



League  
Charter

2021

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NY West Champions Conference

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# **NY West Champions Conference Charter**

*Adopted October 21, 2020*

## **ARTICLE I – League Name**

The name of this League shall be the NY West Champions Conference, hereinafter referred to as the "League".

## **ARTICLE II – League Structure**

**Part 1. Mission** - The mission of the League is to foster the growth of youth, through the sport of soccer, for players under the age of nineteen. The League shall be responsible for the administration and management of mission-related activities within its designated geographic area.

**Part 2. Established** – NY West Champions Conference shall be chartered as an integral part of the New York State West Youth Soccer Association (NYSWYSA).

**Part 3. Affiliation** – As an integral part of NYSWYSA, the League shall be affiliated with The US Youth Soccer Association and the United States Soccer Federation.

**Part 4. Geographical Area** – The League shall serve a geographical area that includes the six districts of NYSWYSA encompassing the entire geographical area of NYSWYSA.

**Part 4. Headquarters** – The principal office of the League shall be one and the same as the NYSWYSA in order to conduct the business of the League.

**Part 5. Duration** - The duration of the League shall be perpetual.

**Part 6. Dissolution** - In the event that the League dissolves, any assets remaining in its accounts or in its possession, after the payment of all of its obligations, will be transferred to the New York State West Youth Soccer Association.

## **ARTICLE III - League Management**

**Part 1. Commissioners** - The business of the League shall be managed by the Conference Commissioners. The Commissioners hold the authority and responsibility to operate the League in accordance with the established policies, rules and regulations of the League.

**Part 2. Duties of the Commissioners** - The Commissioners shall be responsible for the business affairs of the League, including but not limited to the enforcing of the Charter, Rules and Regulations, Guidelines, Policies and Procedures of the League. A Commissioner may be granted permission by the President to be absent from a scheduled meeting.

**Part 3. League Commissioners** - The League Commissioners shall consist of at least five Commissioners, appointed by the NYSWYSA Board of Directors. At least four of the Commissioners shall be selected from among the six District Commissioners of NYSWYSA. One



Commissioner shall be chosen from the NYSWYSA staff to serve a two-year term as the League Administrator.

**Part 4. League Officers** - The League shall have three officers, elected from among the Commissioners: President, Vice President, and Recording Secretary. The President shall be elected in even numbered years and the Vice President and Recording Secretary shall be elected in odd numbered years, each to serve a term of two years. The officers shall be elected by the Commissioners at their Annual Review Meeting.

**Part 5. Financial Authority** - The fiscal year of the League shall be from September 1<sup>st</sup> to August 31<sup>st</sup>. NYSWYSA shall maintain a separate accounting for the League and shall manage the financial affairs of the League, subject to the guidance and direction of the Commissioners. All financial records and reports shall be made available to the Commissioners upon request.

**Part 6. League Records** – the League shall maintain all records of activities and functions within the possession of the officers of the League.

## ARTICLE IV – League Officers and Administrator

**Part 1. Term of Office** – The League Officers shall serve for a term of two years, and may succeed themselves.

### Part 2. Duties of Officers and Administrator

The *President* shall be the executive officer of League and shall act as Chairperson of all meetings of the Commissioners. The President may, with the approval of the Board of Commissioners, establish committees and appoint members to committees. The President shall serve as the official representative of the League in all its matters.

The *Vice President* shall succeed to the office of the President in the event the office becomes vacant. In the absence or disability of the President the Vice President shall perform the duties of the President.

The *Recording Secretary* shall be the official custodian of all the correspondence and documents of the League, and shall take minutes at League meetings.

The *Administrator* shall be responsible for the registration and certification of individual players and their passes, and team rosters as well as scheduling of league matches. The Administrator shall work with the President to prepare an annual budget for submission to NYSWYSA and shall request a financial report from NYSWYSA prior to each league meeting for presentation to the Commissioners.

**Part 3. Removal from Office** - A Commissioner may be removed for due cause by a two-thirds vote, quorum being present, by the remaining Commissioners, or by the NYSWYSA Board of Directors.

**Part 4. Resignation** – A League Officer may resign at any time by giving written notice to the Commissioners or the President or the Secretary, and the resignation shall take effect upon receipt of the notice, unless specified otherwise in the notice.



**Part 5. Officer Vacancies** - Should a League Officer position become vacant for any reason, the remaining Commissioners shall appoint a successor at the next scheduled meeting of the Commissioners to serve for the unexpired balance of the vacancy term.

**Part 5. Conflict of Interest** - A Commissioner may not serve as a Delegate for a Member Club.

## ARTICLE V – League Membership

**Part 1. Membership** – Any Club in good standing with a State Association of the United States Soccer Federation that has a team accepted to participate in the League shall be considered a League Member, for as long as the team continues to participate in the League.

**Part 2. Continuation of League Membership** - Each League Member shall renew its membership annually if one or more of its teams apply and are accepted to participate in the League. Should a League Member not renew its membership in this way, its membership shall be terminated.

**Part 3. Overdue Balance** – Any League Member that shows a balance due the League that is overdue by ninety or more days shall be deemed to have resigned from League Membership. At the following Commissioner meeting the overdue account(s) will be reviewed and if the account is in fact overdue a notice of “Automatic Deemed Resignation” shall be communicated to the League Member. Any League Member which is deemed to have resigned its membership in this manner may re-instate its membership by payment in full of all amounts due, prior to the next regular Commissioner meeting. If the payment in full is not received by that time, any teams associated with that League Member shall be dropped from the League.

**Part 5. Resignation** - The membership of any League Member shall cease upon withdrawal by the Club by means of written notice of resignation furnished to the Secretary. Any teams associated with that withdrawn League Member shall be dropped from the League.

**Part 6. Suspension of League Members** - The Commissioners may at a duly called meeting, a quorum being present, suspend a League Member from membership, or expel any individual, team or Club from participation in the League, that:

- a.) Willfully refuses or neglects to fulfill any of its obligations as a League Member and violates any of the provisions of the League Charter, or Rules, Regulations, Guidelines, and Procedures of the League, or
- b.) That commits any act which is inconsistent with the principles and standards of sportsmanship.

A vote to suspend a League Member or expel an individual, team or Club shall require a two-thirds vote of Commissioners. A League Member, individual, team or Club shall have the opportunity to show cause why such action should not be taken prior to the vote being taken.

A suspended League Member or an expelled individual, team, or Club may appeal such action in conformity with the rules of the USSF.



A suspended League Member shall be in bad standing with the League during the period of the suspension. As such it shall be ineligible to vote at any League meeting and any teams associated with the League Members shall be disqualified from participation in any League sanctioned match or event.

A suspended League Member may apply for their good standing to be reinstated in the League based upon criteria established by the Commissioners.

**Part 7. Member Delegates** – Each League Member shall appoint a Delegate to attend League Meetings and to cast a single vote on behalf of that League Member in any matter requiring a vote.

**Part 8. Membership Roll** - A membership roll showing the list of League Members and their respective Delegates shall be maintained by the league and available at any League meeting where voting may take place. All persons appearing on such membership roll as League Delegates (or a valid alternate) and in attendance at a League meeting shall be entitled to one vote at the meeting.

**Part 9. Equal Opportunity** - Participation in the League shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw241 of the USSF Bylaws.

## ARTICLE VI – Committees

**Part 1. League Committees** - The Commissioners shall establish committees as necessary to administer League business, and shall define and record the purpose, direction, and duration of each committee. The President will appoint, with the approval of the Commissioners, the Committee members from League Member clubs as recommended by the League Delegates.

**Part 2. Appeals Committee** – This committee shall be responsible for hearing appeals brought to it by League Members and that may arise from League sponsored activities.

**Part 3. Budget Committee:** The Budget Committee shall be responsible to prepare an annual budget for the League. This committee shall also be responsible to report to the Commissioners concerning the financial operations of the league measured against budget.

**Part 4. Nominating Committee:** This committee shall be responsible to identify potential candidates for Commissioner appointments and League committees. They shall provide recommendations to the Commissioners for committee positions and support the search for new Commissioners to fill vacancies or for appointment of Commissioners by the NYSWYSA Board of Directors at the start of a new term.

**Part 5. Other Committees:** The Commissioners may by resolution designate any group of persons to serve at the pleasure of the Commissioners as an ad-hoc committee to assist the Commissioners in the performance of its functions in any manner not prohibited by law or this Charter.

## ARTICLE VII – Meetings



**Part 1. Meeting Venues** - The dates, times, and locations of all meetings shall be determined by the Commissioners except for the Annual Review Meeting which shall be held during the August meeting of the NYSWYSA Board of Directors.

**Part 2. Commissioner Meetings** - League business shall be transacted at the Commissioner Meetings which shall be held at least three times per year. Each Commissioner shall have one vote and a simple majority shall constitute a quorum. Special meetings shall be called as required by the President or by a majority vote of the Commissioners. Notice of all regular and special meetings shall be given in writing or via electronic messaging at least ten days prior to the date of the meeting.

**Part 3. Annual Review Meeting** – The League shall prepare a summary of League operations for review at the August meeting of the NYSWYSA Board of Directors. The summary shall include the financial status of the League, recommendations for Commissioner appointments, recommendations for Charter amendments, a budget for the next fiscal year, and any other matters deemed of importance to the Commissioners or requested in advance by the NYSWYSA Board of Directors.

**Part 4. Annual Member Meeting** – The League shall hold a meeting of the League Members each year in February. Notice of the meeting shall be given to League Member Clubs at least fifteen days prior to the meeting. At this meeting, the League Officers shall present to the League Members the Rules, Regulations and Policies of the League and shall conduct such business as is necessary for the operation of the League. For matters requiring a vote of the League Members, a simple majority of the Member Delegates shall constitute a quorum.

## Article VIII – Governance Hierarchy

**Part 1. Precedence** - The USSF articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the League to the extent applicable under state law, and the League shall abide by those articles, bylaws, policies, and requirements.

**Part 2. Interplay** - The League shall abide by the USSF articles, bylaws, policies, and requirements on interplay.

## Article IX – Appeals

**Part 1. Appeal Rights** - The League shall provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, USYSA, NYSWYSA and the League may be appealed to the USSF's Appeals Committee in accordance with NYSWYSA By-Laws and Policies. The USSF's Appeals Committee shall have jurisdiction to approve, modify or reverse a decision. A decision rendered by the League or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the USSF's Appeals Committee unless the committee otherwise orders. The decision made by the League or the NYSWYSA may be upheld, revised or reversed and remanded.

### **Part 2. Decisions or actions that may be appealed**

There shall be two general types of decisions or actions that may be appealed, as follows:



a). A *League decision* would be any decision rendered by the Commissioners as a whole. These would include but not be limited to placing a member club in bad standing with the league or expulsion of a member club. An appeal of a League decision must be filed in accordance with the procedure outlined in Article IX, Part 3 below within sixty days of the decision or action being appealed.

b). A *Rules decision* would be any action to enforce league policies or procedures taken by an administrator or officer of the league in relation to a league or match incident. These would include but not necessarily be limited to a forfeit; a team, player, coach or spectator fine; a send-off penalty greater than the USSF mandated minimum of one game or a decision rendered by a protest committee. An appeal of a Rules decision must be filed in accordance with the procedure outlined in Article IX, Part 3 below within seven days of the decision or action being appealed.

**Part 3. Appeals Committee** - The League President shall appoint, with the approval of the Commissioners, an Appeals Committee to hear each appeal. The Appeals Committee shall consist of at least three individuals plus a Chairperson. The Appeals Committee shall be responsible for investigating and hearing any accepted appeal of actions taken by the League or its officers.

No member of the Appeals Committee may have a conflict of interest with any party of the appeal.

The Appeals Committee Chairperson may only vote on an appeal in order to break a tie.

**Part 4. Appeals Filing Procedure** - The appeal must be in writing and describe in detail the grounds for the appeal.

The written appeal and appeal fee must be sent certified mail to the League President so that it is received within the time frame specified in Article IX, Part 1 above.

The appeal fee, payable to the League, in the form of money order, cashier's check or certified check shall accompany the appeal, and cash will not be accepted as an appeal fee. The appeal fee is refundable if the appeal is upheld, or at the discretion of the Appeals Committee. The appeal fee is \$100.00 US Funds.

The Appeals Committee shall have the right to decline a hearing if the information necessary to make a fair and just decision on the appeal has not been furnished, or the proper procedures have not been followed in filing the appeal.

**Part 4. Hearing of Appeals** - The League President shall set a date for the hearing within two days from the receipt of the appeal. The date of the hearing shall be within ten days from the receipt of the appeal.

The Chairperson has the right to limit the speaking time or number of witnesses to be heard from each party to the appeal at the hearing.

The Chairperson shall submit the decision of the Appeals Committee to the appealing party and the League President in writing within 48 hours of the hearing.

Appealing parties have the right to appeal the decision of any League Appeals Committee to New York State West Youth Soccer Association.



## ARTICLE X – Amendments

**Part 1. NYSWYSA Amendments** – NYSWYSA has the authority to amend the League Charter at any time by a two-thirds majority vote at any regular NYSWYSA Board meeting, provided written notice of the proposed amendment is provided to the League Commissioners thirty days in advance of the NYSWYSA Board meeting. The League Commissioners have the right to provide their recommendation regarding the proposed amendment to the NYSWYSA Board.

**Part 2. Commissioner Amendments** –The League Charter may be amended by a two-thirds majority vote at any meeting of the Commissioners, a quorum being present, so long as written notice of the proposed amendment was received by the Commissioners at least thirty days prior to the meeting. An amendment made in this way is subject to approval of the NYSWYSA Board of Directors at their next regularly scheduled Board meeting.

**Part 3. Amendment Recommendations** – A proposed amendment to the Charter can be recommended by the League Members to the Commissioners or to the NYSWYSA Board, by written notice. A proposed amendment recommendation must be acted upon within sixty days of receipt of the recommendation.

### **Part 4. Amendment History**

October 21, 2020 – Initial Charter approved by the NYSWYSA Board of Directors