

# West Valley Youth Soccer League

## Constitution and Bylaws

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# **1. Constitution of the West Valley Youth Soccer League**

## **1:1. Name**

1:1:1. This League, incorporated within the State of California as a non-profit organization, shall be known as the West Valley Youth Soccer League, also known as WVYSL.

## **1:2. Purpose and Boundaries**

1:2:1. The purpose of the League shall be to develop, promote and administer the game of soccer among youth, (boys and girls under nineteen [19] years of age) within the WVYSL territory. The purpose of all League members shall be to offer, regardless of race, creed, and/or ability, a soccer program to all youth within the geographic territory of the League.

1:2:2. The League territory shall include:

- A. Those areas of the cities of San Jose, Campbell, Saratoga, Los Gatos, and Cupertino bounded by Interstate Highway 280 west from Highway 17 to Johnson Ave.; Johnson south to Bollinger Rd.; Bollinger east to Lawrence Expressway; Lawrence south to Saratoga Ave.; Saratoga southwest to the Southern Pacific Railroad tracks; the railroad tracks east to Quito Rd.; Quito south to Pollard Rd.; Pollard east to Winchester Blvd.; Winchester south to the West Valley Freeway Highway 85; Highway 85 southeast to Highway 17; and Highway 17 north to Interstate 280.
- B. Those areas of the cities of San Jose, Campbell, Saratoga, Los Gatos, and Cupertino contained within the area of the Campbell Union School District, the Moreland School District, and the Cupertino Union School District, as approved by the CYSA-North State Board.

## **1:3. Affiliation**

1:3:1. This League shall be an affiliated branch of, and comply with the authority of, the California Youth Soccer Association – North (also referred to as CYSA-N), the United States Youth Soccer (USYS) , and the United States Soccer Federation (USSF).

## **1:4. Colors**

1:4:1. The representative colors of this League shall be maroon, white, and black. All Competitive teams must wear uniforms with one, two, or all three colors in the uniform. All competitive and recreational uniforms must bear the West Valley League logo on the shirt chest.

## **1:5. Authorities**

- 1:5:1. This League shall be governed by its Constitution and Bylaws, except when these are superseded by the CYSA-N, the USYS, or the USSF.
- 1:5:2. The Governing Authority of this League, whose powers shall be designated in the Bylaws, shall be vested with the Board of Directors of this League.
- 1:5:3. The governing board, hereafter known as the Board of Directors, shall be comprised of the positions specified in the Bylaws.
- 1:5:4. Each member of the governing board shall be entitled to one (1) vote. The President shall cast a vote only in case of a tie vote or a vote by secret ballot. If a member is elected to more than one governing board position, he or she will be entitled to only one (1) vote.

## **1:6. Membership**

- 1:6:1. Membership in this League shall be by Affiliated Teams within this League's territory.
  - A. All members shall abide by the Constitution and Bylaws of this League and the Rules & Regulations and other general procedures as set forth by the Board of Directors, and all applicable rules and regulations of the organization(s) with which the League is affiliated.
  - B. Soccer Teams, or organizations within the territory of this League that register teams for CYSA-N affiliated play, shall be known as Affiliated Teams.

## **1:7. Annual General Meeting**

- 1:7:1. The President, with the concurrence of the Board of Directors, shall call for an Annual General Meeting (AGM) of the membership, to be held no later than March 31st. Notification to all affiliated Teams shall be made at least sixty (60) days prior to said AGM.
- 1:7:2. The order of business at the Annual General Meeting shall be as follows:
  1. Call to Order
  2. Roll Call
  3. Reading and Acceptance of the Minutes of the Previous AGM
  4. Reports by the Board of Directors
  5. Proposals for changes to the Constitution, Bylaws, Rules & Regulations or general procedures
  6. Election of the Board of Directors
  7. Unfinished Business
  8. New Business

9. Good of the Game

10. Adjournment

1:7.3. At the AGM, each member of the Board of Directors and the registered head coach from each Affiliated Teams of this League shall be entitled to one (1) vote. Regardless of the number of voting positions held with the WVYSL, one person is entitled only one (1) vote. The head coach may appoint an adult member from this team to cast proxy votes, if he/she is not able to attend the AGM. Board of Directors may cast proxy votes in writing, if he/she is not able to attend the AGM. The President of this League shall cast a vote only in the case of a tie or a secret ballot. In case of a tie on the secret ballot, the motion shall be discussed further, and the vote retaken.

### **1:8. Changes**

1:8.1. Amendments to the Constitution and Bylaws shall be made at the Annual General Meeting. Any proposals for changes to the Constitution and Bylaws of this League must be submitted in writing to the League Secretary at least forty-five (45) days in advance of the Annual General Meeting (AGM). The League Secretary shall, in turn, advise the Board of Directors and Affiliated Teams, in writing, of the proposed changes at least thirty days in advance of the AGM.

1:8.2. An Amendment shall be deemed adopted by an affirmative vote of the following:

A. Three-fourths (3/4) of the Constitution.

B. Two-thirds (2/3) for the Bylaws.

1:8.3. Any and all Amendments to the Constitution and Bylaws of this League adopted at the AGM shall become effective immediately upon adjournment of the Annual General Meeting.

## 2. Bylaws of the West Valley Youth Soccer League

### 2:1. Affiliation of Teams

- 1:1:1. Teams may be given permission by the Board of Directors to affiliate with other recognized non-CYSA-N Leagues, but must keep CYSA-N and WVYSL their primary affiliations.

### 2:2. Executive Committee

- 2:2:1. The AGM of this League shall commence with the election of the Executive Committee as listed below. Said election of these officers to be held prior to April 1st of each calendar year. The duly elected Executive Committee shall assume its responsibilities beginning at the monthly board meeting immediately following the AGM. The Executive Committee shall be empowered to make decisions and to conduct League business on occasions other than at the meeting of the Board of Directors, when action of a timely nature is required. Ratification of actions emanating from the Executive Committee shall take place at the next meeting of the Board of Directors.
- 2:2:2. The Executive Committee shall be limited to, at any one time, expending not more than the contingency balance, or a maximum of five-hundred dollars (\$500) on Executive Committee decisions. This limitation shall apply until after the next meeting of the full Board of Directors.
- 2:2:3. Responsibility of the Executive Committee shall be as follows:
  - President:** The President shall conduct all meetings of the Board of Directors. Should the President not be able to attend a Board of Directors meeting, he/she shall appoint one of the Executive Committee members to preside at the meeting. The President shall appoint committees and their Chairpersons, with the approval of the Board of Directors.
  - Vice President of Operations:** Vice President of Operations is responsible for operational aspect of the league, including access to fields, schedules and referees. Vice President of Operations shall represent the league in negotiation with the field authorities; such as cities and school districts to ensure the league has adequate amount of field spaces for practice and games. The Vice President of Operations shall represent the President as an Ex-Officio member of operations related committees.
  - Vice President of Soccer:** Vice President of Soccer is responsible for the Affiliated Teams. Vice President of Soccer will be in charge of managing training and educational courses for coaches and players. Vice President of Soccer will work with the Recreational and Competitive & Select Coordinators to find qualified coaches for

the League, and to maintain a database of the coaches in the league and the licenses that they hold. The Vice President of Soccer shall represent the President as an Ex-Officio member of Affiliated Team related committees.

**Treasurer:** The Treasurer shall give a receipt for all moneys, which shall be deposited in a recognized bank in the name of this League. All accounts shall be paid by check, and all checks over the amount of \$500.00 shall bear two (2) signatures: that of the Treasurer, and one other member of the Executive Committee. The receipt book and vouchers shall be produced when required by the Board of Directors, properly balanced according to the bank book or statement, whichever is current and up-to-date. The Treasurer also shall be responsible for the preparation of any and all papers pursuant to the Articles of Incorporation and tax exemption status of this League.

- 2:2:4. When a position on the Executive Committee is declared vacant, the Board of Directors shall elect an officer to fill said vacancy within thirty (30) days of said declaration. If such an election is not held, the remaining members of the Executive Committee, with the confirmation of the Board of Directors, shall appoint an Officer for said vacancy. The newly-elected or appointed Officer shall serve the remainder of the unexpired term of office of the person who vacated the offices.

### **2:3. Board of Directors**

- 2:3:1. After the election of the Executive Committee, the election of the rest of the Board of Directors, as listed below shall be held. Said election of these officers is to be held prior to April 1st of each calendar year. The duly elected Board of Directors shall assume their responsibilities beginning at the monthly board meeting immediately following the AGM. The Board of Directors shall be empowered to make decisions and to conduct League business on occasions other than at the meeting of the Board of Directors, when action of a timely nature is required. Ratification of actions emanating from these special sessions shall take place at the next meeting of the Board of Directors.
- 2:3:2. In addition to the five elected members, the Board of Directors may include up to three (3) Advisors. Past President shall become one of the Advisors automatically for the first year, unless he/she chooses not to accept. The rest of the Advisor shall be elected by the Board of Directors. The election of the Advisors must be affirmed by two-thirds (2/3) majority votes. The Advisors' term ends upon election of the new Board of Directors at the AGM.
- 2:3:3. The Board of Directors shall be responsible for, and have sole authority for, the following:

- A. Enforcing and interpreting the Constitution, Bylaws, Rules & Regulations and general procedures.
- B. Approving Affiliated Teams.
- C. Approving the appointment of coaches of and the formation of all League Teams.
- D. Approving the formation, scheduling and operation of all League Cup Games.
- E. Making additions or changes to the Standing Rules not provided for in the Constitution and Bylaws, but which are deemed necessary to carry out the stated purposes of the League.
- F. Approving all drops, adds and transfers to and from team rosters. The Board of Directors may delegate this to the Registrar.

2:3:4. In addition to the Executive Committee, other elected or appointed members of the Board of Directors shall include:

**Secretary:** The Secretary shall keep an accurate record of all meetings of the Board, handle correspondence as required, give notice of meetings, and maintain the files of this League. The Secretary shall also handle insurance claims.

**Registrar:** The League Registrar shall coordinate the league-wide registration and provide the single league point of contact with the District 2 registrar. The League shall ensure that all registration events are provided with an ample supply of registration forms.

**Referee Coordinator:** The Referee Coordinator shall work with all age group coordinators to ensure that the League has an adequate supply of impartial, qualified referees. The Referee Coordinator shall organize and present a beginning referees class to new unlicensed referees each year. The Referee Coordinator shall coordinate licensing classes with FIFA whenever possible. The Referee Coordinator shall also coordinate discipline issues with the District and CYSA as well as being the chair of the Disciplinary Committee of the League.

**Scheduler:** The Scheduler shall coordinate both pre-season and regular season schedules. The Scheduler shall lead the committee to establish the divisions for each age bracket for the league and play-through teams. The Scheduler shall coordinate with play-through leagues to ensure fair competition to the extent possible and enforcement of league rules and regulations.

**Recreational Coordinator:** The Recreational Coordinator shall work with the Registrar and the Coaching Coordinator to ensure that the recreational teams have sufficient players and coaches. The Recreational Coordinator shall act as a member of all disciplinary committees, which involve recreational players, parents, or

coaches. The Recreational Coordinator shall be a liaison between the board or other league committees and all recreational teams.

**Competitive & Select Coordinator:** The Competitive & Select Coordinator shall work with the Registrar and the Coaching Coordinator to ensure that the competitive and select teams have sufficient players and coaches. The Select Coordinator shall act as a member of all disciplinary committees, which involve select or competitive players, parents, or coaches. The Competitive & Select Coordinator shall be a liaison between the board or other league committees and all competitive and select teams. The Competitive & Select Coordinator shall work with competitive and select coaches in the league ensure that the coaches have minimum license requirements as defined by the League and/or District.

**Volunteer Coordination:** Volunteer Coordination is responsible for promoting the League's need for volunteers, finding volunteers with the help of Board of Directors and Affiliated Teams, and manage them.

**Advisors:** Advisors are special class of Board of Directors, nominated by the executive board members and approved by two-third (2/3) majority vote of the Board of Directors. There are three advisory member positions available at a time. Advisor positions are offered to individuals who have had significant contribution to the league and whose presence shall continue to benefit the league.

- 2:3:5. The voting members of this League, as defined in Article 7, may request a hearing for the removal of any members of the Board of Directors of this League at any time. A minimum of five (5) voting members must request such a hearing in writing before said meeting can be held. Said officer may be removed from office by a three-fourths (3/4) majority vote of the eligible voting members present at the hearing.
- 2:3:6. When a position on the Board of Directors is declared vacant, the Board of Directors shall elect an officer to fill said vacancy within thirty (30) days of said declaration. If such an election is not held, the members of the Executive Committee, with the confirmation of the Board of Directors, shall appoint an Officer for said vacancy. The newly-elected or appointed Officer shall serve the remainder of the unexpired term of office of the person who vacated the offices.
- 2:3:7. The voting privilege of non-Executive Committee Board of Director who are absent from the meeting of the Board of Directors two consecutive times, will be suspended and will not count for quorum during the suspension. The voting privilege will be reinstated after attending two consecutive meetings and will be able to vote at the second consecutive meeting.

## **2:4. Membership**

Membership consists of any individual participating in the programs of this League.

- 2:4:1. Any applicant for the membership in this League shall submit yearly the following:
  - A. Each member shall submit a completed registration packet.
  - B. Full payment of dues and fees.
- 2:4:2. Falsification of records shall be grounds for removal from future participation and/or membership in this League.
- 2:4:3. Any person found guilty of violating the Constitution, Bylaws, Rules & Regulations or general procedures of this League may be asked to appear before the Board of Directors of this League to explain his/her/actions.
- 2:4:4. A plea of ignorance to the Constitution, Bylaws, Standing Rules, and general procedures of this League is not in itself sufficient excuse, and violators may expect appropriate action by the Board of Directors.

## **2:5. Team Membership**

- 2:5:1. Annual Dues and Fees for Affiliated Teams shall be due and payable as of September 1st of each year, unless otherwise provided for by the Board of Directors. Teams are not eligible for play until all Dues and Fees are paid.
- 2:5:2. The preceding requirements also apply to all Teams playing through this league, i.e., a team registered as a member of another CYSA-N affiliated League but is scheduled and plays games in this League.
- 2:5:3. In the case of Affiliated Clubs near, but outside the League's territory, given permission to participate in this League's program, Dues and Fees may be adjusted by the Board of Directors to reflect the level of League support required by their membership.
- 2:5:4. All affiliated League teams shall be responsible for governing those persons associated with their operation. Each Team shall be responsible for the conduct of its managers, coaches, players, and spectators, to insure that actions on or off the field do not bring disrespect upon the League. The League shall be responsible for the conduct of referees, to insure that actions on or off the field do not bring disrespect upon the League.
- 2:5:5. Falsification of records shall be grounds for disbarment from future participation and/or membership in this League.
- 2:5:6. A plea of ignorance to the Constitution, Bylaws, Standing Rules, and general procedures of this League is not in itself sufficient excuse, and violators may expect appropriate action by the Board of Directors.

2:5.7. Any person found guilty of violating the Constitution, Bylaws, Standing Rules, or general procedures of this League may be asked to appear before the Board of Directors of this League to explain his/her actions.

## **2:6. Meetings**

2:6.1. Regular meetings of the Board of Directors shall be held at least once per month, except the month of December (unless called by the President), by the call of the President.

2:6.2. The Executive Committee may elect to hold closed meetings. A report of all closed meetings shall be made at the next regular meeting of the full Board of Directors. All regular meetings of the full Board of Directors shall be open to the general membership.

2:6.3. The Board of Directors shall hold special meetings whenever the president deems necessary, or if requested to do so by three (3) or more members of the Board of Directors.

2:6.4. At all regular meetings of the Board of Directors, fifty percent (50%) of the members shall constitute a quorum for the transaction of business.

## **2:7. Seasonal Year**

2:7.1. The League's Seasonal Year shall be in accordance to, and in concurrence with, the CYSA-N Seasonal Year, September 1st of the current year to August 31st of the next year.

## **2:8. Protests and Appeals**

2:8.1. All protests and appeals must be on file, in writing, with a member of the Executive Committee no later than forty-eight (48) consecutive hours after the day of the event in question.

2:8.2. If a protest involves a game, and that said game is played on a Saturday or a Sunday, then the forty-eight (48) hours begins on the following Monday at 12:01 a.m. local time.

2:8.3. The League Protest and Appeals Committee shall consist of three (3) Board Members for each case, as appointed by the President. Board Members with a personal connection with the case shall not sit on the said committee.

2:8.4. The protest must be accompanied by a check for \$50.00.

2:8.5. In case of game play, only violations of the Laws of the Game may be protested.

## **2:9. Financial Responsibility**

2:9:1. This League shall not assume, nor be liable for, the debts or the financial responsibilities - either implied or incurred - of any of its members, member coaches, member managers, or member teams. Expenditures by individuals for the direct benefit of youth soccer may be reimbursed by the League Treasurer, but will require the approval of the League Board of Directors.

## **2:10. Dissolution**

2:10:1. Should this League be dissolved, all assets remaining after payment of all debts shall be transferred to CYSA-N for the express purpose of the development of youth soccer.

## **2:11. Rules of Order**

2:11:1. The rules contained in Robert's Rules of Order shall govern this League in all cases to which they are not inconsistent with the Constitution and Bylaws and the Standing Rules of this League.