

**BY - LAWS**

**OF**

**WEST COVINA**  
**YOUTH SOCCER CORPORATION**  
**(Established in 1969)**

## ARTICLE 1

## MEMBERSHIP

### Section 1

### Members

There shall be two (2) Classes of Members of this Corporation. The first class of Members shall be known as Voting Members and the second class of Members shall be known as Participating Members who have no vote.

### Section 2

### Voting Members

Voting Members are the parents or guardians of each child so registered and playing, and any coach, team mother, team administrator, elected official or appointed official not so qualified as parents or guardians, as of the date of the election of officers is held. Voting Members must be 18 years old or older.

### Section 3

### Participating Members

Participating Members are each child registered for membership on a team of West Covina Youth Soccer Corporation. Members shall pay a registration fee in an amount determined by the Board of Directors; such fees to be waived in the event of hardship as approved by the Board of Directors.

### Section 4

### Membership

Membership in West Covina Youth Soccer Corporation shall be on a seasonal basis, from registration date to end of season.

### Section 5

### Annual General Meeting/Special General Meetings

- A. The annual General Meeting will be held prior to Dec. 31 of each year.
- B. Special general meetings of the Members of the Corporation may be called for any purpose by the Board of Directors by a two-thirds vote of the Board of Directors and with a minimum of thirty (30) days notice.

### Section 6

### Eligibility

Eligibility of Voting Members must be verified by the Secretary at any meeting where a vote on any business relating to this Corporation is taken.

Section 7

Services

Members of West Covina Youth Soccer Corporation will perform any reasonable service required by the Board of Directors. Refusal to abide by this rule will result in disciplinary action by the Board of Directors and possible loss of Membership.

Section 8

Removal of Member

Should the Board of Directors find the conduct of any Member to be detrimental to the best interest of West Covina Youth Soccer Corporation, the Board of Directors may take such action as the Board of Directors may deem reasonable, applicable and appropriate, including but not limited to suspension or removal from West Covina Youth Soccer Corporation. Such action shall require the vote of a majority of the Board of Directors.

**Article II**

**MANAGEMENT-BOARD OF DIRECTORS**

Section 1

Number

The authorized number of Directors of the Corporation shall correspond w/ the number of board positions at that time.

Section 2

Election and Tenure of Office

The Directors shall be elected by ballot at the Election of Officers of the membership of this Corporation, to serve for one (1) year. Their term of office shall begin January 1.

Section 3

Vacancies

Vacancies in the Board of Directors may be filled by a majority of the remaining Directors, though less than a quorum, or by a sole remaining Director, and each Director so elected shall hold office until their successor is elected at the Election of Officers or at a special general meeting of the member called for that purpose. No reduction of the number of Directors shall have the effect of removing any Director prior to the expiration of their term of office.

Section 4

Replacement

The Board of Directors shall have the sole authority to replace any Officers of the Board of Directors deemed not to be fulfilling the responsibilities of their elected office or deemed not to be acting in the best interest of the West Covina Youth Soccer Corporation. Such decision requires a two-thirds vote of the total number of Board Members.

Any Director who is absent from Board Meetings for three consecutive meetings without a reasonable cause shall be removed by a two-thirds vote of the total number of Board Members.

Section 5

Special Meetings of the Board of Directors

Special meetings may be called by or at the request of the President or any two members of the Board of Directors. All members of the Board must be given a minimum of 48 hours notice as to the location and time of the meeting. They must also be informed as to the topic of the meeting. Only the topic or topics for which the special meeting was called may be addressed.

Section 6                      Quorum

A majority of the elected members of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than a majority of the elected Members are present, the meeting may adjourn from time to time, but may not transact any business.

Section 7                      Simultaneous Service

The West Covina Youth Soccer Corporation Registrars shall be allowed to serve simultaneously as coach, assistant coach or team administrator of any team competing in the West Covina Youth Soccer Corporation scheduled league games, however, registrars shall not be allowed to form teams in the division in which they are acting as coach, assistant coach, or team administrator.

Section 8                      Appointed Officers

The Board of Directors may from time to time appoint a designated Appointed Officer as the business of the Corporation may require each of whom shall hold office for such period, have such authority and duties as determined by the Board of Directors.

Section 9                      Agenda

- A. Call to Order
- B. Roll Call
- C. Introduction of Visitors
- D. Reading and Approval of modification of Prior Meeting Minutes.
- E. Reports of Executive Board Members (shall be given sequentially as per Article III).
- F. Committee reports
- G. Old Business
- H. New Business
- I. Amendment to Rules and Regulations
- J. Adjournment

Section 10                      Service

All officers shall serve a minimum of 8 hours per week in which they are scheduled to be available to the members of the league, on the field, at the board table, in the capacity of board member. This time must be served during game times, cannot be served while the board member is serving as coach or spectator of their own child's team or as a referee. . In addition to the 8 hours per

week board members are expected to assist with all league events such as Spring Picnic, Trunk-or-treat, Picture day and all other league events.

ARTICLE III                      OFFICERS

Section 1      President

The President shall preside at all West Covina Youth Soccer Corporation Board meetings and call special general membership meetings. The President shall be an Ex-Officer Member of all committees and shall appoint all committees and shall appoint all committees not required to the elected. In case of a tie vote at any meeting, the President shall cast the deciding vote.

Any person applying for the position of President of the Board of Directors of West Covina Youth Soccer Corporation shall have been a member of the Board of Directors for two years prior to being a nominee for the position of President at the General Election held each year prior to Dec. 31<sup>st</sup>.

Section 2      Vice President

The Vice President shall perform all duties of the President in the absence of the President. The Vice President shall perform other duties as assigned by the President. The Vice President shall organize and coordinate all procedures for the recruitment and training of coaches. The Vice President will be responsible for completing Section C of CYSA-S (Main Office.) The Vice President shall also be responsible for conducting periodic audits of the activities of other Officers of the Board of Directors and will audit on a timely basis the reports of the Treasurer and the Fund Raising Chairman. The Vice President shall be the Risk Management Coordinator and will be responsible for organizing and coordinating all procedures required for this position. The Vice President is responsible to convene and guide the Protest/Discipline Committee as deemed necessary.

Section 3      Secretary

The Secretary shall take minutes at all the West Covina Youth Soccer Corporation meetings and shall read the minutes to the Board Members prior to Board meetings and shall keep the Constitution, By-Laws, and Rules and Regulations of the West Covina Youth Soccer Corporation up to date, and make copies available to Board Members. The Secretary shall be the Chairman of the Election Committee. This may include hard and/ or soft copies. The secretary must ensure said records and documents are properly passed onto the incoming board members.

Section 4      Treasurer

The Treasurer shall handle all finances of the West Covina Youth Soccer Corporation. The Treasurer shall receive all monies and, as directed by the Board of Directors, shall disburse funded by checks countersigned by the President or other Officers as the specified by the Board. The Treasurer is responsible for the preparation and submittal to the Board of Directors of an annual

budget and is the Chairman of the Standing Budget Committee. The Treasurer shall file a annual report at the Annual General Meeting and is responsible for the proper filing of Federal and State Tax forms at the end of the year. In addition, the Treasurer will provide instruction and assistance to all other Board Members involved in the handling of Corporation's monies. The Treasurer shall be responsible to maintain all WCYSC financial records and documents for a period of the most recent 10 years. This may include hard copies/ or soft copies. The treasurer must also ensure said records and documents are passed onto the incoming treasurer.

#### Section 5 Fundraising / Sponsorship Chairperson

The Fund Raising Chairman shall, with the approval of the Board of Directors, plan, organize, and implement projects to raise money for West Covina Youth Soccer Corporation. The Fundraising/Sponsorship Chairperson shall recruit sponsors, collect sponsor fees. The Fundraising/Sponsorship Chairperson shall represent the sponsors at all Board meetings and communicate any necessary information to the sponsors. The Fundraising / Sponsorship will turn over, on a timely basis, all funds and proceeds earned from said activities to the Treasurer for deposit and recording into the West Covina Youth Soccer Corporation account. The Fund Raising/ Sponsorship shall maintain adequate records of all fund raising activities and transactions.

#### Section 6 Divisional Representatives

The two (2) Division Representatives should be a Voting Member who represents the coaches of all divisions to the Board of Directors. The Division Representatives shall communicate the decisions of the Board to the coaches. Divisional Representatives shall assist the Vice President in the recruitment and training of coaches in all divisions.

#### Section 7 Referee Assignor (1)

The Referee Assignor shall be responsible for ensuring that the proper number of certified referees are at each West Covina Youth Soccer Corporation scheduled league game and that said referees are paid in a timely and appropriate manner. This Assignor shall be responsible for collecting and maintaining all game cards and making these cards available for inspection by the Division Representatives or Board Members. The referee coordinator is responsible for updating standings within 5 days. The Referee Assignor shall be a Standing Member in all protest/ discipline committees involving referee decisions.

#### Section 8 Registrars

The two (2) Registrars shall chair the Registration Committee. The Registrars must be certified through Cal South. The registrars shall be responsible for the following divisions. Upper- (U14/U18) including all competitive teams, no matter the age division,- (U10/U12), - Lower- (U5/U8). Registrars shall conduct player registrations, and new player assignments. The Registrars shall be responsible for registering all players, coaches, assistant coaches, with CYSA-S and verify individual and league insurance status. The Registrars shall, subject to board review, rule on all player drops and transfers and forward such information to CYSA-S in a timely

manner. The Registrars shall be standing Members of all protest committees formed to rule on illegal player protests. Registrars will be responsible for the following (1) Upper/Mid division – U10-U18-including competitive regardless of division. (2) Lower division-U5-U8.

Section 9 Team Parent Coordinator-

A Team Parent Coordinator shall provide discretion to all team parents of West Covina Youth Soccer Corporation and be their representative to the Board of Directors. The Coordinator shall be the standing chairperson of the committee responsible for taking bids for individual and team pictures and coordinating picture day. (Including set-up/tear-down of picture set-up). The Team Parent Coordinator shall be responsible for conducting a Team Parent workshop at the beginning of each season.

Section 10 Field Manager (2)

The Equipment/Field Manager is responsible, subject to Board review, of equipment and other items necessary to the operations of the West Covina Youth Soccer Corporation, maintain adequate records, and provide timely information to the Treasurer for inclusion in the Treasurer's report to the Board of Directors. The Equipment /Field Manager will maintain an up to date inventory of all items and equipment owned by the West Covina Youth Soccer Corporation and make these records available to Officers of the Board, upon request. The Field Coordinator shall also be responsible for insuring that the proper equipment is provided at the start of each playing day and for its removal at the end of each playing day. Including proper locking of goals at end of day. The field manager is responsible for basic maintenance as needed of fields and or equipment and is responsible for trash removal from the complex on game and event days. Will assist with setup and removal of goals for all events as required. Ex: Picture Day.

ARTICLE IV

COMMITTEES

The West Covina Youth Soccer Corporation Board of Directors may appoint committees as may be necessary from time to time, consisting of such numbers as it may designate consistent with the Constitution and By-Laws. Such committees shall hold office at the pleasure of the Board.

A. Standing Committees.

1. Discipline Committee.

The Discipline Committee shall be convened by the Vice President to discuss matters that exceed the rules and regulations of WCYSC and/or CYSA. The Committee shall be composed of at least three parties not involved in the Division in which the matter is being discussed.

The Vice President shall appoint the members of this Committee. At least one of the members shall be a current Board member. The Committee will meet and render a decision prior to the next game played. The Vice President will facilitate the hearing and report the findings of the Committee to the Board of Directors. The Vice President is not involved in the Committee's

decision. The Parliamentarian will be the alternate facilitator of this Committee in the Vice President's absence.

Any matters to the Discipline Committee shall be submitted in writing. This includes Referee's Reports, a Board of Director's report, any witnesses and participants in the hearing. The Committee will examine all written reports, interview witnesses and determine a course of action, using WCYSC and CYSA-S Rules and Regulations as a base to measure the unacceptable action against.

The decision of the Discipline Committee will be final. CYSA-S is the only level of appeal.

## B. TopSoccer Committee

1. The TOPSoccer Comitee shall perform, with the approval and support of the board all functions necessary to organize and direct all activities for West Covina Youth Soccer Corporation in regards to the program. The TOPSoccer Committee shall have the option to form a sub-committee of volunteers to help facilitate the success of this program.

## ARTICLE V

## RECORDS

### Section 1

### Records

The West Covina Youth Soccer Corporation shall maintain adequate and correct accounts, books and records of its business and properties.

### Section 2

### Inspection of Books and Records

All books and records provided for in Section 3003 of the Corporation Code of California shall be opened to inspection for the Directors and Members of the Corporation, from time to time, and in the manner provided in Section 3003, Corporation Code of California.

### Section 3

### Certification of By-Laws

The original or a copy of these By-Laws, as amended or otherwise altered to date, certified by the Secretary, and shall be opened to inspection as required.

### Section 4

### Copies of By-Laws

A copy of the WCYSC Constitution and By-Laws shall, upon request, be available to any member at least 30 days prior to the Annual General Meeting.

ARTICLE VI

LOGO

The West Covina Youth Soccer Corporation official logo shall be as designed on the WCYSC letterhead.

ARTICLE VII

PARLIAMENTARY AUTHORITY

Roberts Rules of Order, Revised, shall govern this organization in all matters not covered in these By-Laws.

Section 2

Propositions and Motions

All propositions and motions shall be voted on as a Plurality vote. Abstentions and blank votes will be considered as a null vote (Roberts Rules of Order, Section 1)

ARTICLE VIII

NOMINATIONS AND ELECTIONS

Section 1

Nominations

Nominations may be made from any Voting Member provided that he/she nominee is present or has given consent for his/her name to be placed on the ballot.

Candidates must submit their name to the board at least five calendar days prior to the date of the Board of Directors election. Voting members have the opportunity to submit names through the write-in process

Section 2

Elections

Elections shall be by ballot and a majority of votes cast shall elect. Where there is only one (1) candidate for an office, that candidate shall be elected by a majority of "yes" votes. Where there are more than two (2) nominees for any one- (1) office a plurality shall elect.

ARTICLE IX

AMENDMENTS

Any proposal to amend the By-Laws shall be submitted in writing to the President and/or Secretary of the Corporation not less than fourteen (14) days prior to the annual meeting.

This proposal amendment shall become effective immediately.

ARTICLE X

FINANCIAL MATTERS

Section 1

Authorized Signatures for Accounts

The authorized signatories on West Covina Youth Soccer Corporation checking accounts shall be the President, Vice President and Treasurer.

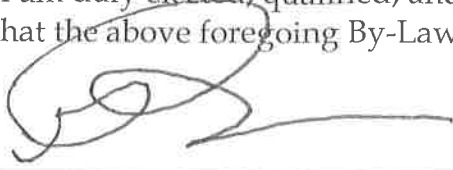
Section 2

Audit of WCYSC Financial Status

The Treasurer shall maintain sufficient records of all income and expenses required to perform an audit at the end of the year. An audit at the end of at least every other year (every third year) shall be mandatory. A BOD vote can be taken to perform audits for non-mandatory years. A copy of the audit results shall be give to the Secretary to file with the league records.

THIS IS TO CERTIFY:

That I am duly elected, qualified, and acting Secretary of West Covina Youth Soccer Corporation and that the above foregoing By-Laws are current and correct.



12 / 12 / 22

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WCYSC SECRETARY

DATE