



# Kentucky Youth Soccer Association

443 South Ashland Avenue, Lexington, Kentucky 40502

Voice: 859 268-1254 - Fax: 859 269-0545

Email: [StateOffice@kysoccer.net](mailto:StateOffice@kysoccer.net)

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## STATE BYLAWS

### OF THE KENTUCKY YOUTH SOCCER ASSOCIATION

#### CHAPTER 10 STATE ORGANIZATION

##### BYLAW 1010 NAME/STRUCTURE

This organization shall be known as the Kentucky Youth Soccer Association, Incorporated. (Hereinafter called the Association) and shall be a nonprofit corporation incorporated under the laws of the Commonwealth of Kentucky. With its principal office in Lexington, Kentucky.

##### BYLAW 1020 PURPOSE

###### Section 1 Statement of Purpose

The purposes of this association are to promote the growth of and an appreciation for the game of soccer by providing opportunities for the youth of Kentucky to learn the Laws of the Game and participate in organized programs of soccer; and to organize and promote youth soccer organizations, clubs, leagues, and associations for youth up to and including those nineteen years of age, and to encourage good sportsmanship and fair play of all participants therein.

###### Section 2 Achievement of Purpose

The Association achieves its purpose by encouraging the development of leagues, clubs, associations, organizations and programs so that soccer is made available to youth in all levels of competitions; encouraging the development and practice of good

sportsmanship; developing the principles of fair play; promoting the growth of soccer; and assisting in the instruction, training and educating players, coaches, and referees to develop and improve their capabilities.

###### Section 3 Charitable and Education Purpose

The Association is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(C)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

##### BYLAW 1030 AFFILIATION

###### Section 1 United States Youth Soccer Association

The Association is affiliated with the United States Youth Soccer Association (hereinafter USYSA).

###### Section 2 Sovereignty

The Association is recognized as the National State Association and State Governing Body for youth soccer in the Commonwealth of Kentucky by the United States Soccer Federation, Incorporated (hereinafter USSF) as provided in the Amateur Sports Act of 1978 (36 USC 370 et seq.).



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## CHAPTER 11 MEMBERSHIP

### BYLAW 1100 MEMBERSHIP

#### Section 1 Affiliated Member Organizations

(a) General

The Kentucky Youth Soccer Association is comprised of Affiliated Member Organizations.

(b) Affiliated Member Organization Qualifications and Duties

(1) Each Affiliated Member Organization shall retain its autonomy but will adhere to the Constitution, Bylaws and Rules of this Association in all matters pertaining to inter-organization, intrastate, interstate, regional, national, and international competition or in other competitions sponsored by this Association.

(2) Each Affiliated Member Organization shall, within ninety (90) days of making a change, send to the State Office of the Association one (1) copy of any changes in its rules, regulations and Bylaws for review and validation by this Association's Rules Committee.

(3) All Affiliated Member Organizations must register every soccer player, coach, team manager or any other team assistant or administrator, and every soccer team that is sponsored, financed, coached or administered by the club, league, association or organization whether they be male or female, members of traveling teams, competitive teams, intramural programs, recreation programs, or house programs. Only

Affiliated Member Organizations may register players with this Association.

(4) Each affiliated member organization must consist of sufficient registered players to form a minimum of four teams. Prior to attaining full status of an affiliated member organization, the organization must adhere to paragraph (3) above and register players rostered to four teams as specified in team formations.

(5) Each Affiliated Member Organization is responsible for ensuring that its affiliated member organizations and their administrators adhere to these Bylaws and rules.

(6) Each Affiliated Member Organization has the responsibility to provide opportunities for every player in every part of its service area to play affiliated soccer.

(c) Affiliated Member Organization Voting Rights

(1) Affiliated Member Organizations shall have the right to vote in the State Council of the Kentucky Youth Soccer Association. Each Affiliated Member Organization shall have one (1) vote for every two hundred-fifty (250) duly registered Players or fraction thereof for the first one thousand (1,000) Registered Players and one (1) vote for every one thousand (1,000) registered Players or fraction thereof in excess of the first thousand. *(Example: An Affiliated Organization with 2907 Registered Players would have six (6) votes. An Affiliated Organization with 620 Registered Players would have three (3) votes.)*



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(2) Only affiliated member organizations who have met all their member organization qualifications and duties shall be accorded the privilege of voting (i.e., affiliated member organizations must have registered players and submitted player registration fees, paid its affiliation fee for the current year, and submitted a copy of its constitution, bylaws, procedures and rules to the Association.)

(3) From the first day of a seasonal year until thirty (30) days after the established deadline for the spring portion of the same seasonal year the number of votes of an Affiliated Member Organization shall be based on the number of players for which the Member has paid registration fees to the Association during the immediate prior seasonal year or the number for which the Member has paid to the Association thirty (30) days prior to any vote during the current seasonal year, whichever is greater.

## (d) Affiliated Member Organization Member Dues

The State Council shall establish the annual affiliation fee for Affiliated Member Organizations and player registration fee in this Association. All affiliation fees shall be due and payable on or before the first day of the current seasonal year. Affiliate Member player fees shall be due and payable on a monthly basis as players or teams register with the Associate Member for participation in their programs. No Affiliated Member Organization shall vote if its membership dues and player registration fees are not paid.

## Section 2 Associated Member Organizations

### (a) General

(1) Associated Member Organizations are those organizations who are directly involved in the administration or operation of youth soccer programs as defined in the Bylaws, rules or regulation of this Association, but are not qualified as Affiliate Members because they do not directly register players with the Association.

(2) All teams, players, coaches, and referees who are participating in programs administered or operated by an Associated Member Organization that are substantially the same programs as those administered or operated by this Association or its Affiliated Member Organizations must be a registered member of an Affiliated Organization of this Association or another National State Association affiliated with the United States Soccer Federation (USSF).

(3) Each Associated Member Organization shall be a member of the Association State Council. Associated Member Organizations shall have no vote in the State Council regardless of the number of registered players.

### (b) Associate Member Dues

The Associate Member shall pay an annual Associate Member fee as established by the State Council. Associate Member fees shall be due and payable on or before the first day of the current seasonal year.



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## Section 3 Allied Member Organizations

### (a) General

(1) Allied Members are those sports organizations, which govern programs in or allied to soccer as a sport but are not qualified as Affiliate or Associate Member Organizations. Recognition by this Association as an Allied Member shall be extended to the governing body of the Allied Member and not to the general membership or programs of the Allied Member.

(2) Each Allied Member Organization shall be a member of the Association State Council. Allied Member Organizations shall have no vote in the State Council.

### (b) Allied Member Dues

The Allied Member shall pay an annual Allied Member fee as established by the State Council. Allied Member fees shall be due and payable on or before the first day of the current Association seasonal year.

## Section 4 Provisional Members

All applications for Membership in this Association shall be submitted to the State Board of this Association who can grant or withdraw Provisional Membership until the next meeting of the State Council. Such Provisional Membership shall become the appropriate class of Membership when approved by a majority vote of the State Council. If not acted upon, said Membership shall cease.

## Section 5 Admission of Members

(a) Associations may be admitted as members as described in the preceding subsections at any meeting of the State Council. Each Association in filing its application for membership in this Association shall submit one (1) copy of its rules, regulations, and Bylaws to his Association. The Rules Committee of this Association shall have the power to reject them until properly written and any subsequent changes or additions to such duly approved rules, regulations and Bylaws must be submitted to and approved by the Rules committee before their effective date. The State Board pending approval of the rules, regulations and Bylaws of the applicant by the rules committee must grant provisional Membership.

(b) Each Member of this Association shall, within three (3) months after adoption, file with this Association's State Office, one (1) copy of any changes in its rules, regulations and Bylaws for the ensuing season.

## Section 6 Terms of Membership

The term of Membership for Member shall be one (1) seasonal year. Such Membership shall automatically renew each seasonal year provided the Member maintains its good standing in this Association. Membership may be terminated by the State Council for cause and by a two-thirds (2/3) majority vote of those present and voting at any properly called meeting of the State Council.

## BYLAW 1102 GENERAL RESPONSIBILITIES AS AN ORGANIZATION MEMBER OF THE KENTUCKY YOUTH SOCCER ASSOCIATION

As a member of the KYSA, the Association must:



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1. Comply with all bylaws, policies and requirements of the United States Youth Soccer Association and the Kentucky Youth Soccer Association, to the extent applicable to that classification of Organization Member.
2. Submit a copy of any amendments which it makes to its charter, articles of incorporation, bylaws or rules and regulations no later than 90 days after adoption of any such amendment.
3. Submit its most current annual reports and financial statements within 90 days after the start of the seasonal year, which commences on September 1 of each year.
4. Register with the KYSA the names and addresses of all its players, coaches and teams and organization administrators using the software program provided by KYSA. The State Board may waive this software requirement based upon member request for due cause.
5. Pay fees due the KYSA by the deadline the fees are required to be paid.
6. Comply with the Amateur Sports Act, to the extent applicable.
- administrators, and officials not subject o suspension under USSF Bylaw 241, and to any amateur soccer organization in its territory.
2. Will not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin.
3. Will submit to the fact that the Associations articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the Association and its members to the extent applicable under state law, and the Association and its members will abide by those articles, bylaws, policies, and requirements.
4. Will not join any organization that has requirements that conflict with the KYSA's articles, bylaws, policies and requirements.
5. Shall register all of its players, coaches, teams, referees, and administrators with the KYSA at least once each year and timely pay all dues and fees of the KYSA.
6. And its members will abide by the KYSA's articles, bylaws, policies, and requirements on interplay.

## **BYLAW 1503 ASSOCIATION RESPONSIBILITIES AS A ORGANIZATION MEMBER OF THE KENTUCKY YOUTH SOCCER ASSOCIATION**

As a Member Association of the Kentucky Youth Soccer Association, the Association

1. Will ensure that membership of the Association shall be open to any soccer players, coaches, trainers, managers,
7. Shall have a Board of Directors (or similar body) selected through an open and democratic process.
8. Shall report actions and policies adopted by the Board of Directors (or similar body), Executive Committee, or officers of the Association to its membership, or their authorized representatives, at least once each year at a meeting of the Associations membership, with notice and agenda of the meeting at least 15 days in advance of the meeting.



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9. Shall provide to the Executive Director of the KYSA an annual report on the activities of the Association and most current annual financial statements within 90 days after the start of the KYSA's seasonal year.

10. Will

- a. provide annually to the KYSA copies of the State Association's constitution, bylaws, and other governing documents,
- b. submit changes to those documents to the KYSA for approval not later than 90 days after adoption, and
- c. make copies of those documents available to its members.

11. Will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the KYSA and the Association and its members may be appealed to the KYSA's Appeals Committee that shall have jurisdiction to approve, modify, or reverse a decision.

12. Shall maintain its tax exempt status under the Internal Revenue Code if applicable.

13. Shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by KYSA (subject to any contrary requirements contained in state or local law applicable to the Association).

14. Will allow the KYSA to review the documents and procedures of the Association, on request of the KYSA not less than once

every 4 years, to determine compliance with these bylaws.

## CHAPTER 12 GOVERNANCE

### BYLAW 1200 GOVERNMENT

#### Section 1 State Board of Directors

The government, control and management of all properties of this Association are vested in the State Board of Directors (hereinafter sometimes called The State Board) as defined in the Bylaws of the Association, which provides for the election of directors of this Association, their terms of office, their powers and their duties. Each member of the State Board shall be a member of the State Council and shall be entitled to one (1) vote.

#### Section 2 Officers

The officers of this Association shall be the President, Vice President, Secretary and Treasurer and such other officers as may be required under the laws of the Commonwealth of Kentucky. All officers shall serve as directors of this Association and the Bylaws of the Association proved for their election, terms of officer, powers and duties.

### BYLAW 1210 MEETINGS OF THE STATE COUNCIL

#### Section 1 Annual General Meeting of the State Council

Prior to conclusion of each fiscal year, the President, with the concurrence of the State Board, shall call for an Annual General Meeting of the State Council. Written notification to all Member Organizations shall be made at least



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sixty (60) days prior to said Annual General Meeting.

## Section 2 State Board Recommendations

The State Board shall annually recommend to the State Council the fees required for Affiliated and Associated Member Organizations, Registered Teams and/or Registered Players for the next seasonal year as defined by the United States Soccer Federation, for ratification by the Member Organizations at the Annual General Meeting. Any changes in existing fees being recommended by the State Board shall be forwarded, in writing, to all Member Organizations, at least thirty (30) days prior to the Annual General Meeting.

## Section 3 Special Meetings

Special Meetings of the State Council may be called by the President or the State Board at such times as are deemed necessary. Written notice of such meetings must be given to all Member Organizations at least thirty (30) days in advance of said special meeting.

## Section 4 Quorum

The members of the State Council present at the meeting shall constitute a quorum.

## Section 5 Parliamentary Authority

The rules contained in the Modern Addition of Robert's Rules of Order shall govern the Association in all cases where they are not inconsistent with these Articles and Bylaws and any special rules of order the Association may adopt.

## BYLAW 1220 VOTING

### Section 1 Member Voting

(a) At all State Council meetings under Bylaw 1060, the duly designated representatives of Affiliated and Associate Member Organizations shall vote as authorized Any designated representative of Affiliated and Associate Member Organizations may cast votes for no more than two organizations, that is their organization and one other organization, and provided only if an acceptable written proxy shall authorize their vote for the other Affiliated or Associate Member Organization

(b) Each member of the State Board shall be entitled to one (1) vote each, where applicable.

### Section 2 Chair Voting

The respective Chairman of a meeting may vote when the vote is by ballot or when his vote, cast as he intends to cast it, would change the outcome.

### Section 3 Officer or Director Voting

Except as a representative of an Affiliated or Associate Member Organization, no officer or director may cast more than one (1) vote.

## BYLAW 1230 DISSOLUTION

### Section 1 Disposition of Assets by State Board

Upon the dissolution of the corporation, the State Board shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, education, religious or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(C)(#) of the Internal Revenue Code of 1954 (or the



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corresponding provision of any future United States Internal Revenue Law), as the State Board shall determine.

## Section 2 Disposition of Assets by Court

Any such assets not so disposed of shall be disposed of by the Circuit Court of the County in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

## CHAPTER 14 CHANGES TO STATE BYLAWS

### BYLAW 1400 STATE BYLAWS

#### Section 1 Purpose of State Bylaws

The purpose of the State Bylaws is to define and create the structure of the Association and to delineate and delegate powers and duties to its officers, directors, commissioners, committees and Board. The powers of the Associations officers, directors, commissioners, committees and Board shall be as defined in the State Bylaws.

#### Section 2 Enactment of Bylaws

The State Council shall enact bylaws. Any proposed Bylaw of the Association shall be submitted, in writing, to the State Board, at least sixty (60) days prior to the State Council Meeting at which the Bylaw will be considered. Notice of said proposal of enactment of a Bylaw must be given to each State Council Member and each Member Organization at least thirty (30) days prior to the meeting. One-half (1/2) of the members of the State Council shall constitute a

quorum for purposes of considering enactment of a Bylaw. A majority of the Members of the State Council present and voting shall be required to enact a Bylaw. Any new Bylaws shall become effective sixty (60) days after enactment and publication to the Member Organizations unless otherwise approved by the State Council.

#### Section 3 Amendments of Bylaws

The State Council shall enact amendments to the Bylaws. Any proposed Bylaw of the Association shall be submitted, in writing, to the State Board, at least sixty (60) days prior to the State Council Meeting at which the Bylaw will be considered. Notice of said amendment must be given to each State Council Member and each Member Organization at least thirty (30) days prior to the meeting. One-half (1/2) of the members of the State Council shall constitute a quorum for purposes of considering amendments to the Bylaws. A majority of the members of the State Council present and voting shall be required to enact amendments to the Bylaws. Any amendment to the Bylaws shall become effective sixty (60) days after enactment and publication to the Member Organizations unless otherwise approved by the State Council.

### BYLAW 1410 STATE POLICIES AND REGULATIONS

#### Section 1 Purpose of State Policies and Regulations

The purpose of the State Policies and Regulations is to define and create the programs of the Association and to define and regulate the operation of the Associations programs and to define and regulate tournaments and leagues. The programs of the Association and the regulations regarding the operations thereof shall be as defined in the State Policies and Regulations.



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## Section 2 Enactment of State Policies and Regulations

The State Board shall approve adoption of new State Policies and Regulations. Any proposed addition to the State Policies and Regulations shall be submitted, in writing, to the State Board, at least thirty (30) days prior to the State Board meeting at which the proposed change will be considered. Notice of said new State Regulation must be given to each State Board member and each Member Organization at least thirty (30) days prior to the meeting. The vote of two-thirds (2/3) of the members of the State Board present and voting shall be required to enact a new State Regulation and any new State Policies and Regulations adopted by the State Board shall become effective 30 days after enactment and publication to the Member Organizations unless also approved by the State Council.

## Section 3 Amendments to State Policies and Regulations

The State Board shall approve adoption of amendments to existing State Policies and Regulations. Any proposed amendment to the State Policies and Regulations shall be submitted, in writing, to the State Board, at least thirty (30) days prior to the State Board meeting at which the proposed change will be considered. Notice of said amendment to a State Regulation must be given to each State Board Member and each Member Organization at least thirty (30) days prior to the meeting. The vote of two-thirds (2/3) of the members of the State Board present and voting shall be required to enact amendments to the State Policies and Regulations and any and all amendments to the State Policies and Regulations adopted by the State Board shall become effective 30 days after enactment and publication to the Member Organizations unless also approved by the State Council.

## BYLAW 1420 STATE RULES

### Section 1 Purpose of State Rules

The purpose of the State Rules is to define and regulate the registration of players, the formation of teams, and the play of the game of soccer in the Commonwealth by Affiliated Member Organization Teams and Players.

### Section 2 Enactment of State Rules and Rules of Competition

The State Board shall approve new State Rules or Rules of Competition. Any proposed State Rule or Rules of Competition shall be submitted, in writing, to the State Board, at least thirty (30) days prior to the State Board meeting at which the amendment will be considered. Notice of said proposed State Rule must be given to each State Board member and each Member Organization at least thirty (30) days prior to the meeting. The vote of two-thirds (2/3) of the members of the State Board present and voting shall be required to enact State Rules or the Rules of Competition; and any and all State Rules adopted by the State Board shall become effective at the beginning of the next seasonal year unless also approved by the State Council.

### Section 3 Amendments to the State Rules and Rules of Competition

The State Board shall approve amendments to the State Rules or Rules of Competition. Any proposed amendment to the State Rules or the Rules of Competition shall be submitted, in writing, to the State Board, at least thirty (30) days prior to the State Board meeting at which the amendment will be considered. Notice of said amendment must be given to each State Board member and each Member Organization at least thirty (30) days prior to the meeting. The vote of two-thirds (2/3) of the members of the State Board present and voting shall be required



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to enact amendments to the State Rules or the Rules of Competition; and any and all amendments to the State Rules adopted by the State Board shall become effective at the beginning of the next seasonal year unless also approved by the State Council.

## CHAPTER 15 STATE BOARDS OF DIRECTORS

### BYLAW 1500 EXECUTIVE POWERS

The policy making and executive functions of the Kentucky Youth Soccer Association shall be vested in the State Board of Directors and Officers (hereinafter sometimes called The State Board) which shall have the following powers:

#### Section 1 Approval/Ratification Powers

1. To ratify alter, or reject decisions and policies of any officer, director, commissioner, committee or other official of the Association;
2. To ratify appointments of the President to fill vacancies in Offices and Directorships;
3. To ratify, alter or reject appointments to Association committees and such other officials as the Association may from time to time be appoint;
4. To remove from office any appointed or elected member of the State Board for reasonable cause by due process by a simple majority vote of the State Board as otherwise provided in the Bylaws;
5. To determine and approve membership of Affiliated or Associated Member Organizations in the Association.

#### Section 2 Sanctioning/Hosting Powers

1. To institute and operate cup competitions;
2. To arrange and stage soccer games of any nature whatsoever in its own name, and to that end, it may marshal the support of any or every Association member and/or its or their subordinates, affiliated organizations and their personnel;
3. To approve and regulate the hosting of tournaments or games involving more than one Member Organization or involving teams from another National State Association;
4. To create and manage or to create and to delegate the management under direction to others of this Association or any organization whatsoever which it may deem expedient for the welfare of the game of soccer in the territory over which the Association has jurisdiction;

#### Section 3 Judicial Powers

1. To enforce the Constitution, Bylaws, Regulations and Rules of the Association and of the United States Youth Soccer Association;
2. To settle disputes between two or more Member Organizations of the Association;
3. To hear all cases of misconduct of players, officials and/or persons affiliated with the Association when two (2) or more Member Organizations are concerned, or when it has direct jurisdiction, or when the alleged offense in any case is an assault upon any official and after such hearing if such person or persons are found guilty, to impose such fine and/or penalty as it may deem proper;



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4. To render final decisions on all matters of controversy subject, nevertheless, to appeals and to decisions of the Association with which the Association is affiliated;
5. To require the production of papers, books, documents, and accounts as it may from time to time require of Affiliated or Associated Member Organizations and/or subordinate and Affiliated Organizations thereof;
6. To suspend, expel and/or impose fines or penalties upon any Member Organization, club, league, organization or association and/or person under Kentucky Youth Soccer Association jurisdiction which is found guilty of violation or breach of the Kentucky Youth Soccer Association Constitution, Bylaws, State Rules, or any rules or regulations of the Association with which the Association is affiliated;
7. To enforce the purposes for which Association was organized.

## Section 4 Financial Powers

1. To contract for such personal services and facilities as shall be necessary for the operation of the Association business;
2. To authorize the expenditure of funds for purposes in keeping with the needs of the Association;
3. To ensure that all expenditures of funds in excess of \$1,000 are signed by more than one board member.

## BYLAW 1501 STATE BOARD ORGANIZATION

### Section 1 Membership

The State Board shall consist of the following regular members

1. the Officers
2. the Administrators
3. the Executive Director
4. the Immediate Past President

The State Board shall also consist of Advisory Members

1. the State Referee Administrator (or designee)
2. the State Director of Coaching and Player Development
3. the Chairman of the Kentucky Soccer Association (or designee)
4. the State Program Director

### Section 2 Restrictions on Service on State Board

1. No person under indictment for any criminal act may serve as a member of the State Board while the indictment is in effect.
2. No officer or administrator elected by the members may be a paid employee of the Association.

### Section 3 Meetings

1. Regular meetings of the State Board shall be called upon reasonable notice by the President at least once each calendar quarter, and
2. Meetings for a special purpose shall be called by the President or upon written



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application by one quarter of the Directors. Reasonable notice of meetings for a special purpose shall be given and shall state said purpose.

## Section 4 Quorum and Voting Requirements

1. A quorum, consisting of the majority of regular members of the State Board, must be present at meetings in order to conduct business;
2. Regular Members of the State Board shall have one (1) vote provided however that the presiding officer shall vote only in the event of a tie vote to break said tie; the Executive Director shall not vote; and
3. The vote of the majority of those State Board Members present and voting shall be required for any action of the State Board, unless otherwise approved.

## BYLAW 1502 GENERAL RESPONSIBILITIES AS AN ORGANIZATION MEMBER OF THE UNITED STATES SOCCER FEDERATION

As a member of the USSF, the Association must:

1. Comply with all bylaws, policies and requirements of the Federation, to the extent applicable to that classification of Organization Member.
2. Submit a copy of any amendments which it makes to its charter, articles of incorporation, bylaws or rules and regulations no later than 90 days after adoption of any such amendment.
3. Submit its most current annual reports and financial statements within 90 days after the start of the Federation's seasonal year,

which commences on September 1 of each year.

4. Register with the Federation at least once each seasonal year the names and addresses of its players, coaches and team and organization administrators.
5. Pay fees due the Federation by the deadline the fees are required to be paid.
6. Comply with the Amateur Sports Act, to the extent applicable.

## BYLAW 1503 STATE ASSOCIATION RESPONSIBILITIES AS A MEMBER OF THE UNITED STATES SOCCER FEDERATION

As a State Association of the United States Soccer Federation, the Association

1. Will ensure that membership of the State Association 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 USSF Bylaw 241, and to any amateur soccer organization in its territory.
2. Will not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin.
3. Will submit to the fact that the Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the State Association and its members to the extent applicable under state law, and the State Association and its members will abide by those articles, bylaws, policies, and requirements.



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4. Will not join any organization that has requirements that conflict with the Federation's articles, bylaws, policies and requirements.
5. 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.
6. And its members will abide by the Federation's articles, bylaws, policies, and requirements on interplay.
7. Shall have a Board of Directors (or similar body) selected through an open and democratic process.
8. Shall report actions and policies adopted by the Board of Directors (or similar body), Executive Committee, or officers of the State Association to its membership, or their authorized representatives, at least once each year at a meeting of the State Associations membership, with notice and agenda of the meeting at least 15 days in advance of the meeting.
9. 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.
10. 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, and
    - c. make copies of those documents available to its members.
11. Will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the Federation and the State Association and its members may be appealed to the Federation's Appeals Committee that shall have jurisdiction to approve, modify, or reverse a decision.
12. Shall maintain its tax exempt status under the Internal Revenue Code.
13. Shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by Federation (subject to any contrary requirements contained in state or local law applicable to the State Association).
14. Will allow the Federation to review the documents and procedures of the State Association, on request of the Federation not less than once every 4 years, to determine compliance with these bylaws.

## CHAPTER 16 OFFICERS/ ADMINISTRATORS/DIRECTORS

### BYLAW 1610 PRESIDENT

#### Section 1 Responsibilities

1. To oversee and coordinate the activities of the Association;
2. To plan for the long range growth and operation of the Association and its programs;



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3. To oversee and coordinate the office of the Association;
4. To hire, subject to the approval of the State Board, the Executive Director to serve as the Chief Professional Officer of the Association.
5. To oversee the Executive Director in the supervision of paid employees of the Association.

## Section 2 Duties

1. To preside at all State Board and Council meetings;
2. To serve as an ex-officio member of all Association committees, except the Nomination Committee;
3. To appoint special or ad hoc committees;
4. To sign money disbursements made in the name of the Association;
5. To appoint, subject to ratification by the State Board, Chairs of all Committees, except where otherwise provided;
6. To perform all other duties as shall be necessary to promote the welfare of youth soccer in the Commonwealth of Kentucky; and
7. To represent, or to appoint persons to represent, the Association in meetings with other soccer associations.

## BYLAW 1620 VICE PRESIDENT

### Section 1 Responsibilities

1. To assume the duties of the President in the case of the resignation of the President until

the next Annual General Meeting following said resignation or during a temporary absence; or during the inability of the President to perform the functions of that office;

2. To oversee the Appeals and Arbitration process in the Association to insure compliance with the Association and National Rules Bylaws and Regulations.

### Section 2 Duties

1. To sign money disbursements made in the name of the Association; and
2. To perform such other duties as may be delegated by the State Board.

## BYLAW 1630 SECRETARY/REGISTRAR

### Section 1 Responsibilities

1. To oversee the registration of Association members.
2. To oversee the enforcing of all State and National Rules, Bylaws, Policies and Regulations governing player registration and team assignment.

### Section 2 Duties

1. To oversee the state office in recording minutes of State Board meetings and distribute minutes and all submitted proposed amendments as provided for in the Constitution to all members of the State Board, all Committee Chairs, all Affiliated and Associated Member Organizations, and the corporate process agent;
2. To sign money disbursements made in the name of the Association;



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3. To serve as Chair of the Nominations Committee.
4. To appoint, subject to ratification by the State Board, District Registrars and
5. To perform such other duties as may be delegated by the State Board.

## BYLAW 1640 TREASURER

### Section 1 Responsibilities

1. To insure the sound financial operation of the Association and
2. To develop plans to encourage donations and solicit funds to finance Association activities.

### Section 2 Duties

1. To sign money disbursement made in the name of the Association;
2. To present a statement of account at every meeting of the Association or the State Board and at other times when requested by the State Board and make a full report at the Annual General Meeting;
3. To assure that the Treasurer's accounts are examined at least annually by an auditor or auditing committee chaired by a non-State Board member who, if satisfied that the Treasurer's annual report is accurate and correct, shall sign a statement of that fact at the end of the report; and
4. To perform such other duties as may be delegated by the State Board.

## BYLAW 1651 YOUTH ADMINISTRATOR

### Section 1 Responsibilities

1. To perform all duties necessary to insure the achievements of the objectives of the Association Youth programs within the state;
2. To perform all duties necessary to insure the achievements of the objectives of the Association Recreational programs within the state;
3. To coordinate and administer the application and enforcement of all State Recreational Rules, Bylaws, and Regulations to recreational programs and to insure good sportsmanship and fair play in all recreational programs.

### Section 2 Duties

1. To coordinate and administer the recreation and competitive programs of the Association;
2. To appoint, subject to ratification by the State Board, persons to perform the duties necessary to insure the achievements of the Association youth programs;
3. To prepare a budget for recreational programs for approval by the State Board, approve all expenditures for such programs, and insure that the programs are operated on a sound financial basis;
4. to insure appropriate recognition for participating in the Association programs provided by the State Board with appropriate awards or other mementos; and
5. To perform such other duties as may be delegated by the State Board.

## BYLAW 1652 DISTRICT ADMINISTRATOR

### Section 1 Responsibilities



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1. To perform all duties necessary to insure the achievements of the objectives of the Association Youth programs within the district;
2. To represent the Associated and Affiliated Members within the District on the State Board.

## Section 2 Duties

1. To perform all duties necessary to insure the achievement of the objectives of the Association within the District;
2. To appoint, subject to ratification by the State Board, District Program Coordinators;
3. To serve as liaison between Affiliated Member Organizations, Associated Member Organizations, leagues, clubs, and teams within the District and the State Board;
4. To chair all District meetings;
5. To monitor all Association programs in the District;
6. To call District meetings as necessary to inform Member Organizations of the activities of the Association and to coordinate their participation in the Association, and
7. To perform such other duties as may be delegated by the State Board.

## BYLAW 1670 EXECUTIVE DIRECTOR

### Section 1 Responsibilities

1. The overall administration and management of the Association's State Office and paid staff.
2. Serves at the Chief Professional Officer of the Association and as the Chief Administrative Officer of the Corporation.

### Section 2 Duties

1. Administers policies, programs and the budget of The Association as determined by the Board of Directors and State Council.
2. To sign money disbursements made in the name of the Association;
3. Provides assistance and counsel to the President in particular, and the remainder of the governance, in fulfilling their respective responsibilities including the identification and resolution of policy issues and organizational planning, budgeting and operations.
4. Manages a staff to implement the Association's programs and activities to pursue achievement of the Associations objectives through effective hiring, supervision, development and evaluation.
5. Identifies member needs and with the Board of Directors initiates responsive activities to meet those needs.
6. Provides leadership in the development of the messages provided by the Association and along with others, represents the organization.
7. Maintains all corporate and association records; and
8. Fulfills all other tasks as assigned to accomplish the goals of The Association.



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## BYLAW 1680 PAST PRESIDENT

### Section 1 Responsibilities

To assist the President in his duties as maybe defined by the State Board from time to time.

### Section 2 Duties

1. To serve as advisor for the current President; and
2. To perform such other duties as may be helpful to the State Board.

## CHAPTER 22 NOMINATIONS AND ELECTIONS

### BYLAW 2201 NOMINATIONS

1. Proposals for nomination of Officers and Directors of the Association shall be submitted to the Executive Director no later than six (6) weeks prior to the Annual General Meeting of the State Council;
2. The Executive Director shall present a list of all proposed candidates for each position to the members at least four (4) weeks prior to the Annual General Meeting of the State Council;
3. The Nominations Committee shall be responsible for assuring that at least one (1) candidate be proposed for each available position;
4. Incumbents in offices subject to election shall be polled by the Executive Director, and, if willing and eligible to serve, shall be included on the list of nominees; and

5. If less than two nominations exist for any position, then nominations will be accepted from the floor for those positions.

### BYLAW 2202 ELECTIONS

1. The elections of the Association Officers and Administrators shall be held at the Annual General Meeting of the State Council and shall be by closed ballot;
2. Officers and Administrators shall be elected by a majority of the votes cast by the Affiliate Member Organizations present and voting at the Annual General Meeting of the State Council, the vote shall be tallied by the Nominations Committee and announced by the Chair of that committee;
3. District Administrators shall be elected by a majority of the votes cast by the Affiliate Member Organizations present and voting at the Annual General Meeting of the State Council within their District. Administrators in ODD numbered districts shall be elected in ODD years and in EVEN districts in EVEN years.
4. The voting rights of each Member Organization is in accordance with BYLAW 1220.

### BYLAW 2203 TERMS OF OFFICE

#### Section 1 Terms of Office

1. All Officers and Administrators shall serve a two year term of office;
2. The President, Secretary/Registrar, and Youth Administrator shall be elected in odd numbered years;
3. The Vice President and Treasurer shall be elected in even numbered years;



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4. District Administrators from even numbered Districts shall be elected in even numbered years and from odd numbered Districts in odd years, and
5. Officers and Administrators shall assume office as of the first day of the Association's fiscal year following the year of their election.
6. The Immediate Past President shall serve a term not to exceed two (2) years commencing with the end of his/her service as President. A President removed from office for reasonable cause under the terms of Section 3 of this Bylaw shall not be a member of the State Board.

## Section 2 Vacancies

Vacancies in all Offices and Administratorships shall be filled by appointment by the President, subject to ratification by the State Board or District Meeting in the case of District Administrator or as otherwise provided in the Constitution; provided, however, that a vacancy in the Office of the President shall be filled as provided in Article IV, Section 2.B. The person appointed to fill the vacancy shall serve for the balance of the term.

## Section 3 Removal

The Officers and Administrators, may be removed from office for reasonable cause by two-thirds (2/3) majority vote of those present and voting at any duly constituted State Council Meeting.

## CHAPTER 24 COMMITTEES

### BYLAW 2401 STANDING COMMITTEES

The Standing Committees of the Association shall be as specified in these Bylaws;

The President, subject to ratification by the State Board, shall appoint chairs of Standing Committees except where otherwise provided in the Bylaws;

The Committee Chairs, subject to ratification by the State Board, shall appoint committee members except where otherwise provided in the Constitution;

All Committee Chairs and members shall serve until their successors are provided by the State Board or until their assignment is complete; and

### BYLAW 2402 AD HOC COMMITTEE

Special or Ad Hoc Committees may be appointed from time to time as deemed necessary by the President of the State Board.

### BYLAW 2403 SIZE OF COMMITTEES

The size of the Committee shall be determined by the State Board upon recommendations of the Chairs except where otherwise provided in the Constitution.

### BYLAW 2404 SUBCOMMITTEES

Committee Chairs may, with the approval of the Committee, appoint subcommittees from time to time as deemed necessary to effect the responsibilities of the Committee.

### BYLAW 2411 NOMINATIONS COMMITTEE

The Committee shall be composed of the Secretary, who shall serve as its Chair, and four or more other members, one of whom shall be a non-State Board member. At least one member shall be from each of the Districts in the state.



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The Committee shall conduct all aspects of

Association elections as provided in the Bylaws.



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