

# **WEST CENTRAL OHIO SOCCER ASSOCIATION**

## **CONSTITUTION**

### **ARTICLE 1 – NAME**

The name of this organization shall be the West Central Ohio Soccer Association (WCOSA). WCOSA is a non-profit, educational soccer organization for the youth of West Central Ohio.

### **ARTICLE 2 – AFFILIATION**

The West Central Ohio Soccer Association shall be an affiliated member of Say Soccer, a member of the US Youth Soccer Association and through it shall be affiliated with the United States Soccer Federation (USSF) and Federation International de Football Association (FIFA).

### **ARTICLE 3 – PURPOSE**

The purpose of this organization shall be to develop, promote, and organize recreational travel youth soccer in West Central Ohio. To achieve the purposes, WCOSA shall:

- Organize divisions to provide competition between teams of our member clubs
- Promote and encourage the development of recreational travel soccer.
- Promote and encourage the practice of good sportsmanship and fair play among all participants
- Provide opportunities for instruction, training and educating of players, coaches, referees, league and club officers to develop and improve their abilities.

### **ARTICLE 4 – MEMBERSHIP**

Clubs and area associations (hereafter referred to as Clubs) sponsoring recreational youth soccer teams are eligible for membership. Clubs wishing to join WCOSA shall make application in writing to the Executive Board. The Executive Board shall make recommendations of acceptance or rejection to the member clubs, which shall have the final vote. Clubs will be accepted on a provisional basis for a period of one year, after which the Executive Board and member clubs shall change the status to permanent, or terminate or extend on a provisional basis for an additional year. All member clubs and their teams shall abide by the Constitution, By-Laws, Competition Rules, Say Soccer, US Youth Soccer and the United States Soccer Federation. W C O S A will not discriminate against any individual, team or club on the basis of race, color, religion, age, sex or national origin.

#### **Requirements of Membership**

- a) Each Club must complete the WCOSA team roster form for all teams entered.
- b) Each Club must provide to the league, a list of the current club officers, a copy of the club's Constitution & By-Laws and a map of all playing fields
- c) Each coach/manager must complete a volunteer application. (Coaches and/or adult volunteers may be fingerprinted if necessary).
- d) All registration material must be turned in to the Registrar by registration deadline and all league fees, as set by the Executive Board, must be paid before the season begins.

*Member clubs shall assume full responsibility for all registration and financial obligations incurred by into the WCOSA League by their club.*

#### Conditions of Membership

Member clubs shall furnish appropriate support for league competition, which shall include:

- a) Provision of adequate playing fields (Said fields to be of adequate size, equipped with markings, nets and flags, and in acceptable condition for play)
- b) Provision of enough trained referees and assistant referees to cover their home fields.
- c) Encouragement of their coaches and members to participate in appropriate training, such as coaches and referee clinics.
- d) Provision of personnel to assist in scheduling activities and other league activities

#### **ARTICLE 5 – PRECEDENCE**

The order of precedence is USSF, US Youth Soccer, Say Soccer and WCOSA. Members agree to abide by the articles of incorporation, by-laws, policies and requirements of these organizations.

#### **ARTICLE 6 – TERRITORY**

The territory of WCOSA shall be Allen, Auglaize, Mercer and Hardin Counties and its surrounding areas.

#### **ARTICLE 7 – LOCATION**

The official location for WCOSA mailing purposes shall be a location determined by the Executive Board.

#### **ARTICLE 8 – ADMINISTRATION**

The Governing Body of the West Central Ohio Soccer Association shall be the Executive Board. The Executive Board shall be responsible for the operations of the association.

The Executive Board of WCOSA shall consist of the following officers.

- President
- Vice-President
- Secretary
- Treasurer

Officers of WCOSA shall consist of a Director from each member club.

## **ARTICLE 9 – MEETINGS**

### **A. Section I – Election Meeting (AGM)**

The WCOSA Annual General Meeting for elections will be held every November or December, after the conclusion of the fall season at a time and place specified by the Executive Board. All member clubs shall be notified by e-mail at least twenty-one (21) days in advance. Nominations will be accepted from the member clubs present at the meeting and elections will be held after all nominations have been closed. Newly elected officers will take office on January 1st.

### **B. Section II – League Meetings**

Monthly League Meetings will be scheduled by the Executive Board. Location to be determined by the Executive Board.

### **C. Section III – Special Meetings**

Executive Board, Organizational or Committee Meetings may be called at the discretion of the Board, by notifying interested or involved persons by email at least 10 days in advance. The topic(s) of the special meeting will be enclosed in the notice, and the meeting will be restricted to that topic(s).

### **D. Section IV – Order of Business (for all meetings)**

- a) Roll Call of Officers and Executive Board
- b) Minutes of last meeting
- c) Financial Report
- d) Committee Reports
- e) Old Business
- f) New Business
- g) Open to the public
- h) Announcements
- i) Adjournment

In case of doubt as to procedure, the latest edition of “Roberts Rules of Order” shall govern.

### **E. Section VI – Quorum**

A quorum needed to conduct business at League or Special Meetings will exist when a simple majority of officers are present. For an AGM, a quorum will exist when any number of voting members are in attendance at the time called for the meeting.

## **ARTICLE 10 – DISSOLUTION**

Three-fourths (3/4) vote of the voting members of WCOSA is required to dissolve and end this Association. In that event, the assets of this Association shall be returned to the member clubs, divided up evenly, based on the number of member clubs at the time of dissolution.

## **ARTICLE 11 – AMENDMENTS TO THE CONSTITUTION**

Amendments to the Constitution may be proposed by the Executive Board. Such proposals require a 2/3 majority vote of the Executive Board Officers present.

Board approved and recommended Constitution Amendments may be voted on by the voting members at the next league meeting, AGM or specially called meeting. Amendments must be approved by 3/4 vote of those present and voting. Proper written notice of any proposed amendment changes must be electronically mailed to all Club Directors at least twenty-one (21) days prior to the meeting. The notice shall list the date, time and place. Amendments shall become effective after the adjournment of the meeting upon which it was voted.

## **ARTICLE 12 – RATIFICATION**

The formal ratification of this Constitution shall take place immediately after the meeting at which it was voted upon.

***Approved & Adopted by WCOSA League Members: May 13, 2002***

***Amended: April 9, 2007***

***April 20, 2015***

# **WEST CENTRAL OHIO SOCCER ASSOCIATION**

## **BY-LAWS**

### **SECTION 1 – MEMBERSHIP**

WCOSA members are considered members of the SAY Soccer, US Youth Soccer and the United States Soccer Federation.

#### **A. Club Members**

All soccer clubs who have fulfilled the requirements of Article 4 of the WCOSA Constitution shall be considered members.

#### **B. Player Members**

All duly registered players of WCOSA in good standing shall be considered members. Their votes will be carried by their parents, if the player is under the age of 18.

#### **C. Adult Volunteer Members**

Any adult appointed by the Executive Board to the position of coach, trainer, manager or any duly elected or appointed officer in good standing shall be considered a member.

#### **D. Associate Members**

Persons not covered under any category above, may pay an amount per year to be determined by the Executive Board, to be an Associate member of WCOSA. Associate members may present motions and debate issues, but do not vote.

#### **E. Membership Duration**

Membership for all is only for the current seasonal year (August 1 to July 31) and only after all paperwork is finished and accepted and fees are paid. Members have to be accepted by the Executive Board. Membership can be denied for those on suspension through the hearing process.

#### **F. Membership Termination**

Any member club of WCOSA may have its membership terminated for not following the WCOSA, US Youth Soccer or USSF Constitution, Constitution, By-Laws and Competition Rules by a majority vote of the member clubs present at a duly called league meeting. Removal of players, coaches and managers listed on the team rosters will be through a disciplinary hearing. Removal of other members can be by a majority vote of the Executive Board at any time, with or without the presence of the person(s) present.

Parents of players are not considered members, but may be asked not to attend games, practices or activities by a vote of the majority of the disciplinary committee.

**G. Voting Members**

Voting Members of WCOSA shall consist of the Executive Board Officers and 1 representative from each member club. (Representative from each member club will be determined by hierarchy: President, Vice President, Secretary, Treasurer.)

**H. Non-Voting Members**

Non-Voting Members shall consist of players, adult volunteers (other than the Executive Board), Appointed Officers and Associate Members.

**SECTION 2 – OFFICERS & COMMITTEES**

**A. Elected Officers**

The Elected Officers shall consist of the Executive Board: President, Vice President, Secretary, and Treasurer.

**B. Appointed Officers**

The Appointed Officers shall consist of the Registrar.

**C. Committees**

The Budget and Discipline Committees shall be the established committees. However, at any time there is a need for other committees, the Executive Board shall have the right to establish them. Each Committee Chair will be appointed by the Executive Board. Each chair is an ex-officio member of the committee and may present or second motions and participate in debate, but may not vote.

1. Budget Committee – Is responsible for preparing and proposing yearly budget and having WCOSA financial books audited.
2. Discipline Committee – Holds disciplinary hearings for official people (those on the Executive Board, players, coaches and managers) for the purpose of applying discipline for all but single red card offenses. The committee will hold disciplinary cases for non-official people such as parents and volunteers not on rosters.

The outcome of these hearings are not appealable.

**SECTION 3 – TERMS OF OFFICE**

**A. Nominations**

Members wanting to serve in an elected position may be nominated by an Executive Board Officer present at the AGM or by being nominated from the floor by members present at the AGM.

**B. Elections**

The Executive Board shall be elected at the Annual General Meeting for a period of two (2) years by a majority vote of WCOSA voting members. The offices of President and Secretary shall be elected in even numbered years (taking office January 1 of odd numbered years) and offices of Vice-President and Treasurer shall be elected in odd numbered years (taking office January 1 of even numbered years).

Officers of the Executive Board will be voted for separately by ballot and shall receive the majority of all votes cast by the WCOSA voting members. Term of

office shall begin on January 1 and end on December 31 of the second year. Executive Board members can be re-elected indefinitely.

**C. Vacancies**

If a vacancy occurs in any elected position, except for President, the Executive Board will appoint a current Officer or an active WCOSA voting member to that position until the position expires on its appropriate year.

**D. Removal**

Executive Board Officers may be removed from office for just cause and/or failure to attend meetings or perform the duties of the office. The Officer has a right to appeal and has rights of appeal. The hearing will be by the Executive Board with the Officer who is the subject of the hearing, not having a right to vote. The vote must be by three-fourths (3/4) majority of the remaining and attending Executive Board Members.

## **SECTION 4 – DUTIES OF OFFICERS**

The duties of Executive Board Officers shall be as follows:

**A. PRESIDENT**

- a) Preside at all meetings and manage WCOSA
- b) Cast the deciding vote in the event of a tie vote at League and Annual Meetings
- c) Be the official spokesperson and representative of WCOSA
- d) Sign all official documents
- e) Appoint voting members of the Board and Committee Chairpersons

**B. VICE-PRESIDENT**

- a) Assists with coordinating league divisions
- b) Performs duties as directed by the President or Executive Board
- c) Presides over WCOSA business in absence of President
- d) Becomes President if the President resigns or leaves office

**C. SECRETARY**

- a) Keep and publish minutes of all meetings
- b) Attend to correspondence
- c) Serve as custodian of records and documents

**D. TREASURER**

- a) Have charge of all funds
- b) Keep a detailed account of income and expenditures
- c) Submit a statement of financial condition at the Annual General Meeting

The duties of other Officers shall be as follows:

**E. REGISTRAR(S)**

- a) Registers all teams and players through WCOSA and complies with all registration rules
- b) Compiles team rosters and coaches list for Executive Board

**SECTION 5 – AMENDMENTS TO THE BY-LAWS**

Amendments to the By-Laws may be proposed by the Executive Board. Such proposals require a 2/3 majority vote of the Executive Board Officers present.

Board approved and recommended By-Law Amendments may be voted on by the voting members at the next league meeting, AGM or specially called meeting. Amendments must be approved by 3/4 vote of those present and voting. Proper written notice of any proposed amendment changes must be electronically mailed to all Club Directors at least twenty-one (21) days prior to the meeting. The notice shall list the date, time and place. Amendments shall become effective after the adjournment of the meeting upon which it was voted.

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