

ROANOKE VALLEY YOUTH SOCCER ASSOCIATION

Constitution and By-Laws

Roanoke Valley Youth Soccer

RVYSA EBD

6/11/2007

CONSTITUTION AND BY-LAWS

ROANOKE VALLEY YOUTH SOCCER ASSOCIATION

ARTICLE I

Name:

10.1 This Association shall be known as the Roanoke Valley Youth Soccer Association, Incorporated (Hereinafter referred to as RVYSA).

ARTICLE II

Purpose

2.0.1. Having been established as a non-profit corporation and existing under the laws of North Carolina, it shall be the purpose of RVYSA to foster the physical, mental and emotional growth of amateur youth in the Roanoke Valley and surrounding Areas regardless of race, gender, religion, color, ethnic heritage, or ability, through the sport of soccer at all levels of age and competition by establishing programs and activities that focus on the development, promotion, teaching, and administration of the game of soccer among amateur youth.

- a) Definition: A youth is one who has not reached the age of nineteen (19) years prior to August 1st immediately preceding the start of any seasonal year. A youth who reaches their nineteenth (19th) birthday on or after August 1st of the current seasonal year shall be allowed to complete the seasonal year. U19 Rule: enrolled in high school for the current calendar year are able to play on a U18 roster during NCYSA league play)
- b) b) In accordance with the insurance and eligibility guidelines a child becomes eligible to participate as a team member when they reach their third (3rd) birthday prior to August 1 immediately preceding the start of any seasonal year.

Responsibilities

2.02 Through programs and activities, it shall be the responsibility of the RVYSA to:

- a) promote wholesome community spirit and friendship among all people, and especially among amateur youth;
- b) educate children, adults and other soccer organizations in the playing, coaching, refereeing, teaching and administering of the game of soccer;
- c) establish local goals for youth soccer activities and encourage and promote the attainment of those goals;
- d) act as the coordinating body for youth soccer in the Roanoke Valley and to administer the soccer programs and activities of the RVYSA;
- e) exercise jurisdiction over its members, including, but not restricted to, teams as well as associated individuals such as players, parents, coaches, referees, and administrators;

- f) establish uniform rules and regulations applicable to youth soccer competition in the State of North Carolina consistent with the principles and laws of the North Carolina Youth Soccer Association (hereinafter referred to as NCYSA – the state governing body of North Carolina Youth Soccer) Federation International de Football Association (hereinafter referred to as FIFA - the world governing body of soccer) and those of the United States Soccer Federation (hereinafter referred to as the national governing body for soccer, affiliated with FIFA); United States Youth Soccer Association (hereinafter referred to as USYSA - an affiliate of the United States Soccer Federation);
- g) develop the game of amateur youth soccer in non-affiliated areas within the Roanoke Valley; promote programs for membership;
- h) administer and conduct regional soccer competition at all levels of amateur youth soccer;
- i) provide for the swift and fair resolution of conflicts and disputes involving members
- j) encourage, support, development, and dissemination of technical information on physical training, equipment, coaching, performance, and safety as these pertain to amateur youth soccer;
- k) encourage and provide assistance to amateur youth soccer of racial and ethnic minorities, for the purpose of eliciting the participation of such minorities in amateur youth soccer activities in which they are under-represented;
- n) develop for the Roanoke Valley the most competent amateur youth soccer representation possible.

2.03 RVYSA shall be responsible for:

- a) the conduct of, but not limited to, players, parents/guardians, coaches, referees, administrators, and officials under their jurisdiction and shall insure that their action on and off the field does not bring disfavor upon the RVYSA or NCYSA.
- b) to ensure that their Bylaws, rules, and other operating guidelines not conflict with those of the NCYSA, the USSF, nor the USYSA.
- c) that our players, parents/guardians, coaches, referees, administrators, and officials, shall abide by the RVYSA, NCYSA Articles of Incorporation, Bylaws, or other operating guidelines, as well as, those of the USSF, and those of the USYSA.
- d) submitting annually the following:
 - 1) A properly completed Membership Renewal form.
 - 2) Appropriate membership fee(s)
 - 3) Registration of all players, coaches, and teams in accordance with current NCYSA registration procedures.
 - 4) Copies of its Articles of Incorporation, Bylaws, rules, and other operating guidelines, noting any changes effected during the previous year.

A plea of ignorance to the Articles of Incorporation, Bylaws, Rules and operating guidelines of the NCYSA, the FIFA, the USSF and the USYSA is not a sufficient defence

ARTICLE III

Affiliation

3.01 NCYSA The RVYSA shall be affiliated as an Association member with the North Carolina Youth Soccer (NCYSA), and therefore under the mandates of United States Soccer Federation (USSF) and with the United States Youth Soccer Association (USYSA) and will comply with the Bylaws of all three organization.

Affiliation with NCYSA, notwithstanding, the RVYSA

- a) shall remain affiliated only if it is a voting member with full privileges;
- b) shall remain affiliated only under the condition that it retains complete control over the revenue that it generates and over management of its expenditures and budget; and
- c) shall remain affiliated only if it retains the right, entirely on the basis of its own decision, to withdraw its membership in NCYSA at the end of any fiscal or membership year.

3.02. NCYSA, USYSA and USSF Compliance

Section 1 To the extent permissible under Bylaw 3.01 of USSF, RVYSA will comply with NCYSA, therefore USYSA and directly USSF Bylaw 213 as follows:

- a) The membership of the NCYSA and that of its member associations shall be open to any youth amateur soccer player, coach, trainer, manager, administrator, and official not subject to suspension under USSF Bylaw 241, Section 4, and to any amateur youth soccer organization in its territory.
- b) The NCYSA will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin.
- c) The USSF Articles of Incorporation, Bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the NCYSA and its members to the extent applicable under state law, and the NCYSA and its members will abide by those Articles, Bylaws, policies, and requirements.
- d) The RVYSA will not join any organization that has requirements that conflict with the Articles of Incorporations, Bylaws, policies, and requirements of the NCYSA, USYSA or USSF.
- e) The RVYSA shall register all of its players, coaches, teams, referees and administrators with the NCYSA at least once each year and shall pay all dues and fees of the NCYSA in a timely fashion.
- f) The RVYSA and its members shall abide by the requirement of the NCYSA, USYSA and USSF on interplay.
- g) The RVYSA shall have a Board of Directors (or similar body) selected through an open and democratic election process.
- h) Actions and policies adopted by the RVYSA Board of Directors, Executive Board of Directors, or officers of the NCYSA shall be reported to its membership, or their authorized representatives, at least once each year at a meeting of the RVYSA, with proper notice and agenda of the meeting at least 15 days in advance of the meeting.
- i) The RVYSA shall:
 1. provide annually to the NCYSA copies of the Articles of Incorporation, Bylaws, Constitution, Rules and operating guidelines;
 2. submit changes to those documents to the NCYSA for approval not later than 90 days after adoption; and,

3. make copies of those documents available to its members.
- k) The RVYSA will provide equitable and prompt hearing and appeal procedures to guarantee the rights of the individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the RVYSA, Appeals Committee that shall have the jurisdiction to approve, modify, reverse a decision.
- l) The RVYSA shall maintain its tax exempt status under the Internal Revenue Code.
- m) The RVYSA shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by the USSF (subject to any contrary requirements contained in state or local law applicable to the NCYSA).

3.03 Membership

Section 1. Membership shall consist of:

- a) individual players, parents/guardians, coaches, assistant coach, team manager, referees, administrators, and officials that are affiliated with the RVYSA
- b) duly elected or appointed Officers of the RVYSA.

3.03 Section 2 Voting Member: To qualify as a voting member of this Association, a person must be eighteen (18) years old or older and:

- a) submit a properly completed membership application (registration form and responsibility/medical waiver notarized for players and volunteer or contracted league or team official form and successfully completed and approved risk management application) and pay an annual membership fee established by the Association or:
- b) be the parent (or guardian) of a current team member, in which case, the membership fee is covered by the player registration fee.
- c) When a person becomes a team member, his/her parents (or guardians) automatically become voting members of the Association. Each family is entitled to one vote per registered team member and/ or registered league or team official on any particular issue before the Association...
- d) A person who maintains continuous voting membership in the Association re-establishes that membership annually by paying the membership fee by the deadline established by the Association and completing all NCYSA membership requirements.

3.03 Section 3 Team Membership: To qualify as a player on a team sponsored by the Association, a person must:

- a) conform to NCYSA age requirements and limits for youth players;
- b) provide satisfactory proof of age, as specified in the NCYSA Rules and Regulations;
- c) submit a properly completed RVYSA youth amateur player registration form which shall comply with the NCYSA standards and which shall be used to register him/her with the Association, with the NCYSA and the USYSA;
- d) Pay a player registration fee established by the Association (including late fees when applicable).
- e) Read and agree to follow all RVYSA policies and playing rules, code of conduct and guidelines
- f) Have properly notarized the responsibility and medical waiver and returned to RVYSA.

g) New players must complete their registration with an assistant state registrar five (5) days before the first day of play. The registration materials must be in the state office by Tuesday before the first day of play in order to receive the permanent player pass.

3.03 Section 4: Duration

Once registered and rostered to a team, a player remains a member of a team until the end of the season, except as provided by the NCYSA Rules and Regulations. Effective the beginning of the next season the person must newly register with the Association and must meet the re-registration standards established by the Association, the NCYSA, and the USYSA.

3.04 Fees

The Executive Board of Directors shall annually recommend to the membership the procedures, rules, and fees required for membership in the Association, and define implementation.

- a) fees can differ for age groups and playing levels including special fees and additional uniform and coaching fees at the Challenge and Classic levels
- b) Fees and rules are to be published in the RVYSA procedure manual and posted on line starting in the 2007-08 season
- c) fees are to be ratified by the voting membership at the Annual General Meeting.

3.05 Authority RVYSA Members

The RVYSA members shall be governed by the NCYSA Articles of Incorporation, Bylaws, Rules and other operating guidelines except when these are in conflict with applicable statutes of the State of North Carolina and where these are not superseded by those of the USSF and USYSA. Its duties shall be to act on all matters of the RVYSA.

ARTICLE IV

Officers

4.01. Governing body

Shall be the Executive Board of Directors. The Executive Board of Directors shall be elected at the Annual General Meeting. Each member of the Executive Board serves a term of two years. No one person shall hold more than one position on either the Recreational or Classic/ Challenge Board. The Executive Board of Directors shall adhere to the North Carolina Open Meetings Laws

4.02. Nominations

The President of the RVYSA appoints a nominating committee, consisting of a Chairperson and several members. The nominating committee must consist of at least one member from each program, Classic/Challenge and Recreational. The duty of the nominating committee is to secure a slate of executive board officers to be presented to Association members during the annual general meeting. Advance notice to the membership for this committee should be given at least 3 weeks before the annual general meeting, or may be listed in the spring newsletter, on the web site and/ or in the local news paper. Floor nominations must be made for a specified office on the Executive Board and must be made by a member of the RVYSA (refer to ARTICLE III, Sections 1, 2 and 3). This committee conducts the

election, counts and certifies the vote and announces the results of the election during the Annual General Meeting.

4.03 Voting

Each family is entitled to one vote per registered team member on any particular issue that comes before the Association (as documented on the official league data base of registered players provided by NCYSA)

4.04 Duties of the Officers : Deemed Ordinary Business

All Board members must confer with each other on all matters not deemed ordinary business prior to decisions that affect any and all aspects of RVYSA, decisions to be determined by a majority vote on all issues that constitute a vote. Direct consultation, telephonic and email communications are all acceptable forms of conference. All items voted on outside the setting of a formal meeting must be officially introduced and reconfirmed at the next regular meeting, work session or special meeting.

A. President:

1. The President shall schedule and conduct all meetings of the Executive Board of Directors, and of the annual general meeting of the voting membership.
2. He/ She shall cast a vote only in the case of a tie an Executive Board decisions deadlocked in a tie.
3. The President shall appoint the Standing committees and their chairmen at the beginning of each seasonal year.
4. The President shall be an ex-officio member of all committees except the nominating committee, but shall not be counted when determining a quorum of the various committees.
5. The President of the RVYSA appoints a nominating committee, consisting of a chairperson and several members for the selection of nominees' for the next voting session.
 - a). The committee shall include at least one representative from each level of play that the association currently offers
6. Represent the RVYSA matters and on all legal matters.
7. Approves the ordering of all equipment and supplies.
8. Represents RVYSA at all NCYSA Executive Board Meetings and the NCYSA AGM.
9. Approve additions and changes to the Web site.
10. Handles all executive administrative duties required by NCYSA including the registration of the club.
11. Manage officers and chair persons.
12. Answers the complaints of parents and coaches.
13. Assist all other board members and committees as needed
14. Approves all handbook publications and revisions as well as all printed material
15. Is a member of the budget committee
16. Is the Chairmen of the Discipline and Appeals Committee

B. Executive Vice-President-

1. In the absence of the President, the Executive Vice-President shall preside at Executive Board meetings and the AGM, as well as, assume responsibility for all of the presidential duties until a president is officially appointed or elected.
2. Assist the Presidents in all areas of Regular business as needed.
3. Assist the Recreation VP as needed.
4. Assists Schedule and record all recreation games
5. Is a member of the registration committee
6. Is the director of coach recruiting
7. Shall Chair the committee for League Development consisting of four others that procures, develops, and maintains land for the RVYSA.
 - a). One committee member shall initially be appointed to a three year term, two to a two year term, and one to a one year term, by the Executive Vice-President.
 - b). Once a member rotates off this committee, he must remain off the committee for at least one year. HE / She shall report directly to the RVYSA Executive Board which also shall approve the selection of committee members.
8. Serve as a member on the budget committee
9. Shall stand in as acting President when the president is not available
10. Assistant chair of the Discipline and Appeal Committee

C. Recreational Vice-President

1. Shall be responsible for coordinating Recreational Program activities and competition with teams inside and outside of the Association, including all recreational meetings, games and tournaments.
2. Shall insure that all practice fields have safe and appropriate equipment on them and are in good condition.
3. Communicate directly with and be directly responsible for the Age level Coordinators, Coaches, Assistant Coaches, Team managers as needed.
4. Prepare and maintain practice schedules for all RV YSA teams on age and size appropriate fields when possible.
5. Be responsible for the development and updating of all RVYSA rules, playing and player policies, league code of conduct and operating guidelines and the production and updating of the recreation handbook for RVYSA starting in the 2007-08 playing season.
6. Serve as a member of the budget committee
7. Serve as the chair of the recreational registration committee
8. Represent RVYSA at NCYSA recreation council board meeting
9. Shall stand in as the acting president in the case that the president and executive vice president are not available.
10. Is a member of the Discipline and Appeals Committee

D. Treasurer:

1. The chairperson for the sponsorship committee
2. Assistant chair on the Registration Committee
3. shall be responsible for the annual financial report, and P & L Statement divided into categories approved by the executive board to include all classic and challenge transactions

4. record and give receipts to sponsors and donors for monies raised, and donation received.
5. make deposits in a recognized bank in the name of the RVYSA, including our tax exempt #
6. pay all accounts by check bearing two (2) signatures, his and/or the President, Vice-President (Classic or Recreational), Secretary (Classic or Recreational), or Registrar unless checks are written for an amount less than \$1000.00 or deemed ordinary business i.e., grass cutting by the executive board.
7. Keep the receipt books, copies of all receipts and vouchers as well as reconciled bank statements and cashed checks in the place of their residence or office.
 - a) The receipt book and vouchers shall be produced when required by the Board of Directors or any individual Board Member, properly balanced according to the bank book or current statement.
 - b) All financial records are open to public inspection as provide by NC General Statues C501 governing non- profit organizations.
 - c) Ensure that all reimbursements made have a completed and accurate reimbursement form attached to a copy of the receipt.
8. Copies of the Treasurer's Report are to be available at Board and General Meetings.
9. The Treasurer shall be responsible for preparing any papers pursuant to the Articles of Incorporation and Tax Exemption status.
- 10 All financial actions and records shall be internally and externally audited annually.
11. Collect or prepare all records needed for the annual filing of the leagues federal tax return including the records from the classic and challenge teams
12. Keep the master copies of all RVYSA league documents, By-Laws, rules, Manuals, insurance policies, data base of members, sponsor information, contact information for all venders and private contractors including but not limited to paid coaches and referees'
13. Maintain W9 for all private contractors
14. Serve as chair of the budget committee, Prepare with the assistance of the other members of the executive Board of Director and budget committee the annual budget to be presented to the association at the AGM each year.
15. Develop, update and or revise a handbook for the RVYSA treasurer to include forms and procedure as well as contact information for all venders and contractors starting in the 2007-08 season.
16. Manage and assist all Classic/Challenge team managers in their duties as team treasurers.

E. Recreational Secretary:

1. The Secretary shall keep accurate record of all meetings, and forward a copy of all meeting agendas and minutes to the web master for posting.
2. handle correspondence,
3. give notice of meetings, and do the physical scheduling of their location and time with the hosting facility as well as notify the web master to ensure posting on the website
4. maintain the meeting minute files of the Association.
5. shall be responsible for the preparation of the Annual Report after the AGM each year.
6. A member of the Registration Committee
7. Give all official notices to the local news paper and television stations including but not limited to registration, camps and tryouts.
8. Collect all agenda requests and produce all meeting agendas, supply a copy to all attending members.

9. Produce, update and or revise a handbook for RVYSA secretary starting in the 2007-08 playing season
10. Shall serve as a member of the budget committee
11. Is a member of the Discipline and Appeals Committee
12. Shall stand in for the president if the president, executive vice president, recreational vice president, and treasure are not available to perform their duties.

F. Vice-President-Classic / Challenge:

1. Shall call and preside over regular meetings of the Classic /Challenge Board.
2. The Classic and Challenge Vice-President and members of the Team Development Committee (with guidance from the Classic / Challenge Board) will coordinate all activities of the Classic/ Challenge Programs.
3. Coordinate and collect all intention to play packet materials for NCYSA and DESC, deliver to RVYSA President for approval and mailing no less than seven days in advance of the official dead line
 - Note: Teams that do not have their paper work in order will share the cost of all penalties imposed by RVYSA , DESC or NCYSA
4. ensuring all team officials have read the current Classic or Challenge handbooks for NCYSA,DESC and RVYSA as appropriate
5. Serve as the Chairmen of the Team Development Committee (TDC)
6. Serve as a member of the budget committee
7. Communicate directly with and be directly responsible for the Coordinators, Coaches, Assistant Coaches and Team managers of all Classic and Challenge teams
8. Be responsible for the development and updating the Classic and Challenge handbook to include all RVYSA rules, playing and player policies, league code of conduct and operating guidelines starting in the 2007-08 season
9. Represent RVYSA at DESC and NCYSA Classic and Challenge Board Meetings
10. Member of the Discipline and Appeals committee

G. Classic/Challenge Secretary:

1. The Secretary shall keep accurate record of all meetings, and forward a copy of all meeting agendas and minutes to the web master.
2. handle correspondence,
3. Give notice of meetings, and do the physical scheduling of their location and time with the hosting facility as well as notify the web master to ensure posting on the website
4. Maintain the meeting minute files of the Classic and Challenge Board.
5. Shall be responsible for the preparation of the Annual Report after the AGM each year.
6. A member of the Team Development Committee.
7. Give all official notices to the local news paper and television stations including but not limited to registration, camps and tryouts.
8. Collect all agenda requests and produce all meeting agendas, supply a copy to all attending members.
9. Serve as a member of the RVYSA budget committee
10. Develop, update and revise a handbook for RVYSA secretarial duties to include policies, procedure and an overview of ordinary deities preformed and the manner in which they are completed.

H. Registrar: Ex-officio Executive Board Member / League Officer

1. The Recreational and Classic Registrars shall handle registration for their individual programs and may form a committee to assist him/her according to their needs.
2. Maintain annual certification
3. Serve as a member of the registration committee at the recreational level and as a member of the TOC at the Classic and Challenge levels.

I. Risk Management: Ex-officio Executive Board Member / League Officer

1. Maintain yearly certification
2. Ensure all League Officials, Referees, Coaches, Assistant Coaches, Team managers and Private Contractors are registered with the league and NCYSA Risk Management, and have been approved
3. Serve on the registration Committee

J. Referee Assignor

1. Assign referees to all RVYSA matches
 - a) ensure that age and league playing level appropriately certified officials are assigned to all RVYSA matches
 - b) Manage and take responsibility to ensure assigned officials
 1. are reliable and arrive on the match field as required by the NCRSA
 2. turn all match reports into the proper league officials
 3. maintain all standards mandated by NCRSA
 - c) schedule and coordinate referee classes that meet the needs of RVYSA
2. Maintain Assignor Certification yearly and or give ample notice of intent to resign to allow the league time to recruit and certify a new assignor.
3. Maintain and follow all NCRSA and NCYSA guidelines, policies and rules that apply to certified assignors and referees

K. Discipline and Appeals Chair

1. Attend Discipline and Appeals certification meeting annually
2. This person will also serve as an active member of the NCYSA Discipline and Appeals committee.
3. Jurisdiction and Procedures. The Discipline and Appeals (D & A) committee has jurisdiction over the following matters assigned to the D & A Chairman appointed by the RVYSA President.
 - A. Allegations of violation of the Constitution, By-laws, Rules and Regulations, Code of Conduct or misapplication of the Laws of the Game.
 - B. Any appeal from an association's disciplinary action.
 - C. Any protest involving two or more association members
 - D. Any incident involving an allegation of assault on a referee.
 - E. Any other matter assigned to it by the Executive Board or Board of Directors
4. Conduct investigations, record accuser, accused and witness statements and when appropriate by NCYSA rules and policies hold a hearing in accordance with said policies and rules
5. Administer, report and record in D&A log all incidents and sanction imposed to all parties involved.
6. File any appropriate reports with the Executive Board of the RVYSA as well as the D&A committee of the NCYSA

4.0 5: Vacancies: In the event of a vacancy at the Presidential level the following order of seniority and acting representation will automatically take effect until midterm appointment or elections take place.

1. Executive Vice President
2. Recreational Vice President
3. League Treasurer
4. Recreational Secretary

All other midterm vacancies are to be filled by selection from membership by the seeded Executive Board of Director by a majority vote of the Executive Board held in an Executive Session as needed

ARTICLE V

Meetings

5.01 : The President may call and preside over Executive Board meetings and or sessions as needed.

5.0 2: The President may call an emergency meeting of the Executive Board and hold Same through a conference telephone call or email.

5.03: The President, Executive Vice President, Recreational Vice President, Classic / Challenge Vice President and or committee chairmen can call ordinary meetings and work sessions as needed

5.0 4: Minutes of the meeting shall be recorded, published, and distributed or made available to all members.

5.05: Each Officer has one vote, excluding the President, unless needed to break a tie.

5.06: Quorum EBD Meetings

- a) A Quorum during Executive Board of Directors meetings is constituted by no fewer than 3 seeded duly elected or appointed members; the president will not be counted when establishing a quorum
- b) Actions by the Executive Board shall require the affirmative vote of the majority of the members of the Executive Board present or by proxy

5.07: Quorum Council or Committee meeting-

A quorum at all meeting of any RVYSA council or committee shall consist of the respective Vice President or Chairmen and ten percent (10%) of all existing member representatives either present at the meeting or represented by proxy. Affirmation requires a majority vote of those present or by proxy

5.08 Quorum Association Meeting

A minimum of three Executive Board members and A simple majority of those in attendance at a meeting of the Association which has been communicated properly to the voting members shall constitute a quorum and affirmation for all motions or process will result by a simple majority of the members present or by proxy.

5.09 Quorum Annual General Meeting:

- a) A minimum of three Executive Board Members and one association member must be present

b) and in the proper and public manner, notification to the association of the meeting, location, date and time within no less than 30 days notice (as stated in RVYSA bylaw) constitutes a quorum.

c).An amendment shall be deemed adopted by an affirmation vote of two-thirds of the members present at the Annual General Meeting.

5.10: Proxy

- a) Only one proxy vote and form per member will be allowed for each meeting
- b) each proxy form can carry up to two member votes including the member caring the proxy
- c) Only a current member of the association can carry a proxy for another current member
- d) The proxy form must be completed by an authorized member and signed by the member offering up their voting rights in order to be valid
- e) A proxy may be given for voting power at any meeting of the association
- f) A member may carry up to four proxy votes and three proxy forms including their own

5.11: RVYSA Proxy Form

- a) RVYSA Proxy form is available at the RVYSA web site www.RVYSA.ORG on the board page
- b) Only an accurate and completed and signed RVYSA Proxy will be accepted when allowing a member to exercise another members voting power
- c) The proxy form must be completed by an authorized member and signed by that member in order to be valid
- d) Proxy forms must be handed in and validated at the start of any meeting in order to exercise the voting power
- e) The chair of the meeting is the only person authorized to validate a proxy
- f) If the chair denies authorization for cause, that authority decision is final
- g) The proxy vote is not an absentee ballot, rather it is giving your voting power to another member to exercise as they see fit.

5.12: Agenda

- a) The agenda shall be posted on the RVYSA web site Board page no less than seven day prior to any meeting of the Executive board, recreation Council, Classic/Challenge board
- b) No agenda posting will be posted for work sessions, committee meetings or executive sessions
- c) All request for items to be posted to the agenda must be delivered to the RVYSA secretary no less than ten (10) business days prior to any meeting in order to be considered for the upcoming meeting
- d) All requested motions to be heard with in a three month period from the date of delivery as allowed by Roberts rule of Order
- e) The agenda will follow the format stated in this document and be subject to all procedure and policy authorized in Roberts Rule of order

5.13: Motions

- a) Motions for consideration must be filed on the official RVYSA motion form found on the RVYSA Web site
- b) All motions for consideration must be delivered to the RVYSA secretary for the specific board or council to be considered for the placement on the agenda

- c) Any motion on the agenda that is not heard and or resolved at the meeting slated for will be subject to the procedure allowed in Roberts rule of order
- d) All motions must be made by a member of the organization or affiliate thereof
- e) Floor motions will be accepted, and added to the agenda as allowed by Roberts Rule of Order. If time does not permit than the motion will be tabled until the next meeting.

5.14: All regular meetings, meetings of the Executive Board ordinary meetings and the AGM are open to the total membership and will be publicized to their day, time and location.

5.15 ORDER OF BUSINESS AT THE AGM.

Section 1 Outline of the following agenda:

- a) Roll Call,
- b) minutes/acceptance of;
- c) reports of officers and committees;
- d) Old/Unfinished business;
- e) Constitution, Bylaw and Rule change proposals;
- f) New business
- g) Election of officers.

Section 2: Roberts Rule of parliamentary authority to be used at the AGM.

Section 3: An amendment shall be deemed adopted by an affirmation vote of two-thirds of the members present at the Annual General Meeting.

5.16 . All Officers and Committee Chairpersons shall submit reports of their respective activities no later than one (1) month prior to the AGM for inclusion in the RVYSA Annual Report.

5.17: Committee member meetings and work meetings of any committee or board member may be held without public notification and in a public or private location.

5.18: Executive Sessions – any meeting which the proceedings are secret, certain board, committee and disciplinary sessions will be executed as an Executive Session

- a) Executive sessions will be held in a closed setting as provided for in Roberts Rule of order.

5.19: The Executive Board shall meet no less than quarterly for regular meetings in a public facility with publicized notification no less than two weeks prior to said meeting.

5.20: The RVYSA Board of directors and membership shall have the following authority: at Established regular, special or annual meeting

- a) Election at the Annual General Meeting (AGM) of the RVYSA Officers;
- b) Establishment, approval, and management of the RVYSA annual budget and supplementary budget items; at AGM or supplementary meeting held by the Executive Board of Directors

- c) Proposal and approval ,ratification or revision of changes or amendments to the RVYSA Articles of Incorporation, Bylaws, Rules, and other operating guidelines;
- d) Establishment of all RVYSA fees;
- e) Establishment of geographic areas of administrative jurisdiction of its member associations;
- f) Establishment of criteria for approval of inter-association play;
- g) Removal of RVYSA Officers due to detrimental action, abuse or neglect of accepted duties and responsibilities. Exceptions to neglect: 1. illness of less than thirty (30) days.
- l) Enforcement of the Articles of Incorporation, Bylaws, Rules and other operating Guidelines of the RVYSA, NCYSA, and those of FIFA, USSF, and USYSA;
- j) Providing for the timely resolution of conflicts, disputes and controversies among RVYSA members; Executive Session
 - k) Approval of inter-state and international play teams of the RVYSA; Executive Board only
 - l) Approval of formation of RVYSA teams; Executive Board only
 - m) Suspension or removal of Officers of the RVYSA; as allowed by NCYSA Bylaw301 section 3
 - n) Determination and acceptance (approval, and suspension or expulsion) of membership in the RVYSA; Executive session.
- o) Establishment and administration of the following playing levels of competition:

1. Recreation:

- (a) Where the use of tryouts, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is prohibited;
- (b) The organization administering the association accepts as participants in the association any and all eligible youths (subject to reasonable terms of registration);
- (c) A system of rostering players is employed for the purpose of creating a fair or balanced distribution of playing talent among all team participating; and,
- (d) Association rules require that each player play an equal amount of time of each game except for reasons of injury, illness or discipline.
- e) Advertisement of league programs, their playing levels and age divisions effected and their parameters in an open and general manner are expectable methods of promotion and advertisement.

2. Challenge:

- (a) Where the use of tryouts, invitations, or any like process to roster players selectively to any team on the basis of talent or ability is permitted as provided for in the NCYSA Rules;
- (b) The organization administering the association accepts as participants in the association any and all eligible youths (subject to reasonable terms or registration); and,
- (c) One or more association rules restrict the manner in which players may be rostered to participating teams.
- d) Advertisement of league programs, playing levels and age divisions effected and their parameters in an open and general manner are acceptable methods of promotion and advertisement.

3. Classic:

- (a) Where the use of tryouts, invitations, or any like process to roster players selectively to any team on the basis of talent or ability is permitted as provided for in the NCYSA Rules; and,
- (b) One or more NCYSA rules restrict the manner
- c) Advertisement of league programs, playing levels and age divisions effected and their parameters in an open and general manner are acceptable methods of promotion and advertisement.

5.21: RVYSA Executive Board of directors and its membership must approve all ratification, revision and expansion of bylaws, rules, regulations and policies at the AGM or approved alternate time, and must not be in conflict with NCYSA, USYSA, USSF or FIFA.

ARTICLE VI

Executive Board of Directors

6.01 : Shall hold The Annual General Meeting of the membership shall be held during the month of May.

- A) Additional regular meetings shall be scheduled by all or any Board of Directors or by petition of ten voting members with direct notification to all Executive Board Members and to the whole membership by general announcement to include location, date and time. Notification to be given no less than 15 days prior to the intended meeting day.
- b):** Notification to the membership of the Annual General Meeting shall be made at least thirty days prior to the meeting date.
- c) A substitute meeting may be scheduled when the Annual General meeting can no be held during the month of may

6.02 Executive Board of Directors: Composition of the Executive Board of Directors:

a). The Executive Board of Directors shall be comprised of seven voting members: President, Executive Vice President, Vice-President of Recreational Program, Vice-President of Classic Program, Secretary of Recreational Program, Secretary of Classic Program, and Treasurer.

1. The creation of a Classic Board and the positions of Classic Vice-President and Classic Secretary as members of the Executive Board of the Association were approved at the RVYSA annual general meeting on May 14, 1996.

b). The Board of Directors shall have the rights and authority to expel, suspend, or otherwise discipline or, if deemed appropriate, reinstate any individual who violates any laws and rules of the Association.

c). The Classic Board is a sovereign entity of the RVYSA, subject to all rules, regulations, procedures, and by-laws of same.

d). All league coordinators shall serve as ex-officio members of the Executive Board of Directors and advise the Board on league operations.

6.03: This Association shall be governed by its Articles of Incorporation, By-Laws, and Rules and Regulations, except when they are superseded by the NCYSA and/or the USYSA.

6.04 The Association and its members shall abide by the Constitution, By-Laws, and Rules and Regulations of the RVYSA, NCYSA, USYSA, USSF and FIFA

6.05: The governing body of this Association shall be the Executive Board of Directors. The Executive Board of Directors shall be elected at the Annual General Meeting. Each member of the Executive Board serves a term of two years. No one person shall hold more than one position on either the Recreational or Classic Board. The Executive Board of Directors shall adhere to the North Carolina Open Meetings Laws.

6.06: The Board of Directors shall have full decision making and management authority for the Association. At all meetings of the Board of Directors, three executive directors constitute a quorum.

6.07: The Executive Board of Directors shall solicit and receive direction from chairmen of standing committees. However, the Executive Board of Directors shall assume ultimate responsibility and retain the right to be the sole authority and decision making power for the following and any other items brought before the Executive Board of Directors.

A. Enforcing and interpreting the By-Laws and Rules and Regulations of this Association.

B. Approving membership applications and player registrations.

C. Establishing procedures for selecting team players.

D. Approving Recreation Program Coaches and Assistant Coaches.

E. Approving the Coach of Record and the Assistant Coach or Coaches for each team in the Recreational, Classic, and Challenge Programs.

1. However, the Coach of Record and the Assistant Coach or Coaches for each Classic or Challenge team must be recommended and approved by the Classic Board prior to final approval by the Executive Board.

2. During the tenure in these positions, coaches and assistant coaches must be members of the Association.

3. They must meet all membership criteria, except that payment of the membership fee will be waived for that period.

4. A Coach, Assistant Coach and Team Manager approved as team officials do not have ultimate domain over any team or part thereof but can only be removed by the TDC or Executive Board of Directors with cause.

F. Appointing standing committees.

G. Approving games with teams outside this Association.

H. Making temporary or interim rules and regulations not provided for in the By-Laws that are necessary for the continued operation of the Association, its teams and its members. These rules can be ratified or revised by the voting membership at the next meeting of the Association.

I. Calling meetings of the membership as necessary.

J. Soliciting or raising funds for the operation of the Association and for the support of team activities.

K. Appointing members to fill vacancies on the Board of Directors when necessary.

L. Representing the Association in meetings of the NCYSA or other groups of them.

6.08 Authority:

The Board of Directors shall have the rights and authority to expel, suspend, or otherwise discipline or, if deemed appropriate, reinstate any individual who violates any laws and rules of the Association.

6.09 Responsibility: The Executive Board members and all league and team officials will be held blameless for any and all outcomes while participating and carrying out business for or on behalf of RVYSA; so long as these actions were performed using due diligence to comply with RVYSA, NCYSA, USYSA, USSF and FIFA bylaws, rules, playing and player rules, guidelines and policies

ARICLE VII

Standing and Special Committees

7.01 Standing and Special committees of the RVYSA shall be established as required to satisfy the needs of the RVYSA for timely and orderly implementation of its purpose.

7.02. Committee activities shall be based upon approved budget items or upon additional items or expenditures approved by the RVYSA Board of Directors.

7.03. Standing Committees

a) The RVYSA President shall appoint, subject to the approval of the RVYSA Executive Board of

Directors by not later than the first Board meeting after the AGM, the following standing committees:

1. Budget
2. Planning
3. Risk Management
4. Discipline and Appeals
6. Membership/ Registration/ Recreation Team Coordinator
7. Team Development Committee

a) The chairs of standing committees shall be Officers of the RVYSA.

b) The President shall appoint the chairs of the standing committees.

c) The RVYSA Board of Directors shall define the responsibilities of each of the standing committees.

7.04. Special Committees

a) The RVYSA President, subject to the approval of the RVYSA Board of Directors, shall establish special committees as the President considers necessary, prescribe the responsibilities of each of those committees, and appoint members to each of the committees.

b) The RVYSA President shall name the chairs of special committees from among the members of the committee.

c) The Chairs of each standing committee may appoint a vice-chair subject to approval of the Executive Board as well as, the selection other committee members

d). All league coordinators shall serve as ex-officio members of the Executive Board of Directors and advise the Board on league operations.

e).The standing committees shall be created and/or dissolved by the Executive Board of Directors, and shall exist to serve the needs of the RVYSA as determined by the Executive Board of Directors.

ARTICLE VIII

Parliamentary Authority:

- 8.01** Robert's Rules of Order shall be deemed as adopted at all meetings of this Association
- a) unless otherwise agreed to and noted in meeting minutes by the participants.
 - b) Roberts Rule Of Order Bylaw formatting will be used in the revision of or ratification of the RVYSA bylaws

ARTICLE IX

Amendments:

9.01: All amendments to these By-Laws and to the rules and procedures governing the Association shall be made at the Annual General Meeting of the Association.

9.02: An amendment shall be deemed adopted by an affirmation vote of two-thirds of the members present at the Annual General Meeting.

ARTICLE X

Financial

10.01 The Association shall have full power to receive donations, bequests, devices and other forms of assistance from persons, firms, associations or corporations and to handle manage, and use such funds for the uses and purposes for which the Association states in section 2.01 of this document.

10.02 The association conducts business on a fiscal year starting July 1st of each year and ending on June 30th of the following year

- a) The association must file tax information and forms by October 15 of each year for the leagues general taxes, unless approved to file for an extension and granted
- b) Sales tax reimbursement is to be filed with the State of North Carolina Department of Revenue bi annually by April 15 and October 15 of each year.

ARTICLE XI

Classic and Challenge Board

11.01 The creation of a Classic /Challenge Board and the positions of Classic/ Challenge Vice-President and Classic /Challenge Secretary as members of the Executive Board of the Association was approved at the RVYSA annual general meeting on May 14, 1996.

11.02 The Classic / Challenge Board is a sovereign entity of the RVYSA, subject to all rules, regulations, procedures, and by-laws of same.

11.03 The position of Classic/Challenge Registrar is existing and must be filled by a NCYSA trained and certified annually Classic Registrar.

11.04 The position of Classic /Challenge Publicity Coordinator will be appointed as needed by the Executive Board on recommendation by the Classic Board. There is no requirement to fill this position if deemed unnecessary by the Classic /Challenge Board.

11.05 Classic /Challenge Coaches (one per team), Classic /Challenge Team Managers (one per team) and Parent Representatives to the Classic Board (one per team) will be elected by each Classic /Challenge team (3 per team). They then become members of the Classic /Challenge Board at the beginning of the fiscal year.

1. Each member of the Classic/ Challenge Board may register one vote per issue and matters brought before the Classic/Challenge Board.

2. Members must be present or send a signed proxy to be eligible to vote on any issue

11.06 All decisions and motions passed by the Classic/Challenge board must be presented and passed by the Executive Board before becoming effective, and presented to the association at the AGM to be officially added to the Bylaws, rules, regulations, policies and guidelines of the RVYSA.

11.07 The Team Development Committee (herein after referred as TDC)

1. Purpose: Executive section of the RVYSA Classic/ Challenge Board, representing the opinion and interest of the Classic and Challenge levels of play

2. Duties:

- a) To evaluate and investigate all applications to coach, assistant coach or serve as a team manager for all Classic and Challenge teams and prepare a report with recommendations to the Executive Board

- b) To Coordinate and execute all Classic and Challenge team tryouts with the direct assistance of the appointed team officials

- c) Consider, investigate and review all requests from parents of players applying to tryout with a special circumstance request and prepare and present a report to the Executive Board.

- d) assist all teams and their officials in the administrative duties as needed

3. Authority

- a) all decisions and recommendations made to the Executive Board will stand unless the Executive Board can show cause to overturn any decision

1. Final approval of all players and team officials is the sole responsibility of the Executive Board of directors

4. Responsibilities

- a) To meet periodically to plan and fulfill duties assigned

- b) To report directly to the Executive board all issues and areas of concern as well as status of ongoing projects and future plans.

- c) To work directly and in cooperating with the Executive Board, referee assignor and the Discipline and Appeals committee if and when needed.

4. Members:

- a) Vice President of Classic/Challenge

- b) Secretary of Classic/ challenge
- c) Head Classic and Challenge registrar
- d) Elected or appointed notary
- e) Head Team manager
- f) One elected or appointed coach from each the Classic and Challenge levels of play
- g) field Coordinator

ARTICLE XII

12.01 Administration and Miscellaneous

Section 1: The territory in which this Association conducts its activities shall be Halifax County, North Carolina, and nearby counties, but it may extend its activities to other neighboring areas where it can be of service and or offer competition.

Section 2: The Association does not have a physical location. The official League mailing address is RVYSA, PO Box 146, Roanoke Rapids, NC 27870.

Section 3: The Association official Colors are Gold, White and Black, all traveling teams sponsored by RVYSA must conform their uniforms to match League Colors.

Section 4: RVYSA official playing seasons runs with that of NCYSA in compliance with insurance requirements. September 1st- August 31st

Section 5: RVYSA must be included as the prefix for all traveling team official names