

VALLEY YOUTH CONFERENCE, INC. (VYC)

SECTION A

ARTICLE I NAME AND ADDRESS

The name of this organization shall be the Valley Youth Conference, Inc. (Hereinafter referred to as the "Conference"). The address of this organization shall be the address of Post Office Box 3194, Chatsworth, Ca., 91313-3194.

ARTICLE II ARTICLES OF INCORPORATION

The purpose of this Conference is to protect, promote and perpetuate youth sports in the Conference area, and to inspire youth to practice ideals of good health, scholastics, citizenship and develop character.

ARTICLE III SPECIFIC PURPOSE

1. To acquaint the youth with high scholastic standards.
2. To acquaint the youth with the fundamentals of various sports and rules associated with that sport.
3. To teach sportsmanship.
4. To promote safe play.
5. To provide a safe environment for youth competition.
6. To provide a liaison with the school district, schools, the community, and between sport conferences.

ARTICLE IV JURISDICTION

The Executive Board of Directors of the Valley Youth Conference, Inc. claims jurisdiction and shall be sole governing body over the games of amateur sports as played by each Sport Division in the Conference.

SECTION B

ARTICLE I EXECUTIVE BOARD OF DIRECTORS

- A. The Executive Board of Directors of the Conference shall be composed of:
- the Commissioner of each sport
 - the General Manager of each sport
 - an Executive Secretary
 - a Chief Financial Officer possessing qualifications similar to those of a Certified Public Accountant

Valley Youth Conference, Inc. – Constitution and Bylaws

- a person possessing a legal background who shall provide advice to the Executive Board from time to time
- a Member at large to assist the Executive Board in carrying out its mission.

Each new sport shall also provide a Commissioner and a General Manager to the Executive Board of Directors. No disassociation from any sport is required of those serving on the Executive Board of Directors.

- B. The Office of Executive Director shall be elected from among the Executive Board of Directors and shall be for a three year term. The CFO and Legal Advisor shall also be elected for a term of three years.
- C. All members of the Executive Board shall have one vote however, the vote of the Executive Director shall be limited to a vote only to break ties.
- D. The Executive Board of Directors shall meet a minimum of four (4) times a year.
- E. The Conference fiscal year shall end on the last day of October 31.
- F. A quorum of the Executive Board of Directors shall be fifty percent (50%) plus one of the established members or a different number established by the Conference at a later date.
- G. Rules of parliamentary procedure shall govern all actions of this organization, as defined by the Robert's Rules of Order, except as modified herein.
- H. Membership of additional sport conferences may be accepted by a majority vote of the Executive Board.
- I. A Commissioner or a General Manager may choose a designee to serve on the Executive Board in their stead. This person must be of the respective sport conference.
- J. The Valley Youth Conference, Inc. is a non-profit corporation of the State of California and as such, must conform to all rules and regulations as set forth in the Corporations Code of the State of California.
- K. All member clubs shall be of non-profit status.

ARTICLE II ELECTION OF EXECUTIVE BOARD OFFICERS

- A. The Executive Director and Assistant Director may be nominated from the floor at the time that office is to be elected. Each position shall then be elected by majority vote.
- B. The Executive Director shall, subject to approval of the Executive Board, appoint one member of each sport to a Nominating Committee.
- C. The Nominating Committee shall poll all member sports for willing and qualified members for the office of CFO, and Legal Advisor.
 - 1. A willing and qualified individual must be a member of the Executive Board or serve as an officer on a sports conference or as an officer on a club board of directors for a period of one year in that respective position.
- D. An election for either of the above positions shall be held at the first meeting of the Conference in a calendar year.
- E. The voting parties shall be the Executive board, except the director whose office is being voted on.
- F. The other members of the Executive Board of Directors shall be elected in accordance with the Uniform Regulations and Playing Rules of each sport.

ARTICLE III DUTIES OF THE EXECUTIVE BOARD

- A. EXECUTIVE DIRECTOR (President/CEO): The duties of this office are as follows:
 - 1. Preside over all meetings of the Executive Board; the Assistant Director shall preside in the absence of the Executive Director.
 - 2. Call special meetings when deemed necessary or when requested to do so by two (2) other members of the Executive Board;
 - 3. Oversee the performance of all duties required of the other members of the Executive Board;
 - 4. Appoint, with the approval of the Executive Board, a Recording Secretary who shall:
 - a. Take minutes of all Board meetings;

- b. Maintain minutes of all Executive Board meetings, attendance of required members, quorums, and guests;
 - c. Act as a central point of all correspondence regarding the Executive board and maintaining copies of such correspondence;
- 5. Initiate a yearly audit of all financial records;
 - 6. Insure that all necessary forms, stamps, and letterhead are in supply for the various duties of the Executive Board and for the use of the sport conferences.

B. Assistant Director (General Manager/COO): The duties of this office are as follows:

- 1. Act as Executive Director when office is vacant or the Director is absent.
- 2. Work at the direction of the Executive Director.

C. Executive Secretary:

The minimum duties of this office are as follows:

- 1. Maintain personal current addresses to distribute to other members of the Executive Board and to the different sport conferences;
- 2. Maintain all Executive Board records;
- 3. Relinquish all Executive Board records to a duly authorized replacement;
- 4. Responsible for timely submission of all necessary forms to the proper regulatory agencies;

D. Chief Financial Officer:

The duties of this office are as follows:

- 1. Carry out duties as directed by the Executive Director with the approval of the Executive Board.
- 2. Collect and maintain necessary records to substantiate the non-profit and tax exempt status of the Valley Youth Conference, Inc.

3. File all necessary tax forms to the appropriate government agencies at the end of the fiscal year.

E. ACTIONS BY THE EXECUTIVE BOARD,

All members of the Executive Board shall have the minimum following duties:

1. Review the minutes of all sport conference meetings for possible rule or constitutional violations. The Executive Board, upon gaining knowledge shall veto any action taken by a sport conference which violates the Valley Youth Conference Constitution & By- Laws, the Sport Conference Regulations, or the Rules and Regulations of that sport conference;
2. An Executive Board veto may itself be overturned by a three-fourths (3/4) vote of all sport Conferences pertaining to the action in question;
3. Conduct appeals of disciplinary actions taken by a sport Conference subject to the following:
 - a. Notice of the decision to appeal must be given, in writing, to the Executive Director or the Assistant Director within seven (7) days of the action by a sport conference. A clear written description of the matter to be considered shall accompany the appeal request submitted to the Executive Board;
 - b. The Executive Board shall call a special meeting of the Executive Board with invitations to all parties involved in the action;
 - c. The Executive Board may call witnesses it deems necessary and the disciplined party may also call any appropriate witnesses deemed necessary for the defense;
 - d. The decision of the Executive Board is final and binding on all parties concerning any appeal for redress brought before the Board for adjudication. Participation of the parties in the process is acknowledgment by those parties that the decision of the Board is final, thus leaving no other avenue of appeal concerning the matter before the board.
4. Any member of the Executive Board may, at an indication of some impropriety, enter the team area during any competition or practice and give assistance, council, or recommend discipline;

- a. Any member of the Executive Board of Directors may at that member's option, discipline any other Sport Conference member or participant for an act that is, in that Board Member's opinion, inimical to the operation, safety of participants, safety of other members, safety of athletes, perpetuity, and financial stability of the Valley Youth Conference, Inc.
 - b. Only the Executive Director or Assistant Director may discipline a member of the Executive Board of Directors of the Valley Youth Conference, Inc. for an infraction as mentioned above. In either case, the discipline can be an official warning up to and including removal from the Conference. The procedure for a hearing is outlined in Section B, Article IV, and Paragraph E-3 in these By-Laws.
5. Written notice of absences by an Executive Board member exceeding three (3) consecutive meetings shall be sent by the Assistant Director to the executive committee of the concerned sport conference. This notice will also request action be taken by the sport conference involved and to correct the absence problem;
6. In the event the Executive Director or the Assistant Director is the offending member of #5 above, a new Executive Director or Assistant Director shall be elected to fulfill the unexpired term;
7. Any infraction of the Constitution & By-Laws may be cause for suspension. Section B, Article III, Paragraph E-3 will guide the decision;
8. The Executive Board of Directors may provide insurance for all Sport Conferences
9. Perform any other action necessary to the smooth operation or perpetuation of the Valley Youth Conference, Inc.
10. The Executive Board of Directors may assess each Sport Conference reasonable fees for expenses, insurance, tax compliance and legal matters (If necessary) to be determined by need.

ARTICLE IV SPORT CONFERENCE REGULATIONS

All Sport Conferences shall be governed by the Conference Uniform Regulations, the Sport Conference Regulations, the Sports Conference Playing Rules, and the Constitution & By-Laws of the Valley Youth Conference, Inc. If there is a conflict between the Constitution & By-Laws and any rule or regulation adopted by any Sport Conference, the Constitution and By-Laws shall prevail over all other regulations. The Executive Board of Directors has a duty to resolve the conflict in favor of the Constitution & By-laws.

ARTICLE V REVISING THE CONSTITUTION & BY-LAWS AND SPORT CONFERENCE REGULATIONS

- A. All proposed revisions initiated by any or all sports must be passed at a legal board meeting by two-thirds (2/3) vote of the board members present of each sport conference. The minutes must indicate those present, the quorum, and the vote. Those minutes shall then be forwarded to the Executive Board Director.
- B. In order for any sport to initiate a Constitution & By-Laws or Sport Conference Regulations revision, all proposed changes must be read or distributed to the sport conference board of directors at least twenty-five (25) days prior to voting on the changes. A two-thirds (2/3) vote of the members present is necessary for the changes to be forwarded for the next level of review, Section C, this article.
- C. All sports must be presented the proposed Constitution & By-Laws or Sport Conference Regulations changes in writing and shall vote on the proposed changes at a meeting which will be held at least twenty-five (25) days after the proposed changes have been distributed to its board members. This does not preclude all sports from acting simultaneously on proposed changes, provided twenty-five (25) days elapse from initial distribution. A two-thirds (2/3) vote of the board members present is necessary for the changes to be forwarded to the Executive Board of Directors.
- D. In the event a proposed revision is amended by any sport or by the Executive Board the other sport conferences may consider the amendment at their next meeting.
- E. The Executive Board must ratify any and all proposed changes in the Constitution & By-Laws or Sport Conference Regulations by majority vote.
- F. The Executive Board may initiate revisions to the Constitution & By-Laws or the Sport Conference Regulations, by passing said changes by a two

thirds (2/3) vote. Any such revision must be ratified by all sport conferences by two-thirds (2/3) vote of the members present.

- G. The Executive Board shall distribute approved revisions. These revisions need not be a complete reprint of the entire Constitution & By-Laws or Sport Conference Regulations. However, the Executive Board will make a distribution of the proper amount of copies of the complete documents at least every odd - numbered year to each sport conference.

ARTICLE VI AFFILIATIONS

Any Valley Youth Conference Sport Division affiliation with another governing organization with the equivalence of the Valley Youth Conference, Inc., must be approved by a majority vote of the Executive Board.

ARTICLE VII INSURANCE

The Executive Board of Directors shall maintain or make sure that there is liability insurance for the Valley Youth Conference, Inc. and all of its members.

ARTICLE VIII DISSOLUTION

All sports have a share in all properties, cash, etc., being held by this organization. Upon demise of this organization, all assets shall be distributed in proportion to the contribution among existing sport conferences which have tax exempt status under Section 501 (c) (3) of the Internal Revenue Code and in compliance with all State of California laws.

ARTICLE IX FINANCE

The Valley Youth Conference, Inc. Executive Board of Directors shall be financed by member Sport Conferences in accordance with these Constitution & By-Laws and Sport Conference Regulations.

ARTICLE X DISTRIBUTIONS

Whenever excess funds become available to the Valley Conference Inc., or the various Sports Conferences, whether it is by way of earnings, charitable contributions, or any other distributions, the Executive Board of Directors shall distribute these funds on a proportional basis to its members. This distribution will be in the form of a credit issued to each club of their Sports Conference towards future expenditures within the Valley Youth Conference, Inc. and its Sports Conferences.

ARTICLE XI CLARIFICATION

Clarification of any part of this document or the Sport Conference Regulations will be furnished upon request to the Executive Board. Request for clarification shall be submitted to the Executive Board in writing at least one week prior to the meeting where the Executive Board shall convene to discuss such clarification. Clarification by the Executive Board will be final and binding.

ARTICLE XII RESIDENCE

- A. All territories pertaining to Club affiliation are to be open territories. These by-laws recommend that all players are recruited from the same district or town. A player once certified by a team shall remain with that team so long as the team or organization has a division for which the player is eligible. At the end of the playing season all players become released players or are subject to the **NON-RELEASED PLAYER LIST**. Each Sport Conference may define conditions under which players might not be released by a Club, however such conditions shall not fundamentally disadvantage the athlete in his/her attempt to switch Clubs.
- B. If a coach leaves a member organization and goes to another member organization, none of the players who played on the previously coached team by this individual may go to the new organization and be certified on the same coaches roster, with the exception of the members of his immediate family.
- C. Proselytizing is contrary to the philosophy, intent and purpose of The Valley Conference. It is strictly forbidden in any form or practice. Proselytizing is the term used in describing the illegal recruitment of a player.

ARTICLE XIII REQUIREMENTS OF PARTICIPATING CLUBS

- 1. Each VYC Club shall be of non-profit status
- 2. Each VYC Club shall be financially sound in order to participate effectively in their Sport season
- 3. Each VYC Club shall maintain and perpetuate the tenets and philosophy of the Valley Youth Conference as stated in Article 3 of the Constitution:
 - Each participating athlete shall be acknowledged with the award item given to other members of his or her team at their awards banquet ceremony.

UNIFORM REGULATIONS

I MEMBERSHIP

A. The individual membership of this Conference shall consist of the following classes:

1. ACTIVE MEMBERS - Are those individuals who actively participate and serve as managers, coaches, and trainers, or any individual who has authorized contact with the player on the playing area.
2. SUPPORTING MEMBERS - Are those individuals who are not connected directly with the teams, as are the active members above, but who nevertheless have contact with the players and parents from time to time for various reasons.
3. Team membership is governed by the provisions of VYC Constitution and By-Laws.
4. Each member club shall have 2 designees that will represent them at all Valley Youth Conference, Inc. Sport activities.

B. Each Sport Division shall elect its officers at a duly convened meeting of the Board of Directors of that Sport and in accordance with the Constitution and By-Laws of the Valley Youth Conference.

The positions to be elected by the Sport are, Commissioner, General Manager, Treasurer and Secretary (in the absence of the Executive Secretary appointed by the Executive Board of Directors).

C. A conference representative shall only cast his organization votes for the Conference which he represents, unless authorized to do otherwise by a letter from his organization to the Executive Director.

D. An organization in good standing is a Club that is fully paid in all fees and fines, and has no pending disciplinary issues before the Conference Board.

II CONDITIONS OF MEMBERSHIP

A. Application for membership into a Sports Conference shall be made in writing on a membership application form furnished by the Conference.

B. In consideration of being permitted to become members of this Conference, members and team personnel shall agree to conduct and act in accordance with Constitution, By-laws, and the Rules and Regulations of the Conference.

C. Those individuals who apply for memberships under the classification of active memberships shall be designated in writing to each Sports Conference by the Chief Executive Officer of each organization on the teams certified roster.

D. The club requesting membership in the VYC shall be presented by that Sport Division to the Executive Board of Directors prior its acceptance into that Sport Division.

III ELIGIBILITY

Definition of Amateur sportsman: An amateur sportsman is one who engages in sport solely for the pleasure and physical, mental or social benefits he derives from the sport, and to whom sport is nothing more than an avocation.

A. To Be An Amateur Under Association Rules:

1. Players or coaches cannot play or coach any Association governed sports for any monetary benefits such as cash, merchandise or any compensation.

B. No Manager, Coach, or player shall compete under an assumed name.

C. No player shall compete in any outside athletic team of the same sport at the same time without Sport Conference's approval.

1. Any player who has been registered and certified with a team of the Sport Conference for the current season, who later plays the same High School Sport in any Division is ineligible to play in the Conference for that season.

2. Any player dropped from any team in the Sport Conference for any reason, cannot again be certified to play in the Conference for that season.

IV ACTS OF DISBARMENT

Any active member or team competing as an amateur in amateur sports as played under the auspices of the Valley Youth Conference or any member of the Conference participating in any capacity, except the Conference Secretary, may upon a majority vote of the Board after a hearing, be suspended, placed on probation or both, for any period of time as determined by the Conference if they are found to have committed any of the following acts:

A. Competed under an assumed name.

B. Committed an unsportsmanlike act.

- C. Received any portion of his annual income from or for services as a Manager or Coach in the Valley Youth Conference, Inc.
- D. By directly or indirectly receiving pay or financial benefits for participating within the Conference.
- E. For striking any Coach, Assistant Coach, Manager, Official, spectator, or player.
- F. For anyone attempting to proselytize or encouraging one to proselytize.
- G. For using profane language or abusive language, whether on the field or play or as a spectator.
- H. For having been a recorded violator under Section 290 of the Penal Code, or any criminal convictions.
- I. For advocating the overthrow of the United States Government or for being affiliated with an organization that has such aims.
- J. For any unauthorized use of funds within any organization of the Conference.
- K. For participating in or being responsible for serious acts of unsportsmanlike conduct as determined by the Conference hearing board.

V PLAYERS ELIGIBILITY COMMITTEE

A. The Commissioner of the Sport Conference shall appoint a committee to certify the eligibility of players of each Division in a process called "Certification". Each team manager shall submit to this committee the appropriate forms and data in legible form and where required on the Conference forms:

1. Appropriate certification documentation shall be described by the Sport Conference.

VI PLAYERS AGREEMENT

A. After signing the current year's Approved Player's Contract, a player may obtain his release from the team to which signed, this release shall not be unreasonably withheld at any time prior to certification of the athlete. The Sport Division shall describe their specific guidelines for the release of athletes transferring from one club to another.

VII COACHING ETHICS

A coach, advisor, or other adult acting in an official capacity may be barred from further participation in the Conference by violation of any of the rules of the Sport or the Conference and will be subject to appropriate penalties. These penalties will be at the discretion of the Hearing board of that Sport

VIII INJURED PLAYER

A. The following procedure shall be used in the handling of claims:

1. Every team shall have a fully equipped medical first aid kit at its practices and games.
2. If the occasion arises when 911 or EMS is needed, an attempt must be made to contact the athlete's parents. The closest emergency facility shall be used unless special arrangements have been made.
3. Home team officials will notify the head official and opposing team prior to the competition of the nearest emergency facility and where the nearest phone is located.
4. In case of reportable injury, the Sport's Conference insurance carrier shall be notified and nothing shall preclude an examination of all medical records by the carrier.
5. An injured player who has been transferred to an emergency medical facility shall not participate in any sport practice or game until released by a physician. Conference Board members have the right to receive a copy of the players release form from the team officials.
7. All team personnel and game officials shall abide by the decision of the parents or attending medical personnel regarding the treatment, safety, and welfare of the injured player.

IX PROTESTS

A. The Sport shall define its protest process. If a protest or appeal is requested of the Executive Board of Directors of the Valley Youth Conference, then the procedure shall be:

- a hearing by a hearing committee of the Sport Conference
- if necessary, a hearing by an appeal committee of the Sport Conference
- Finally, a hearing by the VYC Executive Board of Directors where the outcome shall be final.