

# WYOMING YOUTH SOCCER

## BYLAWS

- ARTICLE I**            **NAME**            The name of the Association shall be Wyoming Youth Soccer (WYS).
- ARTICLE II**           **PURPOSE**           The Association is organized as an educational and charitable organization formed to advance and foster the game of soccer among youth players through nineteen (19) years of age as well as to promote sportsmanship and development of the individual soccer player to the highest level of his/her ability.
- ARTICLE III**           **LOGO**            The logo of the Association shall have inscribed thereon the name of the Association and the word “Wyoming”, and shall be in such a form as may be approved by the Board of Directors, which shall have the power to alter it.
- ARTICLE IV**           **COLORS**           The representative colors of the Association shall be combination of red, white and blue.
- ARTICLE V**            **MEMBERSHIP**
- A.        Members of the Association shall have the right to participate in all of the sponsored or sanctioned activities of the Association and the right to purchase services from the Association.
- B.        The membership of the Association shall be open to any soccer player, coach, trainer, manager, administrator, or official not subject to United States Soccer Federation (Federation) suspension under section 4 of USSF Bylaw 241, and to any amateur soccer organization in its territory.
- C.        There shall be three classifications of membership: voting member; nonvoting member; and associate member.
1.        **Voting members** shall consist of designated delegates or their proxies from properly constituted and affiliated youth soccer clubs in good standing with the Association. A Voting Member’s voting strength shall be based on player numbers as of July 31 of the prior year’s registration total, per State Registrar records, with a maximum of 6 (six) votes per voting member. Voting strength will be distributed as follows:
- |                      |                 |
|----------------------|-----------------|
| 1 to 500 players     | 2 (two) votes   |
| 501 to 1000 players  | 3 (three) votes |
| 1001 to 1500 players | 4 (four) votes  |
| 1501 to 2000 players | 5 (five) votes  |
| 2001 or more         | 6 (six) votes   |
2.        **Non-voting members** shall consist of individual players, coaches, referees, parents and administrators through their affiliation with a properly constituted youth soccer club or as officers, directors, or committee chairs of the Association.
3.        **Associate members** shall consist of organizations or individuals devoted to soccer, but are not youth soccer clubs. They will have non-voting status, but will be able to partake in the services offered by the Association under conditions determined by the Board of Directors.
- D.        For cause any member may be censured, suspended, or removed from the Association by a two-thirds (2/3) vote of the Board of Directors. The member has the right to appeal to the proper Appeals Committee.
- E.        Appeals – The Association will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete.

Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the Association and the Federation and its members may be appealed to the Federation's Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision.

## **ARTICLE VI**

### **VOTING MEMBER QUALIFICATIONS AND DUTIES**

- A. Each youth soccer club applying for voting membership in the Association shall submit a copy of its rules, procedures, constitution and bylaws, along with an application fee, in an amount determined by the Association's Board of Directors, to the Association's state office.
- B. To keep its voting membership in the Association, each youth soccer club shall submit a yearly affiliation fee, in an amount determined by the Association's Board of Directors, to the Association's state office.
- C. Wyoming Youth Soccer shall register all of its players, coaches, managers, teams, referees, volunteers and administrators with the Federation at least once each year and timely pay all dues and fees of the Federation.
- D. The Board of Directors shall determine registration fees annually. All fees are due upon submission of player registration data.
- E. Failure to register each player and team may result in the club being disciplined, fined, and/or suspended from Association sponsored or sanctioned activities.
- F. Each Voting Member youth soccer club shall retain its own autonomy but shall adhere to the bylaws, rules and procedures of the Association in all matters pertaining to activities sponsored or sanctioned by the Association.
- G. WYS and its member organizations will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin.

## **ARTICLE VII**

### **ASSOCIATION'S BOARD OF DIRECTORS**

- A. The Officers of the Board of Directors of the Association shall consist of Executive Officers, Directors, Appointed Administrators, and the State Director of Coaching (DOC).
- B. The Executive Officers shall be selected through an open and democratic election process and shall consist of the President, Vice President, Secretary and Treasurer.
- C. The Directors shall consist of the voting delegates from the Association's constituted youth soccer clubs.
- D. The Appointed Administrators shall be the: Wyoming US Youth Soccer ODP Administrator, Risk Management Administrator, State Referee Administrator, State Referee Youth Administrator, Wyoming League Administrator and Recreational Chair.
- E. The DOC, who shall have the same rights as any officer, will carry one (1) vote regardless of other positions the DOC may hold, unless the DOC is holding a proxy.
- F. There shall be no more than two (2) Officers affiliated with the same youth soccer club.
- G. The Executive Officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Association.
- H. The Directors shall have specific duties as assigned to them by the President of the Board of Directors.
- I. No Executive Officer or Director of the Association shall receive a salary for services rendered.
- J. Any Officer who makes greater than 25% of his/her salary in sports related business shall abstain from voting if a conflict of interest arises.
- K. In the event of the absence or inability of any Officer to act, the Board of Directors may delegate the powers or duties of such Officer to any other

Executive Officer, Director, Appointed Administrator or person whom it may select.

- L. No loans shall be made by the Association to any of its Officers.
- M. No person may enter into any contract binding, or purporting to bind the Association, without prior specific authorization from the Board of Directors.

## **ARTICLE VIII**

### **ELECTION OF EXECUTIVE OFFICERS**

- A. Election of Executive Officers shall be held at the Annual General Meeting (meeting).
- B. Executive Officers shall be elected by a majority vote of the voting membership present at the meeting.
- C. Nominations may be made from the floor at the meeting.
- D. Each Executive Officer shall be elected to a two (2) year term, which will begin the following September 1.
- E. The President and Secretary shall be elected in even numbered years. The Vice-President and the Treasurer shall be elected in odd numbered years.
- F. In the event of the resignation or removal of the President, the Vice-President shall immediately assume the duties of the President.
- G. In the event of the resignation or removal of any other Executive Officer, the Board of Directors shall elect a new officer to fill the vacancy for the remainder of the term.

## **ARTICLE IX**

### **DUTIES OF EXECUTIVE OFFICERS**

The Executive Officers of the Association shall exercise and perform the respective powers, duties and functions, as stated below and as may be assigned to them by the Board of Directors.

- A. **PRESIDENT** The President shall:
  - 1. Be the Chief Executive Officer of the Association and Chairman of the Board of Directors.
  - 2. Preside at all meetings of the members of the Board of Directors.
  - 3. Vote at such meetings only in the event of a tie vote, except in Constitutional matters, election of Executive Officers, or matters involving the amendment of these Bylaws, when he/she may vote.
  - 4. Be familiar with the Articles of Incorporation, Bylaws, Rules and Procedures of the Association, US Youth Soccer and the US Soccer Federation.
  - 5. Sign all bonds, deeds, mortgages, leases and contracts of the Association or delegate an appropriate person to do so.
  - 6. Serve as the liaison between US Youth Soccer, the US Soccer Federation and the Association.
  - 7. Establish committees and appoint chairmen in order to administer and manage programs of the Association.
  - 8. Serve as the official representative of the Association.
  - 9. Directly supervise the State Office Manager and State Registrar.
- B. **VICE-PRESIDENT** The Vice-President shall:
  - 1. Act as an aide to the President, and perform all the duties of the President upon the direction of or in the absence or disability of the President.
  - 2. Act as Chair for the Association's Protest and Appeals committee.
  - 3. Act as Chair of the Association's Rules committee.
  - 4. Perform such other duties as may be prescribed by the President or the Board of Directors.

- C. SECRETARY                      The Secretary shall:
1. Keep accurate minutes of all meetings of the members of the Association and the Board of Directors.
  2. Keep a record of names, addresses and email of all voting members.
  3. Give notice by email of meetings of the members of the Association.
  4. Be the custodian of the records of the Association.
  5. Maintain a calendar of meetings and functions of the Association.
  6. Perform all duties commonly incident to the office of Secretary and such other duties as may be assigned by the President or the Board of Directors.
- D. TREASURER                      The Treasurer shall:
1. Maintain all financial records and accounts of the Association.
  2. Prepare monthly statements using accepted accounting methods.
  3. Prepare for the previous fiscal year an annual financial statement prior to the Annual General Meeting.
  4. Assist the Board of Directors in establishing a proposed budget.
  5. Be responsible for maintaining the tax-exempt status of the Association.
  6. File all tax returns required of the Association.
  7. Pay bills against the Association, except that prior approval of the Board shall be required for any expenditure exceeding \$250.00.
  8. Present annually a list of the member organizations that have paid fees timely.
  9. Perform such other duties as may be prescribed by the President of the Board of Directors.

## **ARTICLE X**

### **DUTIES OF THE BOARD OF DIRECTORS**

The Board of Directors shall conduct the following affairs of the Association in accordance with these Bylaws.

- A. US Soccer Federation (Federation) Dominance: The Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the Association and its members to the extent applicable under state law, and WYS and its members will abide by those articles, bylaws, policies and requirements.
- B. Conflicting Organization Membership: Wyoming Youth Soccer will not join any organization that has requirements that conflict with the Federation's articles, bylaws, policies and requirements.
- C. Governance Review: The Association will allow the Federation to review the documents and procedures of the Association, on request of the Federation not less than once every four years, to determine compliance with these bylaws.
- D. Collect fees for services provided by the Association.
- E. Register players, teams, clubs, coaches, referees and leagues.
- F. Communicate with members, the media and the regional and national bodies regarding programs and operations.
- G. Create and manage soccer leagues.
- H. Formulate programs to promote and improve the quality of youth soccer in Wyoming.
- I. Sanction youth soccer tournaments.
- J. Manage and operate youth soccer tournaments.
- K. WYS and its members will abide by the Federation's articles, bylaws, policies, and requirements on interplay.
- L. Organize and host national and regional youth soccer competitions.
- M. Provide insurance programs for the membership.

- N. Raise funds.
- O. Formulate, interpret and enforce the rules and procedures of the Association.
- P. Prepare the annual budget to be approved by the membership.
- Q. Act upon recommendations by its committees.
- R. Appoint the State Youth Referee Administrator based on the recommendation of the Referee Committee.
- S. Appoint the Administrators as detailed in these bylaws and as needed by the Association.
- T. Set fees for annual renewal of membership in the Association.

## **ARTICLE XI**

### **MEETINGS OF THE BOARD OF DIRECTORS**

- A. Regular meetings of the Board of Directors shall be held at least four (4) times a year, with the time and location to be determined by the Board. The Annual General Meeting shall be in the month of March prior to the US Youth Soccer Wyoming State Cup.
- B. A quorum at a regular meeting shall consist of those members present and voting at the regular meeting.
- C. A quorum for an electronic discussion and vote shall consist of a minimum of one-half (1/2) of the current WYS voting strength. Majority vote shall carry the motion.
- D. Except for the election of officers, and as otherwise provided in the Association's Mission Statement or these Bylaws, voting shall be by majority rule, or by roll call.
- E. The President at the request of five (5) Officers may call special meetings of the Board of Directors. Notification of the meeting shall be sent by mail or email to the last known address of each Officer at least five (5) days, or by telephone at least forty-eight (48) hours, prior to the time of the special meeting. The business to be transacted must be specified in the notice and only that business may be transacted.
- F. A quorum at a special meeting shall consist of two-thirds (2/3) of the Board of Directors.
- G. Reports of Membership: Actions and policies adopted by the Board of Directors (or similar body), Executive Officers, or Directors of WYS shall be reported to its membership, or their authorized representatives, at least once each year at a meeting of the Association's membership, with notice and agenda of the meeting at least fifteen (15) days in advance of the meeting.
- H. The order of Business shall be:
  1. Call to Order
  2. Roll Call and Credentials
  3. Approval of Minutes
  4. President's Report
  5. Treasurer's Report
  6. Approval of Payments
  7. Election of Officers
  8. Committee Reports
  9. Unfinished Business
  10. New Business
  11. Judicial Matters
  12. Amendments of Bylaws
  13. Delegate Reports
  14. Admission of New Members
  15. Good of the Game
  16. Adjournment
- I. All meetings of the Board of Directors shall be conducted in accordance with the latest edition of Robert's Rules of Order.

**ARTICLE XII**

**RISK MANAGEMENT**

The Association shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by the Federation (subject to any contrary requirements contained in state or local law applicable to the Association).

**ARTICLE XIII**

**FISCAL PROCEDURES**

- A. The fiscal year shall begin September 1.
- B. At the conclusion of the term of office of the Treasurer, whether or not the same person be elected for a succeeding term, the Board of Directors shall cause an audit, either internal or external, to be conducted of all books of account of the Association. Such an audit shall also be conducted at any time at which the Treasurer shall leave his office by resignation, removal or for any other reason.
- C. Annual Report to the Federation: The Association shall provide the Secretary General of the Federation an annual report on the activities of the Association and most current annual financial statements within 90 days after the start of the Federation's seasonal year.
- D. Tax Exempt Status: WYS shall maintain its tax-exempt status under the Internal Revenue Service Code.

**ARTICLE XIV**

**AMENDMENTS**

- A. These Bylaws may be amended at any regular meeting of the Board of Directors. The Board of Directors will consider and act upon the proposed amendment(s) at the first regular meeting of the Board occurring at least thirty (30) days following the receipt by the Secretary of the proposed amendment(s).
  - B. The Secretary shall mail or email to the members of the Board a copy of any proposed amendment(s) at least fifteen (15) days prior to the meeting at which the proposed amendment(s) will be considered.
  - C. A vote of at least two-thirds (2/3) of the members in attendance shall be required to amend these Bylaws.
  - D. Any amendment to these Bylaws shall be effective on the thirtieth (30<sup>th</sup>) day following the adoption by the Board of Directors.
  - E. Amendments Submitted to the Federation: WYS will a) provide annually to the Federation copies of the Association's mission statement, bylaws, and other governing documents; b) submit changes to those documents to the Federation for approval not later than ninety (90) days after adoption and; c) make copies of those documents available to its members.
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Original Constitution and Bylaws – 1978  
Restated Bylaws Approved at the Annual General Meeting – March 20, 1994  
Revisions to III – March 17, 1996  
Revisions to I – June 15, 1997  
Restated Bylaws Approved at the January 24, 1999 WSSA Board Meeting

SUMMARY OF CHANGES TO WSSA BYLAWS DATED MARCH 20, 1994

(Listed by Articles and explains changes)

Article I – Name formerly Membership.

Article II – Purpose formerly Voting Membership Qualifications and Duties.

Article III – Logo formerly Officers, Directors and Ex-Officio Board Members.

Article IV – Colors formerly Election of Officers.

Article V – Membership formerly Duties of Officers.

Inserted US Soccer Section 1 as paragraph 1.

Inserted US Soccer Section 2 as paragraph 2.

“To amend, Section D by adding ‘The member has the right to appeal to the proper Appeals Committee.’

Inserted US Soccer Section 11 as E.

Article VI – Voting Member Qualifications and Duties formerly Duties of the Board of Directors.

Inserted US Soccer Section 5 as B

Article VII – Officers, Directors and Ex-Officio Board Members formerly Meetings of the Board of Directors.

Inserted US Soccer Section 7 as A.

Article VIII – Election of Officers formerly Fiscal Procedures.

Article IX – Duties of Officers formerly Amendments.

Article X – Duties of Board of Directors.

Inserted US Soccer Section 3 as A

Inserted US Soccer Section 4 as B

Inserted US Soccer Section 14 as C

Inserted US Soccer Section 6 as K

Article XI – Meeting of the Board of Directors

“To amend Section A, by striking out ‘last regular meeting’ and inserting ‘month of March’ after the words ‘Meeting shall be the.’”

Inserted US Soccer Section 8 as F

Article XII – Risk Management inserted US Soccer Section 13.

Article XIII – Fiscal Procedures

Inserted US Soccer Section 9 as C

Inserted US Soccer Section 12 as D

Article XIV – Amendments

Inserted US Soccer Section 10 as E

Please see attached letter dated September 23, 1990 for the explanation of Compliance to US Soccer Bylaw 213 to Wyoming State Soccer Association Bylaws.

US Soccer Bylaw 213 Requirements – listed by changes made to WSSA Bylaws:

Section 1 - Membership: The membership of the State Association and the members of the State Association shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under section 4 of Bylaw 241, and to any amateur soccer organization in its territory.

Section 2 - Discrimination: The State Association will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin.

Section 11 – Appeals: The State Association will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the Federation and the State Association and its members may be appealed to the Federation’s Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision.

Section 5 – Registration of Players: The State Association shall register all of its players, coaches, teams, referees and administrators with the Federation at least once each year and timely pay all dues and fees of the Federation.

Section 7 – Board of Directors: The State Association shall have a Board of Directors (or similar body) selected through an open and democratic election process.

Section 3 – Federation Dominance: The Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the State Association and its members to the extent applicable under state law, and the State Association and its members will abide by those articles, bylaws, policies, and requirements.

Section 4 – Conflicting Organization Membership: The State Association will not join any organization that has requirements that conflict with the Federation’s articles, bylaws, policies and requirements.

Section 14 – Governance Review: The State Association will allow the Federation to review the documents and procedures of the State Association, on request of the Federation not less than once every 4 years, to determine compliance with these bylaws.

Section 6 – Interplay: The State Association and its members will abide by the Federation’s articles, bylaws, policies, and requirements on interplay.

Section 8 – Reports to Membership: Actions and policies adopted by the Board of Directors (or similar body), Executive Committee, or officers of the State Association shall be reported to its membership, or their authorized representatives, at least once a year at a meeting of the State Association’s membership, with notice and agenda of the meeting at least 15 days in advance of the meeting.

Section 13 – Risk Management: The State Association shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by Federation (subject to any contrary requirements contained in state or local law applicable to the State Association).

Section 9 – Annual Report to the Federation: The State Association shall provide to the Secretary General of the Federation an annual report on the activities of the Association and most current annual financial statements within 90 days after the start of the Federation’s seasonal year.

Section 12 – Tax Exempt Status: The State Association shall maintain its tax-exempt status under the Internal Revenue Service Code.

Section 10 – Amendments Submitted to Federation: The State Association will A) provide annually to the Federation copies of the State Association’s constitution, bylaws, and other governing documents; B) submit changes to those documents to the Federation for approval not later than 90 days after adoption, and; C) make copies of those documents available to its members.

Reference to **USYSA**, the Youth Division: USYSA is no longer the Youth Division of US Soccer. References in State Association documentation to USYSA as the Youth Division should be removed. Use **USYS**.