

ALMADEN VALLEY YOUTH SOCCER LEAGUE

BYLAWS

ARTICLE I. REGISTRATION

Section 1. Applicants to the Almaden Valley Youth Soccer League 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. The Board of Directors (“Board”) will establish a deadline each year after which no refunds will be granted for any reason.

Section 3. No applicant shall be allowed to participate in an Almaden Valley Youth Soccer League (“AVYSL”, “League” or “Organization”) activity until officially registered.

ARTICLE II. ELECTION, REPLACEMENT AND DUTIES OF OFFICERS

Section 1. The Board of Directors of this Organization shall be elected at the November or December general meeting of the membership. Officers must qualify as members of the League at the time of their election as defined in Article VII of the Constitution, and they shall serve one year beginning January 1.

Section 2. Prior to the general meeting at which elections will be held, a Nominating Committee shall be appointed by the President and ratified by the Board. The committee's purpose shall be to obtain candidates for election to the Board of Directors and to make them known to the general membership. All candidates submitted to the Nominating Committee for Board Positions must be made known to the general membership seven (7) days prior to the general meeting. Nominations shall also be accepted from the floor at the general meeting. Nominations accepted from the floor in this manner must be seconded.

Section 3. Resignations of Board members must be confirmed in writing.

- A. In the event that the President cannot complete his/her term, the Vice President shall assume his/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.
- B. Any other vacancies occurring on the Board caused by resignation, or any other reason, shall be filled by a two-thirds majority affirmative vote of the remaining Board members unless this remaining number shall be less than seven (7). In such event, a special general meeting shall be called in order to fill the vacancies.
- C. Directors elected under these circumstances shall serve for the remainder of the existing term.
- D. An officer found negligent in the performance of his/her duties as defined by these Bylaws may be removed from office by a two-third majority vote of the remaining members of the Board.

E. An officer who misses three or more meetings without approved representation to the Board will be considered negligent in his or her duties.

Section 4. Duties of the officers of this Organization are as follows:

President: Shall be thoroughly familiar with the Constitution, Bylaws, Rules and Regulations of this Organization and its affiliates. Shall prepare the agenda and preside over all meetings of the Organization. Shall comply with the duties of this office as established in the Constitution and Bylaws of this Organization and its affiliates. Shall ensure separation of duties and act to eliminate and prevent conflict of interest situations.

Vice President: Shall likewise preside over Board and general meetings in the President's absence. Shall assist the President with the business of the Organization when called upon to do so. Shall be responsible for the effective operations of the standing committees.

Secretary: Shall be responsible for preparing accurate records of all meetings and maintaining the League files. Shall handle correspondence. Shall maintain an updated version of the League's Constitution, Bylaws, and Rules and Regulations. Shall secure meeting locations for Board Meetings and activities.

Treasurer: Shall maintain and record all financial transactions of the League. Shall ensure all bank accounts utilized by the Organization are reconciled and submit a written report 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 payments to third parties in excess of \$1,000.00 drawn on any League account shall require the signature of at least two (2) officers. Shall prepare books for tax returns by March 31.

Sponsorship/Special Events Director: Shall be responsible for any League sponsorship program. Shall assist in obtaining sponsors and handle sponsorship gifts. Shall coordinate with the Treasurer for submitting invoices and collecting sponsorship fees. Shall solicit bids on sponsor's gifts for players. Shall coordinate all special events, such as promotions, awards program, the season kick off event, and team photographs. Shall be responsible for securing and distributing team trophies.

In-House (Recreational) Director: Shall be the liaison between coaches of all in-house age groups and the Board. Shall obtain and assign coaches for all teams in the Organization, except Select and Competitive Teams. Shall arrange clinics and meetings, etc., necessary to assist coaches in performing coaching duties. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall ensure fair and unbiased team formation. Shall recruit and mentor all age group coordinators. Shall coordinate with appropriate AVYSL personnel to ensure that required equipment and fields are available and ready for use including the preparation and distribution of field lining and practice schedules. Shall schedule all recreational games.

Class 1 (Select) and Class 3 (Competitive) Directors: Shall be the liaisons between coaches of all Select/Competitive teams and the Board. Shall administer the Select and Competitive programs. Shall represent AVYSL in the corresponding playing leagues at their monthly meetings. Shall provide coordination for select and competitive tryouts. Shall arrange clinics

and meetings, etc., necessary to assist coaches in performing coaching duties. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall establish and maintain a system to ensure all players applying have been informed of tryout locations, times, and dates. Shall coordinate with appropriate AVYSL personnel to ensure that required equipment and fields are available and ready for use including the preparation and distribution of field mowing, lining, and practice schedules for all Comp and Select fields.

Referee Director: Shall be responsible for obtaining and assigning referees for all official home League events. Responsible for arranging clinics, meetings, and other training, so that licensing requirements are met, and responsible for informing referees of all rules and regulations of this Organization and its affiliates. Shall be responsible for arranging for payment of all referees.

Fields Director: Shall be responsible for securing and preparing all playing fields. Responsible for assessing field conditions during inclement weather and providing a means of communicating game status to the general membership

Equipment Director: Shall be responsible for purchasing, distributing, maintaining and storing all uniforms, soccer balls, corner flags, goal posts, nets, goal anchors, field marking equipment, and other equipment provided by the League. Responsible for presenting the annual in-house program uniform selections and for having them approved by the Board of Directors.

Communications Director: Shall form the normal channel of communications between the membership and the Board of Directors, including website, emailing, mailing, distribution and reproduction coordination. Shall distribute a League Newsletter at least twice per year. Shall structure and maintain the League's web page.

Tournament Director: Shall be responsible for organizing and running any invitational tournament held within League boundaries.

Past President: Shall be responsible for assisting the President with the running of the Organization, especially at the beginning of his/her term of office. Shall act as Parliamentarian at all meetings of the League.

Optional Directors: Shall be responsible for defined Almaden Valley Youth Soccer League function as appointed by the President and ratified by the Board of Directors.

ARTICLE III. STANDING COMMITTEES

The following are standing committees (with number of Members) and general responsibilities. Other committees may be appointed by the President following notification to the general membership when feasible and confirmed by the Board of Directors.

- **Disciplinary and Grievance Committee (3):**
Responsible for hearing protests or grievances and determining League disciplinary action, in accordance with CYSA guidelines for allegations or grievances within its authority. The Disciplinary and Grievance Committee may initiate proceedings against any player, coach, manager, team assistant, league officer, or spectator affiliated with any member team, or, in the case of a referee, employed by this Organization. The proceedings may be initiated based on information brought to the attention of the Board of Directors or the Disciplinary and Grievance Committee through complaints, reports of incidents, or information obtained during the course of protest. Notice of a Disciplinary and Grievance hearing must contain a brief statement of the reasons for the initiation of the proceedings. Parties against whom such proceedings have been brought may, with a proper hearing, be suspended, barred completely, or otherwise disciplined

- **Registration Committee (1 or 2):**
Shall be responsible for the registration of all AVYSL players. Shall provide the Board with membership numbers by age groups and by category such that teams can be formed. Shall serve as point of contact and liaison with the District II registrar. Shall coordinate all registration activities and conduct registration in accordance with AVYSL Rules and Regulations.
- **Volunteer Management Committee (1):**
Shall be responsible for administering the League's volunteer policy
- **Spring Comp/Select Coordination (1):**
Shall be responsible for assisting the Registration Committee with Comp and Select teams registering for Spring play in District II or other spring playing leagues. Coordinates with other Board members for field planning and preparation, referee scheduling, and other activities, as needed.

ARTICLE IV. QUORUM

At all meetings of the Board of Directors, two-thirds of the Board members, or their Board-approved nominees (in accordance with Article VI, Section 4 of the Constitution), must be present to constitute a quorum for the transaction of business.

ARTICLE V. AGENDA

The agenda for meetings shall be as follows:

1. Call to order
2. Roll call
3. Introduction of guests
4. Acceptance of minutes
5. Officers' reports
6. Committee reports
7. Unfinished business
8. New business
9. Adjournment

ARTICLE VI.

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

ARTICLE VII.

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

ARTICLE VIII.

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