

# MT. HAMILTON YOUTH SOCCER LEAGUE BY-LAWS

## Article 1. Registration

### **Section 1.**

Applicants to this organization shall submit:

- a.) Completed appropriate player registration form
- b.) Full payment of all fees
- c.) Proof of date of birth
- d.) Any required identification

### **Section 2.**

Refunds must be requested in writing and will only be provided on a case by case review. The board of directors will determine the refund amount. The board will also establish a deadline each year after which no refunds will be granted for any reason.

### **Section 3.**

All applicants who have met requirements and on a team will be guaranteed one half game play in all games unless under medical or disciplinary regulations. However, no such one half game guarantee will be in effect for age groups U10 thru U19 select of competitive teams. It shall be the coaching director's under the direction of our league president's responsibility to be sure that all players trying out for these divisions are informed of the absence of this rule at the time of the first try-out. In the "spirit of the game", the coach will attempt to have players play on half of the overall season.

### **Section 4.**

No applicant shall be allowed to participate in an MHYSL activity until officially registered.

## Article 2. Elections, Replacement and Duties of Officers

### **Section 1.**

The board of directors of this organization shall be elected at the January general meeting. Officers must qualify as members of the league at the time of the election as defined in Article VII of the constitution, and they shall serve two (2) years beginning January 1<sup>st</sup>.

### **Section 2.**

Prior to the general meeting at which elections will be held, a Nominating Committee may be appointed by the President. The committees' purpose shall be to obtain candidates for the election to the Board of Directors and to make them known to the general membership. Nominations shall also be accepted from the floor at the general meeting and they must be seconded.

### **Section 3.**

Resignations of Board members must be submitted in writing.

In the event the president cannot complete his/her term, the vice president shall assume his or her duties until a new president can be elected by the general membership. This election shall be held within sixty (60) days of termination of office.

Any other vacancies occurring on the Board caused by resignation, or any other reason, shall be filled by a simple majority affirmative vote of the remaining Board members unless this remaining number shall be less than (7). In such event, a special general meeting shall be called in order to fill the vacancies.

Directors elected under these circumstances shall serve for the remainder of the existing term.

An officer found negligent in the performance of his/her duties as defined by these By-Laws may be removed from office by a simple majority vote of the remaining members of the Board.

A coach, assistant coach or manager found to be negligent in the performance of their duties as defined in the MHYSL Coaches contract may be removed from said position by a simple majority vote by the MHYSL Board of Directors.

#### **Section 4.**

#### **Duties of the officers of this organization are as follows:**

##### **President**

Shall be thoroughly familiar with the constitution, by-laws, rules and regulations of this organization and its affiliates. Shall prepare the agenda and preside over all meetings (except standing committee meetings) of the organization. Shall comply with the duties of this office as established in the constitution and by-laws of this organization and its affiliates.

##### **Vice President**

Shall likewise preside over Board of Directors and general meetings in the presidents' absence. Shall assist the president with the business of the organization when called upon to do so. Shall be responsible for preparing the league calendar and submitting to the Board of Directors for Approval.

##### **Secretary**

Shall be responsible for preparing accurate records of all meetings and maintaining the league files. Shall maintain an updated version of the leagues constitution, by-laws, rules and regulations.

##### **Treasurer**

Shall maintain and record all financial transactions of the league, except as noted below. Shall reconcile all bank accounts utilized by the organization and submit reports summarizing the activity of the accounts to the Board at each board meeting. In the event of a planned absence from a meeting, the report is to be submitted to the president no later than the morning of the Board meeting. All checks drawn on any league checking account shall require the signature of at least two (2) officers. Shall not be responsible for the fund maintained by the tournament director, or fund raising activities until such funds are turned over to the league treasurer. Shall prepare books for audit by January 31<sup>st</sup>.

##### **Registrar**

Shall keep an accurate record of all players registered on all teams that are part of the league. Comply with all CYSA registration procedures as defined in the CYSA constitution, by-laws, rules and regulations. Shall be responsible for coordinating league registration dates and submit for approval by the Board of Directors. Be responsible for the proper administration for the medical insurance program of the league.

**Assistant Registrar:** Will oversee the registration of players under the recreational side: Will also support the registrar with daily tasks associated with the registration/paperwork of all players:

##### **Age Group Coordinators:**

**U-6: U8: U10**

**U12: U14: U16**

Shall be the liaison between coaches of an in-house age groups and the Board of Directors. Shall form teams and obtain and assign coaches for all teams in the organization, except select and competitive teams, per the league calendar. Shall prepare the schedule and submit to the Board of Directors for approval per the league calendar. Shall communicate all issues to the president. Shall inform coaches of all rules and regulations of this organization and its affiliates. Shall be responsible for field preparation per the guidelines from the field director.

##### **Coaching Director:**

Shall be the liaison between coaches of competitive teams/programs. Shall provide coordination for select tryouts, competitive tryouts and draft. Shall attend the district meetings and communicate back to the Board of Directors and coaches. Shall inform coaches of all rules and regulations of this organization and its affiliates. Shall be responsible for coordinating all coaching classes per the league calendar and approval by the Board of Directors. Shall maintain a record of all league coaches and their respective coaching licenses to insure conformance to MHYSL and its affiliates coaching policies. Shall communicate all coaching policies to the league coaches.

##### **Referee Director Comp:**

Shall be responsible for obtaining and assigning referees for all official league games played within the league boundaries. Shall arrange clinics meetings and other training, so that licensing requirements are met. Shall inform referees of all rules and regulations of this organization and its affiliates. Shall be responsible for scheduling referees for all games played with the league. May also have Assistant directors as approved by the board. They will be considered voting board members.

**Referee Director Recreational:**

Shall be responsible for obtaining and assigning referees for all official league games played within the league boundaries. Shall inform referees of all rules and regulations of this organization and its affiliates. Shall be responsible for scheduling referees for all games played with the league for the recreational side of the league.

**Field Director:**

Shall be responsible for preparing all playing fields in conjunction with age group coordinators and Coaching Director.

Shall be responsible for completing all field contracts with the school districts per the league calendar. Shall maintain and store all goal posts, nets and field marking equipment.

**Equipment Director:** Shall be responsible for obtaining proposals for all equipment and submit for approval to the Board of Directors per the league calendar. Upon approval, shall be responsible for purchasing, distributing and maintaining, and storing uniforms, soccer balls, trophies and equipment etc.

**Communications Directors:** Shall form the normal channel of communications between the membership and the Board of Directors, including web, mailing, distribution and reproduction coordination. Shall distribute a league newsletter at least two times per calendar year and more often when deemed necessary by the Board of Directors.

**Optional Directors:** Shall be responsible for a defined MHYSL function as appointed by the president.

### Article 3 Standing Committees

The following standing committees and other committees may be appointed by the president following notification to the general membership when feasible and confirmed by the Board of Directors.

- Number of Members
- Discipline and Grievance
- Rules and Regulations
- Team Formation 3
- Nomination 3
- Appointment of select team coaches
- Audit 3
- Protest and appeals 3
- Appointment of comp team coaches 3

### Article 4. Quorum

At all meetings of the Board of Directors, one third (33%) of the Board members must be present to constitute a quorum for the transaction of business. Attendance to the monthly board meeting is mandatory for all Board of Directors. Any Board of Directors who is absent for two consecutive monthly board meetings, without an acceptable excuse (at the presidents discretion) may be dismissed from the Board of Directors.

### Article 5. Quorum

The agenda for meetings shall be as follows:

- Call to order
- Roll call
- Reading of the minutes (or of the previous AGM)
- Acceptance of minutes
- Officers reports
- Unfinished business
- Proposals for changes to the constitution by-laws, rules and regulations or general procedures.
- Committee reports
- New business
- Good of the Game
- Adjournment

## **Article 6. Rules of Order**

Robert's Rules of Order shall be deemed as parliamentary procedure at all meetings unless otherwise agreed to by all participants.

## **Article 7. Operating Rules**

The Organization shall maintain a set of rules and regulations, which shall be annually reviewed and approved by a simple majority vote of the Board of Directors.

## **Article 8. Dissolvement**

Should this organization dissolve, all assets remaining after payment of debts shall be turned over to the affiliated organization.

# **CONSTITUTION**

## **Article 1. Name**

This no-profit organization shall be known as the Mount Hamilton Youth Soccer League (MHYSL). Incorporated also herein after referred to as the Organization

## **Article 2. Purpose**

The purpose of the organization shall be to provide organized soccer for youth, 19 and under. Through these activities, the following objectives are sought:

1. Recreation - To provide healthful, enjoyable activities for participants.
2. Social - To provide a framework in which participants can experience the rewards and sacrifices, which accompany group activities, and to learn the discipline of good sportsmanship.
3. Instructional - To provide instruction in the basic skills of soccer, rules of the game, and fundamental principles of team play.
4. Competitive - To provide an opportunity for individuals to strive for success through a team effort by competing with other teams.
5. Providing an opportunity for healthful recreation and responsible social interactions will be the primary goals at all levels. Emphasis on objectives C and D will vary with the age of participants. In the younger groups, primary emphasis will be on instruction, while the older groups will be more competitive oriented.

## **Article 3. Affiliation and Boundaries**

### **Section 1.**

This organization shall be an affiliate of the California Youth Soccer Association (CYSA) and shall have jurisdiction over the geographical subdivision of CYSA, District 2, known as the Mount Hamilton Youth Soccer League.

### **Section 2.**

The territory of MHYSL is bounded on the east by the Mount Hamilton Range, extending south to Metcalf Road: on the north by Story Road, on the west by Monterey Highway. The boundaries will incorporate all of the Evergreen School District, Franklin Mc Kinley School District, Mount Pleasant School District and the Alum Rock School District south of Story Road.

## **Article 4. Administration**

### **Section 1.**

This organization shall be governed by its constitution and by-laws except when superseded by its California Youth Soccer Association Affiliates constitution and by-laws.

### **Section 2.**

The governing authority of this organization, whose powers shall be delegated in the by-laws, shall be vested with the Board of Directors of this organization.

### **Section 3.**

The governing board, hereafter to be known as the "Board of Directors" shall be composed of the President and other officers of the organization, but in no case shall exceed twenty five (25) members. The titles of the board members are listed in Article 5. In addition, the governing board will have eight (8) age group members. These members will be appointed and will each have voting rights.

### **Section 4.**

Any new Board of Director(s) shall be elected only by the existing Board of Directors, including and not limited to the AGM.

## **Article 5. Officers**

### **Section 1.**

The officers of the organization shall be the President, Vice President, Secretary, Web-Master, Treasurer, Registrar, Assistant Registrar, Referee Competitive, Referee Recreational, Equipment Director, Communications Director, Coaching Director, Discipline Director, Safety Director, Field Coordinator, Age Group Coordinators, and other positions as required by the board within the total board member limit.

### **Section 2.**

The duties of the officers of the organization are those duties usually associated with their titles and are further defined in the by-laws.

## **Article 6. Meetings**

### **Section 1**

Additional general meetings may be called by a two-thirds vote of the Board of Directors or by written petition of at least sixty (60) members. This meeting will occur within thirty (30) days with date, time and location published fifteen (15) days prior to the meeting.

### **Section 2.**

A membership year is defined as that period of time between annual registration dates.

### **Section 3.**

Meetings of the Board of Directors shall be held no less than once a month during the membership year. Additional meetings may be called by the president or at the request of four (4) members of the Board of Directors. All meetings shall be open to the general membership.

### **Section 4.**

Each member of the Board of Directors or in his absence his/her approved nominee. Shall have one (1) vote at designated Board meetings. Each Board member must submit the name and address of his/her nominee (if any) for Board ratification before voting representation will be permitted. The President of the organization shall cast a vote only in the case of a tie.

### **Section 5.**

Each team within the organization present and each director shall have one vote at general meetings. Voting shall be according to Roberts Rules of Order unless otherwise contradicted in the constitution, by-laws or Rules and Regulations of this Organization. If there is more than one (1) nomination for any given office, a secret ballot will be required.

## **Article 7. Membership**

### **Section 1.**

Membership in the Organization shall consist of the parent(s) or legal guardian(s) of all properly registered players in the league. Also included as active members shall be properly registered coaches coaching within the organization, adult registered players, and active adult licensed referees.

**Section 2.**

Registration dates, fees, procedures, and rules and regulations will be received and approved by the Board of Directors and reported to the general membership at least thirty (30) days prior to registration.

**Section 3.**

All members and players shall abide by the Constitution, by-laws, and rules and regulations of this organization, as set forth by the Board of Directors, and those of our Affiliates when applicable.

**Article 8. Amendments**

Amendments to the Constitution and by-laws of this Organization shall be made by simple majority affirmative vote of the general memberships in attendance at any general membership or special meetings. Proposals for amendments may be submitted by a simple majority vote of the Board of Directors or any member who must submit the proposed amendment in writing to the President at least ten (10) days prior to the general meeting.

**Article 9. Powers of the Directors**

The Board of Directors shall be responsible and have sole authority for:

1. Informing and interpreting the constitution by-laws and rules and regulations
2. Suspending or otherwise disciplining any referee, coach, assistant coach, or registered member from any MHYSL activity.
3. Approval of team formation procedures and the leagues to which teams are assigned.
4. Making temporary rules and regulations for specific occasions not provided for in the constitution or by-laws but deemed necessary by the Board of Directors to carry out the objectives of the organization.