

# **Marina Youth Soccer Association**

## **Constitution and By-Laws**

(As amended July 2019)

### **Article I- NAME < TERRITORY < AND AFFILIATION**

This organization shall be known as MARINA YOUTH SOCCER LEAGUE ASSOCIATION herein referred to as "League". The territory of this: League shall be the Monterey Peninsula. This League shall be an affiliated branch of, and comply with the authority of the United States (USYSA), the United States Soccer Federation (USSF), and the Federation Internationale de Football Association (FIFA).

### **Article II- OBJECTIVES**

The Objective of this league shall be to implant firmly in the youth of the community the ideals of the good sportsmanship, honesty, loyalty, and courage, so that they may be well adjusted, stronger and happier, and will grow to be good, clean, healthy and trustworthy adults. The purpose of this League shall be to organize and supervise the playing of soccer under specialized rules and regulations, among youths under seventeen (17) years of age in the territory. The objectives will be achieved by providing supervised competitive soccer games. The coaches, referees, board members and any other adults involved in the league in any capacity shall bear in mind that the winning of the game is secondary, and the molding of the future adults is the prime importance.

### **Article III- Government**

The government of this League shall be under the supervision of the President and the Board of Directors.

At the annual December meeting, the Board of Directors shall be elected. The board shall be elected from, and by, individuals who currently have children registered in this League, individuals who have children eligible to

participate in this League during that board's term of office, and adults who have volunteered and served this League as a board member, active member, coach or League sponsor within the year of the election, as long as they meet all the requirements within these by-laws.

#### **Article IV- STATEMENT OF POLICY**

It shall be the policy of this League to conduct its activities so that the physical and moral welfare of the young people for those whose benefit it is organized shall remain paramount, and all matters of policy shall be determined on that basis.

No person who is a member of or who is employed by or who is in anyway connected with this League shall receive any personal financial benefit therefore beyond reasonable value of the services in carrying out the purpose for which this League has been organized, or as outlined below in Duties of Officers.

A coach, by volunteering for the job, does not get a license to do as they please, but must accept the responsibility for the impact their actions will have on the remainder of the player's life. Coaches serve under the authority of the board of Directors.

In order to secure suitable and adequate financial backing to carry out the purpose of the organization it shall be the policy to permit only such sponsorship as is consistent with the purpose for which the League is organized, and to select sponsors who are interested in the organization solely or principally as a means of contributing to welfare of young people. It shall be the policy of the organization to prohibit any direct advertising of alcoholic beverages or tobacco products in connection with any of its programs.

#### **Article V- MEETINGS**

A meeting of the board of directors shall be conducted following League play of each year for the reading of reports and election for officers.

A regular meeting shall be held bi-monthly, unless otherwise announced. There will be public notice of such meetings. The president may call additional meetings at any time or upon written request of at least five members of the board of Directors.

Notice of all meeting, except regular monthly meetings, shall be given two (2) days in advance thereof to all members of the board of Directors unless a waiver of such a notice received.

A majority of the members of the Board of Directors shall constitute a quorum at any meeting and a majority vote of those present shall govern.

Robert's Rules of order Revised (RROR) shall govern the proceedings of all meetings, except where RROR conflicts with the Constitution or By-laws of this League.

The President may determine when motions of minor consequence may be voted on through electronic correspondence.

### **NO PROXY VOTING**

#### **Article VI- MEMBERSHIP**

A membership drive shall be performed throughout the year to recruit new members. Parents or guardians of registered players, team sponsors and other contributors, coaches, referees and other interested adults are eligible for active membership.

Members of the Board of Directors and committee members in good standing are considered active members as long as they hold their positions.

The Board of Directors will approve the membership based on the policies of the Constitution of this League.

Scholarships are based on the availability and will be approved by the board. The Scholarship committee will consist of three (3) appointed members of the board of Directors, one of which will be the treasurer. The President will appoint this committee. Criteria for choosing scholarship recipients must be consistently applied to the committee. Scholarship recipients may have additional volunteer requirements as determined by the scholarship committee. These requirements must be validated parents or guardians of recipients by signature. Failure of scholarship recipients to meet volunteer requirements by the end of the season will result in a fee before recipients may register in subsequent years, and maybe excluded from consideration for future scholarships, to be determined by scholarship committee.

Full refunds (100%) cannot be issued for any player(s) fees once their team has practiced and given out team uniforms. A fifty percent (50%) refund will be allowed until the first game played, however any uniform issued must first be returned; special circumstances must be presented to the board. Late fees will apply to all registrations that occur after the player drafts. Players may not be added to rosters after games on opening day, unless the minimum roster size has not been reached for all teams in the respective division. Siblings of players added to a team after opening day to meet minimum team sizes are not eligible to be added unless there are teams below the minimum roster size in their division. Players must be registered in their age bracket. Players may not be registered in higher age divisions. Players that receive medical/psychological doctors recommendations to play in a lower division may do so only if the Board of Directors determines that it is safe for all players.

**All players should play in their respective age divisions.** The exception is with players that have played at least one year in MYSA and it is the unanimous decision of their former head coach, the MYSA Head Coach, and the MYSA Board of Directions that the players skills and development are so advanced that their continued participation in their respective division will hinder their future development and/or the development of other players in that division. Such requests to the MYSA Board of Director must from the players parents through the MYSA Head Coach.

#### **Article VII- BOARD OF DIRECTORS**

The active members of the Marina Youth Soccer Association as outlined in Article III, shall elect Board of Directors.

The Board of Directors shall consist of the following positions, **President, Vice Presidents, Secretary, Treasurer, Head Coaches, Field and Equipment Coordinator, Sponsorship Coordinator, Uniform, Snack Shack coordinator, uniform coordinator, Technology Coordinator, Members at large.**

IN recognition of the general powers of the Board of Directors exercised by virtue of their office, they shall have the power to purchase or otherwise acquire for this League any property, right or privilege which this League is authorized to acquire: at such price or consideration and upon such terms as the Board of Directors may deem expedient and is approved by majority vote- for expediency the President

may make decisions of minor financial consequence: to appoint or remove or suspend insubordinate agents or volunteers: and to determine their duties, acceptances, endorsements, checks, releases, contracts and other instruments: to delegate any of the powers of the agent of this League, with any powers as the Board may see fit to grant, and to generally do all such lawful acts and take actions as may be necessary and proper.

Term of office shall be for one (1) soccer season, beginning immediately after the validation of election results by the outgoing President. In no case will the Board of Directors exceed sixteen (16). Adults who have been actively involved in the League, but do not currently have children registered in this League, may be elected to the Board of Directors as long as such persons make up less than 20% of the total Board membership.

An absence is considered excused if the president or secretary is notified of the absence prior to the actual meeting. Excused absences consist of, illness, family illness, business commitment-work and planned vacations.

Any Board member with three (3) consecutive absences will lose their position.

**Any Board member failing to do the duties of their office may be released or asked to resign from their position, and the vacancy filled by appointment of the Board of Directors.**

#### **Article VIII- EXECUTIVE COMMITTEE**

The Executive Committee shall consist of at least three (3) members from the Board of Directors of this League. The President will appoint the Chairperson of the Executive Committee, who subsequently appoints the other committee members. Appointment of the Executive Committee should occur during the first meeting of the newly elected Board of Directors. The President must sit on this committee as ex-officio and the Secretary will be present to take notes of the meeting.

**It is the job of the Executive Committee to enforce the Xero Tolerance Policy; any Board member, coach, team parent, parent, player or volunteer associated with the League that is involved in any physical or verbal altercation, misappropriation of league funds, or use of violent, abusive, or foul actions-language in the presence of minors at League activities, will be recommended**

**for immediate removal of their position and shall be removed immediately from premises utilized by the League, pending review by the Executive Committee.**

Matters of emergency regarding disciplinary actions involving coaches, players, referees, or adult volunteers, must be handled within seven days of the infraction, or notification of a board member. The Executive Board will handle these matters. The President may administer matters of minor policy or constitutional infractions regarding any volunteers, or any financial issues regarding immediate attention. All matters and decisions must be reported to the full general board at the next regular scheduled meeting date.

The following have been adopted by the League as a guide for the handling of player or adult discipline problems:

- a. All disciplinary action may be appealed within 48 hours of the decision; appeals may be made to the Executive Committee or the Board of Directors.
- b. In the event of such a hearing involving a player, or other person, under the age of 18, that person's parents shall be invited to attend.
- c. The following disciplinary actions will be matched to the severity of the offense.
  1. **Warning.** The offending person is to be advised, in writing, of the offense, and further advised that the repetition of the offense shall result in a more severe penalty.
  2. **Suspension.** The offending person is to be advised in writing that he or she has been suspended from all league activity for a specific number of games, or days.
  3. **Dismissal.** The offending person is to be advised in writing that he or she has been dismissed from the league for the remainder of the current year.
  4. **Barred.** The offending person is to be advised in writing that he or she has been barred from present and future participation in the league, permanently, or for a specific number of years.
- d. The suspended individuals are not eligible for reimbursement and be held responsible for any damages resulting from their actions. Parents have a

right to be involved in their child's life and their activities.... But they do not have the right to act inappropriately.

The Executive Board shall have full power and authority over the affairs of this League set forth in these Constitution and By-laws.

### **Article IX Elections**

At the Board meeting prior to the general meeting at which elections will be held, the Board will decide on a nominating committee of a minimum of three (3) persons including a capital chair person of the active membership, to obtain officers for the following year.

At this time the capital chairperson of the nominating committee will take nominations to the Board of Directors; these names will be read into the minutes. The chairperson of the nominating committee will then take nominations from the floor which will be voted on by the active board members. Only active board members can make and/or make second motions to the chairperson. Nominations from the floor will be only added to the ballot if they receive a majority vote of the active board members. The nominating committee will verify that all nominees meet the requirements and qualifications outlined in Article XI.

Elections will be by secret ballot and tallied immediately by the President.

Wherefore a new Board of Directors takes over all affairs of this League, they may determine certain exceptions to the qualifications for any vacant Board position. Should any or all qualifications not be met for any vacant Board position, the Board may upon the suggestion of a Board member, review the qualifications provided by the prospective applicant and after the appropriate nomination(s) may fill a vacant position(s) with a vote by the Board of Directors. All applicants must have a direct interest in this League and show willingness and time to serve. Votes must be in secret in absence of the Nominee.

### **Article X- FINANCIAL**

Financial reports to the Board of Directors will be the duty of the Treasurer. Solicitation of funds shall be for the treasury of the Organization and

contributions specific to the individual or teams will be unacceptable. The League shall obtain receipts for payments to be issued by a League check.

The Board of Directors will make policy as to the disbursement of all League funds. The Board of Directors as a whole, or in committee, will develop a budget at the beginning of each year. Board members assigned funds within the budget must work with the Treasurer to accept and expend League funds to meet budgeted operational expenses. All other expenditures will require Board approval and signatures of two (2) Board of Directors on all League checks and withdrawals, prior to disbursement.

### **Article XI DUTIES OF OFFICERS**

**PRESIDENT:** A voting position; the President shall preside at all meetings of the Board of Directors, shall serve as the Chief Executive Officer of the Organization, shall be an ex-officio member of all standing and special committees, and shall perform such other duties as are normally associated with the office of President.

**Qualifications:** One (1) year active membership or one (1) year of service on the Board of Directors; Knowledge of how the League operates; and the willingness and time to serve and head the Board of Directors and committees set forth in this Constitution.

**VICE PRESIDENT (OPERATIONS):** A voting position; this Vice President will be in charge is assisting the President on issues regarding fields, equipment, contracts, insurance, etc., as they relate to the general operation of League activities. Shall otherwise carry out such duties and assignments as may be delegated to them by the President; and shall preside at the meetings in the absence of the President.

**QUALIFICATIONS:** One (1) year coach or board member and their time and willingness to fulfill the duties as assigned.

**VICE PRESIDENT (RELATIONS):** A voting position; this Vice President will be in charge of assisting the President on issues regarding volunteers, sponsors, fundraising, partnerships, etc. as the relate to the relationship between the League and its constituency. Shall otherwise carry out such duties and assignments as may be delegated to them by the President; and shall preside at the meetings in the absence of the Vice President (Operations).

**QUALIFICATIONS:** One (1) year coach or board member and their time and willingness to fulfill the duties as assigned.



**SECRETARY:** A voting position; the Secretary shall have custody of the Constitution and By-laws; and all other records of this League; shall keep an accurate record of all the meetings and other activities of this League and of the Board of Directors; shall be responsible for all correspondence on behalf of this League, and shall transmit all records and correspondence to any person elected to succeed them in this office.

**QUALIFICATIONS:** One (1) year active Member or volunteer and their time and willingness to fulfill their duties.

**TREASURER:** A voting position; the Treasurer shall receive and disburse all funds with the approval of the Board of Directors; shall keep an accurate account of these funds for this League; shall submit a financial report at every meeting. And at such other times as may be requested by the President or the Board of Directors; shall compile an annual report of all finances; shall provide the books and other such documentation as requested for the annual audit and tax preparation; and shall transmit all financial records to any person elected to succeed them.

**QUALIFICATIONS;** A background in bookkeeping; if not will be discussed and voted on by the Board of Directors and one (1) year as an active member of the Board of Directors.

**HEAD COACH(ES):** A voting position; the Head Coach shall be in charge of all the coaches of the League. Different Head Coaches may be assigned to different divisions. The Head Coach must insure all information is passed to all coaches. The Head Coach develops rules for each division to be approved by the Board of Directors, including the placement of players on teams, and any changing of players from one team to another will not be approved without the permission of the Head Coach. The Head Coach must be present for the draft of their respective divisions. The Head Coach is the first contact point for disputes within a division.

**QUALIFICATIONS:** One (1) year as an active member or volunteer in this League. If not will be discussed and voted on by the Board of Directors.

**FIELD & EQUIPMENT COORDINATOR:** A voting position; the Field & Equipment Coordinator shall be responsible for the overall condition of the playing fields, to

insure safe playing conditions and that the necessary field preparation is done before game day. Shall also be responsible for equipment for the League and each team and collection of the equipment at the end of the season.

**QUALIFICATIONS:** One (1) year as an active member or volunteer in the League. If not will be discussed and voted on by the Board of Directors.

**SPONSOR COORDINATOR:** A voting position; the Sponsor Coordinator shall be responsible for soliciting League and team sponsors on a yearly basis, as well as being the central contact for all sponsors informing them of Opening Day, Picture Day, Closing Day and any other events scheduled for the League. Also, making sure they receive a game schedule of the team that they are sponsoring and keeping them informed of all special events held throughout the year.

**QUALIFICATIONS:** One (1) **year** as an active member or volunteer in the League. If not will be discussed and voted on by the Board of Directors.

**SNACK SHACK COORDINATOR:** A voting position; the Snack Shack Coordinator shall be in charge of this League's concessions insuring accountability of funds to the Treasurer and to the Board.

**QUALIFICATIONS:** One (1) year as an active member or volunteer in this League. If not will be discussed and voted on by the Board of Directors.

**UNIFORM COORDINATOR:** A voting position; the Uniform Coordinator shall be responsible for maintaining the records, distribution and collection of uniforms, reporting directly to the Board of Directors; shall maintain an accurate and complete inventory at all times; and at the end of the season, provide a complete report to the Board of Directors; and may also have other duties assigned by the President.

**QUALIFICATIONS:** One (1) year as an active member or volunteer in this League.

**TECHNOLOGY COORDINATOR:** A voting position; the Technology Coordinator will be responsible for the League's web page, which includes upgrades and updates, email, and phone correspondence. Will be responsible for creating and maintaining archive information.

**QUALIFICATIONS:** One (1) year as an active member or volunteer in this League.

**MEMBER AT LARGE:** a voting position; the Member-at-Large shall have such duties as assigned by the President; may be assigned to a committee or any

project in which needs help; and generally assigned to where help is needed.

**QUALIFICATIONS:** One (1) year as an active member or a volunteer in this League.

**COACHES:** Shall be appointed by the Head Coach annually with approval of the Board of Directors. Appointment will only be granted to coaches in good standing in the League. History of past disciplinary actions or behavior unbecoming of a coach may be used to disqualify coaches from appointment. The Head Coach shall be directly responsible for the action of coaches on the field. Coaches are required at all times to carry a valid California Driver's License or California Identification card along with automobile insurance when transporting players; and shall not transport players unless in an approved seat. A person holding a team party at his/her residence will be required to have Home Owners Insurance. All coaches must be a volunteer and have an approved volunteer application on file. All coaches must be certified for soccer coaching through NYSCA, and certification must be active for entirety of current Season. One NYSCA certification (new or renewal) will be reimbursed per team.

**TEAM PARENT:** A volunteer representative from each team shall take charge of the team game/snack, collection of moneys, or other activities as requested by the League. This volunteer must also have an approved volunteer application on file.

**ALL VOLUNTEERS:** All coaches, team parents and any volunteer associated with this League will complete or update an application from every year and shall be recommended to the Board of Directors for approval.

## **Article XII – DISSOLUTION**

Should the League be dissolved by a unanimous vote of the Board of Directors, all assets remaining after payment of all debt, shall be distributed to a nonprofit fund, foundation, or corporation that is organized and operated exclusively for the purpose and the development of youth soccer. League dissolution will also occur if the current Board of Directors is unable to elect a new Board that includes at least a President, Treasurer, and Secretary, the minimum positions necessary for the effective functioning of the League.

**Members of the Board of Directors will be notified of any proposed changes to this constitution ten (10) days prior to the meeting that the changes will be**

**voted on. A 2/3 majority vote of the Board of Directors shall be required to pass such amendments. Amendments to these By-laws or Constitutions shall be made before Opening Day and not after.**