



# South San Jose Youth Soccer League

Constitution and By-Laws  
December 4, 2006

## Constitution

### **1:01 NAME**

1:01:01 This League, incorporated within the State of California as a non-profit organization, shall be known as the South San Jose Youth Soccer League (SSJYSL).

### **1:02 BOUNDARIES**

1:02:01 The boundaries of the South San Jose Youth Soccer League are as follows: Starting at the corner of Almaden Expressway and Capitol Expressway, proceed east on Capitol Expressway to Monterey Road, then proceed southwest on Monterey Road to Senter Road, then east on Senter Road until the intersection of Coyote Road, then north to Franklin McKinley School District, then east along school district boundary. Continue east along San Jose city limits (including the unincorporated area adjacent to the city limits). Proceed southeast on a line east of Bailey Avenue approximately 3/4 of a mile east of the town of Coyote, then southwest along this extension and continuation of U.S. Highway 101 along Bailey Avenue to the intersection of Bailey Avenue and McKean Road, then northwest along the crest of the foothills between the (south) valley and Almaden Valley to the intersection of Almaden Expressway and Blossom Hill Road. Then north on Almaden Expressway to the intersection of Capitol Expressway which completes the boundaries.

### **1:03 PURPOSE**

1:03:01 The purpose of this League shall be to develop, promote and administer the game of soccer among youth (under nineteen (19) years of age) within the SSJYSL boundaries.

1:03:02 This League shall offer, regardless of race, creed and/or ability, a soccer program to all youth (boys and girls under nineteen (19) years of age) within the League boundary.

### **1:04 COLORS AND NAME**

1:04:01 The representative colors of this association shall be royal blue and white, and gold. All competitive teams will wear uniform styles as designated by the league.

1:04:02 All teams shall begin their team name with "SSJ" or "South San Jose".

### **1:05 AFFILIATION**

1:05:01 This League shall be an affiliated branch of and comply with the authority of the California Youth Soccer Association (CYSA), the United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF).

### **1:06 AUTHORITIES**

1:06:01 This League shall be governed by its Constitution, By-Laws and Rules and Regulations; except when these are superceded by CYSA, USYSA and USSF.

1:06:02 The governing authority of this League, whose powers shall be designated in the By-Laws, shall be vested with the Board of Directors of this League.

### **1:07 MEMBERSHIP**

1:07:01 Membership in this League shall consist of one head coach, one assistant coach, all registered players, and all Board of Directors through an affiliated League as designated in the General Rules.

1:07:02 All member teams, their players, coaches, parents and referees shall abide by the Constitution, By-Laws and Rules and Regulations of this League as set forth by the Board of Directors, and all applicable Rules and Regulations of the Associations with which this League is affiliated.

### **1:08 ANNUAL MEETING**

1:08:01 The President of this League, with the concurrence of the Board of Directors, shall call for an Annual General Meeting of the membership, to be held no later than March 15 of the said seasonal year. Written notification to all registered coaches shall be sent at least thirty (30) days prior to said Annual General Meeting.

1:08:02 The order of business at the Annual General Meeting shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guest(s)

D. Acceptance of Minutes of previous AGM

E. Reports:

1. President

2. Treasurer

3. Secretary

4. Registrar

5. Committees

F. Unfinished Business

G. Proposal for Changes of Constitution, By-Laws, and/or general procedures and specific rules.

H. New Business

I. Election of Board of Directors

J. For the Good of the Game

K. Adjournment

1:08:03 Each registered team, via its CYSA registered head coach or registered assistant coach, shall be entitled to one (1) vote. Voting is restricted to those teams which have been registered during the current season. Voting by proxy shall not be allowed and only those members of record, in good standing, shall be entitled to voting privileges at the AGM. The President of this League shall cast a vote only in the case of a tie. Each member of the Board of Directors of this League shall have a vote. Under no circumstances shall an individual have more than one (1) vote.

1:08:04 Special meetings may be called by the President or any three (3) Board of Directors' members. Any action taken must be ratified by the Board of Directors at their next scheduled meeting. In addition, special meetings of the members for the purpose of the removal of Officers and election of their replacement may be called by twenty-five percent (25%) or more of the members.

### **1:09 CHANGES**

1:09:01 Amendments to this Constitution, By-Laws, and Rules and Regulations of this League shall be made at the Annual General Meeting of the membership;

except in such cases as specified in the By-Laws of the League. Changes may be submitted in the following manner:

A. Proposed changes with arguments are to be presented to the League Board thirty (30) days prior to the AGM. Proposed changes may be submitted by League affiliated teams.

B. Proposed changes submitted by the Board.

1:09:02 An amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the voting members at the Annual General Meeting. Adopting of changes that were temporary changes, shall become effective immediately.



# South San Jose Youth Soccer League

## Constitution and By-Laws

December 12, 2005

# BY-LAWS

## 2:02 BOARD OF DIRECTORS

2:02:01 The Board of Directors shall be elected at the Annual General Meeting and shall take office after adjournment of the Annual General Meeting. The Annual General Meeting is to take place no later than March 15th

**A. PRESIDENT:** Shall conduct all meetings of the Board of Directors and may cast a vote only in the case of a tie. He/she shall appoint at the beginning of each season, subject to the approval of the Board of Directors, the Standing Committee and/or the Committee Chairperson, and other Members-at-large as needed. He/she must live within the League boundaries. He/she will be responsible for the day-to-day operation of and shall coordinate the activity of the League. He/she may sign any official CYSA/USYS/USSF forms and will be the League Representative at District and CYSA functions. The President has authority to spend up to \$200.00 per expenditure without board approval, subject to a \$1000.00 ceiling per year.

**B. VICE PRESIDENT:** In the absence of the President, the Vice President shall preside at meetings of the Board of Directors, attend District meetings and will be the League Representative at District and CYSA functions. He/she shall be the Board Coordinator for the operation of all committees. He /she will be Chairperson of the Protest, Appeals and Discipline (PAD) Committee. He/she shall call together a special Board or Committee Meeting to deal with petitions/disciplinary action within 14 days of receipt. He/she shall provide guidance for the League's Tournament Directors. He /she will be Chairperson of the Budget Committee. He/she will organize/plan the League's Annual General Meeting (AGM). He /she will have responsibility to actively recruit for the Youth Representative board position as described in section "O" below.

**C TREASURER:** The Treasurer shall give receipts for all monies which shall be deposited in a recognized bank in the name of the League. All accounts shall be paid by check and shall bear two (2) signatures: The Treasurer and/or the President, Vice President, or Secretary. The receipt book and vouchers shall be produced when required by the Board of

Directors; properly balanced according to the bankbook or statement, whichever is up to date. He/she shall also be responsible for preparing any and all papers pursuant to the Articles of Incorporation and Tax Exemption status of this League. 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 to whom the check is payable. The Treasurer will be a member of the Budget Committee.

**D. SECRETARY:** The Secretary shall keep an accurate record of all meetings, handle correspondence, give notice of meetings, and maintain the files and Post Office Box of the League. He/she shall also be responsible for accomplishing the Credential check at the Annual General Meeting and organizing public relations and advertising needed to meet the League's registration goal.

**E. REGISTRAR DIRECTOR:** The Registrar Director shall keep an accurate record of all registered players and teams and comply with all District 2 and CYSA registration procedures. The Registrar Director is responsible for administering the CYSA Medical Insurance Program within the league. The Registrar Director shall also be Chairperson of the Annual League Registration Process and will coordinate with the Secretary for Public Relations and Advertising needs. The Registrar Director may also sign player inter-league releases.

**F. COMPETITIVE TEAMS AND COACHING DIRECTOR:** This Director will be responsible for setting up a program, subject to Board approval, that will allow individual players interested in improving their skills, and teams of advanced skill levels, the avenue to progress from the Class 3 to the Class 1 levels. He/she will be in charge of the setting up player try-outs. This Director shall serve as director of the competitive and recreation team Coaches Selection Committee. The Competitive Teams and Coaching Director is also in charge of coordinating coaches' clinics and working with coaches to develop coaching skills at all levels and shall work with the Registrar to ensure coaches are properly licensed within CYSA standards.

**G. RECREATIONAL PROGRAM DIRECTOR:** Shall be responsible for coordinating the U-14, U-12 & U10 recreation program within the League. Shall appoint an U-14, U-12 & U-10 committee that he/she will chair, to administer the program. Shall be responsible for developing season game and field schedules for all U9/U10 Class 1, 3 & 4 within constraints set by the Fields Director.

**H. UNDER 8 DIRECTOR:** Shall be responsible for coordinating the U-8 recreation program within the League. Shall appoint an U-8 Committee, that he/she will chair, to administer the program. Shall be responsible for

developing season game and field schedules for all U8 teams within the constraints set by the Fields Director.

**I. REFEREE DIRECTOR:** Shall be a qualified referee. Shall have the authority to appoint other referees to help coordinate the requirements within the Competition and Development Divisions. Shall coordinate the assignment of referees to games within the League's jurisdiction. Shall coordinate the initial and upgrade training of referees and shall be responsible for the referees appearance and conduct of all referee game report forms and forwarding of the forms to the Treasurer for the payment of fees.

**J. REFEREE SCHEDULER:** Shall be responsible for scheduling and coordinating referees for all league games, and tournaments.

**K. FIELDS DIRECTOR:** Shall be responsible for securing the required permits and insurance coverage for all playing fields. Shall coordinate the preparation of all fields and be responsible for the visual check and assignment of all playing and practice fields. Shall appoint and supervise all field coordinators. Shall work with the Competition and Recreation Directors and shall be responsible for developing a season field schedule for all U11 and above games. Shall also be responsible to work with school district officials for the maintenance and improvement of those fields.

**L. ASSISTANT FIELD DIRECTOR:** Shall assist the Fields Director in coordination of playing fields, practice fields, field maintenance, and in game scheduling.

**M. ASSISTANT FIELD DIRECTOR:** Shall assist the Fields Director in coordination of playing fields, practice fields, field maintenance, and in game scheduling.

**N. EQUIPMENT DIRECTOR:** Shall appoint other persons to help coordinate requirements within the Competition and Developmental Divisions. Shall be responsible for the purchase of all equipment approved and budgeted by the Board and the distribution of this equipment to all League teams. Shall keep accurate records of all items belonging to the League and shall coordinate the collection and storage of said equipment at the end of the playing season. Shall submit to the Board an equipment report at the end of the season to include items that need replacement prior to the start of the new season. Shall maintain a "check- in and out" system in the storage shed.

**O. COMMUNICATION, ACTIVITY & PROMOTIONS DIRECTOR:** Shall coordinate the newsletter, pictures, and any special activities. Shall appoint any chairperson positions as needed to plan and carry out such activities.

**P. YOUTH REPRESENTATIVE:** Shall be a currently registered player between the ages of 14 and 17 years. Applicants shall be recommended by coaches and reviewed and selected by a majority vote of the Board.

**Q. TOURNAMENTS COORDINATOR:** Shall be responsible for coordinating with the SSJYSL Tournament Directors. Shall be responsible for overseeing league responsibilities with regard to District Cup Tournaments, and shall assist the Recreational Program Director and the Under 8 Director as needed with all recreational jamborees. Will be responsible for proper submission of tournament applications and fees to CYSA. Shall coordinate with the appropriate coordinators the selection and procurement of all tournament, jamboree, Cup and League awards (trophies, pins, medals, ribbons, etc).

**R. ABRONZINO REPRESENTATIVE:** Shall be responsible for attending regular Abronzino meetings and communicating on behalf of the league to the Abronzino board as needed. The Abronzino Representative is also responsible for communicating to the board and the league membership pertinent issues and policies of the Abronzino league.

**S. DELGADO REPRESENTATIVE:** Shall be responsible for attending regular Delgado meetings and communicating on behalf of the league to the Delgado board as needed. The Delgado Representative is also responsible for communicating to the board and the league membership pertinent issues and policies of the Delgado league..

**T. PAST PRESIDENT:** The Past President shall be an advisor to the current President without voting privileges.

2:02:03 The Board of Directors shall be responsible for and sole authority for the following:

A. Reviewing player Inter-league Releases denied by either the President or Registrar. Upon request by three (3) or more Board members, review any official CYSA/ USYS/USSF forms signed by the President. Releases held up or denied are reviewed by the District Commissioner after ten (10) days.

B. Enforcing and interpreting the Constitution, By-Laws, General Procedures, and Specific Rules of this League. CYSA, USYSA, AND USSF.

C. Shall, from time to time, make temporary rules or regulations for specific cases or occasions not provided for in the Constitution, By-Laws, General 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 CYSA, USYSA, or USSF

D. Insuring proper registration of all players, coaches and teams.

E. Approving procedures for the formation of registered teams to provide opportunities for all level to play.

1. Competition Division

- a. Premier (Class 1)
- b. Abronzino (Class 1)
- c. Delgado (Class 3)

2. Developmental Division

- a. Recreational (Class 4)

F. Approving the appointment of coaches in the Competition Division that do not meet these minimum requirements but have been recommended by a Selection Committee.

1. U-12 Minimum of a CYSA "F" license

2. U-14 Minimum of a CYSA "E" license

3. U-16 Minimum of a CYSA "E-D" license or extensive coaching experience (Class 1 only)

4. U-19 Minimum of a National "D" license or extensive coaching experience (Class 1)

G. Approving the appointment of coaches and assistant coaches in the Competition Division that do not live within league boundaries.

H. Insuring proper accounting of fiscal transactions and accurate reporting to the District Commissioner.

I. Sanctioning travel of teams outside the League boundaries.

J. Establishing a common set of administrative rules.

K. Establishing a common set of playing rules.

L. Setting up and administrating the open sign-ups for player registration each year.

M. Functioning as a Rules and Revision Committee.

N. A Code of Conduct for players, coaches and spectators.

2:02:03 Any board member failing to attend 3 consecutive meetings, OR failing to meet their responsibilities, may be removed by a two-thirds majority of the board. A board member can appeal and may remain in their position with a simple majority vote from the board.

## **2:03 STANDING COMMITTEES**

2:03:01 The following Standing committee and others as needed shall be appointed yearly.

- A. Protest and Appeals and Discipline Committee (PAD)
- B. Nominating Committee - Secretary and his/her appointees
- C. Picture Committee
- D. Awards Committee
- B. Budget Committee - Vice President and Treasurer

## **2:04 MEMBERSHIP**

2:04:01 Any applicant for membership in this League, shall submit yearly, with the appropriate fee(s):

- A. Properly completed Player and Team Registration Forms, prepared in accordance with the current registration instructions and procedures.
- B. Submit upon initial registration of each player, proof of place and date of birth (Birth Certificate or Pass-port).
- C. Annual fees for players/teams shall be payable prior to a Player's first Team or League practice and/or game but no later than September 1st in any instance, unless otherwise provided for the Board of Directors. Teams are not considered registered until all of that team's player fees are paid.
- D. Hardships cases will be evaluated on an individual basis, and approved by the President or Registrar and one other board member.
- E. SSJYSL teams will be age pure through age U14 unless otherwise authorized by the Board. A player may play up if there is not a team available for them to play on in the appropriate age category. Players in the

U15 age group and above may play up a maximum of two years higher than their actual age.

## **2:05 MEETINGS**

2:05:01 Regular meetings of the Board of Directors shall be held monthly. The Agenda for regular meetings shall be as follows:

- A. Call to order
- B. Roll Call/Verification of Quorum for Meeting
- C. Introduction of Guest(s)
- D. Agenda Approval
- B. Acceptance of Minutes
- F. Correspondence
- G. Board Member's Reports
  - 1. President
  - 2. Vice President
  - 3. Treasurer
  - 4. Secretary
  - 5. Registrar
  - 6. Referee Director
  - 7. Referee Scheduler
  - 8. Fields Director
  - 9. Assistant Field Director
  - 10. Assistant Field Director
  - 11. Competitive Teams and Coaching Director
  - 12. Recreational Program Director

13. U-8 Director
14. Tournaments Director
15. Equipment Director
16. Communication, Activity, and Promotions Director
17. Youth Representative
18. Abronzino Representative
19. Delgado Representative

H. Committee Reports

I. Unfinished Business

J. New Business

K. For the Good of the Game

L. Adjournment

2:05:02 Action by unanimous consent with meeting.

- A. Any action required or permitted by the Board of Directors under any provision of Law may be taken without a meeting if a simple majority of the Board shall individually or collectively consent to such action. Such consent shall be filed with the minutes of the proceedings of the Board.

## **2:06 QUORUM**

2:06:01 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.

## **2:07 SEASONAL YEAR**

2:07:01 The seasonal year shall be from August 1 through July 31. Insurance coverage shall be for the same period of time.

## **2:08 PROTEST AND APPEALS**

2:08:01 In the matter of Protest and Appeals, no person(s) associated with the operations of this League may invoke the aid of the courts of the State of

California or the United States without first exhausting all remedies within the SSJYSL/CYSA/USYSA/USSF, including a final appeal to the USSF Council at the Annual General Meeting.

2:08:02 For Violation of 2.08.01, the offending party(ies) shall be subject to the sanctions of suspension and fines, and shall be liable to SSJYSL/CYSA/USYSA/USSF for all expenses incurred by SSJYSL/CYSA/USYSA/USSF in defending each court action.

2:08:03 Whenever a League Officer or appointed Committee Chairperson or member makes a ruling or renders a decision which is in violation of or conflicts with a rule of the SSJYSL/CYSA/USYSA/USSF and which results in litigation involving any of these Associations as defendant, that person shall be responsible for the legal cost incurred by any of the Associations in defending the lawsuit.

## **2:09 RESPONSIBILITIES**

2:09:01 The League is responsible for governing those persons associated with its operations. Teams shall abide by the League rules under which they are registered and in which they are playing.

2:09:02 The League may remove any Coach that has broken League, CYSA, USYSA, or USSF rules. They may also be removed for these reasons:

- A. The League is petitioned by at least fifty percent (50%) of a team's parents for a hearing and the parents are sustained in their petition to remove the coach before an impartial committee.
- B. The coach verbally abuses and threatens the players on a regular basis.
- C. The coach has not demonstrated good coaching skills as determined by an impartial committee.
- D. The coach is unable to adequately handle his/her coaching responsibilities.

2:09:03 Falsification of records shall be grounds for disbarment from future participation and/or membership in this League.

2:09:04 A plea of ignorance to the Constitution, By-Laws, General Procedures and Specific Rules of this League and the California Youth Soccer Association is not sufficient and violators may expect appropriate action by the Board of Directors of this League. Copies of the SSJYSL Constitution and By-Laws are available on the League website. A copy of the CYSA Constitution is available in the annual CYSA Team Manual and from their website. Coaches may receive a copy of the SSJYSL constitution and By-Laws in printed form upon request from the League Secretary.

2:09:05 Any person found guilty of violating the Constitution, By-Laws, General Procedures and Specific Rules of this League or CYSA, may be asked to appear before the Board of Directors of this League in order to explain his/her actions.

## **2:10 FINANCIAL RESPONSIBILITY**

2:10:01 This League shall not assume, nor be liable for, the debts and/or financial responsibilities, either implied or incurred, of any Player, Coach, Manager, Team Assistant, League Official or Referee from any Member Team.

## **2:11 LIABILITY PROTECTION**

2:11:01 All officials of member Leagues and Teams shall be covered against personal liability claims by the California Youth Soccer Association for performing acts and duties directly related to the work of this League or CYSA.

## **2:12 DISSOLUTION**

2:12:01 The property of this League is irrevocably dedicated to charitable purpose and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Should this League be dissolved, all assets remaining, after full payment of all debts, shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for the purpose of the development of youth soccer and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

## **2:13 RULES OF ORDER**

2:13:01 The rules contained in Robert's Rules of Order shall govern this League in all cases to which they are not inconsistent and Specific Rules of this League or any organization with which this League is affiliated.



Bruce Bacon  
SSJYSL Secretary  
December 04, 2006