

# **PA WEST SOCCER ASSOCIATION CONSTITUTION AND BY-LAWS**

**ADOPTED 07-17-2016; Amended July 15, 2018; Amended July 14, 2019; Amended August 22, 2021; Amended July 30, 2022; July 29, 2023; August 3, 2024**

## **ARTICLE I**

This Association shall be known as Pennsylvania West Soccer Association (hereafter referred to as PA West).

The territory designated as PA West shall consist of all Pennsylvania, west of a line formed by the eastern boundaries of the counties of Potter, Clinton, Center, Huntington, and Fulton.

## **ARTICLE II**

### **PURPOSE**

The purpose for which PA West is organized is to provide educational and character-building programs for Youth and Adults for the benefit of the community through teaching and promoting an interest in the game of soccer, particularly among young people under nineteen (19) years of age.

## **ARTICLE III**

No part of the net earnings of PA West shall inure to the benefit of, or be distributed to its members, trustees, directors, officers, or other private persons, except that PA West shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposes. No substantial part of the activities of PA West shall be carrying on of propaganda, or otherwise attempting to influence legislation, and PA West shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. PA West shall maintain its tax-exempt status under the Internal Revenue Code of 1986 or as may be amended.

Notwithstanding any other provision of these articles, PA West shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal (Revenue) tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.

Upon the dissolution of the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities, dispose of all assets of the Association exclusively for the purpose as stated and conducted exclusively for like purpose as shall at that time qualify as exempt under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.

## **ARTICLE IV**

### **AFFILIATION**

PA West shall be a State Association of the United States Soccer Federation (hereafter known as USSF or Federation). PA West may choose to affiliate with the United States Youth Soccer Association (hereafter known as US Youth Soccer) and/or the United States Adult Soccer Association (hereafter known as USASA) but the Federation articles of incorporation, bylaws, policies and requirements take precedence over and supersede the governing documents and decisions of the State Association, its members to the extent applicable under Pennsylvania law, US Youth Soccer and USASA. The members of PA West will abide by the articles, bylaws, policies and requirements of the Federation and PA West will not join any organization that has requirements that conflict with the Federation's articles, bylaws, policies and requirements.

## **ARTICLE V**

### **GOVERNMENT**

PA West shall be governed by its Constitution, Bylaws, and Rules and Regulations. PA West shall be the State Association of the Federation for all of soccer within the geographic territory as defined in Article I and shall retain its own autonomy.

PA West shall adhere to the Constitution, Organizational Rules, Playing Rules, and Administrative Rules of the USSF and all National and Regional Competitions of the USSF and, to the extent PA West is affiliated, of the US Youth Soccer and USASA.

PA West shall adhere to the Amateur Sports Act of 1978 (36 USC 371 et. Seq.) or subsequent acts passed to replace this legislation.

The legislative body of the PA West shall be the State Council, which shall meet at least once a year at the Annual General Meeting. Notice for the meeting and agenda shall be given thirty days (postmarked) in writing prior to the meeting date to all members of the State Council.

Special meetings may be called by the Executive Board or by one third of the affiliated members in writing to the Secretary of the Executive Board. Notice of the meeting and agenda must be given in writing (postmarked) within 45 days to all members of the council. Such meetings may discuss only items for consideration that are presented in advance of meeting.

## **ARTICLE VI**

### **MEMBERSHIP AND PARTICIPATION**

Membership shall be open to all Local Soccer Bodies and any Affiliate or Associate Members who meets the membership requirements as outlined in the Bylaws of PA West. The members of the State Association shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241 of the Federation, and to any amateur soccer organization in the geographic territory of PA West. Any of the above entities and persons may participate in PA West sponsored activities provided said entities/individuals comply with USSF and PA West Rules, Regulations, Bylaws, policies and requirements.

Membership in PA West is not transferable or assignable.

The State Association will not discriminate against any individual on the basis of race, color, religion, age, sex, sexual orientation or national origin.

## **ARTICLE VII**

### **AMENDMENTS**

The Constitution of PA West may be amended, in whole or in part, by a two-thirds vote of those present at State Council at the Annual General Meeting.

All Members, Officers and Members of the Executive Board of PA West, the Division Directors and Committees, and Coaching Divisions have the right to submit proposals for amending the Constitution. All proposals shall be submitted to the State Office 60 days prior to the Annual General Meeting.

All proposed amendments must include the present Constitutional provision in its entirety followed by the proposed amendment with any new language proposed to be underlined and strike marks through wording to be removed from the old article.

# **BY-LAWS PA West Soccer Association**

## **DEFINITIONS**

“**AMATEUR SPORTS ACT**” means the Amateur Sports Act of 1978 (36 USC 371 et. seq.)

“**ASSOCIATE**” means an organization formed to advance a particular aspect of soccer, but not responsible for recruiting, training, fielding, and funding of soccer players.

“**Advanced State Sponsored Activity**” means participation in Divisions 1,2 and 3, State Cup, Presidents Cup, Regional and National Leagues.

“**CLUB**” means a single unit of players from U-6 to U-19 in age under one governing body or current US Youth Soccer groupings.

“**DISTRICT**” is a geographically defined area; in the Youth Division this is an area in which the elected Director organizes travel leagues for play primarily on Sunday and coordinates any In-House (Recreational League) program matters.

“**DIVISION**” shall refer to the Youth and Amateur Divisions of PA West; Insofar as the Youth Division is organized into Districts and Divisions, Classic and Community are types of Divisions that are further defined in the Youth Division Playing Rules and Procedures.

“**FEDERATION**” means the United States Soccer Federation, Inc. (“USSF”)

“**FIFA**” means the Federation Internationale de Football Association of which the USSF is the national association member for the United States.

“**LEAGUE**” means an organization grouping teams joined for the purpose of playing under the common set of administrative and competition rules managed by a governing body.

“**LOCAL SOCCER BODY**” means, in the case of the Youth Division, a club as defined, supra., and in the case of the Amateur Division, a league as defined, supra.

“**Affiliate Member**” means a youth sports organization that conducts soccer programs in at least 5 states of the United States.

“**Associate Member**” means an organization formed to advance a particular aspect of youth soccer, but not responsible for recruiting, training, fielding, and funding of players.

“**PLAYING SEASON**” begins on September 1 of one calendar year and ends on August 31 of the following calendar year.

“**PLAYING SESSION**” refers to the starting and closing dates of league play as established as established by the Youth and Amateur Divisions of PA West. PA West offers two major sessions (Fall and Spring)

“**STATE ASSOCIATION**” means the administrative body within a territory determined by the USSF National Council to carry out the Federation’s programs for amateur youth &/or amateur adult players.

“**TEAM**” means a group of soccer players playing on the same side in soccer games and as may be further defined in Youth or Amateur Division Playing Rules and Regulations.

“**YOUTH PLAYER**” means an individual who has not reached 19 years of age before the start of any seasonal year, as defined by USSF. A player who reaches 19 years of age during a seasonal year is allowed to complete that seasonal year.

## **Chapter 1 Federation Dominance**

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 Pennsylvania law, and PA West and its members will abide by those articles, bylaws, policies and requirements.

## **Chapter 2 Geography**

2.1 The overall territory (as defined within Article I of the PA West Constitution) shall be divided into Districts and Divisions for purposes of the Youth Division. The Adult Division may elect to utilize Districts and /or Divisions but may instead organize by leagues or as otherwise approved by the Executive Board.

2.2 The number and configuration of Districts and Divisions for Youth play shall be determined by the Youth Board. The number and configuration of Leagues for Adult play shall be determined by the Adult Board.

2.2.1 A District or Division will be determined by the number of Local Soccer Bodies and leagues, Youth or Adult, and participating Affiliate or Associate Members in that area.

2.2.2 A Youth District or Division may not exist until that district is able to field 4 teams in at least three of the following age groups: U-12, U-14, U-16, and U-19, for a total of 12 teams. Each age group must have at least 4 teams, but each group of at least 4 teams can be boys' or girls' teams.

2.3 PA West may establish playing divisions in accordance with USASA and US Youth Soccer guidelines for affiliated members unless in conflict with Federation directives.

2.4 The Local Soccer Body or participants from Affiliate or Associate Members shall be assigned to a District, Division or League when its membership is accepted. District assignment may be changed to meet the district needs to maintain reasonable playing units in accordance with applicable Division Playing Rules and Regulations and Policies.

## **Chapter 3 Membership**

3.1 All Soccer Bodies may affiliate directly with PA West.

3.2 PA West will not discriminate against any individual on the basis of race, color, religion, age, sex, sexual preference, or national origin.

3.3 The membership of PA West and the members of the State Association shall be open to any soccer players, coaches, trainers, managers, administrators and officials not subject to suspension under section 4 of USSF Bylaw 241, and to any amateur soccer organization in its territory.

3.4 The Executive Board in concurrence with the pertinent Division Board (Adult and Youth) shall have final determination as to the type of memberships to be granted and will exercise this determination from time to time.

3.5 Local Soccer Bodies that wish to affiliate with PA West for the purpose of playing in one of the sanctioned Leagues shall be approved by the respective Board (Youth/ Adult). Affiliates or Associates that wish to become a part of PA West can file an application through the Adult or Youth Divisions of PA West who will then pass on their recommendation to the Executive Board for consideration.

3.6 PA West will not join any organization that has requirements that conflict with the Federation's articles, bylaws, policies and requirements.

3.7 Any person participating in a PA West program who becomes a defendant in litigation detrimental to the welfare of youth players or litigation based on activities detrimental to the welfare of youth players, shall be suspended from all soccer-related activities. Suspensions under this rule shall be determined by the Youth Board. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. The person has a right to appeal the suspension only over whether the matter which is the substance of the accusation, if true, is detrimental to the welfare of youth players.

- a. On completion of the litigation, the suspended person may inform the body suspending him/her under Section 3.7 above, that the litigation has been completed and request that the suspension be terminated and the person reinstated. The suspending body may grant the request of the person or, if the decision of the litigation was averse to the person, may continue the suspension for a period specified by the suspending body, fine the person, terminate all membership of that person with the suspending body and its members, or any combination of those authorized penalties.

## **Chapter 4 State Council**

4.1 All members of PA West (except Affiliate of Associate Members) in good standing shall be voting members of the legislative body of PA West, the State Council.

4.2 The State Council shall meet at its Annual General Meeting in accordance with Article V of the PA West Constitution. A majority of members in good standing shall constitute a quorum.

4.3 The order of business shall include but not limited to: Election of officers to the Executive Board, Approval of the Budget, Accept Reports of the Executive Board, Committees, Adult and Youth Divisions and new Affiliate of Associate Members. The Executive Board shall report on actions and policies adopted, propose and accept/reject changes to the Constitution and Bylaws, other Business that the membership wishes placed upon the agenda

4.4 Only the Adult Board and Youth Board have the right to determine "in good standing" for their respective divisions.

4.5 Voting Rights: Membership (per player registration in PA West)

4.5.1 Adult (Leagues) (per team) – 1 vote for 1 to 2 teams 2 votes for 3 to 6 teams 3 votes for 7 to 12 teams 4 vote for 13 to 19 teams 5 votes for 20 to 29 teams 6 votes for 30 to 50 teams 7 votes for over 50 teams

4.5.2 Youth (Clubs) (per player): 1 vote for 11 to 100 players 2 votes for 101 to 250 players 3 votes for 251 to 500 players 4 votes for 501 to 900 players 5 votes for 901 to 1,500 players 6 votes for over 1,501 players

4.5.3 One representative may exercise all voting rights for only one Organization, one League, or one Club in each of the above (4.5.1, 2). Only those present may exercise voting rights.

4.6 Voting rights will be verified in writing on the organization's letter under the President's signature naming the delegate that may represent the soccer body. This delegate shall be a member of that organizations Board. A person may only exercise one voting power.

4.7 No member of PA West Executive Board, Adult Board, Youth Board or State Office staff shall carry a vote as an officer of PA West. Such individuals may vote as a representative of an individual club or league or other member organization.

4.8 All members of the State Council shall vote for the President, Secretary, Treasurer, and elected Members-at-Large.

4.8.1 Only the members of the Adult Division shall elect the Adult Vice President at the division's first organizational meeting.

4.8.2 Only the members of Youth Division shall elect the Youth Vice President at the Annual General Meeting.

4.9 The voting rights for any Annual General Meeting will be based on registration figures thirty (30) days prior to said meeting or the final total of the year ending prior to the meeting. Whichever count is higher shall be used to determine voting rights.

4.10 The voting rights for a Special Meeting will be based upon the final total of the year ending prior to the meeting. (for a meeting called in mid-year, e.g.: January of 2017, the voting rights would be predicated upon the final numbers of August 31, 2016.)

## **Chapter 5 Fees**

5.1 The Executive Board shall determine the fees for all classes of members with the consultation of the Adult and Youth Boards.

5.2. Affiliate of Associate Members must pay all its fees owed to the USSF to be in good standing.

5.3 The Executive Board shall approve all fees for PA West in conjunction with the Budget.

5.4 The PA West Executive Board shall be responsible for the collection of all fees owed to the USSF, USASA, and US Youth Soccer.

5.4.1 Such fees are non-discretionary and are subject to change by the USSF, USASA, and US Youth Soccer. These fees shall be a part of the player or team registration. As required by USSF, PA West shall register all of its players, coaches, teams, and administrators with the Federation at least once each year and timely pay all dues and fees of the Federation.

5.5 All Insurance fees shall be collected as portion of the player or team fee and shall be based upon rates by carrier and subject to change dependent upon previous year's activity. A registration fee may be adjusted to accommodate changing rates.

5.6 No Member, club, player, or team will be permitted to take part in a PA West activity without the payment of all fees. Failure to pay all fees will place a player, team, club, or member, in bad standing. The penalty for such failure will be a maximum suspension of a total of twelve months served. All fees must be paid prior to re-admittance into PA West. Penalties and interest may be assessed.

5.7 All fees owed to PA West will be paid directly to PA West and/or its designated agents by check, money order, or electronic payment.

## **Chapter 6 Executive Board**

6.1 The Executive Board shall consist of the following members: President, Vice President - Adult, Vice President - Youth, Secretary, Treasurer, four elected Members at Large, and up to four appointed Members at Large.

6.2 The terms of office shall be two years commencing at the adjournment of the Annual General Meeting during which the election was held. For the purpose of this section, a "year" shall run from one AGM to the next AGM.

6.3 President, Secretary, Adult Vice President, and two Members at Large shall be elected in odd numbered years.

6.4 Youth Vice President, Treasurer, and two Members at Large shall be elected in even numbered years.

6.5 Appointments by the Executive Board of the Members at Large shall occur on a one to one with elected Members at Large. Appointed at large members will be approved by a 2/3 vote of the entire Board of Directors.

6.6 Each member of the Executive Board shall have one vote except the President who shall only vote in cases of a tie.

6.7 The President shall chair all meetings. In the absence of the President, the Adult Vice President shall chair in even numbered years and the Youth Vice President shall chair in odd numbered years. Should one Vice President be absent then the other would automatically assume the chair.

6.8 A quorum shall be a simple majority of the total membership of the Board of Directors.

6.9 The Executive Board shall meet at least four times yearly, quarterly recommended. The Board shall set its own calendar that must be published to the general membership. No proxies permitted.

6.10 With the exception of the Vice Presidents of PA West no elected or appointed member of the Youth or Adult Boards or the State Referee Committee shall be members of the Executive Board. The members of the Executive Board may hold positions with clubs, teams, or organizations that are members of PA West.

6.11 The Vice Presidents shall bring to the Executive Board the Division's business including budgets and policy requests. They are responsible for the implementation of PA West policies and Administrative Bylaws within the Divisions.

6.12 The Executive Board shall have the power to conduct all financial business of PA West, be responsible for all policies, approve all members with the advice and consent of the Divisions where applicable, oversee the activities of the State Office including hiring and dismissal of employees, determination of job descriptions and policies for employees, maintain communications with the Adult and Youth Divisions and members of the State Association, direct and make appointments for the referee and coaching programs and their personnel in accordance with the rules of the USSF and with recommendations from Adult and Youth Boards. The Executive Board shall report on its action and policies to its membership or their authorized representatives on a regular basis but at least once each year at the meeting of the State Council.

6.13 All Youth and Adult Division playing rules and procedures shall be solely the responsibility of the Boards of the respective Division.

6.14 The President of the Executive Board shall be the representative to all USSF sponsored activities; the PA West Vice President-Youth shall be the representative with voting authority to all USYSA sponsored activities; and the PA West Vice President-Adult shall be the representative with voting authority to all USASA sponsored activities.

6.15 In the event of the death, resignation, or removal of an officer, the Executive Board in its discretion may elect a successor to fill the remaining balance of the vacancy term. Any officer who is absent from any three successive meetings without just cause, as determined by the Executive Board, shall be deemed to have resigned from that office by operation of a resolution finding such absence without just cause adopted by the Executive Board.

6.16 The Executive Board shall be entitled to terminate the employment or appointment of any person if there is sufficient cause and evidence that shows that the termination is in the best interest of the State Association. The termination will require the full majority of the entire Executive Board. The termination will be communicated in writing to the State Council immediately upon the termination.

## **Chapter 7 Appeals, Grievances and Disputes**

7.1 PA West provides equitable and prompt hearing and appeal procedures to guarantee the rights of individuals and clubs to participate and compete, including grievances involving the right to participate and compete in activities sponsored by the Federation and PA West. All disciplinary actions, grievances, disputes and appeals shall be heard by the Division under which the action occurred unless it falls under the jurisdiction of the Referee Committee. Any grievance, dispute, appeal, or disciplinary action shall be in writing. If action is not taken in a timely fashion by the Division or Referee Committee or if a grievance, dispute or appeal involves the State Office where the Divisions or Referee Committee do not have jurisdiction, the Executive Board shall convene a Hearings and Appeals committee to adjudicate the matter and report back to the Executive Board for concurrence.

7.2 In all hearings conducted in PA West, the parties shall be accorded:

- Notice of the charges or alleged violations in writing and possible consequences if the charges are found to be true.
- Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
- The right to have the hearing conducted at a reasonably convenient time and place so as to make it practicable for the person/entity charged to attend; the State Office shall at all times be considered a reasonable location
- A hearing before an impartial body of fact-finders
- The right to be assisted in the presentation of one's case at the hearing
- The right to present witnesses, evidence, and argument
- The right to be advised of the identity of the evidence the hearing Board/Committee has been given and the right to confront witnesses if called at the hearing
- The right to confront witnesses allows for the cross-examination of witnesses at the sole discretion of the chair of the hearing panel
- Direct cross-examination of witnesses is not allowed and must be directed towards the panel. If the question(s) are determined not to be repetitive, irrelevant or harassing then chair will address the question(s) towards the witnesses.
- The right to have a record made of the hearing if desired; the expense is to be borne by the party requesting the record and arrangements must be to the satisfaction of the hearing Board/Committee
- A written decision issued in a timely fashion, with reasons for the decision, based upon the evidence.

7.3 Hearings for a player, coach, team or club will be held according to the provisions of the Division within which the violation occurred. Failure to do so will result in action by the Vice President of the specific Division. Hearings involving the Referee Committee will be held according to their provisions. All Division/Referee hearing procedures must comply with the requirements of 7.2.

7.4 Should the parties refuse to attend or create a situation that makes it impossible to hold the hearing within the stated time, the Division/Referee Committee may take such action as reasonably necessary upon their investigation. Such action could include a suspension of rights of participation.

7.5 All official correspondence will be done by certified mail or delivery services such as FedEx that require a signature for receipt. All telecommunications will have written documentation and both parties copied.

7.6 Any grievance, dispute or appeal on the part of any player, team, club, coach, administrator, trainer, or referee must occur in writing within ten (10) days of the action, inaction, or receipt of decision giving rise to the grievance, dispute, or appeal. An appeal taken to the level of the Adult Hearing and Discipline Committee or Youth Division Hearings and Appeals Committee, must be accompanied by a check for \$150, payable to PA West. If the appeal is upheld, the fee will be returned. If an appeal, dispute, or grievance is heard by hearing boards/committees at a lower level than the Adult Hearing and Discipline Committee or Youth Hearings and Appeals Committee or the Referee Committee, there shall be no fee charged for the filing of the appeal or grievance unless otherwise provided in the Adult or Youth Division Rules.

7.7 The next level of appeal for players, coaches, teams or clubs of the Youth Division or teams of Adult Division shall be to the division's Board.

7.8 The next level of appeal after the division's Board is to the Executive Board.

7.9 The next level of appeal shall be to the USSF by completing a Notice of Appeal in accordance to USSF procedures (currently USSF Bylaw 705) providing for the party to complete a USSF Notice of Appeal with appeal fee to be submitted



within 10 (ten) days of receipt of the decision rendered by the Adult or Youth Divisions or Referee Committee or other PA West final decision. The Federation's Appeals Committee has the jurisdiction to approve, modify or reverse decisions.

7.10 The appellant must submit 12 copies of all statements, facts, and arguments for consideration to the State Office with the appeal for distribution.

7.11 All decisions shall be in writing and by certified mail.

7.12 All decisions of the Division Boards or Referee Committee shall be in force until such time as further appeal has modified the decision.

7.13 A decision of one Division is to be upheld and enforced within all the divisions of PA West and all members of PA West. Notification will be given to all affiliate members and to the USSF.

7.14 Legal counsel - There is a right to be assisted in the presentation of one's case at a hearing. If legal counsel is utilized, prior notification must be given so that the hearing board may be equally represented.

7.15 All Affiliate or Associate Members shall be responsible for their own discipline/appeals on non-Pa West matters and shall abide by the national rules of their associations. PA West has the option to conduct the appeals with regard to PA West matters involving Affiliate of Associate members' hearings, grievances, and disputes or to refer it to the Affiliate or Associate Members for them to conduct their own appropriate proceedings and report back to Pa West, who can then determine whether to accept the result rendered or commence their own hearing proceedings.

7.16.1 No member, official, league, club, team, player, coach, administrator or referee may invoke the aid of the courts of the Commonwealth or United States without first exhausting all available remedies within PA West and USSF. This bylaw does not apply to the commencement of an arbitration proceeding under these bylaws or the USOC Constitution and Bylaws or the enforcement of a decision rendered in such a proceeding.

7.16.2 For a violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to PA West for all expenses incurred by PA West and its officers in defending each court action, including but not limited to the following:

- (1) court costs.
- (2) Attorney's fees.
- (3) Reasonable compensation for time spent by PA West officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.
- (4) Travel expenses.
- (5) Expenses for holding special meetings necessitated by the court action.

7.17 Consequences or disciplinary actions include but are not limited to:

1. Letter of Reprimand
2. Probation
3. Suspension
4. Placement in Bad Standing
  - (a) A club or team placed in bad standing is suspended from all PA West Activities and their membership is revoked.
  - (b) A Club or Team that has been placed in bad standing can re-apply for membership no earlier than one (1) year from the date of placement in bad standing.

7.17.1 Fines

- (1) Players, Coaches, Teams, and Clubs can be fined with payment made to the PA West Soccer Association.
- (2) Any player, coach, team or clubs receiving a fine are not permitted to participate in any PA West Soccer Association activity until the fine has been paid in full.

## **Chapter 8 Administrative Rules**

8.1 The Executive Board has the right to make and enforce any administrative rule and policy that deals with the business/operation of PA West. When accepted by the Executive Board, the administrative rule and policy will go into

effect immediately upon adoption.

8.2 All proposed administrative rule changes must be sent to the state office 15 days prior to the Board of Directors' next scheduled meeting. Each Division may have their own administrative rules.

8.3 Submission of rules must be in writing identifying the submitting party. Changes must state the old rule in its entirety, the replacement rule in its entirety, and the reason for change.

8.4 The Playing Rules and Procedures of PA West Divisions shall be the province of the Division and may not be changed by the Board of Directors.

8.5.1 All Playing rule changes shall be submitted to the Youth Board or Adult Division. The Adult and Youth Boards reserve the right to recommend change, adopt or reject the submitted proposed rule.

8.5.2 The submissions shall follow the same procedures of 8.3

8.5.3 Any member in good standing may submit rules for consideration.

8.5.4 All new playing rules will take for the fall playing session will become effective on July 1 and new playing rules for the spring playing session become effective on February 1.

8.6 A Division may not make a rule that is violation of PA West policy or business procedures.

8.7 The Calendar and all age requirements shall be established in accordance with the USSF and US Youth Soccer and USASA.

8.8 PA West and its members will abide by the Federation's articles, bylaws, policies and requirements on interplay.

8.9 PA West shall provide to the Secretary General of the Federation an annual report on the activities of the Association and most current annual financial statements within 90 days after the start of the Federation's seasonal year.

8.10 PA West will: (A) provide annually to the Federation copies of the state Association's constitution, bylaws, and other governing documents; (B) submit changes to those documents to the Federation for approval not later than 90 days after adoption; (C) make copies of those documents available to its members.

8.11 PA West shall adopt policies prohibiting sexual and physical abuse that meet minimum criteria established by the Federation (subject to any contrary requirements contained in Pennsylvania or local law applicable to PA West and its members).

## **Chapter 9 State Committees**

9.1 The Executive Board shall have the right to create standing and ad hoc committees, as it deems necessary.

9.2 The Treasurer shall chair the Budget Committee (which shall be a standing committee) and the budget committee shall include at least two members representing the Youth and Adult Divisions.

9.2.1 The President shall nominate committee chairs for approval by the Executive Board at the first meeting each seasonal year.

9.3 All ad hoc committees shall be appointed by the President.

## **Chapter 10 Roberts' Rules of Order**

Roberts' Rules of Order shall be deemed to be adopted at all meetings conducted by the Association unless otherwise permitted by these bylaws.

## **Chapter 11 Amendments**

11.1 The Bylaws of the PA West may be amended, in whole or in part, by a majority vote of those present at Annual General Meeting by the members of the State Council in good standing.

11.2 All Members in good standing, the Executive Board of PA West, Divisions, Referee and Coaching Divisions shall have the right to submit proposals amending the Bylaws. All proposals shall be submitted to the Executive Boards' Secretary at the State Office 60 days prior to Annual General Meeting.

11.3 All amendments must include the present bylaw provision in its entirety followed by the proposed amendment with any new language proposed to be underlined and strike marks through wording to be removed from the old bylaw.

## **Bylaws Adult Division**

### **Chapter 12**

12.1 The Division shall meet a minimum of once a year. Additional meetings may be requested by the leagues, or the Director may deem it necessary to call additional meetings.

12.1.1 A minimum of forty per cent of the leagues, in writing, may call an additional meeting(s) stating the purpose or need for this meeting. The Director must set the requested meeting up within ten days of receipt of all requests and the meeting must be held within twenty days of the request. (from latest postmark date)

12.2 Each league shall have one vote within the Division and be represented by its business manager or elected representative.

12.3 The league shall be required to have a specific person responsible for registration and shall register all its teams and players with PA West.

12.3.1 Teams and players shall be registered in accordance with the rules of the ASASA.

12.3.2 All teams within a league shall register with PA West. Failure to register will put the league in bad standing and result in an immediate suspension from play until a hearing may be held.

12.4 All fees will be payable to PA West by check, money order, or electronic method. The teams are responsible for all fees.

### **Chapter 13**

13.1 The Division shall elect a Board to be responsible for the conduct of Adult soccer within PA West whose members shall not sit upon the Executive Board of PA West with the exception of the Division's Director, who is to be known as PA West Vice President-Adult for all purposes outside the Adult Board.

13.1.1 The Division has the right to determine the composition of its overall Board.

13.1.2 The Division shall have at a minimum Director and Secretary.

13.1.3 A Hearing and Discipline Committee is to be appointed yearly.

13.2 The Division's Director shall represent the Division on the Executive Board of PA West as the PA West Vice President-Adult.

13.2.1 The Director shall serve a two-year term.

13.2.2 There is no limit to the number of terms the Director may serve.

13.2.3 The duties shall include: To hold meetings as defined in 1.1. To prepare a Budget for the Division. To appoint committees and organize USASA competitions. To attend or appoint a delegate to attend USASA regional and national meetings. To be prepared to assume additional duties as warranted.

13.3 The Division shall appoint a registrar. Should the league wish to elect this position, it must be with the agreement of a majority of its members.

13.3.1 The duties shall include: To register all players and teams in accordance with the rules of the USASA. To verify all rosters for USASA competition.

13.4 The Division shall have a Secretary.

13.4.1 The Secretary shall be elected annually at the first meeting of the year.

13.4.2 The duties include: To take minutes. To file a copy of the minutes with the State Office, who shall distribute them to the PA West Executive Board and Division members and to file a copy of all committee activities, minutes and rulings with the Director and State Office.

13.5 The Director shall have the right to appoint committees as needed to operate the Division.

13.6 The Division shall determine its own quorum.

## **Chapter 14**

14.1 The Division shall have the right to make and administer all of its playing rules. All rules must be published and distributed to all members in good standing.

14.1.1 No rule may be passed that is contrary to PA West, PA West's Adult Division, USASA, or USSF.

14.2 The Division members shall approve its rules at the first Divisional meeting of the year.

14.3 The Leagues have the right to their own rules.

14.3.1 No rule may be passed that is contrary to PA West By-Laws, USASA, or USSF.

14.3.2 Each League must publish its rules, distribute to its members, and file a copy with State Office (for appeal purposes only).

14.3.3 All rules must include an appeal process including how to appeal in accordance with PA West Bylaw Chapter 7, USASA, and USSF. No league, team, or player may be denied due process.

## **Chapter 15**

15.1 The Adult Division shall have a Hearing and Discipline Committee in place to be able to meet within fifteen days following an incident that requires disciplinary action.

## **Chapter 16**

Roberts' Rules of Order shall be deemed to be adopted at all meetings conducted by the Division unless otherwise stated in the Bylaws, and Rules and Regulations of the Division.

## **Chapter 17 Amendments**

17.1 The Bylaws of the Adult Division of PA West may be amended, in whole or in part, by the majority of those present from the Adult Division of the State Council at the Annual General Meeting and special meetings of the State Council.

17.2 The Members of the Division, members of the Board of Directors, Committee Chairs and Members have the right to submit in writing all proposals to the Board's secretary at the State Office 60 days prior to the Annual General Meeting.

17.3 All proposed amendments must include the present provision in its entirety followed by the proposed amendment with changes proposed being underlined.

## **Bylaws Youth Division**

### **Chapter 18 General**

18.1 The purpose of the Youth Division shall be to encourage, develop, educate, promote, and provide an opportunity to participate and to administer soccer among the youth players of all abilities (as defined by the USYSA), both male and female within PA West.

18.2 All Members are subject to the authority of PA West and are required to play within the rules and procedures of PA West, US Youth Soccer, USSF, and FIFA. All Affiliate of Associate Members are required to play within the rules of PA West and USSF and FIFA to the extent they participate in PA West.

18.3 The Youth Division shall be segregated into a maximum of eight geographic Districts for the management of designated playing divisions and overall registration of players.

18.4 The Youth Division has the right to establish separate Leagues within PA West. Leagues may be established to represent winter and summer play. These leagues shall be secondary in nature and not affect qualifications for US Youth Soccer or USSF competitions.

18.5 Districts shall determine the makeup of Division 5 and lower. Each District shall have the responsibility for providing boys and girls travel play for the age groups in as many skill levels as needed.

18.5.1 The Youth Board has the right by majority vote to change who participates within the District and to establish or delete playing divisions. In addition, any club may petition for the change.

18.6 The Youth Division shall have right to create its own competitions.

18.7 The Youth Division shall be a financial part of PA West which shall establish and keep all operating funds for the Division.

18.8 The seasonal year shall be in accordance with the rules of the US Youth Soccer and USSF.

### **Chapter 19 Structure**

19.1 The official playing season for the Youth Division shall be fall and spring sessions. (To comply with USSF registration, this shall be considered one season in which time period teams must qualify for USSF competitions.)

19.2 The Youth Board shall determine the various playing divisions it shall approve for play.

19.2.2 The composition of these playing divisions may change as needed by action of the Youth Board.

19.3 Additional Leagues may exist by approval of the Youth Division's Board.

## **Chapter 20 Membership**

20.1 The membership for the Youth Division is defined by the Bylaws of PA West and is open to all Local Soccer Bodies (club/association) and any other member of PA West to the extent they wish to participate.

20.2 Membership and registration requirements of PA West Soccer Association must be satisfied before admittance into the Division is permitted.

20.3 The Youth Division has the right of approval/ denial of its member clubs and must recommend all new members to the PA West Executive Board for admission into PA West.

20.4 The Youth Division shall consist of two (2) types of clubs: Community Club and Classic Club. A community club shall manage and arrange soccer programs (primarily in-house and travel) generally within a limited geographic area consisting primarily but not exclusively of players from that limited area. A Classic Club shall manage and arrange soccer programs for the advanced competitive players and shall not be limited to players from any limited area.

### **20.6 New Club Requirements:**

A. Application General Requirements for ALL new member clubs:

- (a) Dated letter or electronic request including name & address of the association with Club Logo.
- (b) A list by name and title of the Board of Directors along with the addresses, telephones and email of each.
- (c) A list by name and title of all Committee Members including positions such as In-House and Travel Coordinators, Coaching Directors or Coordinators and Registrars, with addresses, phone numbers and email of each.
- (d) A list by name and title of all Operating official(s) including but not limited to president, vice-president, treasurer, secretary, director(s), coordinator(s), director of coaching, registrar, assignor, commissioner(s), field coordinator(s).
- (e) A copy of By-Laws, Incorporation Papers and a Mission Statement.
- (f) A section in the governing document containing the club's Risk Management Policy or Rules.
- (g) A section in the governing document containing the club's Grievances and Hearings & Appeals with a timeline resolution.
- (h) A section in the governing document containing the club's Return-to-Play (RTP) and Health Safety Guidelines.
- (i) A section in the governing document containing information on its affiliation with other soccer organizations and disclosure of any members serving on a non-affiliated Board. PA West Soccer Class-A member clubs shall not be part of any non-PA West Soccer organization that creates a conflict of interest with PA West Soccer rules, policies or procedures.
- (j) Disclose any known or possible Conflict of Interest, including written explanation. New member club applications shall be reviewed thoroughly for possible conflict with existing clubs; where there is doubt or conflict, said club application will be tabled until said club organization comes into compliance with these guidelines.
- (k) A list of all fields for play and practice including copies of permits to use fields if not owned, or Proof of ownership
- (l) Merger: If the new club application is a result of a merger of two or more existing clubs, a written acknowledgement by presidents of ALL clubs involved is required.
- (m) Changed Status: If the Applicant is a current Member club seeking a NEW STATUS within the State Association, said club must be in current good standing (meeting the given criteria in current status) as well as meet the specific criteria noted for the new status desired by said club.
- (n) Deadline for Club Member Application and Fee Submittal (Fee applies to NEW Member applicant only): Application may occur at any time of the year and must have a club check in the policy amount made payable to PA West Soccer Association accompanying the application. All applications and fee must be sent to the State Office.
  - a. To be eligible for Fall play, Fall season deadline is 14 days prior to Youth Board's May meeting date of that year.
  - b. To be eligible for Spring play, Spring season deadline is 14 days prior to the Youth Board's November meeting date of the previous year.

**B. Specific application requirements for New Member Classic Clubs:**

- (a) New Classic Club applications are first submitted to the Classic Committee for review and recommendation.
- (b) To be eligible for membership, a potential Classic Club shall field a minimum of eight (8) teams in PA West Soccer run leagues (or required US Youth Soccer or Region 1 Leagues) the first seasonal year.
- (c) A New Club may only apply to the Classic Division if the Classic Division drops below 12 Classic clubs. While the number of Classic Clubs shall be limited, all competitive teams (as defined in the Youth Division Playing Rules) shall have the right to be promoted or relegated based on the results on the playing field as set forth in the Playing Rules of PA West Youth Division as amended each seasonal year.

**C. Specific application requirements for the New Member Community Club:**

- (a) New Community Club application must first be submitted for recommendation to the appropriate District Director.
- (b) A Community Club must actively participate with players in at least one seasonal program within the State Association. To be involved at Travel team level only, said club must actively participate with a minimum of twenty (20) individual players for a minimum of two (2) teams playing at a division level of Travel or higher.

**D. Specific requirements for Accredited Futsal Clubs**

- (a) New Futsal Club application must first be submitted for recommendation to the Futsal Committee
- (b) Committed exclusively to Futsal with one (1) year of play before eligible to apply
- (c) Offers Futsal specific training curriculum and committed to participate in PA West Futsal State Cup
- (d) Licensed coaches
- (e) Forty (40) players in five different age groups, all registered with PA West Futsal

**20.7 Annual renewal requirements for all member clubs.**

A. Each club shall submit the following each year:

- (a) Club Affiliation fee paid by no later than July 1 to the State Office
- (b) For renewals submitted after the deadline date, a penalty fee will be charged. All late fees will be set by the Board of Directors.
- (c) No renewals will be accepted after August 5. Failure to renew before this date will require reapplication as a new member.
- (d) A copy of amended by-laws that meet PA West membership requirements and that no rule is in violation of PA West, US Youth Soccer, and USSF rules by February 1<sup>st</sup>.
- (e) Names and addresses of Board of Directors, Coaching Director, In-House and Travel Coordinators and Registrars where applicable by February 1<sup>st</sup>.
- (f) Field list for play and practice.
- (g) Penalties and Fines: Failure to meet renewal requirements will result in the following sanctions:  
1st violation – one-year probation for the non-compliant club

2nd violation – placement in bad standing which results in suspension of participation in all PA West activities

**B. Specific Annual renewal requirements for Classic Clubs:**

All Classic clubs shall be required to maintain a minimum of eight (8) teams (U12 and up) in PA West run leagues (or approved US Youth Soccer or Region 1 leagues) the second seasonal year of membership and each succeeding year.

**20.8 Membership**

(a) All Member Clubs in good standing have the right to register and roster teams for play in PA West run leagues and tournaments subject to the Youth Playing Rules and Procedures and the requirements of that league or tournament. All Member Clubs have the right to register and roster teams for play in other US Youth Soccer leagues and tournaments subject to the requirements of these activities.

(b) Misrepresentation or failure to compete in leagues after rostering team(s) will result in placement in bad standing of club and team.

(c) PA West administers all leagues of play that qualify for advanced tournaments/festivals, etc. or as required by US Youth Soccer or Region 1. PA West will not sanction any league not under its immediate jurisdiction and administration except as noted above.

**Chapter 21 Government**

21.1 The Youth Division shall be governed by the Youth Board who shall delegate to the Districts and the Playing Divisions the authority to manage play within their respective area of responsibility.

21.2 Each playing Division and geographic District shall annually elect a Director to the Youth Board who shall have the responsibility of representing the clubs within its district/division.

21.2.1 Each club shall have one vote at District meetings. No proxies are permitted

21.3 The geographic District shall organize travel leagues for play primarily on Sunday, both boys and girls, and coordinate any In-House program matters as they occur.

21.4 The Youth Board may authorize additional travel or playing divisions.

21.5 All District and Playing Divisions shall be required:

21.5.1 To hold two organizational meetings annually of all Clubs and/or Teams.

21.5.2 To hold Disciplinary and other necessary Hearings.

21.5.3 To arrange travel leagues

21.5.4 To promote PA West programs, competitions, and events.

21.5.5 To bring to its membership other matters for consideration.

21.5.6 To conduct elections yearly at the first meeting after January 1 but no later than February 28, for the positions of District Director, Deputy Director, Secretary, and Hearings Chair. Each District shall have the right to determine if Division Coordinators are needed and to establish a method of selection for these positions (election or appointment). Method of selection of Age Commissioners shall also be determined by each District. Each district may establish ad hoc committees.



21.6 All Youth programs and committees are under the auspices of the Youth Division and are required to have approval of the Youth Board.

## **Chapter 22 The Youth Board**

22.1 The Youth Board shall consist of the following positions:

22.1.1 The President of the Youth Board (PA West Vice President -Youth). Other Board members shall be the District Directors and playing Division Directors, such as Division 4 and Classic (but not limited to those playing Division Directors in that additional leagues may be added/subtracted), and the Chairperson of Futsal, and Hearing and Appeals as well as the Youth Board Secretary, Recreation Director, and Director of Tournaments.

22.1.2 The Chairman of standing committees such as Futsal, Youth Board Secretary, Recreation Director, Hearing and Appeals Committee, Director of Tournaments shall sit as voting members. The Youth President shall submit to the Youth Board nominations for these positions at the first meeting of the seasonal year for its approval.

22.1.3 Additional and ad hoc committees may be appointed by the Youth President as needed. Chairpersons of these committees are not members of the Youth Board, but will report directly to the Youth President.

22.2 The Youth Board shall meet a minimum of six (6) times per year.

22.2.1 A quorum shall exist when the Youth President or Vice Chairman and a majority of the board is present provided all members have received written notification of the meeting.

22.3 The PA West Vice President-Youth shall be President of the Youth Division and shall hold elections from the members of the Youth Board for the position of Vice Chairman at the first meeting following the Annual General Meeting. Term of office shall be for one year.

22.4 Each member of the Youth Board shall be accorded one vote with the President voting only in case of a tie. Proxies are permitted for Board Members at Youth Board Meetings after first notifying the Youth President.

22.5 No member of the Youth Board, with the exception of the President, shall sit on the Executive Board of PA West.

22.6 Absence and Non- participation

Any person missing three (3) consecutive regularly scheduled Board of Directors meetings or four (4) regularly scheduled Board meetings in any preceding twelve (12) months shall be deemed to have immediately resigned as a member of the Board. Furthermore, the Board may remove or dismiss from office any appointed or elected member of the Board for reasonable cause by due process followed by a two-thirds (2/3) vote of the Board unless otherwise provided in these Bylaws.

## **Chapter 23 Hearing and Appeals of Grievances, Disputes, & Disciplinary Action**

23.1. All appeals procedures shall be handled in accordance with the Bylaws of PA West and the USSF.

23.2 All disciplinary actions, grievances, disputes, and appeals shall be first heard in the playing Division or Geographical District in which they arose. Each playing Division/District shall have a Disciplinary Committee to hold hearings for these purposes, in accordance with Chapter 7 of the Bylaws.

23.2.1 There shall be a Hearing and Appeals Committee of the Youth Board to handle appeals from District/Division Hearing and Disciplinary Committee action; to handle such District/Division matters as may be referred to Hearings and Appeals by the District/Division Directors or the Youth Board President and to handle any hearing/grievance/dispute or disciplinary action involving youth play that is not able to be handled in the Districts or Divisions in a timely fashion. All

proceedings shall be handled in accordance with the provisions in the PA West Bylaws (Chapter 7) and the PA West Youth Division Playing Rules and Regulations and in conformance with USSF Bylaws.

23.3 The Youth Board may set the fees to file a protest or appeal within the Youth Division.

23.4 The decision of the Hearing and Appeals Committee shall be presented to the Youth Board for approval.

23.4.1 The Youth Board may overturn a decision of the Hearing and Appeals Committee by a three-quarters vote of total voting members present of the Youth Board.

23.5 Should party/parties involved in a protest, hearing and/or appeal take the matter to the legal courts, the party/parties may only do so after all available remedies have been exhausted. (See USSF Bylaw 707, Section 1).

23.6 No protest, hearing, or appeal will be heard without an accompanying certified check or money order when the action is filed.

23.7 Disciplinary actions as outlined in PA West Playing Rules shall attach unless a written stay is given by the Hearing and Appeals chairman. The Playing Rules provide when there will be an automatic suspension from play until a hearing is held. Written stays would only be granted in exceptional circumstances.

## **Chapter 24**

Roberts Rules of Order shall be deemed to be adopted at all meetings conducted by the division unless otherwise stated in the Bylaws, and Rules and Regulations of the Youth Division.

## **Chapter 25 Amendments**

25.1 The Bylaws of the Youth Division of PA West may be amended, in whole or in part, by the majority of those present and in good standing from the Youth Division at the Annual General Meeting and Special Meetings of the State Council.

25.2 All Members in good standing from the Youth Division, members of the Youth Board, members of the PA West Executive Board, Committee Chairs and Members have the right to submit proposals to amend to by-laws of the Youth Division of PA West Soccer Association, in writing to the secretary of the PA West Executive Board at the State Office 60 days prior to the Annual General Meeting.

25.3 All proposed amendments must include the present provision in its entirety followed by the proposed amendment underlining the changes being requested.

## **Bylaws Referee Committee**

### **Chapter 26 State Referee Committee**

26.1 All Referee matters shall be administered by the State Referee Committee, ("SRC"), and shall report directly to the Executive Board. All actions of the SRC shall be subject to oversight by the Executive Board.

26.1.1 The SRC will present a written report at each Executive Board meeting, including, but not limited to, financial reporting, operational reporting, disciplinary matters, etc. The SRC shall adhere to all guidance and consultation by the Executive Board with regard to the performance of annual financial audits.

26.2 The SRC shall be chaired by an Executive Board-appointed Chairperson, ("SRC Chair"), and administered by the State Referee Administrator, ("SRA"), who shall be appointed in accordance with the PA West and USSF bylaws and policies. The SRA shall chair the meeting in the absence of the chairperson and in the absence of the chairperson and the SRA, the State Youth Referee Administrator, ("SYRA"), shall chair the meeting.

26.3 All appointments are for two years, beginning and expiring at the PA West Soccer Association's Annual General Meeting, ("AGM"). All appointments shall be approved by the full majority of the Executive Board and announced to the State Council during the AGM. The appointments for the SRA will be in even-numbered years and the SYRA shall be in odd-numbered years. The Executive Board holds the right to remove any appointee during their term in accordance with PA West and USSF bylaws and policies.

26.4 The composition of the SRC shall be based on PA West and USSF bylaws. In addition, the Executive Board shall appoint a SRC Chairperson to the SRC at any time during the calendar year and each District shall appoint or elect a member to the committee. The Executive Board reserves the right to appoint additional, or remove, appointees in accordance with PA West and USSF bylaws and policies. The Executive Board reserves the right to schedule the appointments according to each position.

26.5 The SRC will be responsible for the formulation of its own budget. The Executive Board shall approve the budget and approve the fee structures related to all SRC matters. The SRC shall hold a separate bank account from PA West Soccer in accordance with PA West Soccer and US Soccer bylaws and policies. The SRA shall approve all expenses related to the operational performance and maintenance of the SRC as per the approved budget as approved by the full majority of the Executive Board. The SRC will follow all policies as set forth by PA West bylaws and policies.

26.6 The SRC shall meet at least once a month. Additional meetings shall be scheduled if deemed necessary.

26.7 All members of the SRC shall have one vote except the meeting chair, who will only cast a vote in the case of a tie.

26.8 The SRC shall hold referee conduct disciplinary hearings as deemed necessary or when required due to the nature of the action(s). All hearings shall require due process and written notification in accordance with the PA West Soccer and the USSF bylaws and policies. The Executive Board has the right, with the concurrence of the appropriate Adult or Youth Division where the alleged conduct occurred, to appoint a committee to conduct a referee disciplinary hearing in the event the SRC does not convene a hearing.