

# **WEST MICHIGAN YOUTH SOCCER ASSOCIATION BY-LAWS**

## **Article 1. Name and Mission**

- 1.1 Name: This organization shall be known as the West Michigan Youth Soccer Association and the abbreviation of WMYSA shall be used where desired.
- 1.2 Mission: The purpose of WMYSA shall be to educate, develop and encourage the growth of competitive soccer in Southwest Michigan and Northern Indiana through cooperative efforts of the various community programs. WMYSA shall provide an opportunity for selected youth soccer players and teams in participating programs to compete in regional leagues organized by age groups up to and including the under-19 age level for both boys and girls. WMYSA shall not interfere with existing recreational and development programs in the area. WMYSA will affiliate with the Michigan State Youth Soccer Association [MSYSA]. This affiliation will permit relationships with similar programs in Michigan and the Midwest and provide the opportunity for players and teams to participate in USYSA sanctioned tournaments.

WMYSA shall assume responsibility for maintaining a high caliber of play through the selection of players through an open tryout process and through the training and certification of both referees and coaches by the United States Soccer Federation [USSF].

## **Article 2. Structure and Responsibilities**

- 2.1 Structure: WMYSA shall be divided into such operating division [participating clubs] as the Board may determine. Participating clubs existing at any time, together with their geographic boundaries, shall be set forth in the Rules and Regulations of WMYSA. Each participating club shall determine its own by-laws and policies and shall appoint a community representative to WMYSA.
- 2.1 Responsibilities: WMYSA shall meet the following responsibilities to the participating clubs.
- a. define the geographic boundaries of participating clubs and resolve any disputes between clubs,
  - b. provide written rules and regulations consistent with MSYSA By-laws,
  - c. register players in accordance with the rules and regulations of MSYSA,
  - d. assure adequate insurance coverage for participating members through MSYSA,
  - e. establish schedules for games among the teams of the participating clubs,
  - f. maintain statistical records of game results, player participation and penalties,
  - g. establish and collect per player or per team fees and disburse funds necessary for the sound financial operation of the organization,
  - h. organize coaching or player clinics or other events for the benefit of participating members, charging appropriate fees, and

- i. conduct business continuing to operate as a non-profit organization.

### **Article 3. Membership and Organization**

- 3.1 Membership: There shall be three categories of members: Executive Officers, Board Members and Participating Members.
- 3.2 Executive Officers: These shall include the President, Vice-President, Secretary, Treasurer, Statistician and Publicity Director. No member may hold more than one executive position at one time. Executive Officers shall be elected by the Participating Members with the exception of a mid-term vacancy.
- 3.3 Board Members: Voting Board Members shall include the Executive Officers plus a Clinic Coordinator and two Members At-Large. Non-voting Board Members shall include a Referee Coordinator, TKO Soccer Club Coordinator and the MSYSA Western District Commissioner. Board Members other than the Executive Officers may be appointed by affiliated organizations or by a majority vote of the existing Board.
- 3.4 Participating Members: All players, coaches, team managers and community representatives shall be participating members. The term of each participating member shall be the length of time such member is registered or appointed and is in good standing.
- 3.5 Administrator[s]: The Board may hire one or more individuals to administer responsibilities of the organization including, but not limited to, registration, scheduling and financial management. Any individual hired by the Board will serve at the order of the Board and will report regularly to the Board.
- 3.6 Board Committees: The Board may establish committees of at least two Board members to oversee any individual responsibilities performed by an Administrator.

### **Article 4. Officer Functions**

- 4.1 President: The President shall be the chief executive officer of WMYSA. The Principal duties shall be to provide leadership and guidance, preside at meetings, recruit and nominate Board Members not subject to election by Participating Members, prepare and submit an annual report for the annual meeting and represent WMYSA, or delegate representation, at district and state meetings.
- 4.2 Vice-President: The Vice-President shall assume the duties of the President in the latter's absence and shall perform other duties as assigned by the board.
- 4.3 Secretary: The secretary shall write and distribute to Board members the minutes of all meetings and issue notices of all meetings.
- 4.4 Treasurer: The treasurer shall have custody of all funds, securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of WMYSA in a bank or depository. The treasurer shall keep an accurate account of all money received and paid out. To the degree such responsibilities are performed by an Administrator, the treasurer shall oversee and audit the records and accounts.

- 4.5 Statistician: The statistician shall be responsible for maintaining the records of game scores, division standings, and red and yellow cards of WMYSA players and coaches. The statistician administers disciplinary action related to red and yellow cards.
- 4.6 Public Relations Director: The publicity director shall be responsible for public relations of WMYSA, including, but not limited to, the publication of a newsletter twice a year.
- 4.7 Clinic Coordinator: The clinic coordinator shall assure that sufficient clinics are held for adequate training and licensing of WMYSA coaches. The clinic coordinator shall also strive to organize periodic general or specialty skill clinics for players.
- 4.8 At-Large Members: Two at-large Board members shall have responsibilities as determined by the Board and shall also initially serve on the Board in order to better understand Board functions in order to be able to potentially assume future executive positions. Such members shall typically serve on the executive committees. At-large members may be assigned by majority vote of the Board to the positions of Registrar or Scheduler in the absence of, or to oversee, an Administrator hired to perform these duties.
- 4.9 Referee Coordinator: The referee coordinator shall be responsible for the procurement, assignment and evaluation of all officials in WMYSA sanctioned games and shall act as liaison between WMYSA and officials associations.
- 4.10 TKO Soccer Club Coordinator: The TKO Soccer Club Coordinator shall coordinate all State Premier League play, supervise the management of all TKO teams and organize their tryouts. The coordinator shall chair a committee or Board of Directors to oversee the operation of the TKO Soccer Club program, maintain a bank account of the program, and represent WMYSA at the meetings of the State Premier League program.
- 4.11 District Commissioner for Western Michigan: The District Commissioner is selected by the delegates of the leagues in the Western District. The commissioner sits on the MSYSA Board and represents the leagues in the Western District.

## **Article 5. Meetings and Election of Officers**

- 5.1 Annual General Meetings: WMYSA shall hold an annual meeting to elect executive officers and for other business. Annual meetings of WMYSA shall be held on such dates and at such times as may be fixed by the Board. Written notice of annual meetings shall be given to all participating members not less than 10 days before the meeting. At the meeting, candidates for elective office shall be elected by a majority vote of all members attending the meeting. Any matter of business may be discussed at an annual meeting.
- 5.2 Other Meetings: Regular meetings of the Board, community representatives and coaches shall be scheduled periodically by the Board. Meeting notices shall be issued at least 7 days in advance of the scheduled date and, when practicable, up to several weeks or months in advance. A special meeting of the Board may be called for any purpose at any time by the President, Secretary or any two Executive Officers without notification to participating members. A special meeting of all members

must be called upon written request of at least 20% of participating members. Upon such request, the Board must schedule a meeting to take place within 30 days and supply written notification to all participating members. Only topics specified in the written meeting request may be addressed at such a special meeting. All meetings are open to all members in good standing and minutes of all meetings are available, upon request, to any member in good standing.

- 5.3 Quorum and Voting: A quorum of the Board is considered to be five voting members or a majority [50% + 1] of Board positions not vacant at the time of a given meeting. Providing proper notice of a meeting of all members has been given, the members present shall constitute a quorum. All votes shall be decided by a majority vote [50% +1] of the quorum present. Any Board member or participating member may submit a written proxy vote. Each written proxy must be signed and given to an Executive Officer prior to a vote and will be counted only if a vote on the specific issue addressed is held.
- 5.4 Conduct of Board Meetings: Board meetings at which a quorum is initially present may continue to transact business, notwithstanding the withdrawal of one or more voting members, if any action taken is approved by at least a majority of the initial quorum present for the meeting.
- 5.5 Board Action Without Meeting: The Board may act on items to which all voting members consent in writing. Resolution and written consents shall be filed with the minutes of the following meeting.
- 5.6 Removal of a Board Member: An Executive Officer may be removed with or without cause by a majority vote of members at any special meeting called for by written request of at least 20% of participating members according to the procedures specified in Section 5.2 of the By-laws. A replacement for an Executive Officer who has been removed requires a majority vote of members present at a special or annual meeting of all members. Other voting Board members serve at the discretion of the Board and may be terminated by a majority vote of the other current voting Board members.
- 5.7 Terms of Office and Vacancies: The term of office for all Board positions shall be two years, with terms ending at the end of the month during which an annual meeting is held. Vacancies on the Board, except for those resulting from a majority vote at a meeting of all members, may be filled by a majority vote of remaining members.
- 5.8 Right of Inspection: Any Board member or participating member, upon written request to the President, has the right, at any reasonable time, to inspect and copy all books, records, documents or property of WMYSA.

## **Article 6. Community Representatives**

- 6.1 Each participating club shall appoint a community representative to serve as the principal representative at WMYSA meetings. Community representatives shall inform participating clubs of current WMYSA rules and regulations and shall be responsible for providing registrations and scheduling information to WMYSA in accordance with WMYSA rules and regulations.

## **Article 7. State Premier League Play**

- 7.1 WMYSA shall support participation in a state-wide competitive program as operated by MSYSA. The WMYSA Board will administer and supervise all teams representing WMYSA. The teams shall be subject to the Rules and Regulations of WMYSA and MSYSA.

## **Article 8. Rules and Regulations**

- 8.1 The WMYSA Board shall adopt Rules and Regulations and review and update them periodically at its discretion. They shall govern conduct, play and disciplinary actions concerning all members plus any other topics considered relevant by the Board. These Rules and Regulations may also be amended or appealed by a vote of all members at a regular, special or annual meeting. All Rules and Regulations must be consistent with the By-laws of WMYSA, MSYSA and USYSA.

## **Article 9. Compensation**

- 9.1 Board members may not receive any compensation for their services on the Board or on committees. However, by resolution of the Board, reimbursement or advancement of funds may be made for any expenses paid by a Board member for products or services for the benefit of WMYSA. One or more individuals may be hired by the Board to administer WMYSA activities. Such individuals may be participating members of WMYSA but may not serve on the Board. Wages and salaries paid to administrative personnel must be clearly noted in periodic and annual financial reports.

## **Article 10. Amendment of By-laws**

- 10.1 These by-laws, or any portion thereof, may be amended or replaced by an affirmative vote of all members present at a regular, special or annual meeting of all members.
- 10.2 An amendment or replacement must be recommended by a written proposal of the Board, its designee or a group representing 20% of participating members that is distributed for review by members through distribution to community representatives at least ten days prior to the scheduled meeting.

## **Article 11. Dissolution of WMYSA**

11.1 If, for some reason, WMYSA should no longer exist, all assets will be used to pay all

debts and liabilities known to WMYSA. Any assets that remain shall be given to MSYSA, the Michigan State Youth Soccer Association, which is a Michigan not-for-profit corporation.

**Article 12.** These by-laws, upon adoption, supersede all previous By-laws, procedures, rules, regulations and policies adopted or used by WMYSA.

[Amended, Adopted June 2001]