

Mother Lode Youth Soccer League (MLYSL)



Constitution and By-Laws

Mother Lode Youth Soccer League

Constitution and Bylaws

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Mother Lode Youth Soccer League

CONSTITUTION

1:01 NAME

1:01:01 This Corporation shall be known as the Mother Lode Youth Soccer League, Incorporated, herein referred to as “MLYSL”.

1:01:01:01 MLYSL has two programs of youth soccer: recreational and competitive. ~~The Competitive program (Class I and Class III) of the league shall be known as the “Foothill Soccer Club”, hereafter referred to as “FSC”.~~

1:02 BOUNDARIES AND TERRITORIES

1:02:01 The territory of the League shall be that area of the County of Amador in the State of California, defined by ~~the California Youth Soccer Association~~ Cal North, hereafter referred to ~~as the CYSA N.~~

1:02:02 The governing authority of this League may create geographical sub-divisions, within the territory, which shall be known as “Areas”. At no time will there be more than one (1) Area within the same geographical area, unless they are distinctly designated as outdoor and indoor clubs.

1:02:03 Club boundaries shall be fixed and/or modified, by the governing authority of this League, before but no later than, the first of February of the preceding seasonal year

1:03 PURPOSE

1:03:02 “Playing Soccer ~~Just~~ for the Fun of It” is the most important goal of MLYSL Recreational Soccer. Fulfillment of this goal is to be brought about by setting an atmosphere of friendly competition in which learning and playing soccer are held foremost. Anything that detracts from this atmosphere shall be discouraged and not allowed.

1:03:03 The purpose of this League shall be to develop, promote, and administer a program of organized soccer for children (boys and girls under 18 years of age) in the MLYSL territory, ~~the game of soccer among the youth (boys and girls under 19 years of age),~~ regardless of race, color, religion, sex gender, national origin and/or ability. ~~a program of organized soccer for children in the MLYSL territory.~~

1:03:04 ~~Generally~~ To promote and administer the growth and development of youth soccer in Amador County and the surrounding communities by keeping the MLYSL membership informed of youth soccer opportunities.

1:04 AFFILIATIONS

1:04:01 MLYSL is an affiliated league of and complies with the authority of ~~the California Youth Soccer Association – Cal North (CYSA N)~~; The United States Youth Soccer Association (USYSA) and The United States Soccer Federation (USSF).

1:05 AUTHORITIES

1:05:01 This League shall be governed by its Constitution and Bylaws; any Specific Playing Rules, General Policies and Procedures adopted by the Board of Directors, shall be vested with the Board of Directors of this League.

1:05:02 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.

1:05:03 The governing board, hereinafter to be known as the "Board of Directors" (BOD), shall be comprised of the President, ~~the~~ Vice President, ~~the~~ Treasurer, ~~the~~ Secretary, ~~the~~ Registrar, ~~Assistant Registrar~~, ~~the~~ Coach Coordinator, ~~the~~ Referee Coordinator, ~~the~~ Ione Area Coordinator, ~~the~~ Jackson Area Coordinator, ~~the~~ Up Country Area Coordinator, ~~the~~ Plymouth Area Coordinator, ~~the~~ Sutter Creek Area Coordinator, ~~the~~ Director at Large and ~~the~~ Operations Coordinator.

1:06 MEMBERSHIP

1:06:01 Membership in MLYSL shall be all member teams, their players, coaches, parents and the referees in good standing. They shall abide by the Constitution and Bylaws of MLYSL, the ~~California Youth Soccer Association Cal North~~ and the United States Youth Soccer Association and the United States Soccer Federation; all General Policy and Procedures; and Specific Rules as set forth by the Board of Directors and all applicable rules and regulations of United States Youth Soccer Association and the United States Soccer Federation.

1:07 ANNUAL GENERAL MEETING (AGM)

1:07:01 The MLYSL President, with concurrence of the Board of Directors, shall call an Annual General Meeting no later than December 30th of the current seasonal year. Written notification to all members (team ~~representative~~ and each Board of Director) as to the date, time, location and purpose of the AGM shall be made at least thirty (30) days prior to the meeting date.

1:07:02 The order of Business at the Annual General Meeting shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guests
- D. Acceptance of the Minutes of the previous AGM

E. Reports:

1. President
2. Treasurer
3. Secretary
4. Registrar
5. Referee Coordinator
6. Coach Coordinator

F. Unfinished Business from previous AGM

G. Proposals for change to the Constitution or Bylaws.

H. Election of Officers

I. New Business

J. Good of the Game

K. Adjournment

1:07:03 Each registered team and each position of the Board of Directors shall be entitled to one (1) vote. Voting shall be restricted to those teams in good standing who have been registered during the current seasonal year. Voting by proxy shall not be allowed and only those members of record, in good standing, shall be entitled to voting privileges. The President of MLYSL shall cast a vote only in the case of a tie.

1:07:04 For the purposes of the AGM, a quorum shall consist of any number of members present.

1:07:05 In the event there are two or more rule change proposals or resolutions that are to be voted on at the Annual General Meeting 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. In the case of resolutions that conflict, the resolution that receives the greatest number of "yes" votes shall prevail, providing that it receives a majority of those voting.

1:08 CHANGES

1:08:01 Any affiliated team, or any member of the Board of Directors, may submit proposed changes to the existing Constitution and Bylaws. Proposed changes shall be submitted to the MLYSL Rules and Revisions Committee 45 days prior to the AGM.

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 MLYSL.

1:08:03 An amendment to the Constitution and Bylaws shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the members attending and voting at the Annual General Meeting.

1:08:04 Any and all amendments to the Constitution or Bylaws, of MLYSL, adopted at the Annual General Meeting, shall become effective immediately following the AGM. The Secretary shall present the revised bylaws at the first meeting after the AGM for accuracy check and ratification by the board.

1:08:05 ~~In order~~ To support and promote the purpose of MLYSL, the Board of Directors may adopt new, or amend existing General Policies and Procedures; and Specific Playing Rules that shall become effective immediately.

1:08:05:01 Any and all amendments to the General Policies and Procedures; and Specific Playing Rules ~~as per 1:07:05~~ of this League shall only be amended by a minimum two-thirds (2/3) of the Board of Directors present ~~and~~ with action passing by simple majority excluding abstain votes.

1:08:05:02 Any and all newly proposed General Policies and Procedures; and Specific Playing Rules of this League ~~as per 1:07:05~~, shall become effective with a simple majority vote of the Board.

1:09 LIMITATIONS

1:09:01 No substantial part of the activities of this Corporation (MLYSL) shall consist of the carrying on of propaganda, or otherwise attempting to influence legislation, nor shall this corporation participate or intervene in any political campaign including publishing or distribution of statements on behalf of any candidate for public office.

1:09:02 The Corporation (MLYSL) shall distribute its' income for each taxable year at such time and in such manner as not to become subject to tax on undistributed income imposed by Section 4942 of the internal Revenue Code of 1953.

1:09:03 The Corporation (MLYSL) shall not engage in any act of self-dealing as defined by Section 494I (d) of the Internal Revenue Code of 1954.

1:09:04 The Corporation (MLYSL) shall not retain any excess business holdings as defined by Section 4943(c) of the Internal Revenue Code of 1954.

1:09:05 The Corporation (MLYSL) shall not make any investments in such a manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954.

1:09:06 The Corporation (MLYSL) shall not make any taxable expenditure as defined by Section 4945(d) of the Internal Revenue Code of 1954.

1:09:07 The property of this Corporation (MLYSL) is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall never inure to the benefit of any director, officer, or member thereof or to the benefit of any private person.

1:09:08 On the dissolution or winding up of the Corporation (MLYSL) its assets remaining after payment of, or provision for payment of. all debts and liabilities of this corporation shall be distributed to a non-profit fund, foundation, or corporation which organized and operated exclusively for charitable purposes and which has established its tax- exempt status under Internal Revenue Code Section 501(c)(3).

1:09:09

If this Corporation (MLYSL) holds any assets on trust, or the corporation is formed for charitable purposes, such assets shall be disposed of in such manner as may be directed by decree of the superior court of the county in which the corporation has its principal office, on petition therefore by the Attorney General or by any person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

Mother Lode Youth Soccer League

BYLAWS

1:01 AFFILIATIONS

1:01:01 All non-member teams or leagues, within the territorial jurisdiction of this League, shall be deemed as an "Unaffiliated Organization." Any currently registered MLYSL team or player playing games or "doing business" with an unaffiliated organization without written consent of the Board of Directors shall face disciplinary action and/or suspension by the Board of Directors.

1:01:02 ~~The Foothill Soccer Club or "FSC"~~ All MLYSL competitive teams will be affiliated with the Mother Lode Youth Soccer League.

1:01:02:01 All coaches and players that are selected to ~~FSC~~ any MLYSL competitive team, ~~(Class I or Class III competitive teams)~~, will be registered by the Mother Lode Youth Soccer League and will play under the MLYSL Constitution, Bylaws and General Policies and Procedures; and Specific Rules.

2:01 BOARD OF DIRECTORS

2:01:01 Each of the Directors shall be elected for a one (1) year term. Each Board Member ~~will~~ shall ~~annually fill the CYSA Adult Disclosure Form (1628)~~ complete approved Cal North Risk Management Assessment. Additional term(s) on the Board of Directors may require subsequent completion of approved Cal North Risk Management Assessment.

2:01:02 Elections will be held annually at the AGM and shall become effective ~~immediately~~ January 1st of the following year. The Board shall be elected by a majority vote of the members present.

~~**2:01:03** Treasurer's position and Registrar's position shall be filled by appointment and approval as needed by the Board of Directors.~~

2:01:043 Board Positions are from January 1st to December 31st with the Preceptors of the Old Board. Board Positions are as follows:

President; Vice President; ~~Treasurer~~; Secretary; ~~Registrar~~; Coach Coordinator; Referee Coordinator; Five (5) Area Coordinators: Jackson Ione, Up Country, Plymouth and Sutter Creek; Director-at-Large and Operations Coordinator.

2:01:043:01 The Current Board of Directors shall determine by simple majority vote if there is a need for a new board position. The number of Board of Directors shall never exceed sixteen (20).

2:01:054 A majority of the Board of Directors shall serve between Board meetings for emergencies. All emergency actions taken by the Board must be ratified by the Board of Directors at their next scheduled meeting.

3:01 BOARD POSITION REQUIREMENTS

3:01:01 Board of Director positions, **excluding President**, shall be voted on at the Annual General Meeting (AGM) with the exception of appointed positions. ~~Positions that are appointed include President, Treasurer and Registrar.~~ All other Board of Director positions are to be voted on annually and are open to incumbent board members and new entrants equally. A written statement of intent from all incumbent Board Members seeking to remain on the Board for the following year is to be submitted by the October Board of Directors meeting. Eligible positions are to be posted following the October Board of Directors meeting at the field of play.

3:01:02 Candidates for Board of Director positions shall be a minimum of twenty-one (21) years of age and in good standing.

3:01:03 In the event of a vacancy, other than the President, the Board of Directors shall have the authority to appoint, by a majority vote, an individual to complete the unexpired term of office. The appointment to fill a vacant position will take place within sixty (60) days of the position being vacated and shall become effective immediately.

3:01:04 The President's position shall be filled by the Vice-President with the approval of the majority of the incumbent Board. If the Vice-President does not ascend to President, then **the Board of Directors may accept nomination(s) for President**. The qualified candidate should have at least one (1) year of experience as a ~~voting~~ member of the MLYSL Board of Directors **and shall be approved by a majority vote of the incumbent Board**.

~~**3:01:05** — The Treasurer and Registrar positions shall be nominated by the President and approved by the majority of the incumbent Board, as needed.~~

4:01 BOARD OF DIRECTORS AUTHORITIES AND RESPONSIBILITIES

4:01:01 The Board of Directors (BOD) shall be responsible for and have sole authority for the following:

4:01:01:01 Enforcing and interpreting the Constitution, Bylaws, General Policies and Procedures; and Specific Rules of this League, ~~CYSA~~ **Cal North**, the United States Youth Soccer Association and the United States Soccer Federation.

4:01:01:02 Establishing and approving procedures for the formation of teams and ensuring proper registration of players, coaches, teams, and referees.

4:01:01:03 Approving registered teams and affiliated clubs.

4:01:01:04 Approving all youth games with member teams and or ~~CYSA~~ **Cal North** affiliated teams.

4:01:01:05 Approving any inter-league, inter-district, or interstate play.

- 4:01:01:06** Approving the formation and operation of all tournaments.
- 4:01:01:07** Shall from time to time, make temporary rules and regulations for specific cases or occasions not provided for in the Constitution, Bylaws, General Policies and Procedures; or Specific Rules, 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 ~~the California Youth Soccer Association-~~ Cal North, the United States Youth Soccer Association, [California State Law](#) and/or the United States Soccer Federation.
- 4:01:01:08** To review and approve League Constitution and Bylaws and ensure consistency with the ~~CYSA-~~ Cal North Constitution, Bylaws and General Procedures and Specific Rules.
- 4:01:01:09** Establishing a common set of administrative rules (General Policies and Procedures; and Specific Rules) of play for all registered teams within the League.
- 4:01:02** Attend all Board of Directors meetings and perform assigned job functions as specified in the MLYSL Constitution, Bylaws, General Policies and Procedures; Specific Rules and Position Manual. Each member of the Board of Directors shall be given a MLYSL Position Manual that includes the responsibilities and duties of their position. This Manual is the property of MLYSL and is to be returned upon surrender of the position.
- 4:01:03** No member of the Board of Directors shall over see, execution of or sign any contract without a minimum two-thirds (2/3) of the Board of Directors present and action passing by simple majority excluding abstain votes.
- 4:01:04** Any member of the Board of Directors may resign effective upon the date and time specified in a written notice given to MLYSL President.
- 4:01:05** Board members may delegate some of the duties of their position to an individual, that is in good standing with a completed and current ~~Release of Liability (CYSA Form 1628)~~ [approved Cal North Risk Management Assessment](#) to assist them with assigned duties; however, the responsibility of completing the task and the performance of the individual remains with the Board member.
- 4:01:06** 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, or referee from any member team, league or organization with the proper hearing. All hearings shall be held in conformance with the ~~CYSA-N~~ Cal North “Protest, Appeal, & Disciplinary Hearing Manual”.
- 4:01:07** The Board of Directors shall have by two thirds of the Board present and the simple majority vote excluding abstained votes, the authority to remove, with cause, any member of the Board of Directors with the 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 [appoint an interim member to serve in the vacant position until the next Annual General Meeting, wherein the interim member may](#)

continue in the position if elected pursuant to section 3:01:01, excluding appointed positions. ~~call for an election of a new member of the Board of Directors within a period of sixty (60) days of said declaration.~~

- 4:01:08** In the event a board member misses two (2) consecutive meetings without notification where the absences affect performance of duties ~~listed in 4:01~~; and/or four (4) meetings in a calendar year, he/she may be removed with a minimum of two-thirds (2/3) of the Board of Directors present and with action passing with simple majority vote excluding abstained votes.
- 4:01:09** A plea of ignorance to the Constitution, Bylaws, General Policies and Procedures, and Specific Playing Rules of this league is not sufficient defense and violators may expect appropriate action by the Board of Directors of this league.
- 4:01:10** Board members will assist 4 hours each game day to be divided between the Information Booth and Active Field Marshal Duty. Time to be divided amongst all board members to ensure a board member is present at all times. Schedule to be made and posted at August Board of Directors meeting.
- 4:01:11** Shall provide annually to the ~~CYSA-N~~ Cal North, through District VIII:
1. Copies of its Constitution, Bylaws, General Policies and Procedures; and Specific Rules
 2. Completed League Affiliation paperwork
 3. Completed League Board of Directors Change Notice
 4. Proof of D&O Insurance
 5. Letter of good standing for IRS by the established due date
- 4:01:12** MLYSL shall provide to ~~CYSA-N~~ Cal North, through District VIII, within ninety (90) days of their adoption, any changes to its Constitution, Bylaws or General Policies and Procedures; and Specific Rules
- 4:01:13** At the February Board of Directors meeting, the Board ~~shall~~ should approve the following:
1. General Budget
 2. Registration Budget
 3. Coach Classes Budget
 4. Referee Class Budget
 5. Any other budget deemed necessary

5:01 BOARD OF DIRECTORS JOB DESCRIPTIONS

5:01:01 President

- 5:01:01:01** To call for and preside over all meetings of the Board of Directors.
- 5:01:01:02** Attend monthly board meetings.

- 5:01:01:03** Shall prepare the agenda for all meetings and send it, via email, to the Board members seven (7) days prior to the meeting.
- 5:01:01:04** Cast a vote only when necessary to break a tie.
- 5:01:01:05** Assure compliance with State, District, League, and Club rules and policies.
- 5:01:01:06** Shall oversee the execution of and sign all contracts for the League.
- 5:01:01:07** Shall provide leadership, inspiration, and direction for the League programs during his/her term in office.
- 5:01:01:08** Shall be the only spokesman for MLYSL in interactions with outside agencies, as designated by the Board.
- 5:01:01:09** Shall attend all District VIII meetings and report all pertinent information to the Board.
- 5:01:01:10** Shall attend the President's Round Table and Annual General Meeting.
- 5:01:01:11** Shall obtain Certificates of Insurance from ~~CYSA~~ Cal North and file them with all organizations whose property MLYSL uses to carry out its program annually.
- 5:01:01:12** Shall be responsible for scheduling committee for all games.
- 5:01:01:13** Shall maintain an up to date ~~President's~~ log book recording activities of this position to be the property of MLYSL and to be turned over to the newly elected President at the AGM.
- 5:01:01:14** Shall file all insurance claims and maintain the records of said claims.
- 5:01:01:15** Shall assist with Field Marshal duties during recreational season.

5:01:02 Vice-President

- 5:01:02:01** Attend monthly board meetings.
- 5:01:02:02** In the absence of the President, the Vice President shall preside over meetings of the Board of Directors.
- 5:01:02:03** Shall assist the President in directing the operations of the League and act as the President in his/her absence.
- 5:01:02:04** Shall maintain an up to date ~~Vice President's~~ log book recording all activities of this position to be the property of MLYSL and to be turned over to the newly elected Vice President at the AGM.
- 5:01:02:05** Responsible for the facilities and equipment for the MLYSL soccer program.
- 5:01:02:06** Handle any equipment concerns that may arise.

- 5:01:02:07 Order new equipment each year as necessary to meet the needs of the MLYSL program.
- 5:01:02:08 Coordinate with ~~Operations Coordinator~~ Field Marshals the set up and tear down of MLYSL equipment and fields at Howard Park on game days.
- 5:01:02:09 Coordinate any needed repairs to MLYSL equipment and fields.
- ~~5:01:02:10 Help Registrar and Operations Coordinator with the Organize and the return of equipment from coaches at the end of the season.~~
- 5:01:02:11 Shall assist with Field Marshal duties during recreational season.

5:01:03 Secretary

- 5:01:03:01 The Secretary shall attend and keep an accurate recording of all League meetings including the AGM.
- 5:01:03:02 Shall handle all correspondence and give notice of all meetings.
- 5:01:03:03 Shall prepare the prior month's meeting minutes and send them, via email, to the Board members seven (7) days after the meeting.
- 5:01:03:04 Shall be responsible to announce and send written notification to the Coaches, Sponsors, Referees and Board Members the date, time and location of the Annual Appreciation Dinner at least thirty (30) days in advance.
- 5:01:03:05 Shall ~~be responsible to~~ oversee announcement and ~~send~~ written notification to the Board and membership the date, time, and location of the AGM at least thirty (30) days in advance of the meeting.
- 5:01:03:06 Shall maintain an up to date ~~Secretary's~~ log recording all activities of this position to be the property of MLYSL and to be turned over to the newly elected Secretary at the AGM.
- 5:01:03:07 Shall assist with Field Marshal duties during recreational season.

5:01:04 Coaching Coordinator

- 5:01:04:01 Shall ~~have complete at~~ a minimum ~~of CYSA "F" License~~ one U.S. Soccer Grassroots training session.
- 5:01:04:02 Attend monthly board meetings.
- 5:01:04:03 Shall attend all ~~CYSA~~ Cal North Coaching License courses held and sponsored by MLYSL.
- 5:01:04:04 Shall serve as team coach in case of emergency.
- 5:01:04:05 Shall make sure all coaches have ~~filled out CYSA-N form 1628~~ completed Risk Management Assessment and any MLYSL coaching forms as needed.

5:01:04:06 Shall keep records of all coaches and assistant coaches, including: licenses (includes maintaining copies), Disciplinary Actions, and any other information pertaining to MLYSL coaches. Information to be kept as property of MLYSL and to be turned over to newly elected Coach Coordinator at the AGM.

5:01:04:06:01 Input coach's license into appropriate database.

5:01:04:07 Shall make recommendations regarding and scheduling soccer camps, coaches' classes, and other professional soccer education that are provided and/or sponsored by MLYSL with the approval of the Board of Directors.

5:01:04:08 Shall conduct and/or supervise a mandatory annual coaches meeting for all MLYSL coaches prior to the commencement of seasonal play.

5:01:04:09 Send information to coaches regarding upcoming coaches meeting at least thirty (30) days in advance.

5:01:04:10 Shall ensure each coach receives a **CYSA Team Manual**, MLYSL approved coach's packet and approved modified rules of the game prior to the commencement of seasonal play.

5:01:04:11 Help distribute coach equipment at coaches meeting.

5:01:04:12 Shall attend any hearing and/or meeting as required.

5:01:04:13 Provide all game cards for MLYSL.

5:01:04:14 Shall maintain an up to date **Coaches Director's** manual recording all activities of this position to be the property of MLYSL and to be turned over to the newly elected Coaching Director at the AGM.

5:01:04:15 Shall assist with Field Marshal duties during recreational season.

5:01:05 Referee Coordinator

5:01:05:01 Shall hold a minimum of a **current** Referee Grade 8 License **and should have specific soccer refereeing experience.**

5:01:05:02 Shall recruit and supervise all MLYSL referees.

5:01:05:03 Shall serve as a referee in emergency situations only.

5:01:05:04 Provide regular evaluations to maintain ability rating information of referee to ensure their proper scheduling.

5:01:05:05 Handle parent, spectator and coach issues at the field when pertaining to the referees.

5:01:05:06 Obtain all necessary paperwork on referees (contracts, licensing, etc).

5:01:05:07 Provide and be present for Referee License course, in-house referee meetings and training.

- 5:01:05:08** Attend monthly board meetings.
- 5:01:05:09** Shall ~~run all game schedules and~~ review **all game schedules** for mistakes to ensure each game day runs smoothly.
- 5:01:05:10** Shall ~~do~~ **complete** all scheduling of referees for all matches played within the MLYSL Territory (~~Class I, Class III, and Class IV~~ **recreational and competitive**).
- 5:01:05:11** Shall make recommendations regarding and scheduling referee license clinics and supervise the licensing of new referees that are provided and/or sponsored by MLYSL with the approval of the Board of Directors. This includes the license renewal and upgrading for existing referees.
- 5:01:05:12** Shall provide guidance to referees with respect to enforcing the Laws of the Game and modified rules.
- 5:01:05:13** Shall provide information to Registrar pertaining to referees.
- 5:01:05:14** Shall provide at Jamboree the referee pictures and **appropriate** ballots for coaches.
- 5:01:05:15** Shall provide written invitation to Annual Appreciation Dinner to all current season referees thirty (30) days in advance.
- 5:01:05:16** Shall with the approval of Board of Directors purchase the Referee of the Year Awards not to exceed three (3) awards per season.
- 5:01:05:17** Shall submit a written **season summary report** to the Board of Directors to include the referee activity for the year, to be submitted at the AGM.
- 5:01:05:18** Shall maintain an up to date ~~Referee Director's~~ manual for which to record all activities of this position, to be the property of MLYSL and to be turned over to the newly elected Referee Coordinator at the AGM.
- 5:01:05:19** **Shall assist with Field Marshal duties during recreational season.**

5:01:06 Area Coordinators

- 5:01:06:01** Shall attend all monthly Board meetings, Registration meetings, **Team Formation Meeting and Mandatory Coach Meeting**.
- 5:01:06:02** Shall meet registration deadlines as determined by MLYSL Registrar.
- 5:01:06:03** Shall confirm (recruiting as necessary) a coach for each team in their area.
- 5:01:06:04** Shall find a sponsor ~~in their area~~ for each team in their area.
- 5:01:06:05** Shall represent MLYSL for issues that arise from player/coaches who may reside and/or practice in their area.

~~**5:01:08:06** Shall return Area Coordinator Registration Manual and box to Registrar at October Board Meeting.~~

~~5:01:08:07~~ ~~Shall pick up Area Coordinator Registration Manual and box at registration meeting from MLYSL Registrar to conduct their area registration.~~

~~5:01:08:08~~ ~~Shall provide the MLYSL Registrar with fully completed player registration for each player in their area as per MLYSL Registration Policy.~~

~~5:01:08:09~~ ~~Shall provide the MLYSL Registrar with fully completed coach registration for each coach in the area as per the MLYSL Registration Policy.~~

5:01:06:06 Shall assign and keep track of practice times and fields for area teams.

5:01:06:07 Shall distribute uniforms, coach equipment and necessary documents to teams in their area.

5:01:06:08 Shall maintain an up to date log book for which to record all activities of this position, to be the property of MLYSL and to be turned over to the newly elected Area Coordinator at the AGM.

5:01:06:09 Shall assist with Field Marshal duties during recreational season.

5:01:07 Director-at-Large

5:01:07:01 Attend monthly board meetings.

5:01:07:02 Provide advice and counsel to the Board on matters in which the Director-at-Large is experienced (i.e., past president, field development, other special skills).

5:01:07:03 Shall serve as ~~Foothill Soccer Club~~ Competitive Teams Director.

5:01:07:03 Assist other Directors or Coordinators as mutually agreed upon.

5:01:07:04 Conduct or assist with special projects or programs as directed by the Board.

~~5:01:07:05~~ ~~May have use of “gator” to collect the field equipment and trash~~

5:01:07:05 Shall maintain an up to date log book for which to record all activities of this position, to be the property of MLYSL and to be turned over to the newly elected Director-at-Large at the AGM.

5:01:07:06 Shall assist with Field Marshal duties during recreational season.

5:01:08 Operations Coordinator

5:01:08:01 Shall attend all Board Meetings.

5:01:08:02 Shall be responsible for ~~organizing volunteers into committees and be Chairperson for all committees.~~ recruiting extra help as needed.

5:01:08:03 Be Webmaster or find a Webmaster for each year.

~~5:01:08:03:01~~ ~~Keep voice mailboxes organized and updated.~~

5:01:08:03:02 ~~Keep email address for BOD up to date.~~ Monitor general MLYSL help email account and respond accordingly.

5:01:08:03:03 ~~Post~~ Ensure game schedules are posted to website prior to start of season.

5:01:08:03:04 Keep website updated at all times.

5:01:08:03:05 Update and maintain MLYSL Social Media presence (Facebook, Instagram, etc)

5:01:08:04 Organize ~~the Coach Binder stuffing meeting and have coach binders available for mandatory coach meeting~~ picture and fundraising information for coach binders.

5:01:08:05 Organize the sorting of uniforms and equipment for each team to be available for ~~mandatory coach meeting~~ distribution by Area Coordinators.

5:01:08:06 Shall notify and advertise registration through the newspaper, schools and other applicable sources.

5:01:08:07 Shall be responsible for Jamboree Awards and plan AGM.

5:01:08:08 To schedule and handle paperwork for Picture Day.

5:01:08:09 Shall maintain an up to date log book for which to record all activities of this position, to be property of MLYSL and to be turned over to the newly elected Operations Coordinator at the AGM.

5:01:08:10 Shall assist with Field Marshal duties during recreational season.

6:01 APPOINTED POSITIONS

6:01:01 Treasurer

6:01:01:01 The Treasurer shall keep charge and custody of all MLYSL funds and shall keep full accurate accounts of all receipts and disbursements.

6:01:01:02 Attend monthly board meetings.

6:01:01:03 The Treasurer shall deposit all moneys in a bank recognized by the Board, in the name Mother Lode Youth Soccer League (MLYSL).

6:01:01:04 All accounts shall be paid by check and bear two (2) signatures; one of the signatures shall be that of the Treasurer and the other shall be that of ~~the President, Vice-President, or Secretary~~ a designated Board member. No two related parties shall be the two required signatures, regardless of payee.

- 6:01:01:05** The Treasurer shall report the current balance and have check register of all accounts from the time period of last meeting date to current date.
- 6:01:01:06** The Treasurer shall prepare an annual report of the season's financial activity and present it at the AGM.
- 6:01:01:07** The Treasurer shall prepare and present a proposed budget to the Board at the February meeting after the AGM.
- 6:01:01:08** The Treasurer shall maintain a separate accounting for each MLYSL Division and ensure that the accounts do not become overdrawn as stated in Policy and Procedures.
- 6:01:01:09** The Treasurer shall submit all records and books to an audit committee when required.
- 6:01:01:10** The Board must approve all expenditures in excess of \$150.00.
- 6:01:01:11** The Treasurer shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the incoming Treasurer or the President of the Board upon leaving the office.
- 6:01:01:12** The Treasurer shall be responsible for preparing and submitting any and all papers needed for MLYSL to maintain its non-profit status in conformance with the Internal Revenue Code, section 501(c)(3).
- 6:01:01:13** The Treasurer shall be responsible for having the annual MLYSL tax return prepared by and independent Certified Public Accountant in accordance with non-profit corporation requirements.
- 6:01:01:14** The Treasurer shall be bonded by a reputable Bonding Agency. In the event the Treasurer becomes unavailable for fifteen (15) days, the President and one of the other authorized signatures will be required. At no time shall any related parties be the two (2) signatures on a check, regardless of whom the check is payable.
- 6:01:01:15** Send statements for unpaid fees or bounced checks.
- 6:01:06:16** Ensure all registration payments are mailed to the District Registrar.
- 6:01:01:17** Pick up, separate, and distribute mail to appropriate board members.
- 6:01:01:18** Shall not be a voting member, but may provide input on matters requiring a vote by the Board of Directors.
- 6:01:01:19** Shall assist with Field Marshal duties during recreational season.

6:01:02 Registrar

- 6:01:02:01** Attend all MLYSL Board Meetings. Report as necessary a monthly statement of registration received to balance with MLYSL Treasurer.
- 6:01:02:02** ~~Handle and prepare all MSYSL forms for all~~ Prepare and oversee online registration.

- ~~6:01:02:03~~ — ~~Shall file all insurance claims and maintain the records of said claims.~~ (Moved to President)
- ~~6:01:02:04~~ ~~Input all registration information into CYSA N database.~~ Shall maintain MLYSL data in approved Cal North database.
- ~~5:01:05:05~~ — ~~Pick up, separate, and distribute mail to appropriate board members.~~ (Moved to Treasurer)
- 6:01:02:06** Work with and provide Board and committee members with the information they need to perform their jobs.
- 6:01:02:07** Communicate with District 8 Registrar as needed. ~~Send monthly exports.~~
- 6:01:02:08** Attend ~~CYSA's~~ Cal North Soccer Expo and Registrar's seminar.
- 6:01:02:09** Attend annual Registrar's meeting.
- 6:01:02:10** Enter all League volunteers and potential volunteers into appropriate database.
- 6:01:02:11** Input coaches, sponsors, and uniforms into appropriate database.
- 6:01:02:12** Provide appropriate database back up to those Board Members needing the information.
- 6:01:02:13** Bring all registration requests to BOD for approval at ~~the~~ regular scheduled ~~June~~ meetings.
- 6:01:02:14** Prepare and provide all information for Coach's Packets to ~~Operations Coordinator~~ Area Coordinators.
- 6:01:02:15** Oversee distribution of materials at Mandatory Coach Meeting.
- 6:01:02:16** Complete paperwork for adds, drops, and transfers as needed.
- ~~6:01:02:17~~ — ~~Send initial rosters and coach registration forms to the District Registrar.~~
- 6:01:02:18** Prepare necessary reports for Information Booth binders.
- 6:01:02:19** Shall maintain an up to date log book for which to record all activities of this position, to be the property of MLYSL and to be turned over to the newly elected Registrar at the AGM.
- 6:01:01:20** Shall not be a voting member, but may provide input on matters requiring a vote by the Board of Directors.
- 6:01:01:21** Shall be annually compensated at an amount determined by the Board of Directors. Payment shall be made at the Annual General Meeting.

7:01 MEETINGS

7:01:01 Regular meetings of the Board of Directors shall be held monthly by the call of the President with consent of a majority of the Board of Directors. The agenda for regular meetings shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guests
- D. Acceptance of Minutes
- E. Correspondence
- F. Treasurer's Report
- G. Registrar's Report
- H. Coach Coordinator Report
- I. Referee Coordinator Report
- J. Committee Reports
- K. Unfinished Business
- L. New Business
- M. Good of the Game
- N. Adjournment

7:01:02 The Board of Directors shall meet whenever the President deems it necessary, or if he/she is instructed to do so by four (4) or more members of the Board of Directors.

8:01 QUORUM

8:01:01 All meetings of the Board of Directors, simple majority of the Board of Directors membership shall constitute a quorum for the transaction of business.

9:01 DISCIPLINARY COMMITTEE

9:01:01 The Disciplinary Committee may initiate disciplinary action proceedings against any player, coach, manager, team assistant, league officer, referee or spectator from any member team, league or organization. The proceedings may be initiated based on information brought to the attention of the Board of Directors or the Disciplinary Committee through complaints, reports of incidents, information obtained during the course of protest and/or appeal hearings or otherwise. The Disciplinary hearings shall be initiated by written certified notice to the appropriate party containing a brief statement of the reasons for the initiation of the proceedings. Parties against whom such proceeding have been brought may, with a proper hearing, be suspended, barred completely or otherwise disciplined.

9:01:02 The Disciplinary Committee will follow the MLYSL Policy for [send-offs](#) and red and yellow cards.

10:01 PROTEST AND APPEALS

10:01:01 In the matter of protests and appeals, no person(s) associated with the operations of this

League at any level (team, club, league, district, or state) may invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within MLYSL/~~CYSA~~ Cal North/USYSA/USSF, including a final appeal to the USSF Council at the Annual General Meeting.

10:01:02 For violation of 10:01:01, the offending party (ies) shall be subject to the sanctions of suspension and fines, and shall be liable to MLYSL/~~CYSA~~ Cal North/USYSA/USSF for all expenses incurred by MLYSL/~~CYSA~~ Cal North/USYSA/USSF in defending each court action, including but not limited to the following:

- A. Court costs
- B. Attorney fees
- C. Reasonable compensation for time spent by MLYSL/~~CYSA~~ Cal North/USYSA/USSF Officers and employees in responding to and defending against allegations in the action including responses to discovery and court appearances
- D. Travel expenses
- E. Expenses for holding special MLYSL/~~CYSA~~ Cal North/USYSA/USSF meetings necessitated by the court action

11:01 MEMBERSHIP RESPONSIBILITY

11:01:01 Annual fees for membership are due and payable, unless provided for by the Board of Directors, at time of registration. ~~Foothill Soccer Club, Winter League and 7v7 Girls~~ ~~Winter League~~ For all team registration events, teams are not considered registered until all of that team's player fees are paid.

11:01:02 Properly completed registration ~~form~~ prepared in accordance with the current registration instructions and procedures.

11:01:03 All Bank checks, drafts and or money orders, submitted to this League, shall be made payable to **MOTHER LODGE YOUTH SOCCER LEAGUE** or to **MLYSL**.

11:01:03:01 Any family, coach or sponsor with an outstanding balance due to MLYSL, will NOT be able to play, coach or sponsor a team until the balance is paid in full.

11:01:03:02 Any family, coach or sponsor that has an outstanding balance MUST pay by certified funds (cash, money order or cashier's check) for the outstanding balance and any future transactions with MLYSL

11:01:04 Members of this league may be placed in bad standing when monies are owed to league and/or by disciplinary actions imposed by the Board of Directors and/or PAD committee. A Board Member in bad standing may not vote nor participate in any official position of this league.

11:01:05 Falsification of records shall be grounds for disbarment from future participation and or membership in MLYSL.

11:01:06 A plea of ignorance to the Constitution, Bylaws, General Policies and Procedures and

Soccer Specific rules of this League, the ~~CYSA-North~~ Cal North, the United States Youth Soccer Association and the United States Soccer Federation is not sufficient and violators may expect appropriate action by the Board of Directors of this Association.

11:01:07 Any person found guilty of violating the Constitution, Bylaws, General Policies and Procedures and Specific Rules of this League the ~~CYSA-North~~ Cal North, the United States Youth Soccer Association and the United States Soccer Federation may be asked to appear before the Board of Directors of this League in order to explain his/her action

12:01 FINANCIAL RESPONSIBILITY

12:01:01 This League shall not assume, nor be liable for, debts and/or the financial responsibility, either implied or incurred, of any player, coach, manager, team assistant, league official, or referee from any member team, league or organization.

12:01:02 All officers of this League and clubs shall be covered against personal liability claims by the ~~California Youth Soccer Association~~ Cal North for performing acts and duties directly related to the work of this League.

12:01:03 MLYSL will annually pay for D&O insurance, Equipment Insurance and any other type of insurance that is deemed necessary.

12:01:04 For reporting purposes the Treasurer shall report financial year as March 1 through the end of February. The Fiscal year shall be the same as the calendar year. The Treasurer's report shall be given by Fiscal year at monthly meetings and financial year once a quarter.

13:01 RULES OF ORDER

13:01:01 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. Bylaws, General Policies and Procedures and Specific Rules of this League, the ~~CYSA-N~~ Cal North, the United States Youth Soccer Association and the United States Soccer Federation.

13:01:02 The Board of Directors shall vote in a two-thirds (2/3) vote with the minimum of two-thirds (2/3) of the members of the Board of Directors present with action passing with the simple majority vote excluding the abstained votes.