

BYLAWS AND GENERAL PROCEDURES

Of

THE HUMBOLDT YOUTH SOCCER LEAGUE, INC.

**An Educational and Nonprofit
Organization**

Bylaws

Article 1. Affiliations

1:01

Other Organizations

1:01:01 The Humboldt Youth Soccer League shall affiliate and comply with the authority of the California Youth Soccer Association (CYSA) and the United States Youth Soccer Association (USYSA).

Article 2. Membership

2:01 Boundaries

2:01:01 The geographical boundaries of the League shall coincide with the boundaries of the Loleta School District's northern boundary and as far north as the Indianola Cutoff, north of the city of Eureka. Youth who permanently reside within these boundaries are eligible for general membership.

2:02 Membership Classes

2:02:01 There shall be three classes of members designated general members, voting members, and honorary members.

2:02:02 General membership shall consist of all youths officially registered with the League and their parents or guardians.

2:02:03 Voting members shall consist of the Board of Directors of the League, and rostered head coaches and parent of players (one vote per family.)

2:02:03a Each voting member is entitled to vote at the Annual General Meeting and any other meeting called by the Board of Directors which specifically calls for votes from Voting Members. Each Voting Member shall be entitled to one vote. If a Voting Member is a rostered head coach of two teams or would otherwise be entitled to receive two votes then that Voting Member shall vote once and a duly appointed team representative shall be appointed for the other team.

2:02:04 Honorary membership shall consist of individuals

designated by the Board of Directors in recognition of meritorious service to the League.

2:03 Number Of Members

2:03:01 General membership may be limited when the League resources are insufficient to meet the demand.

2:04 Membership Responsibilities

2:04:01 All members shall abide by the bylaws and the General Procedures of the League and all applicable rules and regulations of the associations with which the League is affiliated.

2:04:02 All youth applicants for general membership shall annually submit a properly and truthfully completed registration form and full payment of all dues and fees within the time and on the conditions set by the Board of Directors.

2:04:03 No member shall engage the services of any lawyer or attorney until all avenues of approach of protest and appeals procedures are exhausted through regular channels of the League, CYSA, USYSA, and USSF.

2:05 Termination of Membership

2:05:01 A voting or general member may be terminated on the occurrence of any of the following events:

- A. Resignation
- B. Expiration of the period of membership, unless renewed on the terms fixed by the Board.
- C. Failure to satisfy or maintain membership responsibilities.
- D. Determination by the Board of Directors that the member failed in material and serious degree to observe the rules and conduct of

the League or has engaged in conduct materially and seriously prejudicial to the purposes and interests of the League.

E. The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any member of this League.

F. The majority of the voting membership of this League may request, by petition, a hearing for the removal of a member of the Board of Directors at any time.

G. A committee made up of the League President and two Board of Director members may expel any board member if they miss three (3) regularly scheduled monthly meetings in a row or miss four (4) out of six (6) meetings.

Article 3. Meetings

3:01 Regular Meetings

3:01:01 Meetings of the Board of Directors will be held monthly, with dates and times determined by majority vote at the first meeting of the new Board of Directors. The agenda will be distributed to Board Members at least 2 days prior to the meeting.

3:01:02 The agenda of regular meetings shall be as follow:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guests
- D. Acceptance of Minutes of previous meeting(s)
- E. Correspondence
- F. Committee Reports

- G. Reports of Board Members
- H. Unfinished Business
- I. New Business
- J. Good of the Game
- K. Adjournment

3:01:02 Each Board of Directors member in attendance shall be entitled to one (1) vote. Voting by proxy is not allowed. The President shall cast a vote only when the outcome of the vote will be affected by their vote.

3:02 Annual General Meeting

3:02:01 The Annual General Meeting (AGM) shall be called by the President of the League, with the concurrence of the Board of Directors. Notification to all voting members shall be made available at least thirty (30) days prior to the AGM.

3:02:02 The Order of Business at the AGM shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guests
- D. Acceptance of Minutes of Previous AGM
- E. Board Member and Committee Reports
- F. Proposals for Changes to the Bylaws
- G. Election of Board Members
- H. New Business
- I. Good of the Game
- J. Adjournment

3:02:03 Each voting member in attendance shall be entitled to one (1) vote. Voting by proxy is not allowed and only those voting members of

record in good standing shall be entitled to voting privileges. The President shall cast a vote only when the outcome of the vote will be affected by their vote.

3:03 Special Meetings

3:03:01 The Board of Directors shall meet whenever the President deems it necessary or they are instructed to do so by four (4) or more members of the Board of Directors. Notice must be given to all Board of Directors members at least one day prior to a meeting. Notification for the purpose of the special meeting will be distributed at least 24 hours before meeting to board members.

3:04 Quorum

3:04:01 At all meetings of the Board of Directors, fifty percent (50%) members of the Board of Directors membership shall constitute a quorum, for the transaction of business. If no quorum is present then the meeting is adjourned.

3:04:02 The members present at a regular meeting in which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum, if such is approved by at least a majority of the members required to constitute a quorum.

3:05 Rules of Order

3:05:01 Robert's Rules of Order Newly Revised shall be followed at all meetings of the League unless otherwise agreed by the participants.

Article 4. Directors

4:01 Number of Directors

4:01:01 Humboldt Youth Soccer League Board shall consist of twelve (12) members.

4:01:02 Honorary board positions may be created. Honorary members are welcome to all board meetings and may participate in discussion, but may not vote.

4:02 Election and Term of Office

4:02:01 Each Board Member shall be elected for a term of two years. President shall be elected in odd numbered years. The majority of eligible voting members of the League present at the Annual General Meeting (AGM) shall elect the Board of Directors.

4:02:02 It is the goal of the League to maintain a committed and experienced Board of Directors. Any person interested in becoming a member of the Board of Directors should first seek involvement with committees and regularly attend board meetings.

4:02:03 No Board of Directors spot may become vacant during the pendency of an officer appointment.

4:02:04 Nominations for vacant Board of Director positions may come from any voting member and must be submitted to the President no later than the Friday before the Annual General Meeting.

4:02:05 Should the President be unable to fulfill the term of office for any reason, then the Vice President shall become President and complete the remainder of the term.

4:02:06 Should any other Board position become vacant for any reason, the Board of Directors shall accept nominations and vote to fill the vacant position at the next meeting of the Board of Directors.

4:03 Duties and Responsibilities shall be as set forth in the attached Board of Directors duties page.

4:03.01 No member of the Board of Directors shall be allowed to coach more than one team of any division unless consent has been given by the board of directors. The President shall not serve as coach for any team of any division. Unless consent has been given by the board of directors. The competitive coordinator shall not serve as coach for any competitive team.

4:03.02 The Board of Directors shall not assume, or be liable for, the debts or financial responsibilities, either implied or incurred, of any of its members. The directors shall not be personally liable for the debts, liabilities, or other obligations of the League.

4:04 Authorities

4:04:01 This League shall be governed by the Bylaws and General Procedures, except when these are superseded by CYSA and USYSA.

4:04:02 The Board of Directors will govern the League and its affiliated Clubs.

4:04:03 The Board of Directors shall have sole authority for:

- A. Enforcing and interpreting the Bylaws and General Procedures.
- B. Registering affiliated teams.
- C. Making temporary rules or regulations for specific cases or occasions not provided for in the Bylaws and General Procedures but deemed necessary to carry out the objectives of the League.

Article 5. Committees

5:01 Standing Committees

5:01:01 The President of the League with the approval of the Board of Directors will form standing committees each year which are necessary to carry out the goals and objectives of the League. At least one member of each committee will be a member of the League. The Board may delegate to these committees any of the powers and authorities of the Board in conjunction with the activities of the League.

5:02 Other Committees

5:02:01 The Board of Directors may, from time to time, designate other committees for the purpose of achieving the goals and objectives of the League. These committees may have members, which are not members of the League, and will act in an advisory capacity only.

Article 6. Clubs

6:01 Purpose

6:01:01 The League may form clubs for the effective administration of the soccer programs established by the League and CYSA

6:02 Number

6:02:01 There shall be no limit on the number of Clubs.

6:02:02 The formation of a new club will require the approval of the majority of voting members present at the AGM

6:03 Types

6:03:01 Geographic. This Club type will be formed by subdividing the boundaries of the League into smaller areas to form club boundaries.

6:03:02 Functional. This club type may be formed to allow the administration of a League-wide program.

6:04 Duties and Responsibilities

6:04:01 Each Club shall form a board of directors, which will govern and administrate the Club Soccer program.

6:04:02 Clubs may adopt rules and regulations, which are more stringent than those of the League, but in no case, may rules and regulations be more lenient.

6:04:03 Each Club must submit complete financial statements to the League by calendar quarter (4/30, 7/31, 10/31, 1/31) and an annual financial statement.

6:05 Boundaries

6:05:01 Boundaries will be set using natural geographic division and, whenever practical, with the intent of creating large enough player populations to allow each club to compete fairly. Club boundaries shall be fixed and/or modified by the governing authority of the League before, but not later than the first (1st) of April, preceding the seasonal year.

Article 7. Amendment of Article of Incorporation, Bylaws and General Procedures

7:01 Articles of Incorporation and Bylaws

7:01:01 Each member may submit proposed changes to the existing Articles of Incorporation or Bylaws to the League. These proposed changes shall be submitted in writing at least thirty (30) days preceding the AGM.

7:01:02 An amendment to the Articles of Incorporation or Bylaws shall be deemed adopted by an affirmative vote of two-thirds of the voting members present at the AGM.

7:02 General Procedures

7:02:01 General Procedures can be modified at any time during the year by the two-thirds majority vote of the board members present at a Board of Directors meetings.

Article 8. Dissolution

8:01 Disposition of Assets

8:01:01 Should the League be dissolved and no other local youth soccer organization created, all assets remaining after payment of all debts shall be turned over to CYSA for the express purpose of the development of youth soccer. Should other leagues be created to replace the League, then all assets remaining after payment of all the debts shall be turned over to the new leagues. The portion of assets received by each League shall be equal to the percentage of player population resident within each League's boundaries.

8:01:02 Should a Club be dissolved and no other Clubs created, all assets remaining after payment of all debts shall be turned over to the

League. Should other Clubs be created, then all assets remaining after the payment of all debts shall be turned over to the new Clubs. The portion of assets received by each Club shall be equal to the percentage of player population resident within each Club's boundaries.

General Procedures

Article 9 General Procedures

9:02 Administration

9:02:01 The HYSL Board of Directors shall administer the Division I program, Division III, and Division IV programs. HYSL Board of Directors shall administer all disciplinary actions for Divisions I, III, and IV.

9:02:02 The League shall:

- A. Maintain legal entity status, specifically as a non-profit California Corporation.
- B. Maintain a post office box, telephone number, and email.
- C. Prepare and file federal and state tax returns, payroll taxes and other employee/subcontractor tax information. It shall retain copies of these records, as required by the IRS (Internal Revenue Service) and the Franchise Tax Board.
- D. Establish bank accounts as needed. Signors on the account should include the president, treasurer and registrar.
- E. Pay all District V and CYSA player registration, playing league and tournament fees.
- F. Maintain minutes and financial statements of each monthly board meeting.

- G. Obtain ~~at~~ Board approval for purchases over \$500.00
- H. Establish Clubs and Club boundaries when determined necessary by the Board of Directors
- I. Maintain an insurance claim file and forward all required reports to CYSA within 30 days of reported injury.
- J. Obtain proof of insurance forms as requested. Fees will be paid by the League. Request must be received at least 30 days prior to intended use.
- K. Appoint at least one representative to serve as Official District V Board representative.
- L. Review District Board minutes at each League Board Meeting.
- M. Fundraise only for special League-wide events approved by the Board of Directors.
- N. The Board may, at its discretion, hire employees, provided that ultimate authority for the exercise of all such powers and responsibilities continues to reside within the Board and that the employee(s) serves at the pleasure of the Board and may be removed without cause, at any time, by a majority vote of the Board. At or prior to employment, the Board will further develop the description of duties and powers for that employee and the limitations upon the same.

9:03 Registration

9:03:01 Definitions:

Youth:

An amateur player who has not attained their nineteenth (19th) birthday, before the first day of August of the seasonal year in which they apply for registration.

Registered Player:

A youth player who has completed a registration form and paid or received a scholarship for the registration fee.

Scholarship Player:

A player who was unable to pay more than 1/2 of the registration fee.

9:03:02 All youth, regardless of age, sex, race, gender identity or religion, must be provided with an equal opportunity to participate.

9:03:03 A League-wide registration date shall be set at the February Board of Directors meeting.

9:03:04 A League-wide annual per player assessment shall be established at the March Board of Directors meeting. Assessments may vary by playing Division or age group, but must be the same for all players in the same category. Allowable discounts, such as for multiple player families, may be established by the Board of Directors, although such discounts will not affect the portion of per player assessment due the League.

9:04 Team Formation Procedures

9:04:01 The League shall establish consistent criteria in terms of age, gender identity, and number of players.

9:04:02 For Division IV, unless otherwise sanctioned by the League Board of Directors, play shall be divided among teams of equal age groupings as follows, and all competition will adhere to these age classifications: Under 19, under 14, under 12, under 10, under 8, under 6 and under 5. The Board of Directors reserve the right to change age groups based on registration numbers. Calendar dates defining the age groupings, will be the same as those defined annually by CYSA.

9:04:03 For Division I teams, unless otherwise sanctioned by the League Board of Directors, play shall be divided among teams of equal age groupings as follows, and all competition will adhere to these age classifications: Under 19, under 18, under 16, under 15, under 14, under 13, under 12, under 11, under 10. Calendar dates defining the age groupings will be the same as those defined annually by CYSA.

9:04:04 Division III developmental teams will be selected via geographic club-wide tryouts. Team selection must be completed by April 15th for age groups U16 and younger. If more than one team is formed per age group, the coaches will alternately select players to form teams of relatively equal strength.

9:04:05 Division IV recreational teams will be formed with the goal of equal strength teams. Team formation will be completed by the League scheduling meeting.

9:04:06 Players may request to play up an age group in a recreational division. A Request must be approved by the League Board of Directors. All Division I and III requests to play up an age group must be approved by the HYSL Board. HYSL should retain copies of the request form until the end of the playing season.

9:04:07 The maximum number of players rostered on any team will be determined by the Board of Directors of, not to exceed the maximum set by CYSA.

9:05 Coaches

9:05:01 Each team shall be assigned a minimum of 2 coaches. At least one coach and one assistant coach. The coach must be over the age of 18. The assistant coach must be over the age of 16.

9:05:02 Any coach interested in coaching a D-I or D-III team must submit a letter of intent with a coaching resume to the Board of Directors by January 31 of each year.

9:05:03 The Board of Directors will vote on one D-I coach per age group and one D-III coach per age group at the February Board of Directors meeting. The coach will be allowed to choose their own assistant coach. If more than one team per age group can be formed then the Board of Directors will select a coach for the second team at the Board meeting following the designation of two teams.

9:05:04 Each D-I or D-III team may request to pay a coach or trainer from their team budget. Teams must submit a written request to the Board of Directors which will include a resume' and salary request of the individual to be paid. The Board of Directors will vote on all requests at the next regularly scheduled Board of Directors meeting.

9:05:05 No person shall be allowed to coach/asst without consent of the Board of Directors to coach more than two D-IV teams.

9:05:06 No D-I or D-III coach shall be allowed to coach another team of any division.

9.05.07 Each D-I and D-III team shall submit to the treasurer a single page budget outlining income (player fees, fundraising, etc.) and expenses (uniforms, tournament fees, etc.) for the current year.

9.05.08 All coaches and assistant coaches must complete requirements set forth by CYSA and HYSL prior to coaching.

9:11

Fields

9:11:01 Field use permits for all fields will be applied for by the League, as requested. Fees will be paid by the League. Field permit requests for the calendar year should be made by March 1st. Special requests should be received at least 90 days prior to intended use. Copies of field permits will be given to the requesting parties and the League Scheduler.

9:11:02 Financial support for field maintenance of existing fields shall be budgeted annually by the League.

9:11:03 The League shall provide regular maintenance, as needed, within their boundaries that are not maintained by local government or schools.

9:11:04 The League shall be responsible for field layout and marking for each field within their boundaries. Dimensions of fields and goal sizes shall be as set forth by CalNorth and USYS.

9:11:05 The decision to close the fields in bad weather shall be made by the owners of the fields, in collaboration with the Fields Coordinator and/or the League President. Other individuals may be assigned by the League to be responsible for specific fields. Of course, the referee on the field may suspend a game if warranted by weather conditions.

9:11:06 A team caught practicing on a closed field is subject to a one hundred dollar (\$100.00) fine. The team will forfeit all games until the fine is paid.

9:12

Trophies

9:12:01 Trophies are at the discretion of the individual teams

9:13 Referee Fees

9:13:01 League wide minimum center referee and assistants fees for regular season league games will be established by the Board of Directors at the February meeting.

9:14 Local Tournaments

9:14:01 Division III or IV tournaments shall be sponsored by HYSL. All CYSA tournament sponsorship fees will be paid by the League. Sponsorship and Tournament proceeds, if any, will be retained by the League.

9:14:02 The Tournament Director shall present to the League plans for the format of the tournament prior to Board approval of tournament application fee.

9:14:03 Tournament Directors shall submit a complete tournament financial statement to the League as required by the CYSA Tournament Manual within one month after the tournament date.

9:14:04 Volunteers to serve on tournament committees shall be provided by the Club, if requested.

9:14:05 Informal tournaments or “Jamborees” may be held if approved two weeks in advance by the District V Commissioner and the League President. Jamborees may not keep standings, distribute awards, nor charge an entry fee, although teams may be asked to contribute a nominal amount for expenses incurred, such as fields and referees.

9:15 Recruitment

9:15:01 Both the League and any subsidiary Clubs are encouraged to recruit adult volunteers for all aspects of the soccer program.

9:15:02 Team representatives are not to recruit players who do not reside within the League boundaries. "Recruitment" means asking players to attend a tryout or implying likely acceptance as a team member.

9:15:03 Team representatives are not to recruit players who have been rostered on another team.

9:16 Training Programs

9:16:01 The League may provide training programs and/or informational meetings, as needed, for Club Presidents, Treasurers, Coaching Coordinators, Referee Coordinators, Schedulers, Division III Coordinators, and Field Coordinators.

9:16:02 Coaches training programs will be coordinated between CYSA and League Board of Directors.

9:16:03 Referee training programs will be coordinated between CYSA and the League Referee Coordinator. New Referee training should be conducted each year.

9:16:04 The League shall attempt to provide for:

- A. The league provides coaching training and resources.

9:17 Public Relations and Communications

9:17:01 The League shall be the primary contact with: District V and CYSA

9:17:02 The League mailing list may be sold to outside parties only with the approval of the Board of Directors. A one hundred dollar (\$100.00) fee plus 3 cents per label will be charged for mailing lists.

9:17:03 The League shall be primary contact with parents, players, coaches, and referees.

9:17:04 The distribution of most printed information (handbooks, registration announcements, parent guides, playing schedules) to general members shall be done by the League.

9:19 Colors

9:19:01 The representative colors of the League shall be green and black.

9:19:02 Geographic Clubs may select any representative colors as long as they are not similar to the colors of another geographic club.

9:20 Protest and Appeals

9:20:01 Only violations of the Bylaws and General Procedures of the League, misapplication of the “Laws of the Game”, or violation of League rules and regulations — provided the latter is within the framework of the Bylaws, General Procedures and Specific Rules of HYSL — shall be proper subjects to be considered for action. Judgment calls by referees during a game cannot be protested.

9:20:02 The League shall form a Protest, Appeals and Disciplinary Committee comprised of three members from the Board of Directors.

9:20:03 Protests or appeals are to be in writing and delivered to the League within five (5) calendar days (Sundays and holidays excluded) following the date of the League decision of the matter under protest or appeal. The proper fee must be enclosed.

9:20:04 The fee for submitting an item for Protest and Appeals Committee review is \$50.00. This fee will be returned if the protest or appeal is upheld. It will be retained if the protest or appeal is denied, unless the decision of the Committee is overruled by a higher authority.

9:20:05 The Protest and Appeals Committee of the League will notify both sides of the protest or appeal and invite both parties to attend the hearing. The parties involved shall have the opportunity to present their case. The committee will consider all pertinent information and render a decision.

The decision of the Protest and Appeals Committee will be conveyed in writing to both parties involved League Board of Directors.

9:20:06 Any decision rendered by the Protest and Appeals Committee of the League may be appealed to the full Board of Directors. Such an appeal must be postmarked with forty-eight (48) hours of the receipt of the Protest and Appeals Committee decision being appealed. The League President shall set a date for the hearing of the appeal to the Board of Directors. This date shall be within thirty-one (31) days of the date of the decision rendered by the Protest and Appeals Committee.

9:20:07 At the Board of Director's hearing, the Chairman of the Protest and Appeals Committee shall present the findings of the Committee to the Board of Directors. The parties involved shall have the opportunity to present their case. The decision of the Board of Directors shall be conveyed by the League President in writing within seven (7) days of the decision.

9:20:08 Upon receipt of any adverse decision, appeal may be made to the next higher authority.

9:21 Controlled Substance Prohibition

9:21:01 The use and/or consumption of any alcoholic beverages or other controlled substance, immediately before, during, or immediately after the playing of any youth soccer game, is expressly prohibited.

9:21:02 The League will adhere to and enforce the CYSA Tobacco Policy.

9:21:03 Any player, team official, club official or any other member of the League who violates this prohibition shall be subject to disciplinary action and/or suspension by the BOD Board of Directors.

9:22 Team Travel/Hosting Procedures

9:22:01 Except for State Cup and Tournaments, teams playing games (hosting or traveling to) with non-District V teams must notify the District Commissioner and receive authorization to play at least one week prior to the game. (This requirement applies to exhibition and/or practice games.)

9:22:02 Any team desiring to travel outside the jurisdiction of CYSA (United States, Canada, or Mexico) must submit a properly completed "Application for Travel" form to the District Commissioner along with a \$10.00 fee at least 45 days prior to the first game. Request to travel outside of the United States, must be submitted 90 days prior to the first game with a \$25.00 fee payable to USSF included.