

Healdsburg Youth Soccer League Bylaws

The purpose of the Healdsburg Youth Soccer league is to develop, promote, and administer the game of soccer for the boys and girls under 19 years of age in the Healdsburg area. HYSL wants to provide the appropriate level of competition by providing competitive level and recreation level teams and wants to ensure equal treatment for both. HYSL encourages the development of the fundamental skills of soccer and the spirit of team play. Additionally, it encourages coaches to attend seminars and clinics to aid them in their instruction of the players. Safety, sportsmanship and enjoyment of the game should be stressed by coaches and representatives of the league. The HYSL board should be an impartial group who sets and administers policy toward these ends and should be able to handle disputes and problems stemming from Healdsburg Youth Soccer League Play.

1. This association shall be affiliated with the following organizations and comply with their authority.

California Youth Soccer Association (CYSA)

United States Youth Soccer Federation (USYSA)

United States Soccer Federation (USSF)

Federation International Football Association (FIFA)

Affiliation, sponsorship and/or recognition of any other groups and individuals will require approval of the Board of Directors of HYSL in accordance with the HYSL'S affiliation with the above named organizations.

2. The boundaries of HYSL include Healdsburg, Geyserville, and Alexander Valley. A modification to these boundaries needs to be approved by the board of HYSL.

3. HYSL has the following categories of membership:

A. Playing Membership

All individuals currently registered and assigned to specific teams shall be Playing Members.

B. General Membership

All parents or guardians of Playing Members shall be General Members. Participation in youth soccer activities is expected of all General Members.

C. Participating Members

All coaches, assistant coaches and referees who are not General Members shall be Participating Members.

4. All players shall pay the full annual membership fees as established by the Board of Directors, unless waived or reduced by a majority vote of the Board.

5. The Board will establish and up date annually a list of coaches who, for stated reasons, are considered non-recommendable for coaching a youth soccer team.

6. Amendments to the Articles of Incorporation and Bylaws of HYSL shall be made in the following manner.

A. The proposed amendment must be researched and drawn up by a subcommittee of the board and presented at a regularly scheduled meeting of the Board and placed on the agenda for the next regularly scheduled meeting.

B. An amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the Board members present but not fewer than 6.

7. The Board of Directors shall consist of 11 voting and 1 non-voting members. Five members (listed below) are elected to two-year terms by the general membership, and the remainder are appointed by the President for two year terms.

Elected by General Membership

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Competitive Program Director

Appointed by the President

- F. Coaching Coordinator
- G. Referee Coordinator
- H. Equipment Coordinator
- I. Uniform Coordinator
- J. Field Coordinator
- K. Competitive Program Coordinator
- L. Registrar (non-voting)

8. The duties of the Board of Directors should include the following:

- A. Manage the operation of HYSL.
- B. Ensure an equitable team selection procedure.
- C. Develop the annual budget for HYSL
- D. Approve expenditures over \$500.
- E. Review financial transactions of league.
- F. Listen to and rule on grievances of members.
- G. Provide a slate of candidates for consideration by the general membership prior to the general election.
- H. On an annual basis shall have ultimate responsibility to determine appropriate level of play (Division 1 or 3) for competitive teams.

9. The General and Participating Members shall elect the officers and directors mentioned above at the annual membership meeting by a simple majority of the members present. There will be no absentee voting or voting by proxy. The annual membership meeting shall be held within the first half of December on a date set by the President. In addition to a slate of officers presented by the outgoing Board, nominations will be accepted under the following conditions: Each nominee must submit his or her name together with the names and signatures of a minimum of fifteen voting members supporting his/her candidacy. All nominations, other than the slate of officers presented by the outgoing Board, must be submitted to the president not later than seven days before the annual membership meeting. At the meeting, each candidate will be given an opportunity to speak. President and Vice president will be filled by current or past board member unless a candidate with these qualifications is not available. Parents or guardians with more than one child playing can have no more than a total of two votes for that family. In order to have those two votes, both parents or guardians must be present.

10. The general membership will be notified of the annual meeting at least two weeks prior to the general meeting.

11. The Board of Directors shall meet on a regular monthly basis throughout the calendar year. Said meetings shall be conducted according to Roberts Rules of Order other than as designated within these bylaws.

12. Extraordinary meeting of the Board of Directors shall be held on the call of the President or at the written request of one-third (1/3) of the voting members of the Board. In addition to extraordinary meetings of the Board of Directors, the President may conduct a telephone or email vote for individual matters where expediency demands attention prior to the next regularly scheduled meeting of the Board of Directors.

Written, email and/or telephone decisions must be confirmed by the Board of Directors at the next regularly scheduled meeting.

13. Written, email and/ or telephone notice of both regular and extraordinary meetings of the Board shall be given by the secretary to all the Board members within at least three days before the date of such meeting, such notices to include the proposed agenda. Items not on the agenda, except those involving changes in the Bylaws, may be presented at the meeting if accepted by two-thirds (2/3) of the voting members present. Decisions of the Board shall be made by majority vote of those members present, providing that a quorum of five (5) or more voting members is in attendance, except for amendments to the Bylaws as specified above. This Board is empowered to fill a vacated elected Board position by two-thirds (2/3) or four affirmative votes whichever is greater.

Failure of any Board Member to fulfill the duties as designated in these Bylaws, including attendance at monthly Board meetings, may result in his/her replacement on the Board. Such action would require 2/3 majority of all remaining Board members.

A two-year tenure on the board is preferred but not required. Elected terms are for two years. The terms will be staggered for the different positions.

14. The duties and/or purposes of the Board of Directors, in addition to attendance at all Board meetings, shall be as follows.

A. President

1. Shall appoint standing committees, subject to ratification by the Board of Directors. These should include but not be limited to, scheduling, and disciplinary/ grievance, Bylaw Revision, field coordination, team selection, tournament coordination.
2. Shall act as executive Officer of HYSL. All correspondence from HYSL Board members shall be approved by the president prior to distribution.
3. Set up committees as deemed necessary.
4. May be a member of any and all committees. Participation in such committees shall be according to the President's own discretion.
5. Shall call meetings.
6. All expenditures of monies will be approved by the board at regular meetings. However, the President shall have the power to make quick decision purchases for the good of the organization up to a maximum of \$500.
7. Shall have signature authority on all HYSL bank accounts to consign with treasurer on all checks.
8. Shall represent HYSL with outside organizations.

B. Vice President

1. Shall assume all responsibilities and authorities of the President in the absence of the President.
2. Shall head any committee assigned by the President.
3. Shall be willing to become president.
4. Shall act as parliamentarian to the Board of Directors.
5. Shall schedule all games for the league, including the Competitive programs.
6. Shall perform such other duties as may be assigned by the President.

C. Treasurer

1. Shall keep and maintain all financial records and accounts of HYSL, including capital expenditures funds and tournament funds.
2. Shall be responsible for seeing that all bills and expenditures approved by the Board are paid and to consign on all checks.
3. Shall prepare and present a statement of income and expenditures at each regular Board meeting.
4. Shall prepare and present to the annual membership meeting of HYSL an Income and Expense statement for transactions enacted during his/her term of office. Such a statement to be updated to reflect all HYSL financial transactions during the entire calendar year of his/her term of office and presented to the outgoing HYSL president seven days prior to the first meeting of the HYSL Board of Directors. Such Statement to be forwarded to the Audit Committee appointed by the HYSL Secretary and all reasonable facilities to be made available to such committee in verifying the statement data. This statement shall be published annually in the HYSL newsletter.
5. Shall prepare all documents necessary to transfer power of signature over all HYSL accounts to the newly elected President, Vice President, Secretary and Treasurer in accordance with the Bylaws.
6. Shall prepare or have prepared and submit to his/her successor the following year within 90 days after leaving office all tax returns, which must be mailed no later than May 15th to the IRS, Franchise Tax Board and Registrar of Charitable Trusts.

D. Secretary

1. Shall keep and maintain all record and minutes of all meetings and proceedings of the Association and read such minutes at the beginning of all regular meetings of the Board of Directors.
2. Shall handle such correspondence as may be required by the President.
3. Shall secure meeting locations as required.
4. Shall notify Board members of the time and place of regular and /or special meetings.
5. Shall be responsible for the appointment of an audit Committee of two people. These two people/working independently or together, shall perform a limited audit of the financial dealings of HYSL for the prior year, before assets are transferred over to the new Board of Directors at the first Board meeting in January. The audit committee should consist of the new Treasurer and one responsible adult who is not a member of the prior or new board. If the new Treasurer had signature authority in the prior year, another member of the new Board, who did not have signature authority in the prior year, should be appointed to replace the treasurer on this committee. The objectives of the limited audit are 1) to assure the members of HYSL that funds raised during the year were used for Board approved purposes, 2) to assure the new Board that cash and cash equivalents being transferred to it, exist.
6. Shall maintain the League's archive, including but not limited to a current Bylaws.
7. Shall perform such other duties as may be assigned by the President.

E. Competitive Program Director

1. Shall be responsible for directing Division 1 and Division 3 team on an equal basis.
2. Shall be responsible for promoting capable Division 4 players to more advanced divisions.
3. Shall be responsible for organizing tryouts and organizing teams.
4. Shall make recommendations to the Board of Directors as to appropriate level of play (Division 1 or 3) for teams.
5. Shall be in charge of selecting coaches and assigning them to Division 1 and 3 teams.

6. Shall be responsible for developing coaches capable of coaching Division 1 and 3 teams.
7. Shall oversee the registration of Division 1 and 3 teams.
8. Shall oversee scheduling and resolution of schedule conflicts for Division 1 and 3 teams.
9. Shall communicate with the Board of Directors on matters specific to Division 1 and 3 teams.
10. Shall act as liaison with District and other Leagues on issues of concern to Division 1 and 3 play.

F. Coaching Coordinator.

1. Shall be in charge of selecting coaches and assigning them to teams.
2. Shall help organize at least one coaching clinic per season. Shall encourage coaches and provide information for them so that they may take licensing courses. If possible the league will help defray some of the cost of these licensing courses.
3. Shall actively encourage parents of players to become involved in coaching.
4. Shall keep the board informed and update the list of people who are not suitable to be coaches because of past inappropriate behavior.

G. Referee Coordinator

1. Shall oversee the officiating of all tournaments sponsored by HYSL.
2. Shall be responsible for scheduling referees for all HYSL league games.
3. Shall determine if fields are playable. In case of inclement weather, referees assigned to the various fields should let the head referee know if fields are playable or not. Under no circumstances should a game be played during a thunder and lightning storm. The head referee shall ensure that referees are aware of HYSL responsibility with regard to field condition and playability of fields.
4. Shall be responsible for training and registration of new referees.
5. Shall organize at least one referee clinic for registered referees. The head referee and the board shall encourage referees to attend other seminars and clinics on refereeing.
6. Shall keep record of games officiated by each referee and shall be responsible for submitting statements to the Treasurer for payment. Shall recommend to the Board for their approval the per game fee before the commencement of the fall season.
7. Shall recommend to the Board for their approval any necessary modifications to the "Laws of the Game" as published by FIFA in regard to field/goal size and playing strength. Shall ensure that approved field dimensions are uniformly implemented for each age group.

H. Equipment Coordinator

1. Shall be responsible for the supply and maintenance of all field equipment as approved by the board.
2. Shall be responsible for the inventory, issuance return and storage of all field equipment.
3. Shall prepare a tentative budget of field equipment expenditures for the term of office, such budget to be submitted in reasonable time to the treasurer for incorporation into the HYSL tentative budget.

I. Uniform Coordinator

1. Shall be responsible for the supply and maintenance of all team equipment as approved by the board.
2. Shall be responsible for the inventory, issuance return and storage of all team equipment.
3. Shall prepare a tentative budget of team equipment expenditures for the term of office, such budget

to be submitted in reasonable time to the treasurer for incorporation into the HYSL tentative budget.

J. Field Coordinator

1. Shall oversee all field lining, set up and maintenance.
2. Shall work with Healdsburg City Parks and Recreation Department to schedule field use for all HYSL activities.

K. Competitive Program Coordinator

1. Shall be responsible for assisting the Competitive Program Director in matters appropriate to the Competitive Program.

L. Registrar

1. Shall handle registration of all players per CYSA guidelines.
2. Shall coordinate registration activities with CYSA.
3. Shall coordinate registration for CYSA tournament play as it pertains to HYSL.
4. Must attend the District V Registrar Clinic.
5. Is a non-voting member of the Board of Directors.
6. Attends Board meetings at the request of the President.

15. General Playing Policies

HYSL will abide by the playing policies as set down by CYSA and in particular District V as pertain to the rules of play, player age qualifications, field and goal size, number of players per side, time of game, ball size, etc. The Rules of Play shall be the "Laws of the Game" as published by FIFA and as modified by CYSA, District V in regard to field/goal size and game playing strength. The referee's judgment with regard to the physical condition of the field and its acceptance for play, to the actual happenings and occurrences related to the conduct of the game and those prerogatives granted to him/her by the "laws of the Game" as published by FIFA, shall not be challenged.

16. Playing Time Per Member

In HYSL recreational games, each player shall play at least one half of each game. Variations will be allowed for misconduct or missed practices.

17. Disciplinary Authority

The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, team, coach, referee or member for misconduct.

CERTIFICATE OF AMENDMENT TO BY-LAWS OF HEALDSBURG YOUTH
SOCCER LEAGUE

The undersigned hereby certify:

- 1. That they are the president and secretary, respectively, of the above-named corporation;**
- 2. That the following amendment to By-laws was adopted and approved by the directors at a meeting held on December 9, 1998;**

#7 The Board of Directors shall consist of twelve (12) voting members, to be voted upon by the general membership, half in odd-numbered years, half in even numbered years.

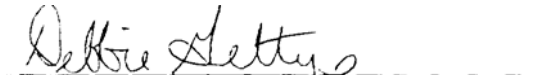
If possible, at least one voting member should come from the Cloverdale, Geyserville and Alexander Valley areas, respectively.

- 3. That said amendment was approved by the shareholders on said date;**

IN WITNESS WHEREOF, the undersigned have executed this Certificate of Amendment on February 10, 1999.



TOM CHAMBERS, President



DEBBY GETTYS, Secretary

CERTIFICATE OF AMENDMENT TO BY-LAWS OF HEALDSBURG YOUTH
SOCCER LEAGUE

The undersigned hereby certify:

1. That they are the president and secretary, respectively, of the above-named corporation;
2. That the said to By-laws were amended and approved by the directors at a meeting held on December 14, 2005;
3. That said amendment was approved by the shareholders on said date;

IN WITNESS WHEREOF, the undersigned have executed this Certificate of Amendment on December 20, 2005.



11/11/06

Rob Tripathy, President



11/11/06

Melinda Martin, Secretary