by-laws, rules, actions, teams, and coaches.
- 3.19.4** To carry out such other and further duties as from time to time are assigned by the President.

Section 3.20 DIRECTOR OF COMMUNICATIONS

The duties and responsibilities of the Director of Communications shall include the following:

- 3.20.1** To provide publicity for all functions of VYSA, such as tournaments, tryouts, fund-raisers, and the like.
- 3.20.2** To provide an interface to community newsgathering organizations in support of VYSA functions.
- 3.20.3** To provide an interface to local businesses in support of VYSA functions.
- 3.20.4** To carry out such other and further duties as from time to time are assigned by the President.

Section 3.21 FUNDRAISING/CONCESSIONS COORDINATOR

The duties and responsibilities of the Fundraising/Concessions Coordinator shall include the following:

- 3.21.1** To coordinate all fundraising/concessions activities for VYSA.
- 3.21.2** To represent VYSA, within the organization and the community, on all matters pertaining to fundraising/concessions activities at VYSA.
- 3.21.3** To communicate information as required to the managers and/or coaches of teams within the club pertaining to the fundraising/concessions responsibilities of those teams.
- 3.21.4** To interface with the Board of Directors in publicizing fundraising activities for VYSA.
- 3.21.5** To carry out such other and further duties as from time to time are assigned by the President.

Section 3.22 ADDITIONAL OFFICERS

The President, with the approval of the Board of Directors may appoint other assistant officers as may be deemed as necessary who shall have authority and perform such duties in the management of the Club as the Membership may provide. These may include but not limited to Assistants to the various officers, Tournament Director, or any other position, which the club may so deem as necessary. These officers will hold their position for only one-year and will not have voting rights as a member of the Board of Directors.

Vestal Youth Soccer Association By Laws

Article IV. EXECUTIVE COMMITTEE

Section 4.1 MEMBERSHIP

The Executive Committee shall be comprised of the President, Vice President, Secretary, Treasurer, Registrar, Facilities/Fields Coordinator, Equipment Coordinator, Training Coordinator, Girls Youth Coordinator, Boys Youth Coordinator, Girls Junior Coordinator, Boys Junior Coordinator, Communications, and Fundraising/Concessions Coordinator.

Section 4.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Executive Committee shall include, but are not limited to, the following:

- 4.2.1** To conduct all VYSA business in accordance with the VYSA Certificate of Incorporation, By-Laws, and all other rules and regulations adopted by the Board of Directors.
- 4.2.2** To discuss and resolve personnel issues and/or private matters and issues.
- 4.2.3** To debate and act on issues not suitable for the general Board of Directors meetings
- 4.2.4** To have full power to deal with any situation not provided for in the Certificate of Incorporation or By-Laws.

Section 4.3 ACTION OF THE EXECUTIVE COMMITTEE

- 4.3.1** In order for a vote to be taken, there must be a quorum.
- 4.3.2** The vote of the majority present at the time of the vote shall be the act of the Executive Committee.
- 4.3.3** Each member of the Executive Committee shall have one vote; no proxies are allowed.
- 4.3.4** All action of the Executive Committee shall be final.

Article V. BOARD OF DIRECTORS

Section 5.1 MEMBERSHIP

The Board of Directors shall be comprised of the Executive Committee, the past president, and one coach, manager, or predesignated team representative per team. Representatives from incumbent teams will serve on the Board of Directors until new team selections are complete.

Section 5.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Board of Directors shall include, but are not limited to, the following:

- 5.2.1** To conduct all VYSA business in accordance with the VYSA Certificate of Incorporation, By-Laws, and all other rules and regulations adopted by the Board of Directors.
- 5.2.2** To hear and pass judgment on all requests, protests, and appeals brought forth by any member, officer or committee.
- 5.2.3** To have full power to deal with any situation not provided for in the Certificate of Incorporation or By-Laws.

Section 5.3 ACTION OF THE BOARD OF DIRECTORS

- 5.3.1** In order for a vote to be taken, there must be a quorum.
- 5.3.2** If a quorum is present, the vote of the majority present at the time of the vote shall be the act of the Board.
- 5.3.3** Each member of the Board of Directors shall have one vote.
- 5.3.4** All action of the Board of Directors shall be final unless overruled by the Executive Committee.

Article VI. TEAM PLANNING COMMITTEE

Section 6.1 MEMBERSHIP

The Team Planning Committee shall be comprised of the Training Coordinator, who will chair the committee, and the four (4) Team Coordinators (Girls Youth, Boys Youth, Girls Junior, and Boys Junior).

Section 6.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Team Planning Committee shall include, but are not limited to, the following:

- 6.2.1** To determine the VYSA team structure annually.
- 6.2.2** To accept, review, and pass judgment on applications for team membership and coaches to the Board of Directors.
- 6.2.3** To accept, review, and pass judgment on any and all requests regarding players, teams, and coaches.
- 6.2.4** To schedule age division tryouts.

Section 6.3 ACTION OF THE TEAM PLANNING COMMITTEE

- 6.3.1** The total filled membership of the Team Planning Committee shall be required for the transaction of business or of any specified item of business.
- 6.3.2** The vote of the total filled membership of the Team Planning Committee shall be the act of the committee.
- 6.3.3** Each member of the Team Planning Committee shall have one vote; no proxies are allowed.
- 6.3.4** Electronic ballots may be cast when necessitated by the Team Planning Committee.
- 6.3.5** All action of the Team Planning Committee, with the approval of the Board of Directors, shall be final, subject to review only by the Executive Committee, if needed.

Article VII. COMPENSATION PLAN COMMITTEE

Section 7.1 MEMBERSHIP

The Compensation Plan Committee shall be comprised of the Training Coordinator, who will chair the committee, and the four (4) Team Coordinators (Girls Youth, Boys Youth, Girls Junior, and Boys Junior).

Section 7.2 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Compensation Plan Committee shall include, but are not limited to, the following:

- 7.2.1** To write a Compensation Plan that encompasses independent contractor pay scales and guidelines for coaches and trainers. It shall also include other details needed to facilitate contract generation with coaches and trainers for the playing year.
- 7.2.2** The presence of a Compensation Plan does not preclude the organization from having no compensation for all coaches and trainers (e.g. an all-volunteer staff).
- 7.2.3** The written plan shall be delivered to the Executive Committee no later than August 1st, for review and voting in the called August Executive Committee meeting.
- 7.2.4** If the Compensation Plan is approved by the Executive Committee, then the plan shall take effect immediately, and remain in effect until the end of the season.
- 7.2.5** If the Compensation Plan is disapproved, then the previous year's plan shall remain in effect until a Compensation Plan is approved.

Section 7.3 ACTION OF THE COMPENSATION PLAN COMMITTEE

- 7.3.1** The total filled membership of the Compensation Plan Committee shall be required for the transaction of business or of any specified item of business.

7.3.2 The vote of the total filled membership of the Compensation Plan Committee shall be the act of the committee.

7.3.3 Each member of the Compensation Plan Committee shall have one vote; no proxies are allowed.

7.3.4 Electronic ballots may be cast when necessitated by the Compensation Plan Committee.

7.3.5 All action of the Compensation Plan Committee, with the approval of the Executive Committee, shall be final.

Article VIII. TEAMS AND PLAYERS

Section 8.1 TEAM MEMBER APPLICATION

All teams, including incumbent teams, must submit written team membership requests to the Team Planning committee to be reviewed and forwarded to the Board of Directors for approval.

Section 8.2 TEAM AGE DIVISIONS

8.2.1 Age divisions shall comprise players who are, before the first day of August of the current seasonal year:

Under 19 years of age Under 12 years of age

Under 16 years of age Under 10 years of age

Under 14 years of age Under 8 years of age

8.2.2 Youth Age Divisions are defined as Under 8, Under 10, and Under 12 years of age.

8.2.3 Junior Age Divisions are defined as Under 14, Under 16, and Under 19 years of age.

Section 8.3 PRIMARY TEAMS

8.3.1 Primary teams shall be comprised of players with the most advanced skills and shall serve the main purpose of representing VYSA in leagues, tournaments, and all other competition.

8.3.2 Primary teams may represent VYSA in leagues, tournaments, and all other competitions without restriction.

8.3.3 Primary teams shall be comprised of players who are, before the first day of August of the current season:

Under 19 Years of Age

Under 18 Years of Age

Under 17 Years of Age

Under 16 Years of Age

Under 15 Years of Age

Under 14 Years of Age

Under 13 Years of Age

Under 12 Years of Age

Under 11 Years of Age

Under 10 Years of Age

Under 9 Years of Age

Under 8 Years of Age

It is not required that a team be formed for each age listed above.

Section 8.4 SECONDARY TEAMS

8.4.1 Secondary teams shall serve the main purpose of fostering improvements in these players so as to increase their potential for acceptance on primary teams.

8.4.2 Secondary teams may represent VYSA in leagues, tournaments and all other competitions without restriction

Section 8.5 TEAM ROSTER LIMITATIONS

8.5.1 USSF, USYSA and NYSWYSA rules and regulations shall determine specific registration policies and procedures.

8.5.2 No team shall be allowed less than seven (7) NYSWYSA players registered at any given time.

Section 8.6 PLAYER SELECTION TRYOUTS

- 8.6.1** Players will be selected through annual tryouts scheduled by the Team Planning Committee and publicized in advance through newspaper announcements, handouts, or other forms of communication.
- 8.6.2** No tryouts other than those scheduled and approved by the Team Planning Committee may be held.
- 8.6.3** Player selection for all teams within each age division will be the combined responsibility of the coaches of these teams and the Team Planning Committee.
- 8.6.4** All teams in VYSA are encouraged to follow the USYSA age group guidelines noting that VYSA is committed to promoting and encouraging competitive teams at every age level.
- 8.6.5** Players entering VYSA must sign-up for an age appropriate team. A player may request to try out for an older team with a maximum of one age group up. However, it must be mutually agreed by coaches and parents involved, as well as the appropriate Age Group Coordinator(s).
- 8.6.6** If there are openings on a team after tryouts for whatever reason, additional players may be added at the discretion of the coach without additional tryouts.

Section 8.7 PLAYER REGISTRATION, TRANSFER, AND RELEASE

- 8.7.1** Players must register on teams within the rules specified in USSF, USYSA and NYSWYSA guidelines and these By-Laws.
- 8.7.2** Any player registered to a team is bound to that team for the entire seasonal year unless a transfer is requested and granted by NYSWYSA.
- 8.7.3** A team shall be limited to a total of three (3) transferred players per seasonal year and no team shall be allowed to drop more than three (3) players from its roster during the seasonal year. A transfer shall be defined as a drop, except that when a player moves to another state association or is deceased, it shall not be considered as a drop.
- 8.7.4** Players may register on more than one team per seasonal year with the following conditions:

- 8.7.4.1** The player must meet the requirements of USYSA and the National State Association the player is registered with
- 8.7.4.2** The player may be registered on only one team (primary) for USYSA cup competition. All other teams (secondary) registrations shall not be for cup competition.
- 8.7.4.3** BCSA regulations stipulate that a player cannot play in the same level of competition when multiple rostered. The two teams the player is registered for MUST be playing in different divisions.
- 8.7.4.4** Players must indicate at registration their primary team for the cups and the player pass will indicate in the proper location P for primary and S for secondary.
- 8.7.4.5** The primary team must be the younger team for the State Cup team. All other teams become secondary. The player can play for either team if they both happen to play on the same day, but cannot play in both age groups on the same day.

Article IX. COACHES

Section 9.1 QUALIFICATION

9.1.1 Head coaches must be twenty-one (21) years of age or older

9.1.2 Assistant coaches must be nineteen (19) years of age or older

9.1.3 There must be someone on the team staff age 21 or above to be present with the team during games on the team side.

9.1.4 Coaches must, within the first twelve (12) months of their coaching assignment, complete or have completed a coach training course or courses leading to a USSF Class E license or NSCAA Regional Diploma or equivalent.

9.1.5 Head Coaches of teams U13 and above are encouraged to complete a coach training course or courses leading to a USSF Class D license or NSCAA Regional Diploma or equivalent.

Section 9.2 SELECTION

9.2.1 The Team Planning Committee must evaluate and approve requests to coach which must be made annually through the written team membership requests described in Article VI, Section 6.01.

9.2.2 The Team Planning Committee will, as required, solicit volunteers, or independent contractors to fill vacant coach assignments.

9.2.3 Before approving a coach request, the Team Planning Committee will present the prospective coach with a copy of the VYSA COACHING PRIORITIES for his/her signature. By signing this document, coaches agree to abide by the priorities and understand that failure to do so may necessitate their removal at the discretion of the Team Planning Committee.

Article X. MEETINGS

Section 10.1 EXECUTIVE COMMITTEE MEETINGS

- 10.1.1** An Executive Committee meeting may be initiated during a Board of Directors Meeting by a majority vote of members of the Executive Committee.
- 10.1.2** A minimum of five- (5) days' notice is required for calling special Executive Committee meetings.
- 10.1.3** A quorum of the Executive Committee shall be necessary to conduct the business of the Executive Committee.

Section 10.2 BOARD OF DIRECTORS MEETINGS

- 10.2.1** Board of Directors meetings shall be held each month, and shall be called by the President.
- 10.2.2** Additional Board of Directors meetings may be called by the President or by a quorum of the Board of Directors.
- 10.2.3** A minimum of two (2) weeks' notice to all members is required for Board of Directors meetings.
- 10.2.4** A quorum shall be constituted by a majority of the filled Board of Directors positions; and shall be necessary to conduct the business of the membership.
- 10.2.5** At all Board of Directors meetings, each individual member who is present and eligible shall be entitled to one (1) vote each.
- 10.2.6** Individual members must represent themselves; no proxies are allowed.
- 10.2.7** Team members may be represented by the team coach, manager, or a delegate over the age of nineteen (19) from the team.
- 10.2.8** No person may have more than one (1) vote; if a person is both an individual member and a representative of a team member, that person shall have only the one vote entitled as an individual member. If no other team delegate is present, the team shall be considered absent in so far as a vote is concerned.
- 10.2.9** The order of business shall be as follows:

- Roll call

Vestal Youth Soccer Association By Laws

- Minutes of the last meeting
- Correspondence
- Officer and coordinator reports
- President report
- Vice President report
- Secretary report
- Treasurer report
- Registrar report
- Facilities/Fields Coordinator report
- Equipment Coordinator report
- Training Coordinator report
- Girls Youth Coordinator report
- Boys Youth Coordinator report
- Girls Junior Coordinator report
- Boys Junior Coordinator report
- Communications report
- Fundraising/Concessions Coordinator report
- Additional Officers reports
- BCSA report
- Committee reports
- Ad hoc committee report
- Unfinished business
- Consideration of proposed by-laws modifications
- Consideration of proposed items for Executive Committee action
- New business

- Special agenda items
- Executive Committee Meeting
- Adjournment

Section 10.3 TEAM PLANNING COMMITTEE MEETINGS

10.3.1 Regular Team Planning Committee meetings shall be held at least three (3) times each seasonal year, and shall be called by the Training Coordinator.

10.3.2 Special Team Planning Committee meetings may be called by the President or by the Training Coordinator or by a minimum of two Team Planning Committee members.

10.3.3 The total filled membership of the Team Planning Committee shall be required for the transaction of business or of any specified item of business.

Section 10.4 AD HOC COMMITTEE MEETINGS

10.4.1 Ad Hoc Committee meetings shall be held as required and shall be called by the committee chairperson.

Article XI. FINANCIAL MANAGEMENT

Section 11.1 STATE AND FEDERAL INCOME REPORTS

11.1.1 The VYSA Treasurer shall file appropriate income reports with both state and federal agencies.

11.1.2 VYSA Members using the VYSA Club Accounts shall provide all information required for state and federal income reports to the Treasurer using the VYSA Expense Form.

Section 11.2 FINANCIAL OWNERSHIP

11.2.1 All monies paid as player dues or assessments or as team dues or assessments, or raised by any fund raising activity under the name of VYSA or any of its team members is the property of VYSA and cannot be disbursed in any manner inconsistent with the Certificate of Incorporation or these By-Laws (Section 1.6.2.)

11.2.2 When requested to the Treasurer, within 30 days of membership withdrawal, refunds of overpaid dues or assessments must be made. All requested refunds submitted to the treasurer must be reviewed with the team manager or team representative. Monies earned through a VYSA fundraising projects are not eligible for refund.

11.2.3 The Board of Directors shall decide on any questions regarding ownership or disbursement of VYSA monies.

Section 11.3 BUDGET PREPARATION AND APPROVAL

11.3.1 TEAM BUDGETS

11.3.1.1 Each team manager or coach or other delegate shall prepare a team budget by October 31 of each seasonal year and shall submit it to the VYSA Treasurer.

11.3.1.2 These budgets shall be known as Team Budgets and must show expected income and expenses of all types. These budgets will include, but are not limited to, projected costs for training, registration fees, tournaments, field rental, uniforms, and league fees.

11.3.1.3 Teams without submitted budgets by October 31 shall be scheduled to meet with their Team Planning Representative.

11.3.2 CLUB BUDGET

11.3.2.1 The VYSA Treasurer shall prepare a VYSA TRAVEL budget by the November Board of Directors meeting for the seasonal year for approval by the Board of Directors at the November Board of Directors meeting and for presentation to the Board of Directors at the December Board of Directors Meeting.

11.3.2.2 This budget shall be known as the Club Budget and shall include the integrated team income and expenses as well as the income and expenses of VYSA.

11.3.2.3 The Club Budget shall be the budget against which VYSA income and expense are reported.

11.3.2.4 All changes made to the Club Budget after approval must also be reported at the monthly Board of Directors Meeting.

Section 11.4 ACCOUNTS

11.4.1 The VYSA Treasurer shall open a checking and/or savings and/or investment account in the name of VYSA at a bank or other accredited financial institution.

11.4.2 The VYSA President or another board member approved by the Executive Committee shall be designated as the secondary agent of VYSA on all accounts.

11.4.3 The VYSA Treasurer shall be designated as the primary agent of VYSA on all accounts.

Section 11.5 ACCOUNT TRACKING AND REPORTING

- 11.5.1** The VYSA Treasurer shall track all accounts on a monthly basis against the Club Budget, and shall report the status of same at each Board of Directors meeting.
- 11.5.2** The Team Manager or Team Treasurer shall reconcile the team account against the team statement, and shall report the status of same to the VYSA Treasurer, in writing, no later than the 15th of the months of January, March, June, and August.
- 11.5.3** The Team Manager or Team Treasurer shall keep an accurate account of each individual team member and provide separate accountability for funds raised through a VYSA fund raising project or activities from actual reimbursement monies paid.
- 11.5.4** Any team failing or refusing to provide the initial budget and/or quarterly updates to the VYSA Treasurer must meet with the Executive Committee.

Section 11.6 FUND RAISING AND DONATIONS

- 11.6.1** The Board of Directors shall periodically establish the purposes for which fundraisers may be conducted and the manner in which they may be conducted. This shall be in writing and shall be distributed to all members.
- 11.6.2** Fund raising projects, events, and/or activities sponsored by VYSA, or by Team Members, must be approved by the Board of Directors.
- 11.6.3** Proposals for VYSA or Team Member fundraising activities must be presented to the Board of Directors in writing.
- 11.6.4** The Board of Directors shall pass judgment on all proposed fund raising activities within four (4) weeks of receipt of the written proposal.
- 11.6.5** Donations will be treated as a form of a fundraiser and will follow the rules as established for fundraising.

Section 11.7 SPONSORSHIPS

- 11.7.1** All sponsorship requests or proposals must be presented to the Board of Directors in writing prior to any involvement or dealings with the sponsor. Failure to do so will negate the request or proposal.
- 11.7.2** The Board of Directors shall pass judgment on all proposed sponsorships within four (4) weeks of receipt of the written proposal.
- 11.7.3** Club sponsorships require that all team members conform as mandated by the sponsor contract. All member teams are required to comply within (4) weeks of the passing of said request.
- 11.7.4** Team sponsorships are applicable to the team obtaining the sponsorship. All dealings must conform to club policy, and no team will be allowed to compromise the integrity or structure of the club.
- 11.7.5** All club and team sponsorships must be approved by vote of the Board of Directors.

Article XII. PROTEST AND APPEALS PROCEDURE

Section 12.1 PURPOSE

12.1.1 The purpose of the Protest and Appeals Procedure shall be to hear protests and appeals resulting from the game of soccer among players registered through VYSA and to hear protests and appeals pertaining to the VYSA By-Laws, actions, rules, regulations, and policies, as may from time to time be in effect.

12.1.2 The objective of the Protest and Appeals Procedure shall be to provide fair, expedient, and just hearing for all protests and appeals.

Section 12.2 APPELLATE BODY

12.2.1 The VYSA Board of Directors shall hear and pass judgment on all protests and appeals in accordance with the VYSA Protest and Appeals Procedure (Section 11.03)

Section 12.3 VYSA PROTEST AND APPEALS PROCEDURE

12.3.1 Any individual member, team member, player, coach, or team manager may present a protest or appeal to the Board of Directors.

12.3.2 The protest or appeal must be in writing, must describe in detail the grounds for the protest or appeal, and must be presented to the President, as the Chairperson of the Board, a minimum of seven (7) days prior to the next scheduled Board of Directors meeting.

12.3.3 The Board of Directors shall review the protest or appeal and shall either schedule a hearing within two (2) weeks of receipt of the protest or appeal or direct it to the Executive Committee. An appeal of the Board of Directors decision can be made to the Executive Committee who shall make a final determination within two (2) weeks.

12.3.4 The Board of Directors or Executive Committee shall have the right to decline a hearing if the information required to make a fair and just decision on the

protest or appeal has not been furnished or if the protest or appeal involves parties who are not VYSA members.

12.3.5 The next line of authority for a protest or appeal beyond the VYSA Executive Committee shall be the NYSWYSA Adjudication Committee.

12.3.6 USSF requires that VYSA will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, the NYSWYSA, and VYSA may be appealed to the USSF's Appeals Committee in accordance with NYSWYSA by-laws and policies. The Federation's Appeals Committee shall have jurisdiction to approve, modify, or reverse a decision. A decision rendered by VYSA or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the Federation's Appeals Committee unless the committee otherwise orders. The decision made by VYSA or the NYSWYSA may be upheld, revised, or reversed and remanded.

Article XIII. AMENDMENTS AND CONFLICTS

Section 13.1 PROPOSALS

Proposals to adopt, amend or repeal By-Laws may be made by any member in writing, or by any member of the Board of Directors at a Board of Directors meeting.

Section 13.2 BY-LAWS

By-Laws may be adopted, amended, or repealed only by vote of the Board of Directors, providing the conditions of Article IX, Section 9.2.4 are met.

Section 13.3 CONFLICTS

If there are any conflicts between these By-Laws and the VYSA TRAVEL Certificate of Incorporation, the latter shall govern and the By-Laws shall be deemed invalid in so far as they are inconsistent with the Certificate of Incorporation.

Section 13.4 CONSISTENCY WITH AFFILIATED ORGANIZATIONS

No By-Law or other rule or regulation of any kind may be adopted by VYSA which is inconsistent with those of the affiliated organizations defined in Article I, Section 1.07. If a conflict does exist, the rules of the affiliated organization shall govern and the By-Laws shall be deemed invalid in so far as they are inconsistent with the affiliated organization