

# **ROCHESTER YOUTH SOCCER CLUB BY-LAWS/CONSTITUTION**

## **ARTICLE I    NAME**

The name of this organization shall be Rochester Youth Soccer Club, (RYSC), hereinafter referred to as R.Y.S.C.

## **ARTICLE II    ORGANIZATION**

- A. The R.Y.S.C. is a non-profit organization and established and existing under the laws of the State of Washington.
- B. The R.Y.S.C. is and shall be non-profit, non-sectarian and non-partisan.
- C. The R.Y.S.C. is not organized for profit and in no part of its net earnings shall insure the benefits of any private share holder.

## **ARTICLE III    PURPOSE**

- A. The purpose of R.Y.S.C. is educational. To teach and train players, coaches and referees by providing a structure through which they may expand their education and knowledge about the sport of soccer beyond that which each might do individually.
- B. Teach through the game of soccer; sportsmanship, physical health and mental alertness.
- C. Develop, promote and govern the game of soccer among affiliated Clubs.

## **ARTICLE IV    STRUCTURE**

The R.Y.S.C. is a community based organization. Members of R.Y.S.C. annually elect a Board of Directors to conduct its business. The R.Y.S.C. is governed by its by-laws and constitution.

## **ARTICLE V    MEMBERSHIP**

- A. The membership of the R.Y.S.C. will consist of individual players and their parents or legal guardians, coaches, referees (hereinafter referred to as the general membership) and elected officers that are at the time involved in soccer.
- B. All members shall abide by the R.Y.S.C. By-Laws/Constitution and Code of Conduct.

## **ARTICLE VI    VOTING**

- A. Qualified voting members must be 18 years of age and older and must be a parent or legal guardian of individual players, a coach, a referee or an elected officer of R.Y.S.C. and, at the time, involved with the clubs soccer program.
- B. Voting privileges for the general membership is limited to the annual Board of Directors meeting held during the month of November.

## **ARTICLE VII    THE BOARD OF DIRECTORS**

- A. The Board will consists of a President, Vice-President, Secretary, Treasurer, Coach/Player Representative, Club Registrar, Fund Raiser Coordinator, Coordinator U-6 Division, Coordinator U-8 Division, Coordinator U-10 Division and Coordinator U-12 & up Divisions.
- B. Any member of the community may seek and/or hold a Board or Coaching position provided they are at least 18 years of age and are not precluded from participation by risk management standards and are in good standing with the Lewis County Youth Soccer Association and the clubs it governs. Decisions regarding the appointment or dismissal of coaches and assistant coaches shall be at the discretion of the Board of Directors of Rochester Youth Soccer.
- C. The officers shall be elected at an Annual General Meeting for a term of one (1) year.
- D. The elected officers shall assume their duties on January 1 or each year.

## **ARTICLE VIII DUTIES**

### **1. President**

- A. Coordinate all activities of the R.Y.S.C. and preside over all Club and Board Meetings.
- B. Is the official representative of the R.Y.S.C. in all matters.
- C. Sign all orders on the Treasury.
- D. Appoint from the R.Y.S.C. membership, a person or persons to fill the vacancy of any officer who does not, for any reason, fulfill their term of office.
- E. Shall have the authority to remove from any position and individual violating R.Y.S.C.' s by-laws or code of conduct or fails to fulfill their official duties.
- F. The president may only cast a vote in the event of a tie.
- G. The president will prepare an annual proposed budget to be submitted for approval by February of each year.
- H. The President can be removed from office with a majority vote of the full Board of Directors at any time.

### **2. Vice-President**

- A. Succeed to the office of the President in their absence during illness or in the event of their resignation.
- B. Assist the President as necessary.
- C. Sign orders on the treasury in the absence of the President, or with the authorization of the President.
- D. Assume responsibility for maintaining and acquiring the necessary and proper equipment for the program.
- E. Maintain an accurate inventory of R.Y.S.C.s equipment.

### **3. Secretary**

- A. Keep an accurate record of all meetings, record and publish all meeting minutes and give proper notice to all R.Y.S.C. meeting to required attendees.
- B. Keep an accurate record and be responsible for all correspondence of R.Y.S.C.
- C. Compile and publish a R.Y.S.C. Directory to include Board Members, Coaches and Referees, as well as an Annual Report of activities for the year.
- D. Maintain an accurate list of all sponsors and responsible for maintaining all correspondence with same.

### **4. Treasurer**

- A. Deposit all moneys received in a chartered bank in the name of R.Y.S.C. All amounts shall be paid by check which shall be signed by two (2) of the three (3) officers: Treasurer, President and Vice-President.
- B. Keep an accurate record of all financial transactions, according to the Club By-Laws/Constitution and Board Directives.
- C. Is responsible for submitting a monthly financial report to the Board and a yearly annual report that includes all the financial transactions for the year.

### **5. Coach/Player and Security Representative**

- A. Spokesperson for the players, coaches and parents.
- B. Mediates all disputes between parents/players, coaches, division coordinators and/or the Board. Unresolved issues will be brought before the Board.
- C. Represent R.Y.S.C. at other Club Association meetings
- D. Apprise the membership of the R.Y.S.C. code of conduct.
- E. Is responsible to assure all board members, coaches, referees and volunteers have been screened through the Washington State Patrol and all affiliated authorized organizations.
- F. Has the authority to cancel, delay or postpone games, relieve coaches or referees of their duties should the safety of the players be in jeopardy.
- G. Reports directly to the Board.

### **6. Club Registrar**

- A. Approves each and every player registration application.
- B. Maintains a complete and accurate register of all players including:
  - 1. Name and address
  - 2. Telephone number

- 3. Name of Parent and/or Legal Guardian
  - 4. Name of team and sponsor player was assigned
  - 5. Name of teams coach
  - 6. Noting any and all changes as they may occur on the individual players application
- C. Assure that all documents and properly signed and verify dates and ages.
  - D. Responsible for registering Clubs coaches and players with the State.
  - E. Responsible for assigning application number to all applications and maintaining the originals of all registration documentation.
  - F. Approves and authorizes any and all changes to register concerning players, including changes within teams.
  - G. Maintains records of paid and unpaid registrations.

### **7. Fund Raiser Coordinator**

- A. Recruit and coordinate volunteers to help in fund raising projects.
- B. Responsible for the candy sales, record keeping and awarding of prizes.
- C. Works with vendors and sales representatives on fund raising projects.
- D. Seeks out and explores other fund raising opportunities.

### **8. Division Coordinators**

- A. Responsible for their respective divisions, player placement, coaches, verification of **player's age.**
- B. Assist in the recruitment and identification of coaches and assistant coaches.
- C. Represents their respective division to the Board and sponsors.
- D. Authority to act in the best interest of their division with parents, players, referees and coaches.
- E. Approves all players in their respective divisions and their placement.
- F. Works closely with the clubs Registrar and reports all player action taken.
- G. Verifies division and team roster with the club Registrar.
- H. Reports all infractions of rules and incidents of misconduct, or such issues to the Player/Coach Safety Representative.
- I. Authority to take immediate action, including dismissal of coaches, referees, players or removing parents from the field of play, if the safety of a minor is in question or if, in their opinion, such action is warranted.

#### **ARTICLE IV AUTHORITY OF BOARD, COACHES AND REFEREES**

All Board Members, Coaches and Referees, when on duty, will have the authority, right and responsibility to protect and care for any and all property of the R.Y.S.C. They shall have the authority to take action as deemed necessary to protect the rights and safety of all youth while on the premises on which the club has authority or responsibility for. All such actions will be reported

#### **ARTICLE X MEETINGS**

- A. An Annual General Meeting, as demanded by our non-profit status, shall be held in November of each year.
- B. There will be proper notification of the Annual General Meeting to the qualified voting members shall be given ten (10) days prior to the meeting.
- C. Meetings will be held approximately once a month during the remainder of the year.

#### **ARTICLE XI AMENDING THE BY-LAWS**

- A. Proposed amendments and/or changes to the By-Laws/Constitution must be presented to the Board of Directors no less than 30 days prior to a board meeting.
- B. Approval requires a majority vote of all qualified members.

#### **ARTICLE XII ADDRESS OF ROCHESTER YOUTH SOCCER CLUB**

Rochester Youth Soccer Club (R.Y.S.C.)  
P.O. Box 718  
Rochester, WA 98579

#### **ARTICLE XIII AGE LIMITATIONS OF PLAYERS**

The Minimum age for participation in R.Y.S.C. is 4 years of age prior to August 1 of the playing year.