

Lower Columbia Youth Soccer Association

BYLAWS

Approved _____

Part I – General

Bylaw 101. Name

This organization shall be known as the Lower Columbia Youth Soccer Association (LCYSA), hereinafter referred to as the Club. This Club is, and shall be known as a nonprofit organization constituted as an affiliated member club of the Oregon Youth Soccer Association and shall operate on a perpetual basis.

Bylaw 102. Purpose

The purpose of LCYSA shall be to develop, organize and operate a youth soccer program along the northwest Oregon coast (Clatsop County), including Southwest Washington (Pacific County) by invitation.

Section 1. The purpose of the Club shall be to promote the development of soccer and those who participate. The Club will promote all aspects of soccer, including sportsmanship and a sense of fair play among players, by coaches, and by parents within the framework of a team sport. The Club will also teach essential soccer skills and work to develop an interest in and a working knowledge of the game of soccer. This program is open to any child under the age of 19 who elects to participate by registering with the Club, and to those adults who have received a satisfactory background check. The club may provide programs in all aspects and levels of the game.

Section 2. This Club will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, or sexual orientation.

Section 3. The Club shall engage in any lawful activity, none of which is for profit, for which corporations may be organized pursuant to Chapter 61 of the Oregon Revised Statutes and Section 501 (c)(3) of the Internal Revenue Code.

Bylaw 103. Boundaries

The Club serves the general area of Clatsop County, but membership is not limited to within those boundaries.

Bylaw 104. Colors

The Club's colors shall be blue and gold.

Bylaw 105. Affiliation

The Club shall be an affiliate of, and comply with the authority of Oregon Youth Soccer Association (OYSA) and United States Youth Soccer Association (USYSA).

Bylaw 106. Authority

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

Bylaw 107. Financial Year

The Club's financial year shall be from January 1 through December 31.

Bylaw 108. Rules of Order

The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall guide the Club in all cases to which they are applicable and in which they are consistent with the Bylaws and any special rules of order the Club may adopt, or are not in conflict with the bylaws and policies of OYSA.

Bylaw 109. Dissolution of Club

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

Part II – Membership

Bylaw 201. Membership

Section 1. Players desiring participant membership in the Club shall submit an application to the Registrar in the format prescribed by the Board. Annual fee established by the Club, payable to the Club, shall accompany all applications. Acceptance by the Club of the foregoing shall constitute approval of the application providing there is space available, and the participant member shall abide by the rules and regulations of the Club. Participant members are players under the age of 19 and do not have any voting privileges on matters pertaining to Club affairs.

Section 2. Voting membership is granted to each team's head coach selected annually by the Board. Such member of his/her accredited team or alternate may vote on Club matters only during the Club's Annual General Meeting.

Section 3. Club officers elected at the Annual General Meeting or elected by a majority vote of the Board to fill vacancies occurring during the subsequent Club fiscal year shall have full voting membership and may vote on all Club matters at

all general and/or special Board meetings of the Club and during the Club's Annual General Meeting.

Section 4. Appointed coordinators serving during the Club fiscal year shall have full voting membership and may vote on all Club matters at all general and/or special Board meetings of the Club and during the Club's Annual General Meeting.

Part III – Organization and Board

Bylaws 301. Board

Section 1. The Board shall have the right of decisions on all matters pertaining to Club affairs. The Board will conduct the business of the Club and shall be composed of elected officers, elected coordinators, and selected team representatives.

Section 2. The term of office for elected board officers shall be two (2) years, with the option for renewal, and shall be elected at the Annual General Meeting (AGM). Terms of office for club officers shall begin at the close of the AGM. All presidential candidates shall have served on the Board the previous year. Members of the same family shall not be eligible to simultaneously hold the positions of President, Vice President, Secretary or Treasurer. Vacancies in club officer positions occurring subsequent to AGM elections shall be filled by the majority vote of the Board.

Section 3. The term of office for other board members and appointed coordinators shall be one (1) year, all terms to begin at the close of the AGM.

Bylaw 302. Officers and duties

Section 1. PRESIDENT. This member shall supervise all activities of the Club and Board. This member shall chair the Executive Committee. This member will serve as chairman at all Club/Board meetings. This member shall be the Registered Agent for the corporation with the State of Oregon. This member shall be the ex-officio head of all committees, and appoint other special officers as the need arises, or when requested by fifty percent of more of the elected officers. This member shall maintain a file for insurance claims. In this member's capacity as Chairman of the Board, this member shall vote only in the case of a tie. This member serves as a member of LCYSA. The President shall act as the Club's representative to the Annual General Meeting of OYSA.

Section 2. VICE PRESIDENT. This member shall assume the duties of the President in his/her absence and otherwise assist the President as required. This member shall serve as Club Parliamentarian, is a voting member of the Board, and shall serve on the Executive Committee.

Section 3. SECRETARY. This member shall record and prepare all meeting minutes to be read or distributed at subsequent meetings. This member will maintain a current mailing file to include all Board members. This member shall be a voting member of the Board and shall serve on the Executive Committee.

Section 4. TREASURER. It will be this member's responsibility to keep a financial record of all monetary transactions, including all incoming and outgoing monies. This member shall maintain a checking account with signature authority vested in the following: President, Vice President, and Secretary. This member shall be a voting member of the Board and shall serve on the Executive Committee.

Section 5. REGISTRAR. This member shall be responsible for certifying birth dates and all necessary forms and fees of all Club players. This member is responsible for maintaining registration forms and online registration through the web service provider. This member shall oversee team formation with area coordinators as well as recreational soccer game scheduling. After team assignments have been made, the registrar will collect final team rosters and submit these to Oregon Youth Soccer Association on league forms. This member shall also register the Club annually with OYSA. This member shall be a voting member of the Board and shall serve on the Executive Committee. The Board may appoint assistant registrars to assist the Registrar with his/her duties. Assistant registrars shall not have voting authority nor sit on the Executive Board.

Section 6. CLASSIC COORDINATOR. This member shall be responsible for overseeing LCYSA's classic program. This member shall coordinate try out dates and work with the Publicity Editor to advertise classic tryouts. This member shall be responsible for certifying birth dates and all necessary forms and fees of all Classic players. This member shall coordinate scheduling with the Registrar and field schedule coordinator. After team assignments have been made, the Classic Coordinator will collect final team rosters and submit these to OYSA on league forms. This member shall be a voting member of the Board and shall serve on the Executive Committee.

Bylaw 303. Elected Directors/Coordinators and duties

Section 1. REFEREE COORDINATOR: This member shall report to the Board on all matters and activities concerning referees. This member shall schedule all referees for the Club. This member shall be a voting member of the Board.

Section 2. COACH COORDINATOR: This member shall be responsible for the following functions:

- a. To develop and carry out a Coach Development program including clinics, regular meetings of coaches during the Club season, and any other training-related activities as are appropriate;

- b. Communicate to coaches information on programs and Club policies and general information relating to Club activities and team organization;
- c. Coordinate the recruitment of coaches;
- d. Coordinate with the Registrar the assignment of coaches to teams and;
- e. Report to the Board all matters relating to coaching.

This member shall be a voting member of the Board.

Section 3. EQUIPMENT COORDINATOR: This member shall chair a committee to be responsible for the purchase of uniforms for players and equipment for coaches and fields. This member shall also be responsible for issuance, accountability, and disposition of all uniforms and coaches' equipment. This member shall be a voting member of the Board.

Section 4. FIELD MAINTENANCE COORDINATOR: This member shall chair a committee to be responsible for the purchase of field maintenance equipment and supplies. This member will organize and oversee field maintenance activities and related equipment, including field lining and goal post placement. This member shall be a voting member of the Board.

Section 5. PUBLICITY EDITOR: This member will publish an annual newsletter. This member will promote recreational and classic registration through the local newspapers, radio stations, reader boards and schools. This member shall be a voting member of the Board.

Section 6. FUND RAISING COORDINATOR: This member shall be responsible for any and all fundraising activities approved by the Board. This member shall be a voting member of the Board.

Section 7. ALL CHAIRMEN OF STANDING COMMITTEES

Bylaw 304. Removal of Board Members

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

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

Bylaw 305. Vacancies

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

Bylaw 306. Executive Committee

This committee shall consist of the President as Chairman, Vice President, Secretary, Treasurer, Registrar and Classic Coordinator. The Executive Committee shall consider:

1. Such matters and problems of management or operation of the Club or Board as are brought before it.
2. Shall serve as a review committee for matters pertaining to protests or concerns regarding conduct of coaches, spectators, parents and/or players of LCYSA teams.
3. Minutes will be kept and all activities of the Executive Committee will be reported to the full Board for review.
4. A quorum of the Executive Committee shall consist of three members.

Part IV – Meetings

Bylaw 401. Board of Directors meetings

Section 1. A quorum of the Board shall consist of five (5) voting members of the Board plus the President or designated officer who shall act as chairperson.

Section 2. General and/or special meetings shall be held at a time and place specified by the President and the Board or Executive Committee.

Section 3. Attendance Policy: Three (3) unexcused absences from board meetings shall constitute an automatic vacancy of that Board position. The Board shall appoint a person to fill the vacated position. To be excused, an absence requires contact and notification of any elected Board officer. The Board may also automatically vacate a Board position and appoint a person to fill the vacated position if, in its judgment, the number of excused absences renders the Board member incapable of properly carrying out the duties of his/her office.

Bylaw 402. Annual Meeting

Section 1. Annual General Meetings shall be held at a date set by the Board, preceded by timely notification of the time and place to all officers and coaches. General notification to the parents of members shall be by notice sent to each member household or by publication in a local newspaper. Voting members shall consist of one (1) delegate from each team and each member of the Board. No member may have more than one vote.

Section 2. The order of business shall be as follows:

- Roll Call
- Minutes of last Club/Board meeting
- Officers Reports
- Unfinished Business
- Proposals

Bylaw Changes
Voting on proposed Bylaw Changes
New Business
Election of Officers, Board Members, and Team Representatives
Adjournment

Part V – Grievance, Protest, and Appeals

Bylaw 501. Grievance, Protest, and Appeals

The Club and its Board of Directors shall enforce procedures for handling protest and appeals in accordance with the principles of due process; hearings shall be duly called within 30 days of receiving a formal written notice of the grievance, protest, or appeal. The hearing date and time shall be publicized to all parties involved, and all parties shall have a chance to be heard. All rules will be fairly and evenly applied and the decision of the board is final.

Bylaw 502. Hearing Procedures

The Club will conduct all hearings and all parties shall be accorded procedures outlined in the OYSA bylaws and policies.

Part VI – Amendments

Bylaw 601. Changes and Amendments

Section 1. Changes or amendments may be effected at the Annual General Meeting upon two-thirds (2/3) majority vote of the accredited delegates present. One vote may be cast per registered delegate.

Section 2. A proposed change or amendment must be submitted in writing to the Secretary of the Club not later than thirty (30) days before the Annual General Meeting to be transmitted to member teams by the Secretary not later than fifteen (15) days prior to said meeting.

Section 3. Any case in which these Bylaws are in conflict or become in conflict with the Oregon Youth Soccer Association Bylaws, the Bylaws of Oregon Youth Soccer Association shall take precedence and the Club bylaws shall be amended at the next Annual General Meeting to eliminate the cause of conflict.

Bylaw 602. Provisional Changes

The Board, by two-thirds (2/3) majority vote, may from time to time make temporary policies or regulations governing specific cases or occasions not provided for in the Bylaws or policies, but which may be necessary for carrying out the objectives of the Club. Provisional policies so adopted will be submitted to the Club in accordance with Bylaw 601 as a proposal for a Bylaw or policy amendment.