

**CONSTITUTION AND BY-LAWS
of the
RIVER VALLEY SOCCER CLUB**

I. Organization Name

The name of this organization is the River Valley Soccer Club, hereinafter referred to as “RVSC”.

II. Objectives

- A. To promote and further develop the game of soccer, consistent with the principles and laws of the Washington State Youth Soccer Association (WSYSA) and the North Central Youth Soccer Association (NCenYSA).
- B. To organize and govern the game of soccer within the Omak, Okanogan and Brewster geographical areas in Okanogan County, Washington.
- C. To encourage courtesy, proper conduct and respect among RVSC players, officials and spectators.
- D. To promote a sense of fair play and development of leadership qualities.
- E. To develop physical fitness, mental alertness and self-discipline.

III. Jurisdiction

RVSC shall have jurisdiction over its teams, players, coaches and administrators within the geographical areas of Omak, Okanogan and Brewster in Okanogan County, Washington.

IV. Affiliation

RVSC shall be affiliated with the WSYSA and the NCenYSA.

V. Financial

RVSC is a non-profit organization.

VI. Administrative Authority

- A. The RVSC Board of Directors shall be governed by its Constitution and By-Laws EXCEPT when they are superseded by those of the WSYSA or the NCenYSA.
- B. The RVSC Board of Directors shall have authority to issue policies or instructions necessary to interpret, clarify or further define its Constitution, By-Laws and Rules and Regulations.

VII. Membership

- A. Qualifications: An applicant for membership must demonstrate the desire and capability to comply with the rules and regulations established by the RVSC for league play in all age groups under the age of nineteen (U-19).

- B. Admission: Parents who register their children in the program are automatically admitted as members of the RVSC. Additionally, coaches and players over the age of eighteen (18) are automatically admitted as members.
- C. Acceptance of Membership: Acceptance of membership shall be automatic, unless otherwise voted upon by the Board of Directors.
- D. Discontinuance of Membership: Members failing or refusing to follow the terms and conditions set forth in the RVSC Constitution, By-Laws or established regulations of league play or which attempt to circumvent a decision of the RVSC Board of Directors or seriously damage the interests of the RVSC, face suspension or expulsion from RVSC membership. The passage of suspension or expulsion shall require the approval of no fewer than two-thirds (2/3) of the RVSC Board of Directors.

VIII. Administrative Organization

- A. Officers: The elected officers of the RVSC Board of Directors shall be the President, Vice-President, Secretary, Treasurer, Special Events Coordinator, Registrar, Sponsor Representative, Publicity Director, Referee/Rules Coordinator and one Age Representative for each age group designated. Each officer shall have one vote except for the President, who shall vote only in the case of a tie.
- B. Elections: Officers are elected at the spring general meeting by majority vote. Officers serve two (2) years in the same position, unless re-elected. Positions for ODD year elections are as follows:
 President, Secretary, Special Events Coordinator, Registrar, Sponsor Representative, Referee/Rules Coordinator and Age Representatives (as needed).
 Positions for EVEN year elections are as follows:
 Vice-President, Treasurer, Publicity Director and Age Representatives (as needed).
- C. Responsibility of Officers: The officers shall be responsible for conducting the business and administering the affairs of the RVSC including, but not limited to:
 - i. Enforcing the Constitution, By-Laws and Rules and Regulations of the RVSC;
 - ii. Approval of formation and operation of all tournaments;
 - iii. Approval of interstate and international play, with further approval of the WSYSA and the NCenYSA;
 - iv. Approval of formation of RVSC teams for District or tournament play;
 - v. Suspension or removal of a coach or player;
 - vi. Recommendation to the RVSC Board of Directors for suspension or removal of a RVSC officer.

IX. Duties of Officers

A. President

- i. Oversee all activities of the RVSC and the work of the Board of Directors;
- ii. See that all RVSC policies, rules and regulations are adhered to;
- iii. Assist the Board of Directors in appointing Board positions;
- iv. With the voting approval of the Board, establish committees and appoint chairpersons as directed;
- v. Provide RVSC representation at NCenYSA;
- vi. Vote on RVSC matters only in the case of a tie;
- vii. Set up any additional meetings as deemed necessary to ensure all officers and/or chairpersons have the knowledge to carry out their respective duties.

B. Vice-President

- i. Assist the President in all RVSC business;
- ii. Become acting President during any temporary absence of the President;
- iii. Succeed to the Presidency if that office becomes vacant mid-term;
- iv. Be in charge of all uniforms and equipment, ordering, disbursements and collection of all uniforms and equipment from all age representatives at the end of each season.

C. Secretary

- i. Custodian of all office assets and correspondence;
- ii. Record and provide copies to all Board members of all meeting minutes in a timely fashion;
- iii. Provide proper notice of RVSC monthly meetings to the Board of Directors and all other interested persons whose attendance at such meetings is required.

D. Treasurer

- i. Deposit all moneys of the RVSC in a chartered bank in the name of the RVSC;
- ii. Provide properly authorized disbursements of RVSC funds and sign all disbursement orders received. Proper disbursement of funds requires authorization of the Board of Directors. All amounts shall be paid by check, which is signed by two (2) RVSC officers, who shall be designated by the Board of Directors;
- iii. Amounts of \$50.00 or more require special approval of the Board of Directors before disbursement;
- iv. With the assistance of a Certified Public Accountant, if necessary, keep proper books and records for the organization;

- v. Prepare financial reports for distribution on an annual basis to be distributed at the annual meeting;
- vi. Prepare proposed annual budget.

E. Registrar

- i. Shall be responsible for all RVSC player registration;
- ii. Prepare registration form and provide to Publicity Director;
- iii. Keep up-to-date registration records;
- iv. Compile proof of age as outlined in the WSYSA registration guidebook for all teams of the RVSC;
- v. Forward all forms required by WSYSA to the NCenYSA registrar in a timely fashion;
- vi. Prepare organized age group lists for player selection and age group selection;
- vii. Transfer players between teams in accordance with WSYSA rules;
- viii. Accept player registration and make team assignments after registration period in accordance with WSYSA rules and Article I, Section 1 of the Rules and Regulations;
- ix. Collect registration fees and turn over to the RVSC Treasurer for deposit;
- x. Prepare and distribute team rosters to age representatives for distribution to coaches.

F. Age Group Representative

- i. At the beginning of each season, to enlist the number of coaches needed for the teams in the representative's particular division;
- ii. At the beginning of each season to disburse all team uniforms and team balls, collect and disburse all equipment for field play to its proper location;
- iii. Set up a schedule of play for all divisions for NCenYSA except the U-6 age division;
- iv. Disburse all information of importance to respective division coaches;
- v. Collect all uniforms and equipment at the end of the season and return them to the Vice-President.
- vi. Act as liaison between coaches and the Board of Directors and the coaches and parents of club members;
- vii. Rate all players by skill level based on the best available information to assist Registrar in forming teams;
- viii. Keep an accurate record of game scores during the spring season for U-12 and above age groups.

G. Sponsor Representative

- i. At the beginning of each season, to enlist the number of sponsors needed for teams in the representative's particular division;

- ii. At the beginning of each season, to procure the necessary funds from sponsors for the procurement of team uniforms and equipment;
- iii. To act as liaison between sponsors and officers, directors, coaches and age representatives of RVSC.

H. Publicity Director

- i. To arrange with the newspapers to cover soccer games, including game scores and possible photos of said games;
- ii. At the beginning of each season, to cover all publicity and/or promotion for registration of players including newspaper and radio coverage and school promotion in the Omak, Okanogan and Brewster geographical areas;
- iii. To arrange local coverage in the Omak, Okanogan and Brewster geographical areas for all RVSC related events;
- iv. Ensure registration forms are distributed to accessible community locations prior to the start of registration and ensure those locations have forms available throughout the registration period;
- v. Field phone calls dealing with the public during registration.

I. Referee/Rules Coordinator

- i. Assign referees to all RVSC scheduled recreational, district and tournament level games;
- ii. Track games for individual payment of referees by RVSC at the end of each season;
- iii. Coordinate scheduling of annual referee training through clinics, on-site training, etc.;
- iv. Trouble shoot protests and/or complaints from coaches and/or spectators regarding game play, rules, interpretations and player, coach or referee misconduct not dealt with directly by the official on-site;
- v. Coordinate with the NCenYSA Referee/Rules Coordinator on interclub complaints.

J. Special Events Coordinator

- i. Apply to the state and city for approval of tournaments or special events;
- ii. Formulate rules for tournaments following state guidelines;
- iii. Send out invitations;
- iv. Schedule games;
- v. Contact local Referee/Rules Coordinator about scheduling referees;
- vi. Order trophies;
- vii. Set up concession stands;
- viii. Oversee tournaments/events and be final decision maker;
- ix. Report to state after tournaments.

X. Meetings

- A. General Meeting: The meeting shall take place following the spring season at the award ceremony. Nominations for positions to the Board shall be received no later than ten (10) days prior to the spring General Meeting by mail to the Club. Notification of the meeting shall be distributed to the general membership of the RVSC prior to the meeting. All proposed Constitution and By-Law changes will be available to all general membership upon request.
- B. Quorum: A quorum of the Board of Directors is required at Club meetings equal to at least half of the currently filled Board positions.
- C. Election of Officers: The election of member officers shall be at the General Meeting following the spring soccer season. Officers are elected by the general club membership, consisting of all parents of registered players, players at least 18 years of age, coaches or assistant coaches. All voting members must be at least 18 years of age. A nomination list for proposed officers on the Board of Directors for the upcoming fiscal year will be available to the general membership upon request.
- D. Fiscal Year: The fiscal year will begin August 1st of each year and end July 31st of the following year. Closing dates for spring and fall seasons will be determined for each season by the Board. No registration will be accepted after the season's registration has been sent to the WSYSA except for players who move to the area after close of registration.
- E. Audit: The books and accounts of the RVSC shall be available for audit by members annually. An income and expense statement shall be available for review by the Board of Directors at the last board meeting scheduled prior to the general meeting and will be available for inspection by the members at said meeting. At the general meeting the books and accounts of the RVSC shall be available for inspection by the RVSC Board of Directors as well as the members of RVSC.
- F. Attendance: Two unexcused absences from scheduled board meetings will be considered a voluntary resignation from the said Officer upon board approval.

XI. Tournament Funds

The RVSC will pay for one (1) out of town tournament fee up to \$200.00 for any team desiring to travel. The check will be made payable to the Tournament Director of the hosting club, delivered to said club via mail with a completed registration form. All moneys collected in separate fund raising activities representing the RVSC will be verified and tracked by the RVSC Treasurer for the sole purpose of income tracking. Those moneys will be available to the earning team for the purpose of participation in out of town tournaments.

XII. Amendments

Proposed changes or amendments to the Constitution or By-Laws can be effected by the Board of Directors at their monthly meetings. Proposed changes or amendments must be made in writing to the RVSC Secretary no later than fourteen (14) days prior to the meeting date. All proposed changes or amendments shall be available in writing to the Board of Directors seven (7) days prior to the meeting date by request to the Secretary. The Secretary shall provide all Board members with an up to date copy of the Constitution and By-Laws once enacted.

DATED this ____ day of _____, 2004.

RIVER VALLEY SOCCER CLUB

By: _____
Signature and Title

By: _____
Signature and Title