

# CENTRAL COAST SOCCER LEAGUE BY-LAWS

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## ARTICLE I. - MEMBERSHIP

**Section 1 – Classification of members:** There shall be two classes of members in the Central Coast Soccer League (CCSL); voting and nonvoting members.

- a. Voting members shall be the Board of Directors (BOD) and one representative from each member team that is currently registered and in good standing with the league. Death, resignation, or removal of any elected member of the Board of Directors automatically terminates his or her membership as a voting member of this organization. Election of a successor as provided by these By-Laws shall operate to elect that person to voting membership in this organization.
- b. Non-voting members are any persons who actively participate in the activities of the Central Coast Soccer League until that person is or becomes a voting member.

**Section 2 – Voting Rights of Members:** Each voting member shall be entitled to one (1) vote. (i.e. each Director and each Representative shall have one vote).

- Non-voting members shall not have a vote.
- Voting by signed proxy is permitted
- Electronic voting is permitted.

**Section 3 – Removal of a Member:** Should the Board Of Directors (BOD) find the conduct of any member whether player, parent, coach, assistant coach, official or officer, detrimental to the best interests of this league or the interest of soccer, the BOD may take such action as they deem reasonable, applicable, and appropriate. This would include but not be limited to suspension from or removal from this league. Such action shall require the vote of a majority of the BOD at the time in office.

## ARTICLE II – MEETINGS

**Section 1 Annual General Meeting:** The Annual General Meeting (AGM) of the members of this league shall be held in accordance with Article V of the Constitution.

**Section 2 - Board Of Directors Meetings:** Regular meetings of the Board of Directors (BOD) shall be held within the boundaries of this league and at a place designated for that purpose.

- a. There shall be at least four (4) meetings of the BOD each seasonal year.
- b. The date of those meetings shall be established at least 30 days prior to each meeting date. These dates shall be promulgated to the voting membership within ten (10) days after the establishment of each meeting date.

**Section 3 - Special Meetings:** Special meetings of the Board of Directors (BOD) shall be held for any purpose at any time by call of the President, or if the President is absent or refuses to act, by any two (2) Directors.

- a. Written notice of the time and place of the special meeting shall be delivered personally to each Director or sent by (*return receipt electronic mail*) telegram, registered mail or certified mail charges prepaid, addressed to each Director as it is shown on the official records of the league.
- b. Such notice shall be sent to each Director so as to assure that it reaches each Director at least twenty-four (24) hours prior to the time of holding such meeting.

## ARTICLE III- LEAGUE MANAGEMENT

**Section 1 – Directors Powers:** Subject to the limitation of the Articles of the Central Coast Soccer League Constitution and these By-Laws, all organization powers shall be exercised by or under the authority of the Board of Directors.

**Section 2 – Directors and Responsibilities:** The Officers of the Central Coast Soccer League shall be President, Vice President, Secretary, Treasurer, and Registrar. Their responsibilities shall be as follows:

**PRESIDENT:** The President shall have the ultimate responsibility and authority to conduct the business of this organization within the framework of these By-Laws and Constitution. The President shall:

- act as Chairman at all Board of Directors (BOD) and general membership meetings.
- appoint special committees which the BOD deem necessary to carry out the functions of the League. The President shall be the liaison person with the California Youth Soccer Association – South (CYSA-S).
- be responsible for the promotional activities of the league.
- be responsible for the awards presentations and other special events designated by the BOD.
- have the power to make purchases on behalf of, incur indebtedness for, or otherwise obligate the League up to the maximum amount of \$500 which is within the total cash disbursements authorized by the BOD. It is recognized that such maximum amount shall be consistent with the total financial plan of the League as may be available by actual income.
- have signatory authority on the league bank account along with the Treasurer and Secretary.

**VICE PRESIDENT:** The Vice President (VP) shall assume the duties of the President in his or her absence. The VP shall be an ex-officio member of all committees and Chairman of the Protest and Appeals Committee. The VP shall be responsible for:

- submitting revisions/amendments to the Constitution, By-Laws and Rules and Regulations of this league.
- supervising the preparation of the league playing schedule for the entire season..
- maintaining a file on game report forms and red/yellow cards offenses.

**SECRETARY:** The Secretary shall be responsible for the preparation and promulgation of the minutes of all Board of Directors (BOD) meetings to the Directors and Representatives. The Secretary shall:

- assist the President in handling correspondence, and
- provide agendas to each Director and Representative prior to all regular and general membership meetings.
- have signatory authority on the league bank account along with the President, and Treasurer.

**TREASURER:** The Treasurer shall keep an accurate account of all financial transactions authorized by the Board of Directors (BOD) and/or the President. The Treasurer shall insure payment of all bills authorized by the BOD. The Treasurer shall:

- provide a Treasurers' report at each regular and general membership meetings.
- prepare and promulgate a Budget at least sixty (60) days prior to the start of the league season.
- deposit all funds in an accredited banking institution and make all disbursements by check. No petty cash shall be allowed.
- have signatory authority on the league bank account along with the President, and Treasurer.

**REGISTRAR:** The Registrar shall maintain an accurate roster of all teams in the league. Such rosters shall be the official league records for coaches, administrators and players addresses and phone numbers.

- The Registrar shall be thoroughly familiar with registration procedures and rules of the parent association, California Youth Soccer Association – South (CYSA-S).

**Section 3 – Election and Tenure of Office:** Each Director shall be elected at the Annual General Elections meeting (AEM) of the league to serve a one year term and until their successors are elected. The election shall be by secret ballot. The term of office shall begin at the organizational meeting held immediately after the AEM meeting.

**Section 4 – Vacancies:** The President shall have the power to appoint a temporary Director in the event of a vacancy in a Director position.

- The Board Of Directors (BOD) may fill vacancies by majority vote of the remaining Directors, though less than a quorum, or by a sole remaining Director, and each Director so elected shall hold office until his or her successor is elected at the Annual General Membership of the league. A vacancy shall be deemed to exist in case of death, resignation, removal or disqualification of any Director.
- If the BOD accepts the resignation of a Director tendered to take effect at a future time, the BOD shall have power to elect a successor to take office when the resignation shall become effective.

**Section 5 – Removal of a Director:** Any Director may be removed, with cause, by a majority of the Board Of Directors (BOD) at the time in office, at any regular or special meeting of the BOD.

**Section 6 – Team Support of League:** Each team participating in play in the Central Coast Soccer League will provide at least one adult to be either an elected officer or to serve on league committees. A club registrar would represent one team from that club.

**Section 7 – Order of Business at Regular Meetings:** The order of business which shall be normally conducted during each regular league meeting (except the Annual General Membership) shall be as follows:

- 1) Call to Order
- 2) Introduction of visitors
- 3) Minutes of the previous meeting
- 4) Treasurer’s Report
- 5) Agenda review and adjustment
- 6) Business conducted pursuant to agenda
- 7) Adjournment.

**Section 8 – Quorum:** A majority of the number of elected Directors as fixed by the Central Coast Soccer League Constitution and By-Laws shall be necessary to constitute a quorum for the transaction of business. The action of a majority of the Directors present at any meeting at which there is a quorum, when duly assembled, is valid, provided that a minority of the Directors in the absence of a quorum, may convene from time to time but may not transact any business.

## ARTICLE IV – RECORDS AND REPORTS

**Section 1 – Records:** The Central Coast Soccer League administrators shall maintain adequate and correct accounts, books and records of its business and properties. All of such books, records, and accounts shall be kept by the designated responsible Director within the boundaries of the league as fixed by the Board of Directors from time to time.

**Section 2 – Inspection of Records:** All Records provided for in Section 1 above shall be open for inspection to the Directors and members of this league upon reasonable notice.

**Section 3 Checks, Drafts, Notes, and Indebtedness:** All checks, drafts or other orders for payment of money, notes or other evidence of indebtedness issued in the name of or payable to the Central Coast Soccer League shall be signed or endorsed by such person or persons and in such manner as provided for in these By-Laws, or as from time to time shall be determined by the Board Of Directors.

**Section 4 – Annual Report:** The Board of Directors shall cause an Annual Report or statement to be prepared and presented to the general membership at the Annual General Membership meeting. The Annual Report or statement shall become a part of the permanent records of the business of this league.

## ARTICLE V - AMDENDMENT TO THE BY-LAWS

**Section 1 – Amendment by Members:** These By-Laws may be amended at the Annual General Membership meeting or at any other meeting of the members called for that particular

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Deleted: 9/17/2007

purpose, whenever two thirds (2/3) of the voting members of this league as provided in the By-Laws (Article 1, Section 1) deem it necessary. Such proposed amendments shall be valid for all intents and purposes as part of these By-Laws when ratified by a majority of the voting members present at the meeting.

**Section 2 – Amendment by the Board of Directors:**

The Board of Directors may not amend these By-Laws.

**Section 3 – Notification:** Each voting member of this league shall be given thirty (30) days notice of any meeting called to propose changes to these By-Laws.

- Such notification shall include a copy of any and all proposed amendments.
- Notification of the meeting shall be made by regular mail to the address of record on file with the Registrar of this league.

**ARTICLE VI – RATIFICATION**

We the undersigned, being voting members of this league and acting in the capacity of a Director or a Representative, hereby assent to the foregoing By-Laws, and adopt the same as the By-Laws of the Central Coast Soccer League.

In Witness Whereof, we have hereunto set our hand on this \_\_\_ day of \_\_\_, \_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Executive Vice President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Registrar

**Record of By-Laws Revisions**

Revision Date	Ratified at:	Description
9/05/07	Kick-off Mtg: Ludwick Center, SLO	Added: Exec. VP position, two VPs & item 5 Annual Election meeting