

# Kansas Youth Soccer

## Chapter 2: Bylaws

### SUBCHAPTER I -- DEFINITIONS

#### BYLAW 101. DEFINITIONS

There are the following definitions:

1. **AFFILIATED MEMBER** -- means any league, club or association that is a structured group of four (4) or more teams joined for the purpose of inter-team play under a common set of administrative and competition rules. Each affiliated member must register every player and coach of every soccer team that is sponsored, financed, coached or administered by its organization.
2. **AMATEUR COUNCIL** -- means the administrative body for all amateur State Associations containing leagues and teams not engaged in youth soccer competitions. It is the coordinating body for all adult amateur soccer in the United States as delegated by the USSF.
3. **ASSOCIATE MEMBER** -- means a local chapter of any multi sport or single sport organization which independently conducts soccer programs in the United States at the national or lesser levels, or a recognized group of soccer coaches or referees formed for the purpose of advancing a particular aspect of soccer, but not responsible for the recruitment, training, fielding, and funding of soccer players, that is affiliated with the USSF and/or USYSA.
4. **BOARD OF DIRECTORS** -- means the regulatory board of directors described in Article VII of the KSYSA Constitution.
5. **CLUB** -- an organization which has an identifiable membership of youth soccer players on whose behalf the organization conducts or engages in youth soccer activities. A club (sometimes referred to as a "league" or "local association") is the basic administrative unit of the Kansas State Youth Soccer Association.
6. **DISTRICT** -- a geographical subdivision of a State Association.
7. **FIFA** -- means the Federation Internationale de Football Association which is the world-wide governing body of soccer.
8. **LEAGUE** -- means a structured group of four (4) or more teams joined for the purpose of inter-team play under a common set of administrative and competition rules.
9. **LOCAL CHAPTER AFFILIATE/OTHER AFFILIATE** -- means the highest level of the organization that is located within the boundaries of the state of Kansas.
10. **NATIONAL COUNCIL** -- means the legislative body of the United States Soccer Federation.
11. **REGION** -- for the purposes of the administration of US Youth Soccer. There are currently four geographical Regions: Region I -- East, Region II -- Midwest, Region III -- South, Region IV -- West.
12. **STANDING COMMITTEES** -- means any committee appointed by the Board of Directors as set forth in Article VII.
13. **STATE ASSOCIATION** -- means the administrative body within a territory determined by the National Council to carry out the Federation's programs for amateur youth or amateur adult players, or both.
14. **TEAM** -- means any group of players, coaches and managers created for the purpose of playing soccer.

15. **U.S. OLYMPIC COMMITTEE** -- means the corporation created pursuant to the Amateur Sports Act, which oversees all amateur athletic activity in the United States.
16. **USSF** -- means the United States Soccer Federation, Inc. The USSF is the United States affiliate of FIFA.
17. **YOUTH COUNCIL** -- means the administrative unit of the United States Soccer Federation, which consists of State Associations and National Associations that are members of USSF.

## **SUBCHAPTER II -- MEMBERSHIP AND THE ANNUAL GENERAL MEETING**

### **BYLAW 201. ORGANIZATION MEMBERSHIP**

#### **Section 1. General**

- A. Kansas State Youth Soccer Association is a State Association that is an Organization Member of the United States Soccer Federation. The Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the State Association and its members to the extent applicable under state law, and the State Association and its members will abide by those articles, bylaws, policies, and requirements.
- B. Membership in the Kansas State Youth Soccer Association shall be as provided in these rules and shall be open to the organizations as approved by the general membership at the Annual General Meeting and to soccer players, coaches, trainers, managers, and administrators, and officials not subject to suspension under section 4 of USSF Bylaw 241, and to any amateur soccer organization in its territory.
- C. Kansas State Youth Soccer Association will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin.
- D. Kansas State Youth Soccer Association shall register all of its players, coaches, teams, referees, and administrators with the Federation at least once each year and timely pay all dues and fees of the Federation. Individuals registered with the Federation shall be members of the Federation with the rights accorded to them under USSF Bylaws.
- E. Kansas State Youth Soccer Association is a State Association member of United States Youth Soccer Association and will comply with the authority of USYSA in all matters pertaining to interstate, regional, and national competition or in other competitions sponsored by US Youth Soccer.

#### **Section 2. Affiliated Member**

- A. Affiliated Members are those member leagues, clubs or associations, with residency in the state of Kansas that register their members directly with

## KSYSA.

1. Each organization desiring to become an Affiliated Member must be approved by the KSYSA Board of Directors. Application for membership must be made in writing by the duly authorized agent of the applicant and must be sent to the KSYSA state office, which shall process the application. Application for membership must include the following:
  - (a) Six (6) copies of the applicant's constitution, bylaws, playing rules, policies and procedures;
  - (b) A list of the organizations' Board of Directors with addresses and telephone numbers;
  - (c) Initial application fee of \$25.00, check made payable to KSYSA. If membership is refused, this fee will be returned.

Prior to a decision to accept or reject an applicant, notice shall be given to all leagues in the district. Each league shall be given a reasonable chance to voice its opinion on any potential member.

2. The constitution, bylaws, playing rules, policies and procedures of such organizations shall be reviewed by the Rules Committee. The Rules Committee shall have the power to reject them until properly written, and any subsequent changes or additions to such duly approved rules, regulations and bylaws must be submitted to and approved by the Rules Committee before their effective date. The Rules Committee may grant provisional Membership by the KSYSA Board of Directors pending approval of the rules, regulations, and bylaws of the applicant.
3. Each Affiliated Member shall, within three (3) months of its annual general meeting, submit to the KSYSA state office six (6) copies of any changes in its rules, regulations and bylaws for the ensuing season.

## B. Member Duties to Retain Good Standing.

1. All Affiliated Members must register every soccer player, every coach and every soccer team that is sponsored, financed, coached, or administered by the club, league, association or organization whether they be male or female, members of traveling teams, competitive teams, intramural programs, recreations programs, or house programs. This requirement does not apply to Associate Members as defined in BYLAW 101 (3).
2. Every team, league and association, which accepts membership in KSYSA, agrees to recognize the administrative jurisdiction of this association and to adhere to the bylaws and rules of USSF, USYSA and KSYSA.
3. Every league or association directly affiliated with KSYSA shall pay annual dues as determined by the voting membership. Payment shall be made by August 1 and shall be delinquent on September 1 of each year.
4. The failure of any member to pay annual dues and/or player membership fees as herein provided shall cause immediate forfeiture of membership without legislative formality.

### **Section 3. Associate Member**

- A. An Associate Member is a local chapter of any multi-sport or single sport organization which independently conducts soccer programs in the United States at the national or lesser levels, or a recognized group of soccer coaches or referees formed for the purpose of advancing a particular aspect of soccer, but not responsible for the recruitment, training, fielding, and funding of soccer players, that is affiliated with the USSF and/or USYSA.
- B. Organizations become Associate Members of KSYSA upon the acceptance of the membership application by the KSYSA Board of Directors.
- C. Recognition by KSYSA as an Associate Member shall be extended to the organization and not to the general membership or programs of the organization. Programs and other benefits provided by KSYSA will be made available to the youth players and administrators of Associate Members upon satisfaction of certain requirements.
- D. The individual members of Associate Members may take part in national team selection, refereeing and coaching programs without being required to be members of KSYSA.
- E. Each Associate Member shall retain exclusive jurisdiction over its soccer programs and competitions except as provided for in the USSF and/or USYSA Constitution, Rules and Policies and applicable portions of the KSYSA Constitution, Bylaws, Rules and Policies.
- F. Each Associate Member shall pay an annual organizational fee to KSYSA in the amount of \$25.00, check payable to KSYSA. (Revised 2/28/04)
- G. Failure to pay annual fees as herein provided shall cause immediate forfeiture of membership without legislative formality.
- H. Associate Members shall have voting rights as specified in BYLAW 206. Section 2. B.

### **Section 4. Provisional Members**

The KSYSA Board of Directors shall have the final authority to determine the qualifications of and to accept or reject membership into this Association. Provisional Membership may be granted by the KSYSA Board of Directors pending approval of the rules, regulations, and bylaws of the applicant by the Rules Committee.

### **Section 5. Individual Members**

The Individual Members of this Association shall be those coaches, administrators and youth players who are registered with KSYSA through an Affiliated State Member, or they may be registered at-large if they do not currently have a team.

### **Section 6. Term of Membership**

The term of membership for all Members shall be one (1) seasonal year. Such membership shall automatically renew each seasonal year provided the Member maintains its good standing.

## **BYLAW 202. DISTRICTS**

### **Section 1. General**

KSYSA shall be divided into districts as determined by the Board of Directors. Each district shall consist of its District Commissioner, Alternate District Commissioner and delegates of the district membership who are the voting membership of that district.

### **Section 2. District Voting Membership Duties**

The district voting membership shall:

- A. Elect their District Commissioner whose term of office shall begin on the day of the annual meeting and last until the next regularly scheduled annual general meeting.
- B. Approve any committee appointments in their districts.
- C. Act as a conduit of information to the membership within the district.
- D. Conduct the business within its district at designated meetings called by the District Commissioner.

### **Section 3. Voting Rights in District**

- A. Each league or association shall be represented within the district by the number of voting delegates or votes as authorized in Bylaw 206. Section 2.
- B. District Commissioners shall have no vote except in the case of a tie.
- C. Districts shall provide for representation of all teams domiciled in Kansas even though they may have received permission to play in another National State Association.

## **BYLAW 203. RECIPROCITY**

An Affiliated Member or Associate Member of KSYSA shall not register or admit to membership any clubs, leagues, players, coaches, referees or administrators who are under suspension by or receiving disciplinary action by another member of KSYSA, USYSA or USSF.

## **BYLAW 204. SEASONAL YEAR**

The seasonal year of this Association shall begin on September 1st and end on August 31st of the following calendar year.

## **BYLAW 205. GOVERNMENT**

This association shall be governed by its constitution and bylaws as presently constituted or as amended or altered from time to time and/or by such rules and regulations which may from time to time be promulgated by the Board of Directors.

## **BYLAW 206. GOVERNING BODY**

### **Section 1. Voting Membership**

- A. The legislative and judicial powers of KSYSA shall be vested in the voting membership. The voting membership shall consist of duly elected or appointed representatives from each member organization. Individual Members shall enjoy voting rights only through their association with Affiliated Members.
- B. The voting membership shall have the power to ratify, alter or reject decisions and policies of the Board of Directors.
- C. The voting membership shall elect the officers of this association, make changes in the constitution and bylaws, and approve the annual budget.

### **Section 2. Voting Rights**

- A. Affiliated Member:
  1. The following formula shall be used to determine the number of votes that each Affiliated Member league, club or association, in good standing, shall be entitled to cast at the annual General Meeting.
    - a. 70 -- 375 players 1 vote
    - b. 376 -- 750 players 2 votes
    - a. 751 -- 1125 players 3 votes
    - b. 1126 -- 1500 players 4 votes
    - c. 1501 -- 1875 players 5 votes
    - d. 1876 -- 3750 players 6 votes
    - e. 3751 + players 7 votes
  2. Voting strength for a seasonal year will be based on paid registrations as of August 31st, prior to the date of the meeting.
  3. In all matters properly presented to the voting membership, each delegate shall have the right to cast one vote or may cast all votes to which that organization is entitled if delegates are absent, but that delegate may not cast votes for any other member organization or individual at the same meeting. In no case shall the total number of votes cast be more than the number to which that league is entitled.
  4. A delegate is defined as a duly elected or appointed representative from a specific member organization. If the voting delegate(s) of a member organization is anyone other than the President of that organization, he/she must present a signed and notarized letter from the President of their organization, including the name of the Affiliated Member Organization and verification that the delegate carrying the vote(s) is a bona fide member of said member organization.
  5. Proxy voting shall not be allowed at any KSYSA meeting.
- B. Associate Member Associate Members shall collectively appoint one (1) person to serve as a non-voting representative on the KSYSA Board of Directors. He or she shall serve at his or her own expense.
- C. Board of Directors Each voting member of the KSYSA Board of Directors shall have one (1) vote at all meetings of the general membership (Annual General Meeting or Special General Meeting) except for the election of officers.

**BYLAW 207. ANNUAL GENERAL MEETING QUORUM**

Voting power present shall constitute a quorum to conduct business at the Annual General Meeting.

**BYLAW 208. ANNUAL GENERAL MEETING**

The annual general meeting shall be held in the first quarter of the calendar year, the time and place to be determined at the prior Annual General Meeting. Notification will be given in writing to all members not more than twenty-one (21) nor less than fourteen (14) days before the meeting.

**BYLAW 209. SPECIAL MEETINGS OF THE GENERAL MEMBERSHIP**

Special meetings of the general membership shall be called by (1) the President at any time, (2) by a majority of the KSYSA Board of Directors, or (3) at the written request of at least twenty-five percent (25%) of the Affiliated Members. Within fourteen (14) days from receipt of said request, the membership shall be notified of the meeting, which shall be held within sixty (60) days after receipt of the request.

**BYLAW 210. ORDER OF BUSINESS**

The order of business of the Annual General Meeting and special meetings of the general membership shall be as follows:

- A. Roll call
- B. Credentials
- C. Minutes of prior year's Annual General Meeting
- D. Approval of actions of the KSYSA Board of Directors
- E. Reports
- F. Unfinished business
- G. Consideration of proposed changes to the Constitution, Bylaws and Rules
- H. Elections
- I. New business
- J. Adjournment

**BYLAW 211. ROBERT'S RULES**

All meetings of this Association shall be conducted in accordance with Robert's Rules of Order, latest edition.

**BYLAW 212. STANDING COMMITTEES**

**Section 1.** The following committees of this Association shall be recognized as KSYSA Standing Committees:

- A. Appeals & Protests Committee
- B. Finance Committee
- C. Player Development (ODP) Committee
- D. Risk Management Committee
- E. Rules Committee

**Section 2.** Except as otherwise herein provided, the duties and procedures of the standing committees shall be as assigned by the KSYSA Board of Directors.

## **BYLAW 213. DUTIES OF ELECTED OFFICERS**

### **Section 1. Duties of the President**

The President shall:

- A. preside at all meetings of the KSYSA Board of Directors, the Annual General Meeting, and other meetings of the general membership;
- B. appoint all committees, subject to the approval of the Board of Directors;
- C. act as chairman of the Board of Directors;
- D. enforce the rules and regulations of this association;
- E. be a signatory on all financial accounts;
- F. co-sign all contracts and documents with the Secretary of the Association;
- G. be the first representative to the National Youth Council, USSF/USYSA Annual General Meeting and regional meetings; and
- H. perform duties as the Board of Directors may from time to time direct.

### **Section 2. Duties of the Vice President(s)**

The Vice President of Competitive shall:

- A. succeed to the office of President in the event that the office of Vice President of Recreation and President becomes vacant;
- B. perform all of the duties and exercise all of the powers of the president during his absence or incapacity if the office of Vice President of Recreation is vacant;
- C. assist the President in all necessary matters; and
- D. be in charge of all competitive programs.

The Vice President of Recreation shall:

- A. succeed to the office of President in the event that office becomes vacant;
- B. perform all of the duties and exercise all of the powers of the president during his absence or incapacity;
- C. assist the President in all necessary matters; and
- D. be in charge of all recreation programs.

### **Section 3. Duties of the Secretary**

The Secretary shall:

- A. keep a record of all proceedings of this Association;
- B. sign with the President all contracts and other documents of this association that are approved by the Board of Directors.

### **Section 4. Duties of the Treasurer**

The Treasurer shall:

- A. direct the keeping of full and accurate accounts of receipts and disbursements of the Association, in accordance with the financial policies of KSYSA;

- B. create and report on a monthly basis current financial activities in comparison to the Association's budget, in accordance with the financial policies of KSYSA;
- C. act as Chairperson of the Finance Committee (Revised 2/28/04); and
- D. be responsible for adhering to the budget as adopted at the Annual General Meeting, as defined in the KSYSA Financial Policies and Procedures.

### **Section 5. Duties of the District Commissioners**

The District Commissioners shall:

- A. preside at all district meetings;
- B. serve as a liaison between his/her district and the Board of Directors;
- C. seek out and develop new member organizations in his/her district;
- D. appoint an Appeal and Protest Committee to handle any appeals and protests in his/her district, which cannot be handled at league level; and
- E. call special meetings in his/her district when necessary.

### **Section 6. Duties of the Alternate District Commissioners**

The Alternate District Commissioners shall perform all duties of the District Commissioner in his/her absence or incapacity.

## **BYLAW 214. ABSENCE/REMOVAL FROM OFFICE AND VACANCIES**

### **Section 1. Absence**

Any officer who is absent without an excusable cause for three (3) consecutive meetings of the Board of Directors shall forfeit his/her right to continue in that office.

### **Section 2. Removal from Office**

- A. An officer can be removed from office by a 2/3 majority vote of the Board of Directors.
- B. Any District Commissioner or Alternate District Commissioner can be removed from office by a 2/3 majority of the entire voting power from his/her district or by a 2/3 voting majority of the Board of Directors.
- C. Failure to comply with the requirements of BYLAW 215, Section 2, item A. or item B. will result in the automatic removal from office of the District Commissioner. A District Commissioner removed from office under this BYLAW may not serve as District Commissioner or Alternate District Commissioner for a period of one (1) year from the date of his/her removal.

### **Section 3. Vacancies**

Should a vacancy occur, the vacant office shall be filled by presidential appointment, with approval of the Board of Directors, for the remainder of the term.

## **BYLAW 215. MEETINGS**

### **Section 1. Board of Directors Meetings**

The Board of Directors shall hold at least four (4) meetings per year, the time and place to be announced by the President.

### **Section 2. District Meetings**

- A. Districts shall hold at least one (1) district meetings per year, the time and place to be determined by the District Commissioner.
- B. The District shall hold no more than two (2) meetings in each of the following four (4) month periods: January through April, May through August, and September through December. The Annual General Meeting may not be used to comply with part B. of this BYLAW.

### **Section 3. Annual General Meeting**

The annual meeting of the general membership shall be called and held as provided in accordance with BYLAW 208.

### **Section 4. Special Membership Meetings**

Special meetings of the general membership may be called as needed in accordance with BYLAW 209.

### **Section 5. Meetings by Telephone**

Members of the Board of Directors of KSYSA, or any committee designated by the Board, may participate in a meeting by means of conference telephone or similar communications equipment, by means of which all persons participating in the meeting can hear one another, and such participation in a meeting shall constitute presence in person at the meeting. Individual polling of votes is prohibited.

### **Section 6. Notification**

In all meetings other than the Annual General Meeting, initial notification may be made by telephone but must be followed by a written notice.

### **Section 7. Order of Business**

The order of business for all meetings, other than the Annual General Meeting, shall be:

- A. Roll call
- B. Approval of Minutes
- C. Report of Officers and Committees
- D. Report of Delegates
- E. Unfinished Business
- F. New Business
- G. Adjournment

**Section 8. Quorum**

- A. The quorum for all Board of Directors and District Meetings shall be as specified in the KSYSA Constitution, Article VII.
- B. The quorum for the Annual General Meeting and special membership meetings shall be as specified in KSYSA BYLAW 207.

**SUBCHAPTER III -- COMMITTEES****BYLAW 301. APPEALS AND PROTESTS COMMITTEE****Section 1. Establishment**

The Appeals and Protests Committee is established under the Bylaws of the Kansas State Youth Soccer Association, Inc. (KSYSA)

**Section 2. Responsibility and Authority**

- A. The KSYSA Appeals and Protests Committee shall arbitrate all claims, which arise from within the structure of KSYSA and shall judge all matters pertaining to player and/or league infractions. KSYSA Appeals and Protests Committee may delegate its authority in some or all matters to the grievance committees of the various affiliated subordinate organizations of KSYSA, exclusive of matters related to referees, recruitment of registered players, or to matters arising between or among the affiliated subordinate organizations.
- B. All decisions rendered by the various grievance committees of the affiliated subordinate authorities shall be within the framework of these bylaws. All decisions by these subordinate authorities shall be subject to review by the KSYSA Appeals and Protests Committee. The KSYSA Appeals and Protests Committee may revise such decisions if such action is deemed necessary.
- C. The KSYSA Appeals and Protests Committee has the authority to penalize all leagues, associations and clubs affiliated with KSYSA and the individual officers, coaches, members and players thereof. Penalties shall include but not be limited to letters of censure and temporary or permanent suspension from the activities of the KSYSA or its member organizations.
- D. All grievances involving the right to participate and compete in activities sponsored by the USSF and KSYSA and its members may be appealed to the Federation's Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision.
- E. Nothing stated herein shall conflict with the rules or regulations of the USSF or the United States Youth Soccer Association (USYSA) whose rules and regulations in these matters shall always take precedence.

**Section 3.** Any hearing of a protest, appeal, or allegation of misconduct must be as the result of a properly submitted written cause of action. No hearing or other administrative action shall result from circumstances or charges, which are only communicated verbally.

**Section 4.** All matters concerning appeals and protests shall be handled in accordance with KSYSA Appeals and Protests Rules, Policies and Procedures.

## **SUBCHAPTER IV – MISCELLANEOUS MATTERS**

### **BYLAW 401. MATTERS NOT PROVIDED FOR**

Any matters not provided for in these BYLAWS will revert to USSF/USYSA rules. In the event that there is no provision in the USSF/USYSA rules, the matter will be determined by the KSYSA Board of Directors.

### **BYLAW 402. AMENDMENTS**

The Board of Directors shall have the power to make and from time to time alter and repeal the Bylaws of the corporation; provided, however, that the paramount power to make, alter and repeal shall always be vested in the general membership, which power may be exercised at any annual or special meeting of the general membership; provided, further, that thereafter the directors shall have the power to suspend, repeal, alter or otherwise amend any Bylaw or portion thereof so enacted by the general membership, unless the members in enacting such Bylaws or portion thereof shall otherwise provide. Provided further, that within ten days after publication of the minutes of any Board of Directors meeting at which the Bylaws were amended by a vote of the Board of Directors, the General Membership by majority vote electronically, cast with the Secretary/Executive Director, may ratify the amendment. Unless the action of the Board of Directors is ratified by the General Membership, the proposed amendment shall not become effective.

### **BYLAW 403. WAIVER OF NOTICE**

Whenever notice is required to be given under any provisions of these Bylaws, or of the Constitution or the law of the State of Kansas, a written waiver thereof, signed by the person entitled to notice, whether before or after the time stated therein, shall be the equivalent of notice. Attendance of a person at a meeting, including attendance by proxy at a member's meeting, shall constitute a waiver of notice of such meeting, except when a person attends such a meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of any regular or special meeting of the members, directors, or members of a committee of directors need not be specified in any written waiver of notice.

### **BYLAW 404. INDEMNIFICATION**

KSYSA may, to the fullest extent permitted by K.S.A. Section 17-6305, as amended, indemnify any and all persons whom it shall have the power to indemnify from and against any and all of the liabilities and expenses or other matters referred to or covered in said Section. KSYSA may, but shall not be obligated to, maintain insurance at its expenses, or protect it and any such persons against such expenses or liabilities.