



# *Elk Grove Youth Soccer League*



## **Constitution and Bylaws**

### ***1:01 – Name***

1:01:01 The organization shall be known as the Elk Grove Youth Soccer League or Elk Grove Soccer, also referred to herein as the League, Elk Grove Soccer, or “EGYSL”.

### ***1:02 - Purpose***

1:02:01 The purpose of this League shall be to develop, promote, and administer soccer programs for the youth (boys and girls under nineteen years of age) within the territory of southern Sacramento County.

1:02:02 The purpose of this League is to offer, regardless of race, color, religion, age, sex, national origin and/or ability, soccer programs to youth boys and girls. The programs shall provide an environment based on development of camaraderie, team effort, skills, and for a love for the game of soccer.

### ***1:03 – Affiliation***

1:03:01 This League shall affiliate with the California Youth Soccer Association, Incorporated (CYSA) and other Principal Organizations as deemed appropriate for each soccer year. To the extent permissible, this Constitution and Bylaws shall be consistent with the Constitution and Bylaws of the Principal Organizations. To the extent permissible, this League and its members shall abide by those Constitution and Bylaws. This League may additionally affiliate with more than one Principal Organization.

The term Principal Organization means an organization that provides affiliation for numerous subsidiary organizations on a State, Regional, National, or International scale, and to which EGYSL chooses to affiliate. The purpose of the Principal Organization shall be for the coordination and sanctioning of youth sports events.

### ***1:04 – League Boundaries***

1:04:01 The territory of this League shall be bounded on the north on a line east from the Sacramento River to Calvine Road, to the Southern Pacific Railroad Tracks, north to Florin Road, east to Bradshaw Road, north to Jackson Highway (SR 16), east to Latrobe Road, northeast to the Sacramento-El Dorado County and Amador County lines. Bounded on the south by the Sacramento-San Joaquin County line. Bounded on the west by the Sacramento River, on the east by the Sacramento-El Dorado County line.

### ***1:05 – Membership***

1:05:01 Participation in the activities of this League shall be open to any soccer player, coach, trainer, manager, administrator, and official, provided such person is not barred from participation within, EGYSL, CYSA, USSF, or USYSA.

1:05:02 All members shall abide by the Constitution and Bylaws of this League, any Principal Organizations all policies and procedures as set forth by the Board of Directors and all applicable policies and procedures of any Principal Organizations.

1:05:03 Annual fees for players are due and payable, unless otherwise provided for by the Board of Directors, at the time, but no later than, such player’s first team or League practice and/or game.

1:05:04 All bank checks, drafts and/or money orders submitted to this League, shall be payable to the Elk Grove Youth Soccer League or EGYSL.

1:05:05 Teams and players shall abide by the playing league rules for their age group under which they are registered as well as these Bylaws and the Policies and Procedures of EGYSL.

- 1:56:06 A plea of ignorance to the Constitution, Bylaws, Policy and Procedures of this League, or Principal Organizations is not sufficient, and violators may expect appropriate action by the Board of Directors of this League.
- 1:05:07 Any person found guilty of violating the Constitution, Bylaws, Policy and Procedures of this League, or Principal Organizations may be asked to appear before the Board of Directors in order to explain his/her actions.
- 1:05:08 Members of this League may be placed in bad standing when monies are owed to EGYSL and/or any affiliation and/or by disciplinary actions imposed by the Board of Directors and/or PAD committee. A member in bad standing may not vote nor participate in any official position of this League. If a player's fees have not been submitted, the parents/guardians are placed in bad standing. With the exception of EGYSL's competitive program, a player shall not be prohibited from participating in EGYSL's soccer programs due to non-payment of fees; this is a parent/guardian responsibility. EGYSL may establish policies and procedures for the collection of unpaid monthly fees, which may include the holding of a player pass until all fees are paid in full.

#### ***1:06 – Authorities***

- 1:06:01 This League shall be governed by its Constitution and Bylaws, any Policy and Procedures adopted by the Board of Directors, the Constitution and Bylaws specific rules and procedures of Principal Organizations. Copies of this League's Constitution, Bylaws, and governing documents shall, upon reasonable request, be made available to members.
- 1:06:02 Policies and Procedures of this League may be amended from time to time as deemed necessary by the Board of Directors. An amendment to the Policies and Procedures shall be deemed adopted by a simple majority vote of the League Board of Directors.
- 1:06:03 The governing authority of the League, whose powers shall be designated in the Bylaws, shall be vested with the Board of Directors of this League.
- 1:06:04 The governing board, hereinafter referred to as the "Board of Directors", shall be comprised of the EGYSL officers known as President, First Vice President, Second Vice President, and the EGYSL Field Director, a Community Playing League Manager (for ages U16 and above, hereafter CPL), a Rancho Murieta Manager, a Top Soccer Manager, and six (6) directors elected from the membership at-large. The Chief Executive Officer and the Treasurer/Secretary shall be ex-officio members of the Board of Directors.

#### ***1:07 – Annual General Meeting***

- 1:07:01 The League President shall call an annual general meeting (AGM) of the membership to be held during the month of December. Notice to members of EGYSL shall be made not less than twenty-one (21) nor more than forty-five (45) days before the meeting, and shall include the date, time, and place of the meeting. The notice shall be posted on the EGYSL web site and may be emailed to the members for which EGYSL has an email address.
- 1:07:02 The order of business at the AGM shall include:
- a. Call to order
  - b. Roll call
  - c. Credentials report
  - d. Acceptance of minutes of previous AGM
  - e. Reports:
    - i. President
    - ii. Treasurer/Secretary
    - iii. Committees
  - f. Unfinished business
  - g. Proposals of changes of Constitution and Bylaws
  - h. New business
  - i. Nominating Committee Report & Election of Officers & Board of Directors
  - j. Good of the game
  - k. Adjournment

1:07:03 Each member of the League Board of Directors, , each team head coach, one assistant coach from each team, adult referee, and parent(s) of players shall be entitled to one (1) vote. An adult player may vote in place of his or her parent. Voting by proxy shall not be allowed, and only those members of record during the current playing season who are in good standing shall be entitled to voting privileges. No person shall cast more than one (1) vote, regardless of his/her affiliation with teams, and/or as a member of the Board of Directors. The President of the League shall cast a vote only in the event of a tie.

1:07:04 A quorum shall consist of any number members present at the Annual General Meeting.

1:07:05 In the event there are two or more rule change proposals that are to be voted on at the AGM of the EGYSL that conflict with each other, the rule change proposal that receives the greatest number of “yes” votes shall prevail providing that it receives a two-thirds majority of those voting; no runoff voting is allowed.

1:07:06 At least sixty (60) days prior to the Annual Election, the President of EGYSL shall appoint, with the Board’s approval, a Nominating Committee consisting of four individuals who do not wish to run for office. The four members shall select a fifth member from the current Board of Directors. The fifth member may run for office but shall not participate in the nominating process or vote in the selection of the nominees for the position he or she is interested in. The five committee members will nominate their own chairperson. A deadline for receipt of nominations shall be set by the Nominating Committee. The nominating committee shall: (i) use its best efforts to produce a list of candidates for election that best represent various areas and neighborhoods within the League and (ii) make its report at the EGYSL monthly Board Meeting prior to the annual meeting. In the appropriate year as outlined in Section 2:01:01, at least one candidate shall serve as the manager for the Rancho Murieta area, one candidate shall serve as the manager for TOP Soccer, and one candidate shall serve as the manager for the CPL program.

The Nominating Committee’s proposed Slate of Officers and Board members along with the place and time of the general meeting shall be mailed or emailed to the membership and posted on the EGYSL Web site at the same time as the notice of the Annual Meeting.

Anyone presenting a petition with 50 voting member’s signatures shall have his or her name printed on the ballot if he/she desires to run for office but was not selected by the Nominating Committee. The petition must be received by the Treasurer/Secretary of EGYSL 15 days before the annual meeting.

At the Annual meeting, the Nominating Committee chairperson shall present for a vote by the membership the slate of officers and Board members.

1:07:07 Should there be no nominations presented for a specific office or Board position at the AGM, the Board will seek qualified applicants for election by the Board at a future meeting.

### ***1:08 – Changes***

1:08:01 Any member of the EGYSL Board of Directors may submit proposed changes to the existing Constitution and Bylaws.

1:08:02 Amendments to the Constitution and Bylaws shall be made at the AGM of the membership, except in such cases as specified in the Constitution and Bylaws of the CYSA and Bylaws of the USYSA, USSF, and other USSF member organizations to which EGYSL may affiliate. Proposed amendments shall be submitted to the League Board of Directors at the monthly meeting prior to the AGM. The Board will take an advisory vote on each proposal, the results of which will be available to the members prior to voting at the AGM.

The President may form a Constitution and Bylaw review committee, which may make recommendations for changes to the board.

1:08:03 An amendment shall be deemed adopted by an affirmative vote of two-thirds of the members attending and voting at the AGM.

### **1:09 – Rules of Order**

1:09:01 The rules contained in Robert’s Rules of Order shall govern this League in all cases in which they do not conflict with the Constitution or Bylaws of this League or Principal Organizations.

### **2:01 – Board of Directors**

2:01:01 Board of Director Officers shall be elected at the AGM and serve for a period of two (2) years. The President and Second Vice President, shall be elected in even numbered years. The First Vice President shall be elected in odd numbered years.

Board Members shall be elected at the AGM and serve a term of two (2) years or until their successors have been duly elected and have assumed office. To provide for staggered terms of the Board, in the first election after the adoption of these amended bylaws, half of the directors, which shall include the Rancho Murieta Manager and the TOP Soccer Manager, shall be elected for a one (1) year term, the remaining board members, which shall include the CPL Manager, shall be elected for two (2) years. If any directors are not elected pursuant to these Bylaws, they may be elected by a majority of the Board of Directors at any Board meeting after the annual meeting. Each such director, including a director elected to fill a vacancy, shall hold office until expiration of the term for which elected and until a successor has been elected and qualified.

Annually, at the February meeting, the President shall solicit interested and recommend individuals for position of Field Director, and shall make a final recommendation for the appointee to the Board of Directors for approval. The Field Director shall be a full voting member of the Board of Directors once approved by the Board of Directors for the year. Additional League Coordinator positions may be appointed as deemed necessary by the President although shall not be entitled to full Board of Directors’ privileges.

2:01:01:01 **President.** The President shall conduct all meetings of the Board of Directors and cast a vote only in the case of a tie. Appoint at the beginning of each season, as appropriate and subject to the approval of the Board of Directors, League Coordinators and Directors and the standing committees and/or the committee chairmen, who do not fall under the jurisdiction of a member of the Board of Directors. The President shall also be responsible for such other duties by the Board of Directors. Represent or assign a representative of EGYSL at all related activities and functions of affiliated district and state associations, Elk Grove Community Services, and Elk Grove Unified School District.

2:01:01:02 **First Vice President.** The First Vice President shall succeed to the powers of the President in the absence of the President. Shall serve as the Chairman of the Recreation Playing League and shall review and update, as necessary, the Recreation Playing League Policies and Procedures. Shall coordinate communication between the various programs offered by the League.

2:01:01:03 **Second Vice President.** The Second Vice President shall work with the Coaching Staff and the Chief Executive Officer to coordinate communication between the various programs offered by the League the team managers, and coaches of EGYSL.

2:01:01:04 **Field Director.** The Field Director shall oversee all fields within the EGYSL territory. The Field Director shall work with the EGYSL staff to maintain a complete inventory of all fields, including location, field dimensions, goal type and dimensions, restroom and parking availability, and the provider. Upon approval of the Executive Committee, the Field Director shall be responsible for oversight of the purchases of appropriate field equipment and ensure proper maintenance of that equipment.

2:01:01:05 **Community Playing League Manager.** The Community Playing League (CPL) manager shall be responsible for guiding staff and helping to organize teams and to assign coaches for the U16 to U19 age group teams. The CPL manager shall work to rank and assign teams to fields, practices, and games. The Manager along with staff shall serve as the representative for Elk Grove Soccer when communicating with other Leagues and teams that are part of the playing league.

2:01:01:06 **Rancho Murieta Manager.** The Rancho Murieta Manager shall be responsible for organizing teams and recruiting coaches for teams from the Rancho Murieta area. The Rancho Murieta Manager shall also be responsible for arranging field use within the Rancho Murieta Homeowners Association.

- 2:01:01:07 **TOP Soccer.** The Top Soccer Manager shall be responsible for overseeing the organization's TOP Soccer program, as outlined in Section 2:08:02. The TOP Soccer Manager shall work with EGYSL staff to organize special recruiting and registration times for new players as needed and shall work to recruit coaches for the program.
- 2:01:01:08 **Directors At-Large** – The six (6) Directors elected at large shall be responsible for carrying out the policies and the mission of the organization. They shall assist League Staff with recruitment of coaches and the establishment of age groups and teams. The Directors shall serve as ambassadors to families and coaches in local neighborhoods, helping them understand the mission and value of the organization.
- 2:01:02 The Board of Directors shall be responsible for, and have sole authority of, the following;
- a. Enforcing and interpreting the Constitution, Bylaws, and Policy and Procedures.
  - b. Shall, from time to time, make temporary rules or regulations for specific cases or occasions not provided for in the Constitution, Bylaws, or Policy and Procedures but which are deemed necessary, by the Board of Directors, to carry out the objectives of this League or to comply with the rules and regulations of Principal Organizations.
  - d. May hire a Chief Executive Officer, who as the Chief Operating Officer of the League is responsible for the day-to-day operation of the League and the achievement of the Board's defined goals as well as to hire a Director(s) of Coaching /Technical Director, and all employee coaches and others to assist in the day-to-day operations of the organization.
- 2:01:03 The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, coach, manager, team assistant, league officer, referee, or any individual from any team or territory with the proper hearing.
- 2:01:04 The Board of Directors shall have, by two-thirds vote of those members present, the authority to remove, with cause, any member of the Board of Directors with a proper hearing. Notice of said hearing shall be given, in writing, at least 14 days prior to the hearing. Cause shall be deemed as not performing one's duties as set forth by the Constitution and Bylaws or being found guilty of conduct that is detrimental to the purpose of this League. When a position is declared vacant, the Board of Directors shall call for an election of a new member of the Board of Directions within a period of sixty (60) days of said declaration.
- 2:01:05 If a vacancy exists in the office of President, the 1<sup>st</sup> Vice President shall assume the position of President for the remainder of the term and an election shall be held for the office of 1<sup>st</sup> Vice President.
- 2:01:06 **Chief Executive Officer.** The Chief Executive Officer shall be appointed and approved by the Board of Directors. The Chief Executive Officer shall manage and operate the League on a day-to-day basis, subject to the authority granted by these Bylaws and such other authority that may be granted from time-to-time by the Board of Directors. The EGYSL Executive Committee will establish the Chief Executive Officer's salary as well as duties and scope of work, which scope shall identify the assignment, League objectives, responsibilities, and authority. The Chief Executive Officer shall present, for the Board's approval, a set of plans and requirements to accomplish the League's mission and objectives. Changes to the Chief Executive Officer's duties and scope shall be approved by the Board of Directors. The Chief Executive Officer shall be a non-voting member of the Board of Director and is not subject to election or term limits.
- 2:01:07 **Treasurer/Secretary.** The Treasurer/Secretary shall be appointed by the Chief Executive Officer and shall be responsible for the accuracy and promptness of all EGYSL financial transactions and record keeping as well as the prompt, respectful, and accurate EGYSL administrative communications. The Treasurer/Secretary shall give receipt for all monies, which will be deposited in a recognized bank in the name of this League. All accounts shall be paid by check and bear two (2) signatures; one of the signatures shall be that of the Treasurer/Secretary and the other shall be that of the President, First Vice President, or Chief Executive Officer. No two related parties shall be the two required signatures, regardless of payee. Prepare, when required by the Board of Directors, the receipt book and vouchers properly balanced according to the bank book or statement, which is up to date. Along with the Chief Executive Officer and Board of Directors, prepare proposed annual budget to be submitted at the AGM. The Board of Directors shall approve the final budget at the March monthly meeting.

### **2:02 – General Meetings**

- 2:02:01 General meetings of the Board of Directors shall be held monthly during the fall soccer season. Additional meetings may convene when the President deems it necessary or when instructed to do so by four (4) or more members of the Board of Directors. The agenda for regular meetings should include the following:
- a. Call to order
  - b. Roll call
  - c. Acceptance of meeting minutes
  - d. Treasurer's report
  - e. President's reports
  - f. Committee reports
  - g. Unfinished business
  - h. New business
  - i. Announcements and time and place of next meeting
  - j. For the good of the game
  - k. Adjournment

### **2:03 – Quorum**

- 2:03:01 At all meetings of the Board of Directors, fifty percent (50%) of the Board of Directors membership shall constitute a quorum for the transaction of business.

### **2:04 Contracts and Subsidiaries**

- 2:04:01 The Executive Committee of this League shall be composed of the President, 1<sup>st</sup> Vice President, 2nd Vice President, and the ex-officio Treasurer/Secretary and Chief Executive Officer.
- 2:04:02 The Executive Committee shall serve between Board of Directors' meetings for either emergencies or to dispose of duties bestowed upon the Executive Committee by the Board of Directors. The Board of Directors must ratify all actions by the Executive Committee at the next scheduled meeting after such Executive Committee meeting(s).
- 2:04:03 All contracts with businesses, entered into by EGYSL, must be signed by a member of the Executive Committee and the Chief Executive Officer after approval by the Executive Committee. Executive Committee approval may be obtained via telephone or email for this purpose. The Board of Directors shall make policies that guide the development of effective contracts that protect the business interests of the EGYSL.
- 2:04:04 The Board of Directors may create a nonprofit or a for-profit subsidiary if it deems that subsidiary necessary for the operation of programs and services that benefit the members of the League.

### **2:05 – Standing Committees & Councils**

- 2:05:01 The following standing committees and chairpersons, if not already under the jurisdiction of a member of the Board of Directors, shall be appointed by the President as deemed necessary, subject to the approval of the Board of Directors: Policies and Procedures Revisions Committee; Protest, Appeals, and Discipline (PAD) Committee; and the EGYSL Recreational Playing League Committee.
- 2:05:02 **Policies and Procedures Committee** - The Policies and Procedures Revisions Committee may be formed and shall meet as directed by the Board of Directors. The EGYSL President shall appoint a Chairman and members for the Committee.
- 2:05:03 **Protests, Appeals and Discipline Committee** - The Protest, Appeals, and Discipline (PAD) Committee, shall meet each week during the Recreational League's playing season when necessary to hear disciplinary actions. The PAD Committee shall be chaired by the EGYSL First Vice President, who shall keep written records of PAD proceedings and correspondence. All teams playing in the EGYSL League shall come under jurisdiction of the EGYSL PAD Committee
- A minimum of two (2) EGYSL Board Members shall participate on the Committee when called to meet. Membership on the committee may rotate among the Board Members. The Committee shall be governed by EGYSL's Bylaws and Policies and Procedures.



2:05:04 **EGYSL Recreational Playing League Committee** – The Committee shall be chaired by the EGYSL First Vice President. The Committee shall be made up of the At Large Directors, the Rancho Murieta Manager, and the CPL Manager. The Committee shall meet once a month during the fall playing season as part of the EGYSL Board or separately as deemed appropriate. The Committee may meet more often if deemed necessary by the First Vice President. The Committee shall communicate and administer applicable rules and regulations for the teams that participate in the EGYSL Recreational Playing League. The Elk Grove Soccer staff shall be responsible for creating and updating schedules for the EGYSL Recreational Playing League in coordination with the Field Director and 1<sup>st</sup> Vice President. The Committee shall develop and maintain minimum recreational playing league rules, standards, and policies in order to provide guidance for each service territory

**2:06 – Financial and Seasonal Year**

2:06:01 The financial year shall be the same as the calendar year. The seasonal year shall be from September 1 through August 31 with the insurance coverage for the same period of time.

**2:07 – Responsibilities**

2:07:01 Members shall abide by all League governing documents. A plea of ignorance to the Constitution, Bylaws, Policy and Procedure of this League is not sufficient defense and violators may expect appropriate action by the Board of Directors of this League.

2:07:02 The League shall not assume, nor be liable for, the debts nor financial responsibilities, either implied or incurred, of any of its members.

2:07:03 All designated members of this League shall participate in any League fundraising event. Members refusing to participate shall be assessed a fee equal to the projected profit of their participation. Failure to pay the fee shall be grounds for placement in bad standing (see paragraph 1:06:09).

2:07:04 All other fundraising activities require League Board of Directors' approval. Fundraising proposals shall include specific information on the nature of the fundraising activity and how the proceeds will be used.

2:07:05 All Officers and appointed officials of this League, territory leadership, and teams shall be insured for liability or Director and Officer liability claims by the CYSA or by EGYSL for performing actions and duties directly related to the work of this league.

2:07:06 EGYSL shall comply with all laws regarding employment and contracting for services. The Board of Directors shall make policies that reflect current local, state and federal laws and decisions to remain in compliance

2:07:07 The Board of Directors shall make policies regarding the use of the Corporation's Tax ID. No one shall use the Tax ID of the EGYSL for any financial transaction or fundraising effort without prior approval by the EGYSL Board of Directors.

**2:08 – Specific Objectives of Soccer Program**

2:08:01 EGYSL shall establish and administer various programs for youth at all abilities and skill level All programs shall be of equal importance and shall be provided protection from anything detracting from the success of the programs. Children having fun shall be the foundation for which to develop any program. All coaches shall sincerely place the player's needs before their own. All players shall be equally afforded the same opportunities and benefits of the program to which they belong. No program shall be inaccessible to a player due to financial constraints. Coaches shall be selected for the various programs based on their skills and knowledge necessary to help youth players learn the game of soccer.

2:08:02 **TOPSoccer.** The organization shall offer a TOP Soccer program to give children with physical and mental disabilities the opportunity to play in organized games and activities and have fun. The League Board of Directors shall have the discretion to modify the rules of the game to increase participation level and safety.