

PA WEST SOCCER ASSOCIATION CONSTITUTION AND BY-LAWS

ADOPTED 8-22-99

AMENDED 3-19-00, 3-18-01, 3-17-02, 3-16-03, 3-20-05, 3-19-06, 3-16-08, 7-12-09, 7-18-10, 7-10-11

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 nonprofit, public, educational soccer development and competition.

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 National Association, National Member, National Affiliate, or Other Affiliate or league operating within the geographic territory known as PA West 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.

The State Association will not discriminate against any individual on the basis of race, color, religion, age, sex 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, Referee and Coaching Divisions have the right to submit proposals for amending the Constitution. All proposals shall be submitted to the Secretary of the Executive Board at 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

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.

“**CLASSIC DIVISION**” A Saturday playing league as defined in the Youth Division Playing Rules and Regulations of PA West.

“**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.

“**IN-HOUSE**” (Recreational League) is a league administered at the local level as defined by the Youth Division Playing Rules and Regulations where the use of tryouts or any like process to roster players on the basis of talent or ability is discouraged, where the league accepts as participants any and all eligible youths (subject to reasonable terms or registration), where a system of rostering players is employed for the purpose of creating a fair or balanced distribution of playing talent among all participating teams, and where each player plays at least one-half (1/2) of each game except for reasons of injury, illness or discipline.

“**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.

“**NATIONAL AFFILIATE**” means an amateur sports organization that has soccer teams competing in at least 26 states of the United States.

“**NATIONAL ASSOCIATION**” means an amateur sports organization that has soccer teams competing in each of at least 26 states of the United States, with at least 1,000 players in each of 26 states of the United States, and at least 200,000 players in the United States and is a member of the Youth or Adult Council of the USSF.

“**NATIONAL MEMBER**” means a sports organization that has teams competing in each of at least 26 states and is recognized by FIFA as a the discipline of soccer played other than under the “Laws of the Game”.

“**OTHER AFFILIATE**” means an amateur sports organization that has soccer teams competing in less than 26 states of the United States but in more than 3 states and is not a member of either the Youth or Adult Council of the USSF

“**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.

“SUNDAY LEAGUE” is any non-Classic league or non-Recreational League play.

“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.

“TRAVEL DIVISIONS” are part of the district league as defined further in the Youth Division Playing Rules and Regulations of PA West and play primarily on Sunday.

“YOUTH PLAYER” means an individual who has not reached 19 years of age prior to August 1 immediately 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 of Districts and Divisions for Youth play shall be determined from time to time by the Youth Board. The number of Districts and/or Divisions for Adult play shall be determined from time to time by the Adult Board based upon the leagues admitted as members.

2.2.1 A District will be determined by the number of Local Soccer Bodies, Youth or Adult, and participating National Associations, National Members, and National or Other. Affiliates and leagues 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 The configuration of the Youth Division Districts and Divisions shall be determined by the Youth Board; the configuration of Adult Districts/Divisions/Leagues shall be determined by the Adult Board. Change will be dependent upon the demographics of the soccer population.

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

2.4.1 The Local Soccer Body or participants from National or Other Associations, Members or Affiliates shall be assigned to a District, Division or League when its membership is accepted and its 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 (Local, National Members & Associations, and National and Other Affiliates) 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 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. Until and unless otherwise approved by the Board of Directors, memberships may include: Organizational/Class A membership for PA West Local Soccer Bodies (clubs and leagues); Associate/Class B membership for non-PA West National Members, National Associations, National and Other Affiliates or leagues that wish to have all their players join Pa West for some purposes but contemporaneously affiliate/participate under the rules of these other organizations; and Participating/Class C membership for those situations where non-Pa West local soccer bodies or National or Other Associations/Members/Affiliates wish to have certain of their players/teams/officials/ managers/administrators/trainers/coaches participate in Pa West activities but not affiliate with Pa West in any more formal manner. The Executive Board, in concurrence with the Adult and Youth Boards, shall determine the classes of memberships and charges assessed for the same 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 USSF Divisions shall be approved by the respective division.

3.6 National Associations, National Members and National or Other Affiliate Members of the USSF may affiliate directly with PA West. While it is understood that these bodies have their own playing divisions and organizational rules, to the extent they participate in PA West activities, the applicable PA West Constitution, Bylaws, Rules, requirements and policies shall apply. PA West is not responsible for locating teams that will consider accepting any desirous participant (other than ODP).

3.7 Should a National Association or Member or National or Other Affiliate wish to become a part of PA West, application will be made through the Adult or Youth Divisions of PA West who will then pass on their recommendation to the Executive Boards for consideration.

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

3.9 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 3.9 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 adverse 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 Organizational Class A and Associate Class B members of PA West shall be 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 National Association and National Members and Affiliates.

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 All Class A and B members in good standing shall have the right to vote at the State Council meetings.

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

4.4.2 National Association, National Members, National Affiliate or Other Affiliate members' votes would be calculated on the number of registered players with the USSF within the geographic area of and registered with PA West.

4.5 Voting Rights:

4.5.1 National Associations.

National Members (Class B membership), National or other Affiliate Members (per player registration in PA West).

1 vote for 1,000 to 5,000 players

2 votes for 5,001 to 10,000 players

3 votes for 10,001 players and up

4.5.2 Local Soccer Bodies:

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 votes 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

Youth (Clubs) (per player) -

No votes for less than 50 players

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 one Organization, one League and 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. A person may only exercise one voting power as per 4.5.3.

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 1993, the voting rights would be predicated upon the final numbers of August 31, 1992.)

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. Associate/Class B Members shall pay an affiliation fee to join PA West which will be set by the Executive Board. Participating Class C members shall pay fees representative of the fact that PA West has provided them the infrastructure to participate that has been paid for by other members.

5.1.1 The payment of Class B and Class C fees gives these members the opportunity to participate in either the Adult or Youth Division and their programs upon proper registration.

5.1.2 The National Associations, National Members, National and Other Affiliate Members must pay all its fees owed to the USSF to be in good standing.

5.2 The Executive Board shall set all fees for PA West in conjunction with the Budget.

5.3 The PA West Executive Board shall be responsible for the collection of all fees owed to the USSF, USASA, and US Youth Soccer by Organizational Class A members.

5.3.1 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, referees and administrators with the Federation at least once each year and timely pay all dues and fees of the Federation.

5.4 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. These rates are not firmly set until one month prior to the start of the season. A registration fee may be adjusted to accommodate changing rates.

5.5 No player or team will be permitted to take part in a PA West activity without the payment of all fees.

5.6 Failure to pay all fees will place a player, team, club, or National Association, National Member, and National or Other Affiliate in bad standing. The penalty for such failure will be a maximum suspension of a total of twelve months served.

5.7 All arrears in fees must be paid prior to re-admittance into PA West. Penalties and interest may be assessed.

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

Chapter 6 Executive Board

6.1 The Executive Board shall consist of the following officers:

President, Adult Vice President, Youth Vice President, Secretary, Treasurer, Immediate Past President, up to 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.

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

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

6.2.3 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.

6.3 Each member of the Executive Board shall have one vote except the President who shall only vote in cases of a tie. No proxies permitted.

6.4 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.

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

6.6 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.

6.7 The Vice Presidents of PA West shall be the only members of the Executive Board who may hold an elected or appointed position on the Youth or Adult Boards. The members of the Executive Board may hold positions with clubs, teams, or organizations that are members of PA West.

6.8 The Vice Presidents shall bring to the Executive Board the Division’s business including budgets, policy requests, and be responsible for the implementation of PA West policies and Administrative Bylaws within the Divisions.

6.9 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.

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

6.11 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. The President of the Executive Board may attend a USYSA or USASA sponsored activity and shall be entitled to cast half the votes allotted to PA West with the Vice President-Youth half the votes at USYSA activities and the Vice President-Adult half the votes at USASA activities. When there is an odd number of votes, the Vice President-Youth or Vice President-Adult shall be entitled to cast the majority of the votes with the President being given the remainder. Additional representation by the Divisions to their respective activities will also be expected.

6.12 The Executive Board shall be entitled to terminate the employment or appointment of any person provided that at any regular or specially scheduled meeting, a majority of the entire Executive Board, in their good faith opinion, believe there is sufficient cause for the termination and the best interest of the State Association will thereby be served.

Chapter 7 Appeals, Grievances and Disputes

7.1 PA West provides equitable and prompt hearing and appeal procedures to guarantee the rights of individuals 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 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 correspondence will be done by certified mail. All telecommunications will have written documentation and both parties copied.

7.6 Any grievance, dispute or appeal on the part of any player, team, 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, clubs of the Youth Division or teams of Adult Division shall be to the divisions Board.

7.8 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.

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

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

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

7.12 Decisions may be published in the PA West publications.

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 Class B and C 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 Class B and C members' hearings, grievances, and disputes or to refer it to the Class B or C member 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.

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 of PA West. When accepted by the Executive Board, the administrative rule and policy will go into effect immediately upon adoption.

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

8.3 A new playing rule may only be enforced at the beginning of a new seasonal year.

8.4 Submission of rules must be in writing identifying the submitting party, the rule must state if it is new, a change, or request for withdrawn of current rule.

8.4.1 Changes must state the old rule in its entirety, the replacement rule in its entirety, and the reason for change.

8.4.2 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.

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

8.5.1 The submissions shall follow the same procedures of 8.4.

8.5.2 All Playing rule changes shall be in compliance with 8.3.

8.5.3 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.

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

8.6 A Division has the right to create its own Rules Committee.

8.7 A Division has the right to create its own Administrative Rules.

8.8 The Calendar and all age requirements shall be established in accordance with the USSF and US Youth Soccer and USASA. (e.g. current seasonal year is September 1 to August 31 and current age is August 1 to July 31 for team regulation play).

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

8.10 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.

8.11 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.

8.12 PA West shall maintain its tax-exempt status under the Internal Revenue Code.

8.13 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).

8.14 PA West will allow the Federation to review its documents and procedures, on request of the Federation not less than once every 4 years, to determine compliance with USSF bylaw 213.

Chapter 9 Referee Committee

9.1 All Referee matters shall be administered by the Referee Committee and shall report directly to the President of the Executive Board. All actions of the committee shall be subject to approval by the Executive Board.

9.1.1 Written quarterly reports will be presented at the Committee meetings.

9.2 The Referee Committee shall be headed by the State Referee Administrator (SRA) who shall be appointed in accordance with the USSF rules. The State Youth Referee Administrator (SYRA) shall chair the meeting in the absence of the SRA.

9.3 All appointments are for two years. Appointments for the SRA and SDA will be in even numbered years. The other appointments shall be in odd numbered years. Removal of anyone from these positions during their term must be for just cause and with approval of the Executive Board as set forth in 6.12.

9.4 The composition of the Committee shall be: The SRA, SYRA, Director of Instruction (SDI), Director of Assessment (SDA), and State Assignor Coordinator (SAC), all who shall be appointed in accordance with the

USSF rules. In addition, each District shall appoint or elect a member to the committee; the Board of Directors reserves the right to appoint additional representatives.

9.5 The Committee will be responsible for the formulation of its own budget. The Executive Board shall approve the budget and approve the Referee fee structure. The SRA shall approve all items of expense.

9.6 The Committee shall meet bimonthly. Additional meetings shall be scheduled if deemed necessary.

9.7 All members of the Committee shall have one vote except the SRA who shall vote only in the case of a tie.

9.8 The Committee shall hold referee conduct disciplinary hearings when it deems necessary. All hearings shall require due process and written notification in accordance with the rules of PA West and the USSF. The Executive Board has the right (with concurrence of the appropriate Adult or Youth Division where the alleged conduct occurred) to appoint a committee to conduct a referee conduct hearing in the event the Referee Committee does not convene a hearing.

Chapter 10 Coaching Division

10.1 The coaching program of PA West shall be administered by the Director of Coaching and Player Development and shall report directly to the President of the Executive Board and submit a written report at every Executive Board meeting.

10.1.1 The Director of Coaching and Player Development (hereinafter referred to as “Director of Coaching”) shall report to the President of the Executive Board or his approved designee concerning operational matters and implementation of all policy approved by the Executive Board.

10.2 The Director of Coaching shall work with the Board of Directors to develop and to maintain a coaching and player development program. All plans and revisions shall require approval of the Executive Board before implementation.

10.3 The appointment of the Director, Assistant Director, and Men’s State Coach, and Women’s State Coach shall be made in accordance with the guidelines of the USSF.

10.4 Staff selection responsibilities shall follow under the duties of the Director of Coaching.

10.4.1 The Director of Coaching shall select the Boys and Girls State Coaches and submit recommendations for approval to the Executive Board at its first meeting of the seasonal year.

10.4.2 The Director of Coaching shall appoint the state Olympic Development Program Staff with the recommendation of the State Coaches. The Director of Coaching shall ensure that the Olympic Development Program (“ODP”) shall be open to any player who is a permanent resident inside PA West’s boundaries.

10.4.3 Coaching Development staff shall be hired on a contractual basis by the Executive Board under the conditions of 10.2.

10.4.4 All members of the coaching staff may receive compensation as provided for by the budget of PA West.

10.5 The Executive Board shall appoint all State Olympic Program Administrators, for one year term, and they shall have the responsibility to appoint team administrators.

10.6 The Director of Coaching shall have budgetary responsibilities for all coaching programs.

10.6.1 The Olympic Development Administrators shall recommend fees for their programs. The Director of Coaching shall submit ODP final budgets for approval.

10.7 There shall be a minimum of two meetings yearly with the President of the Executive Board and the Directors of Coaching, State Coaches, and State Olympic Program Administrators.

10.8 The Directors of Coaching, State Coaches, and State Olympic Program Administrators will be expected to attend required regional and national meetings designed for their positions.

10.9 All coaching members of PA West teaching, development coaching, and Olympic Program coaching staffs shall be required to have a National Coaching License and to maintain this license (effective 9-1-95). Where a level is specified by the USSF for a position, the personnel will be required to maintain that level. A copy of the license shall be on file with the State Office.

10.10 All state coaching personnel (10.9) and all administrators shall have on file with the State Office a copy of the Pennsylvania State Police Act 33 and 34 clearance or PA West Soccer Association approved background check. All will also be required to sign a code of conduct and adhere to any other Risk Management policies and procedures that may be adopted by PA West or the respective Divisions.

10.11 The Olympic Programs will develop a set of rules, and/or guidelines for players and chaperones which must be submitted to the Director of Coaching for review and approval at the first division meeting. These must be published yearly and made available to every participant in the program upon initial/try-out entry.

10.12 All disciplinary breaches must be reported to the player's Division Hearing and Appeals Committee. A copy of the report must be filed with the State Office. The program may only recommend action. The Hearing and Appeals Committee shall be responsible for final disciplinary action.

10.12.1 Probationary action does not require a hearing provided that such action is clearly defined within the Disciplinary Rules.

10.12.2 The rules may permit the team to suspend a player until such time as a hearing is held.

Chapter 11 State Committees

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

11.2 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.

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

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

Chapter 12 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 13 Amendment

13.1 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.

13.2 All Members, 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.

13.3 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.

ADULT DIVISION OF PA WEST ORGANIZATIONAL RULES

Chapter 14

14.1 The purpose of the Adult Division shall be to encourage, develop, promote, and administer soccer among amateur soccer players (as defined by ASASA), both men and women within PA West.

14.2 The overall playing unit shall be a league which shall have the right to vote at the State Council.

14.2.1 Teams comprise the members of a league.

14.3 Each league shall define its area of soccer.

14.4 Leagues are subject to the authority of PA West and are required to play within the Adult rules of PA West, ASASA, USSF, and FIFA.

14.5 The Division shall have the right to establish its own competitions.

14.6 The Division shall be a financial part of PA West which shall establish and keep a separate operating fund for the PA West Adults. Adult funds shall benefit the PA West Adult Division only.

Chapter 15

15.1 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.

15.1.1 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)

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

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

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

15.3.2 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.

15.4 All fees will be payable to PA West by check or money order only. The teams are responsible for all fees.

Chapter 16

16.1 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.

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

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

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

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

16.2.1 The Director shall serve a two-year term. The term of office began in 1995.

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

16.2.3 The duties shall include:

To hold meetings as defined in 15.1. 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.

16.3 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.

16.3.1 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 .

16.4 The Division shall have a Secretary.

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

16.4.2 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. To file a copy of all committee activities, minutes and rulings with the Director and State Office.

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

16.6 The Division shall determine its own quorum.

Chapter 17

17.1 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.

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

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

17.3 The Leagues have the right to their own rules.

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

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

17.3.3 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 18

18.1 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.

18.2 This Committee shall abide by the rules of appeal within PA West, USASA, and USSF. (See Chapter 7, supra.)

Chapter 19

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 20 Amendments

20.1 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.

20.2 The Affiliated 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.

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

YOUTH DIVISION OF PA WEST ORGANIZATIONAL RULES

Chapter 21 General

21.1 The purpose of the Youth Division shall be to encourage, develop, educate, promote, 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.

21.2 All Class A Organizational Members are subject to the authority of PA West and are required to play within the rules of PA West, US Youth Soccer, USSF, and FIFA. All Class B and C members are required to play within the rules of PA West and USSF and FIFA to the extent they participate in PA West.

21.3 The Division shall be segregated into a maximum of eight geographic Districts for the management of designated playing divisions and overall registration of players (See PA West By-Laws, Chapter 1.2).

21.4 The Youth Division has the right to establish separate Leagues within PA West and are not limited to the league structure that existed as of 1993-1994.

21.5 Travel leagues Div 5 and lower shall determine the numerical makeup of a District.

21.6 Additional 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.

21.7 The Division shall have right to create its own competitions.

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

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

Chapter 22 Structure

22.1 The playing structure of the Youth Division of PA West shall be as defined within Section 21.4 of the Youth Organizational Rules.

22.2 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.) (See Chapter 21.4 for additional Leagues.)

22.3 The Youth Board shall determine the various playing units it shall approve for play.

22.3.1 Each District shall have the responsibility for providing boys and girls travel play for the age groups in as many skill levels as needed.

22.3.2 The composition of these playing units may change as needed by action of the Youth Board.

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

Chapter 23 Membership

23.1 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.

23.2 No more than one Organizational member Club will be accepted into a District representing the same geographic area. Other organizations in that same area may qualify as PA West Class B or C members.

23.2.1 National Association and National Members, National and Other Affiliate Members may overlap Local Soccer Bodies and may participate as Class B or C members. Should they wish to change their status then they would not be permitted to overlap an existing club's geographic territory.

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

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

23.5 The 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.

23.6 New Club Requirements:

A. Application Requirements for all new member Clubs:

- (a) The name and address of the association.
- (b) A listing by name and title of the Board of Directors along with the addresses, and telephones of each.
- (c) A copy of by-laws and incorporation papers (Recommend that new members apply and attain a 501(c)(3) from the IRS.).
- (d) A listing of all fields, playing and practice, and copies of permits to use fields if not owned or proof of ownership will be needed.
- (e) A listing with addresses and phone numbers of all committee members including positions such as In-House Coordinators, Coaching Directors or Coordinators, and Referee Coordinators.
- (f) A written agreement to register all coaches, managers, and players within the association.
- (g) A section in the governing document containing the clubs risk management policy or rules.
- (h) A section in the governing document containing the clubs procedures on hearings and appeals.
- (i) A section in the governing document containing information on its affiliation with other soccer organizations. 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) 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) are the same as that of any non PA West Soccer organization shall be considered Class B member clubs.
- (k) 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.
- (l) New Member Club Application deadline:
 - (1) Application may occur at any time of the year and must have a club check accompanying the application made payable to PA West Soccer Association. All applications must be sent to the State Office.
 - (2) To be eligible for fall play the application must be received by June 15.
 - (3) To be eligible for spring play the application must be received by January 15.

B. Specific application requirements for New Member Community Clubs:

- (a) A written agreement not to separate in-house from travel teams to avoid the registration fees
- (b) To have a Referee program with a recommended goal that meets the following criteria:
Three (3) registered referees for every two (2) travel teams. Ten (10) volunteer referees per every 100 registered in-house players and maintain this ratio yearly. A written agreement may be requested to meet this requirement
- (c) A written agreement to have an in-house program that develops players for U-8s and up
- (d) In cases where an in-house program does not exist, a written agreement that includes a timetable for implementation of an in-house program that will not exceed two years.

C. Specific application requirements for New Member Classic Clubs:

- (a) A section in its governing document agreeing to use of centralized fields for all league games as well as a centralized assignor for all league games.
- (b) To be eligible for Class A membership, a potential Classic Club shall field a minimum of seven (7) teams in PA West 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 an existing Classic Club drops out or does not maintain the eight (8) team minimum and the Classic Division drops below 12 Classic clubs; additionally for every yearly growth of 5,000 players a new Classic Club may be added to the membership. 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.

23.7 Annual renewal requirements for all member clubs.

A. Each club shall submit the following by July 1 of each year:

- (a) A club check by no later than July 1 to the State Office
- (b) A copy of amended by-laws and/or a statement saying the by-laws on file are still current and have been reviewed to meet PA West membership requirements and that no rule is in violation of PA West, US Youth Soccer, and USSF rules
- (c) Names and addresses of Board of Directors, Referee Coordinator, Coaching Director, and In-House Coordinators where applicable
- (d) Field list and permits or expected permits.
- (e) For renewals submitted after the deadline date, a penalty fee will be charged. All late fees will be set by the Board of Directors.
- (f) No renewals will be accepted after August 5. Failure to renew before this date will require reapplication as a new member.
- (g). Penalties and Fines:

Failure to meet renewal requirements will result in the following sanctions:

1st violation – one (1) 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 Community Clubs:

All Community clubs shall continue to meet the provisions for new membership and shall work with District Directors, the Membership Committee, the Recreation Director and the Referee Committee in areas of needed development.

The PA West Youth Division Membership Committee shall review all clubs written agreements regarding in-house programs that develops players for U-8s and up for compliance to the clubs timetable for implementation.

C. Specific Annual renewal requirements for Classic Clubs:

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

23.8 Membership

- (a) All Class A 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 requirements of that league or tournament. All Class A 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) PA West will not register nor roster teams for other activities until such team has registered and rostered to play in a PA West run league or other league as stated in 23.8 (a).
- (c) Misrepresentation or failure to compete in leagues as listed in 23.8 (a) after rostering team will result in placement in bad standing of club and team.
- (d) Membership as either Community or Classic guarantees the club the right to field teams in the appropriate district/division/league. Crossover into other districts/divisions will be permitted on a minimum one year seasonal, provisional basis which will be reviewed yearly by the Youth Division Membership Committee. Acceptance into crossover district/division leagues will be based on rules established by the Youth Board in conjunction with consultation with both affected districts/divisions.

The Youth Board has the authority to set and modify standards and rules for such crossovers at the beginning of each seasonal year.

(e) Failure to have a representative at all required organizational district or playing division meetings could result in a fine and/or bad standing. Three such absences could result in suspension from PA West.

(f) 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.

(g) Class B or Class C members may be eligible for participation in PA West run leagues but not advanced state sponsored activities.

23.9 Permission must be obtained from the President of the Youth Board to play outside of the Youth Division to maintain eligibility for US Youth Soccer sponsored events. All requests must be made in writing at least 30 days prior to starting date of play.

Chapter 24 Government

24.1 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.

24.2 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.

24.2.1 Each club shall have one vote.

24.2.2 No proxies are permitted, except as provided in Chapter 25, 25.4.

24.3 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.

24.4 The Youth Board may authorize additional travel or playing divisions which shall have representation on the Youth Board.

24.5 All District and Playing Divisions shall be required:

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

24.5.2 To hold Disciplinary and other necessary Hearings.

24.5.3 To arrange travel.

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

24.5.5 To bring to its membership other matters for consideration.

24.5.6 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.

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

Chapter 25 The Youth Board

25.1 The Youth Board shall consist of the following positions:

25.1.1 The President of the Youth Board shall be known as PA West Vice President-Youth; this title is to be used for all purposes outside the Youth Board. Other Board members shall be the District Directors, and the Chairpersons of the State Cups, Open Tournament, and Hearing and Appeals (as provided by article 26.1, below) as well as the Youth Board Secretary and Recreation Director. If at any time, the Executive Board hires a Tournament Chair for any or all state tournaments, this person or these persons will not be voting members of the Youth Board but will otherwise replace the position(s) of chairperson(s) of State Cup and/or Open Tournament as may be applicable.

25.1.2 The Chairman of major committees such as State Cups, Open Tournament, Youth Board Secretary, Recreation Director, and Hearing and Appeals Committee shall sit as voting members.

(a) The Youth President (known as the PA West Vice President-Youth) shall submit to the Youth Board nominations for these positions at the first meeting of the seasonal year for its approval.

25.2 The Youth Board shall meet monthly. Meetings in December and the month of the State Council Meeting (AGM) are not required.

25.2.1 The Youth Board shall establish its calendar yearly, which will include monthly meeting dates, Open Dates, Cup Dates, etc.

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

25.3 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.

25.4 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.

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

25.6 All non-standing committee heads shall be appointed by majority vote of the Youth Board.

25.7 Duties of all members of the Youth Board are outlined in the Administrative Manual of PA West and as may also be provided for in the Youth Division Playing Rules.

25.8 All minutes and committee reports shall be filed on a monthly basis with the PA West State Office and the PA West Executive Board.

25.9 The Youth Board, through its elected registrars, shall process all registrations from the clubs to the State Office. Should the division wish to appoint a state registrar or oversight/audit committee, it may do so.

25.10 Additional ad hoc committees may be appointed as needed (e.g. American Cup, Soccer Start, Awards, Rules, Indoor, etc.).

25.11 The Youth Board has responsibility to submit a Budget of Income and Expense to the Budget Committee. A representative to the Budget Committee may be appointed by the President of the Youth Board to attend State Budget Committee Meetings.

25.12 Only the members of the Youth Board shall have the right to submit and approve expense vouchers. All others must have the President or Board of Directors' approval.

25.13 The Youth Board shall approve all Playing and Administrative Rules for the Division.

25.14 The Youth Board shall submit all Youth Division policies to the PA West Executive Board. All policies shall be approved by the PA West Executive Board provided they are consistent with the overall policies of PA West.

25.15 The Youth Board or Youth Division President may establish additional ad hoc committees as they are needed.

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

Chapter 26 Standing Committees

26.1 The Youth Division shall establish the following standing committees: State Cups, Open Tournament, and Hearing and Appeals. The Chairpersons of these Committees shall be members of the Youth Board.

26.2 Additional Committees: Soccer Start, TOPSoccer, American Cup Festival, Rules, Awards, Indoor, and Budget may be formed as necessary. Chairpersons of these committees are not members of the Youth Board, but will report directly to the President of the Youth Board.

26.2.1 Those committees report directly to the Youth Chairperson (PA West Vice-President-Youth).

26.3 Each committee will be responsible for their assigned event. Monthly reports shall be filed with the Secretary of the Executive Board and the State Office when activity warrants. A final report and financial report will be filed with the State Office for publication in the Annual Report.

26.3.1 Each committee shall be responsible for the formulation of its rules and budget which shall be approved by the Youth Board.

26.3.2 All rules shall be updated yearly and filed for publication in the Administrative Manual of PA West, other publications, and for distribution to all members of PA West.

26.4 The Rules Committee shall recommend to the Youth Board the rules of the Youth Division:

26.4.1 All rules shall deal with administering and playing of youth games.

26.4.2 Any club, member of the PA West Board of Directors, member of the Youth Board, Committee Chairperson, referee, coach, and player may submit rules to the committee for consideration.

26.4.3 The committee will accept all rules for consideration. A recommendation and reason for the recommendation shall be presented to the Youth Board.

26.4.4 The format for rule proposals shall follow the PA West By-Laws format, Chapter 8.

26.4.5 Only the Youth Board has the right to accept or reject all recommendations, and pass into law by majority vote rules necessary to govern play within the Division.

26.4.6 All rule changes made during a year become valid at the beginning of the next year. (Ex. a rule passed in January would not be valid until September.)

26.4.7 All rule changes must be passed prior to June 1 to be valid for the upcoming year.

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

26.6 All committees shall keep minutes of all processing filing reports monthly with the Youth Board and the State Office.

Chapter 27 Hearing and Appeals of Grievances, Disputes, & Disciplinary Action

27.1 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.

27.1.1 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.

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

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

27.4.1 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.

27.5 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).

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

27.7 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 28

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 29 Amendments

29.1 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.

29.2 The Affiliated Members 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.

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