

**PANTHER VALLEY**  
**YOUTH SOCCER ASSOCIATION**  
**BYLAWS**



# TABLE OF CONTENTS

ARTICLE I. NAME OF ORGANIZATION .....	2
ARTICLE II. PURPOSE and POWERS OF ORGANIZATION .....	2
ARTICLE III. MEMBERSHIP .....	2
ARTICLE IV. BOARD OF DIRECTORS .....	3
ARTICLE V. OFFICERS AND COMMITTEE CHAIRMEN .....	5
ARTICLE VI. DUTIES OF OFFICERS .....	5
ARTICLE VII. COMMITTEES .....	8
ARTICLE VIII. PHILOSOPHY and TEAM MANAGEMENT .....	9
ARTICLE IX. FISCAL MATTERS .....	10
ARTICLE X. GENERAL PROCEDURES .....	10
ARTICLE XI. GRIEVANCES, DISPUTES, AND APPEALS .....	11
ARTICLE XII. AMENDMENTS .....	12

## ARTICLE I. NAME OF ORGANIZATION

The association shall be known as Panther Valley Youth Soccer Association, a non-profit organization also referred to as PVYSA.

## ARTICLE II. PURPOSE and POWERS OF ORGANIZATION

**A. Purpose:** This association shall develop, promote and perpetuate the game of soccer among youth in the Panther Valley area and will not discriminate against any individual on the basis of race, color, religion, sex or national origin (see USSF bylaw 213 (l)(a)(2) and/or ability page): Its main goals beyond the education structure of the skills of the game shall be to promote social athletic character, and instill the spirit of good sportsmanship and fair play among all members, coaches, and players.

**B. Powers:** PVYSA shall have and may exercise all powers as now or hereafter conferred upon non-profit corporations by the laws of the state of Pennsylvania.

### C. Restrictions on Purpose and Powers

1. The foregoing purposes and powers of the association are subject to the limitation. That no part of the net earnings of the association (if any) shall inure to the benefit of any director or officer of the association; however, this restriction shall not limit or impair the association's right to compensate individuals for services rendered or for goods sold or leased to the association
2. This association shall not engage in any activity other than its stated purpose.
3. Upon dissolution of this association, any funds remaining shall be donated to a nonprofit organization for youth voted on by the Board of Directors.

## ARTICLE III. MEMBERSHIP

### A. Qualifications

1. *Player:* the term "youth" as applied to the Constitution, Bylaws, General Procedures and Specific Rules of this Association, EPYSA, USYSA and USSF shall mean a youth player who has not reached the age of sixteen (16) years prior to December 31st immediately preceding the start of any seasonal year in which they apply for registration.
2. *Membership Participation:* Participation in the activities of this Association shall be open to any soccer player, coach, trainer, manager, administrator, official and volunteer provided such person is not barred from participation by PVYSA, EPYSA, USSF or USYSA (see USSF bylaw 213) (1)(a)(2) and/or ability page).

3. *Registration:* All players, coaches and administrators shall register with PVYSA and timely pay all dues and fees. Upon the request of the Board of Directors or registrar, any player must show proof of age in the form of Birth Certificate, or any other certified legal document.
4. *Required Obligations:* All members must fulfill all required obligations such but not limited to fundraising, stand duty or buyouts within the time allotted.
5. *Election:* Members and candidates for election must have participated in the soccer calendar year.

#### **B. Voting and Quorum (annual meeting)**

1. Each member 18 years of age and older will have one vote. Voting members will include up to two parents/legal guardians per registered player during the soccer year (August 1- July 31). The members in attendance when the meeting is called to order shall constitute a quorum. All questions shall be decided by a plurality vote of the Members voting thereon, in person. No voting by mail or proxy shall be permitted.
2. Only members who have attended a majority of monthly meetings within the last calendar year (at least 6 of the 11 scheduled meetings) will be permitted to cast a ballot or vote.

**C. Meetings of Members:** There shall be one annual meeting at least before the end of the calendar year, December 31, of each year and shall be for the purpose of electing Board members on a secret ballot for those terms that have expired, become vacant by disqualification, death, resignation, removal, or otherwise. Another purpose of this meeting shall be to receive annual reports and to conduct any other business that may arise.

**D. Special Meetings:** A special meeting of the Members may be called by resolution of the Board of Directors of the Association or upon written request presented to the Board by ten percent of the members, and it shall thereupon be the duty of the Secretary to cause notice of such meeting to be given as hereinafter provided.

**E. Notice of Member's Meeting:** Public notice of the time and place of special meetings of members shall be posted to the Members not less than five (5) days prior thereto, either personally by e-mail, social media, or at the direction of the Secretary, and upon default in that duty by the Secretary, then by the President or the Members calling for such meeting.

**F. Suspension of Membership:** The Board of Directors may suspend or terminate any member of the PVYSA if the conduct of a member is adverse to the best interest of soccer or PVYSA. Any person participating in PVYSA programs who becomes a defendant in litigation based upon activities detrimental to the welfare of youth players may be suspended from all soccer related activities. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. Upon notification, any suspension or other disciplinary action imposed by members of EPYSA will be enforced by PVYSA.

### **ARTICLE IV. BOARD OF DIRECTORS**

**A. Number and Powers:** The control and management of the affairs of the Association and the disposition of its funds and property shall be vested in a board of directors consisting of not less than five members. No member( s) shall have the authority to represent PVYSA in any matter in which a decision is made without first

having prior approval to make such a decision from the Board of Directors. Each member of the Board of Directors has one vote, except that the individual presiding at a Board meeting may only vote in case of a tie.

## **B. Terms and Term Limits**

1. *Elected Officers:* The initial President, Vice-President, and one additional board member will serve an initial term of three years to establish the association. The Second Vice President, Treasurer and Secretary will serve one-year terms, which will be voted on annually thereafter the first year of inception. After the initial three years of service by the three founding members, the President, Vice President, and the third board member, will be required to seek election annually as all other positions of the board.
2. *Process for filling Vacancies:* If there is a vacancy among the Directors by reason of disqualification, death, resignation, removal or otherwise, the Board of Directors shall appoint a member to fulfill the vacancy until elections are held at the next annual meeting. Unexpired term positions will be filled by those nominees receiving the largest number of votes after the full-term positions have been filled, with the longest unexpired term being filled with the highest vote tallied, and so on: In the case of a tie vote for a position, lots will be drawn to determine the winner. In the case that there are not enough nominees at the annual meeting to fill all open positions, the Board of Directors shall appoint a member or members to fulfill the vacancy or vacancies

## **C. Meetings**

1. *Monthly Meetings:* One meeting shall be held monthly, except for the month of December, with one meeting being the annual general meeting. Date and time shall be set by the Board of Directors.
2. *Special Meetings*
  - a. *Who has authority:* Special meetings of the Board of Directors may be called by the President or by any two officers.
  - b. *Agenda:* The request shall state the business items to be considered at the special meeting. No other items may be considered at that meeting.
  - c. *Notification of Meeting:* It shall thereupon be the duty of the Secretary to cause notice of such meeting to be given at least five (5) days prior thereto, either personally, by email, or telephone, and upon default in that duty by the Secretary, then by the President or the Directors calling for such meeting.
3. *Emergency Actions*
  - a. Actions that need to be taken prior to the next scheduled meeting due to time constraints may be voted upon through personal, telephone or e-mail contact conducted by an Executive Board member(s) upon authorization of the President or acting President.
  - b. Only the item(s) constituting the emergency may be presented and voted upon. The results of that vote and action taken as a result of that vote will be conveyed to the Board at the next Directors regularly scheduled or special meeting.

**D. Quorum:** A majority of the Board of Directors shall constitute a quorum for the transaction of business for the association, except that when a vacancy or vacancies exist, a majority of the remaining Directors shall constitute a quorum.

**E. Proxy Voting:** A Director may cast a vote in writing accompanied by a signature as a proxy vote prior to the meeting of which the item under vote is discussed and voted upon for any meeting in which the Director may be late or not able to attend except for election of Directors at the annual meeting.

## **F. Removal of a Director**

1. *Good Standing/Conduct/Cause*: Should the conduct of any Board member be adverse to the best interests of soccer or PVYSA that Board Member is subject to removal from the Board by a majority vote of the Board of Directors.
2. *Missed Meetings*: Any member of the Board of Directors who misses three (3) successive "monthly" meetings as outlined in Section C, Article IV of these By-Laws, will be notified in writing they are in violation of the bylaws and that additional absences will result in termination of his/her Director status. If not in attendance at the next consecutive "monthly" meeting, their position will become vacant.

## **ARTICLE V. OFFICERS AND COMMITTEE CHAIRMEN**

**A. Officers:** The officers of the association shall be the President, Vice President, Second Vice President, Secretary, Treasurer, Risk Management Coordinator and Registrar.

1. **Election and Term(s):** The officers shall, by secret ballot, be elected annually by the Board of Directors at the next scheduled monthly meeting of the Board of Directors after the annual meeting of the Membership. The term of officers shall be for one year; however, nothing shall prevent an officer from being reelected to consecutive terms of office. No officer shall hold more than one office at a time.
2. **Removal of Officer:** An officer who does not comply with assigned responsibilities may be relieved of office by majority vote of the Board.
3. **Appointment of Officers:** An officer may be appointed with approval of the Board of Directors if a vacancy should occur by reason of disqualification, death, resignation, removal or otherwise.
4. An officer that abandons their seat without reasonable cause may not run for office for a minimum of two years and must be approved by the board as a majority vote to be eligible to run for office.

**B. Chairperson of Committees:** A Committee Chairperson shall be approved by a majority of the Board of Directors or the President of the Board of Directors. This Chairperson, or a Chairperson's designee, is responsible for reporting committee activity to the Board of Directors at any monthly or special meeting.

## **ARTICLE VI. DUTIES OF OFFICERS**

### **A. President**

1. Preside at all meetings of the executive board, Board of Directors, general meeting of the association, and at special meetings
2. Call meetings only when necessary but at least once per month with the exception of for December
3. Ascertain that a quorum is present
4. Sets the agenda and give to secretary (unless otherwise agreed)
5. Conduct meetings in orderly and expeditious fashion
6. Perform administrative and executive functions of association
7. Assign duties to officers and board members as required

8. Appoints special committees deemed necessary by the Board of Directors
9. Maintain communication with EPYSA officials
10. Represent PVYSA at EPYSA, USYSA, and USSF meetings or functions
11. Sign all checks with the treasurer or other designated board member if only one treasurer present
12. To officially appoint all vacant officers after a two-thirds (2/3) majority vote in favor from the Board of Directors
13. To sign all legal documents that pertain to PVYSA after approval from the majority of the eligible voting members present, or in case of emergency after approval from the Board of Directors
14. Votes to break a tie on verbal votes; the president always has a vote when voting by ballot
15. To serve as ex-officio member on all committees, but will have the tiebreaker in case of stalemate
16. To appoint all committees and chairpersons after approval from a majority vote in favor from the eligible members present

#### **B. First Vice President**

1. To assume all duties and responsibilities of the President in the absence of the President due to properly notified scheduled conflicts or vacated office for any reason as procured by the Board of Directors or eligible voting members of a regular stated or special meeting
2. Shall become President should the office become vacant
3. Shall coordinate and ensure rules and guidelines set forth by PVYSA are enacted and followed for designated age group (U9-U16 or U5-U7)
4. Shall schedule and coordinate the game and practice schedules provided from coaches as approved by the majority vote in favor from the Board of Directors present for designated age group (U9-U16 or U5-U7)
5. Shall perform all duties as may be assigned by the President or Board of Directors
6. To act as Chairperson for first level disciplinary and development of assigned age group as presented by risk management if not vacant

#### **C. Second Vice President**

1. To assume all duties and responsibilities of the President in the absence of the President due to properly notified scheduled conflicts or vacated office for any reason as procured by the Board of Directors or eligible voting members of a regular stated or special meeting
2. Shall become First Vice President should the office become vacant
3. Shall coordinate and ensure rules and guidelines set forth by PVYSA are enacted and followed for designated age group (U9-U16 or U5-U7)
4. Shall schedule and coordinate the game and practice schedules provided from coaches as approved by the majority vote in favor from the Board of Directors present for designated age group (U9-U16 or U5-U7)
5. Shall perform all duties as may be assigned by the President or Board of Directors
6. To act as Chairperson for first level disciplinary and development of assigned age group as presented by risk management if not vacant

#### **D. Secretary**

1. To establish, maintain, record and publish upon request all meeting minutes for Board of director meetings and Association meetings.
2. Shall distribute or read all minutes from prior monthly or special meetings during current scheduled monthly meetings.

3. Shall record and keep all attendance of Association Members at all meetings.
4. Assure minutes, bylaws, general rules plus amendments are available at all meetings in hand or easily accessed online
5. Shall sign, with the President, all contracts upon Board approval
6. Shall be responsible for assembling and distributing notebooks of general club information (minutes, by-laws, contracts, rules, etc) or provide access to online information (email, google drive, google doc, etc) to all new board members
7. Shall be responsible to convey correspondence for the PVYSA to its members or general public.
8. Shall cause notice of special meetings to be given at least five (5) days prior thereto, either personally, e-mail or telephone
9. May be directed by the President or acting President in an emergency situation to conduct a vote through personal, telephone or e-mail contact of all Board members and shall convey the results of that vote to the Board at the next regularly scheduled or special meeting
10. Shall perform all duties as may be assigned by the President or Board of Directors

#### **E. Treasurer**

1. Shall have charge and custody of and be responsible for all funds and securities of the association
2. Be responsible for receipt of and issuance of receipts of moneys due and payable to the association from any source whatsoever, and for the deposit of all such moneys in the name of the association in such bank or banks as shall be selected in accordance with the provisions of the bylaws
3. Shall prepare and send all invoices or billings for outstanding debts owed to PVYSA
4. Shall prepare a proposed budget by second month of the new fiscal year
5. Keep full and accurate records of all deposit and disbursements
6. Sign all checks with the President or other designated board member
7. Present a financial report to the membership at the annual meeting
8. Shall present a monthly report of income and expenditures to Board of Directors or any financial reports as requested by the Board
9. Shall perform all duties as may be assigned by the President or Board of Directors

#### **F. Registrar**

1. To develop and maintain a record of all new and existing youth players.
2. To develop and maintain a record of all coaches and provide a list to the Risk Manager prior to the season starting.
3. To develop and maintain a record of personal and confidential information of members including, but not limited to; date of birth, address, email, phone numbers and proof of age. This information will be confidential and will not be released unless  $\frac{2}{3}$  vote in favor from the Board of directors.
4. To supervise and organize all registration processes conducted by the Association.
5. To ensure all players are rostered to their correct age brackets. Ensure no player is playing down in age group unless otherwise agreed upon from all clubs of League due to medical exemptions.
6. To coordinate delegation of teams with coaches and provide a final roster to all coaches with contact information.
7. To assign all numbers to each player ensuring there are no duplicates for purposes of identification of player.
8. To approve and discuss double rostered players (players playing up in age bracket to fulfill a team as described in this document) with coaches from both primary and secondary teams.
9. To fulfill risk management requirements if the seat is vacant.



## **G. Risk Management Coordinator**

1. Is responsible for establishing and monitoring a risk management program within the association's jurisdiction, following PVYSA guidelines, that at a minimum must include an employment/volunteer disclosure statement for all volunteers, employees, coaches, referees and program administrators who are involved with any approved or sponsored program of the Association or member of the Association.
2. Ensure that PVYSA and members abide by the policies prohibiting sexual and physical abuse of its members that meet certain minimum criteria established by The Commonwealth of Pennsylvania, EPYSA, and The Federation
3. Ensuring all coaches (including assistant coaches) have completed required safety training and state clearances.

## **ARTICLE VII. COMMITTEES**

### **A. Standing Committees**

#### **1. Field Maintenance**

- a. Chaired by a board member
- b. Responsible for communicating with PVYSA Board of Directors,, Panther Valley School District, and other responsible parties in the conduction of planning and maintenance of the soccer fields
- c. Ensure that fields are ready for play (striping, nets, corner flags, goals, porta-potties, trash cans, etc) for regularly scheduled games, clinics or tournaments or as directed by the board of directors
- d. Inspects soccer fields on a regular basis and advises the President and scheduler as to the condition of fields for playability
- e. Ensure that field equipment is properly stored and maintained between seasons and between games
- f. Shall perform all duties as may be assigned by the President or Board of Directors

#### **2. Equipment Coordinator**

- a. Shall inventory and keep record of field equipment and players supplies for the association
- b. Shall calculate and order such equipment upon approval of board of directors
- c. Coordinate with the field maintenance chair for recommended supplies
- d. Ensure that player supplies are properly stored and maintained between seasons and games
- e. Provide advertising or needed publicity for sale of players' supplies
- f. Shall perform all duties as may be assigned by the President or Board of Directors

#### **3. Publicity**

- a. Will assure adequate coverage of soccer events and coordinate all soccer publicity
- b. Shall perform all duties as may be assigned by the President or Board of Directors

#### **4. Scheduler**

- a. a. Responsible for league schedule, printing and distributing of same
- b. b. Coordinate schedule and any changes with field and equipment chairs
- c. Maintain official schedule of games and fields for league
- d. Communicate to appropriate teams and referee schedulers of cancellation and rescheduled games
- e. Shall perform all duties as may be assigned by the President or Board of Directors

5. **Code and Conduct/ Discipline**

- a. Must be chaired by a Board member and shall include at least one other Board member minimum
- b. Responsible for league compliance with regards to proper enforcement of the rules set forth by PVYSA, EPYSA, USSF and USYSA
- c. Designate personnel to deal with violations of conduct, field locations and assuring that games are played fairly, safely and enjoyable.
- d. Assist referees in keeping order if requested and dealing with code violations by parents, coaches or players
- e. Serve as a sounding board regarding rules for parents and players to board of directors
- f. Shall seasonally evaluate league rules and present changes for approval by the board of directors
- g. Shall perform all duties as may be assigned by the President or Board of Directors.

6. **Appeals Committee**

- a. The Board of Directors will select a committee on a case-by-case basis.
- b. No Appeals Committee member may have any involvement in a case presented to said committee.
- c. Must be chaired by a Board Member

7. **Special Committees:** A special committee may be formed upon approval of the Board of Directors as deemed necessary.

- a. Carbon County Representative
  - i. To act as liaison between PVYSA and the county League
  - ii. To ensure PVYSA is meeting requirements of surrounding League
  - iii. Shall perform duties as may be assigned by the President or Board of Directors

## **ARTICLE VIII. PHILOSOPHY and TEAM MANAGEMENT**

- 1. No recreational player shall be subject to tryouts, invitations, recruiting or any process to roster players selectively to any team on the basis of talent or ability.
- 2. There shall be a system in place to create fair and balanced distribution of playing talent among the teams participating.
- 3. No player shall be denied participation due to talent or ability.
- 4. General team play time and roster size is dependent on the number of registrants and teams but should try to adhere to the following;
  - a. U9 - 7v7 50% play time - ~10 to 19 players per team
  - b. U11 - 9v9 50% play time - ~12 to 23 players
  - c. U13 - 11v11 45% play time - ~14 to 27 players
  - d. U16 - 11v11 40% play time - ~14 to 27 players
- 5. Game time is dependent on participation in practice unless otherwise agreed upon with the coach.
- 6. Every player must play at least two positions in the season to become well rounded.
- 7. Dual rostering membership is allowed if both the primary team and secondary teams coaches are in agreement.
- 8. Dual roster must have a primary team and will have to fill that teams obligation unless the primary teams coach agrees otherwise.
- 9. Dual rosters will only be allowed if a team has less than 6 substations for U9-U11 and less than 8 substations for U13-U16.

10. Up to 4 dual rosters may be waitlisted if a team has players drop off.
11. Dual rosters including those weight listed must be submitted to the registrar prior to the first game.

## **ARTICLE IX. FISCAL MATTERS**

**A. Fiscal Year:** The fiscal year shall commence from the month of the annual meeting for the period of twelve months.

**B. Indemnification:** PVYSA shall indemnify each of its present or former directors, officers, employees or official representatives, or any person who is or was serving in any capacity at the request of PVYSA, against all expenses actually and reasonably incurred by the person (including judgments, costs, and counsel fees) in connection with the defense of any pending or threatened litigation to which that person is, or is threatened to be made, a party arising from authorized conduct within the course and scope of duties performed for PVYSA as provided for under the provisions of the Pennsylvania NonProfit Corporation Act. The right of indemnification may also apply to expenses of litigation which is compromised or settled, including amounts paid in settlement, if PVYSA approves the settlement.

**C. Check Signing:** Any and all checks issued by the Association, for any purpose, shall be signed by any two of the following: the President, Treasurer and one other Director as may be designated by the Board of Directors as having check signing authority.

### **D. Financial Reports**

1. The Treasurer shall prepare a proposed budget by the third month of the new fiscal year, which will be available upon request.
2. The Board of Directors shall make reports to the membership on the operation and expenditure of the Association as may be necessary and prudent, but must be available once a year at the annual meeting.

**E. Financial Review:** A committee designated by the Board of Directors shall perform an audit on a yearly basis. This committee shall present a written report to the Board of Directors based on their findings.

**F. Annual IRS Tax Return:** The annual tax return shall be prepared and submitted by a certified public accountant or file Form 990-N (e-postcard) to maintain non-profit status if gross receipts are \$50,000 or less.

## **ARTICLE X. GENERAL PROCEDURES**

**A. Rules of Order:** The rules contained in Robert's Rules of Order shall govern this Association in all cases in which they do not conflict with the Constitution, Bylaws, General Procedures and Specific Rules of this Association, EPYSA, USSF and USYSA.

**B. Sexual and Physical Abuse:** This Association opposes sexual and physical abuse. To the extent permissible under the applicable law, the Board of Directors and members shall adopt procedures consistent with criteria established by USSF.

**C. Political Contributions:** No funds of the Association shall in any fashion be used to support any candidate for political office or for any political purpose.

**D. Bylaws Notification:** Any amendment to these bylaws, articles of incorporation, rules and regulations must be submitted to EPYSA not later than 90 days after adoption of that amendment.

## **ARTICLE XI. GRIEVANCES, DISPUTES, AND APPEALS**

### **A. Protest and Appeals**

1. In the matter of protest and appeals, no person(s) associated with the operations of this association at any level (team, club, district or state) may invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within PVYSA/EPYSA/USYSA/USSF, including a final appeal to the USSF Council at the Annual General Meeting.
2. For violations of section one of above, the offending party(s) shall be subject to the sanctions of suspension and fines and shall be liable to PVYSA/EPYSA/USYSA/USSF for all expenses incurred by PVYSA/EPYSA/USYSA/USSF in defending each court action, including but not limited to the following:
  - a. court costs
  - b. attorney fees
  - c. reasonable compensation for time spent by PVYSA/EPYSA/USYSA/USSF officers and employees in responding and defending against allegations in the action, including responses to discovery and to court appearances.
  - d. travel expenses
  - e. expenses for holding special PVYSA/EPYSA/USYSA/USSF meetings necessitated by the court action.
3. Only violations of the Constitution, Bylaws, General Procedures and Specific Rules of PVYSA/EPYSA/USYSA/USSF, including the rights of individuals to participate and compete (see USSF bylaw 213 (I)(a)(2) and/or ability page), misapplication of the "Laws of the Game" for outdoor soccer and the "Official Indoor Soccer Rules" for indoor soccer, or violations of club rules and regulations, provided the latter are within the frameworks of the constitution, Bylaws, General Procedures, and Specific Rules of PYSA, the United States Youth Soccer Association and the United States Soccer Federation, shall be proper subjects to be considered for action.
4. Within those procedures all parties to the appeal shall be given written notification prior to the hearing and not until that procedure has been completed and an adverse decision rendered on the matter in question, will it be forwarded to the Discipline and Appeals Committee of EPYSA. Upon rendering a decision, EPYSA shall forward a copy of its evidence, findings and decision to the office of EPYSA for future reference. All pertinent data must be forwarded within fourteen (14) days of a Club decision.
5. Should any person, coach or team desire to appeal any adverse decision, communication shall be from PVYSA to the EPYSA Protest and Appeals Committee; from the EPYSA Protest and 9 Appeals Committee to the next highest level

6. Should any hearing body choose not to hear any discipline or appeal, that body may, if they desire, refer the matter to the next highest authority
7. Upon receipt of any adverse decision, appeal may be made to the next higher authority.

**B. Protest and Appeals Process:** The following procedures will apply in the event of grievances, disputes, appeals and other disciplinary matters that occur:

1. Any protest and appeal must be put in writing and describe in detail the grounds of the appeal. This document must be postmarked or hand-delivered to PVYSA within forty-eight (48) hours of any incident.
2. The Protest and Appeals Committee shall then render a written decision to claimant within seventy-two (72) hours, sent by certified mail.
3. In the event of an adverse decision, the claimant(s) may request a hearing before this Association's Board of Directors. The claimant must be present at the hearing, as well as at least one representative of the Protest and Appeals Committee, to present the nature of the grievance, dispute or appeal, the name of all parties, a copy of the grievance, dispute or appeal, the decision rendered, plus the basis for that decision and testimonials, if deemed necessary.
4. Claimant or claimants must appeal to the Board in writing within seventy-two (72) hours of receiving the Protest and Appeals Committee's decision if it is their intent to proceed to a hearing. The Board shall then give written notice at least seven (7) days prior to the hearing to all parties of the appeal.
5. Upon the presentation of the claimant (s) and the Protest and Appeals Committee, the Board shall render a decision at the time of the hearing and/ or send written notification within forty-eight (48) hours by certified mail. Upon rendering a decision, the Board shall forward a copy of its evidence, findings and decisions to the office of EPYSA for further reference within fourteen (14) days.
6. Should the claimant (s) desire to appeal any adverse decision from step number five (5) above, they may refer the matter to the next higher authority, EPYSA. The protest or appeal shall be postmarked within seventy-two (72) hours (Sunday and holidays excluded) following this Association's disciplinary decision being protested or appealed. The proper fee must be enclosed.
7. PVYSA requests all protests and appeals to be in writing with description in detail of the grounds of the appeal. Documentation must include the EPYSA Notice of Appeal and copies of all previous decisions in the matter. The appealing party will follow the instructions for appeal/ protest submission outlined on the EPYSA Notice of Appeal.
8. The protest and appeals fee shall be returned if the protest or appeal is upheld. This fee shall be retained if the protest or appeal is denied, unless the Protest and Appeals Committee is overruled by a higher authority.

## **ARTICLE XII. AMENDMENTS**

- A. **Vote Required:** The By-Laws of this Association may be amended by a vote of two-thirds (2/3) of the entire voting power of Full Members attending the Annual General Meeting.
- B. **Who Can Make Amendments:** Any proposals or motions to amend the By-Laws of this Association must be made in writing to the Secretary forty-five (45) days in advance of the Annual General Meeting and these proposals or motions shall be sent in writing to each Full and Provisional Member thirty (30) days in advance of the Annual General Meeting.

***By a vote of the PVYSA Board of Directors and certified eligible voting members, on this date, March 2, 2025, the above bylaws and amendments are hereby approved and accepted.***

<b>Title</b>	<b>Name</b>	<b>Signature</b>
President	Agustin Gomez	
Vice President	Taylor Paton	
Second Vice President	Jerry Dillon	
Treasurer	Amy Craig	
Co-Treasurer	Miranda Ahner	
Secretary	Stefanie Palina	
Registrar	Richelle Dillon	
Risk Management	Julie Smith	