

SOUTHFIELD YOUTH SOCCER LEAGUE BY-LAWS

ARTICLE 1. NAME AND AFFILIATION

- 1.1 **Name.** The name of this organization shall be known as the Southfield Youth Soccer League. It shall exist solely as a non-profit organization and hereafter is referred to as the SYSL.
- 1.2 **Affiliation.** The SYSL shall be affiliated and comply with the authority of the Michigan State Youth Soccer Association (MSYSA).

ARTICLE 2. PURPOSE AND OBJECTIVES

- 2.1 The purposes of the SYSL are set forth in its Articles of Incorporation.
- 2.2 To develop physical and mental fitness in youth and young people according to the age categories required by MSYSA.
- 2.3 To develop a self and community pride in our environment conducive toward promoting sportsmanship.
- 2.4 To teach basic skills and fundamentals of soccer through qualified adult leadership.
- 2.5 To provide an opportunity to all youth and young people to play organized and competitive soccer.
- 2.6 To provide and assist with instructional services for coaches, referees, players, parents, and other involved individuals.
- 2.7 To follow the Operating Rules, which will be revised from time to time in order to suit the needs and requirements of the SYSL soccer program.

ARTICLE 3. PROGRAM YEAR

The program year begins in September and ends in September of the following calendar year. There are two seasons (periods in which games are scheduled) in each soccer year: fall season & spring season. The fall season runs from early September to early November. The spring season runs from mid April to mid June. Additional tournaments or games may vary depending on League affiliation.

ARTICLE 4. MEMBERSHIP

The General Membership of the SYSL shall consist of:

- 4.1 The parents and/or guardians of the SYSL team members in good standing.
- 4.2 A SYSL player who is 18 years of age or older.
- 4.3 A SYSL coach or a designated adult representative of a SYSL team.
- 4.4 Others allowed by the Operating Rules

ARTICLE 5. BOARD OF DIRECTORS

- 5.1 **Corporate Powers and Management.** The corporate powers and management of the SYSL shall be vested in a Board of Directors (hereafter referred to as the Board). Decisions will be determined by a simple majority vote of the Board. The Board shall have full power and authority over the business and affairs of the SYSL to carry out any and all purposes specified in its Article of Incorporation, and as provided by the Non-Profit Corporation Law of the State of Michigan.
- 5.2 **Membership.** Membership of the board shall consist of SYSL members who have expressed a commitment to the interest of the SYSL purposes and program.

- 5.3 Administrative Directors.** The Board shall elect six administrative directors. These positions shall be held by the President, Vice President, Secretary, Treasurer, League Administrator and Registrar.
- 5.4 Operating Directors.** The Board shall appoint operating directors as required to serve the purpose and objectives of the SYSL.
- 5.5 Family Members.** No two members of the same family may serve as administrative directors of the Board at the same time.
- 5.6 Regular Meetings.** The Board shall meet, at a regularly scheduled meeting time and date to be determined by the board, for the reading of reports, the administration of SYSL programs, and other business as may properly come before the Board.
- 5.7 Special Meetings.** Special Meeting of the Board may be called by the President, Vice President or by any three (3) supporting incumbents at any time. Notice of such meeting shall be given by the Secretary, by telephone or electronic mail at least forty-eight (48) hours prior to the date set for such meeting.
- 5.8 Annual Meeting.** The annual meeting of the Corporation shall be held during early October of each year at a time and place in the City of Southfield, Michigan as the President shall determine, for the consideration of reports, for the election of Directors, for offering suggestions to the Board for improvements in the quality of the program and for transacting such other business as may properly come before the meeting. The incumbent Board Officers shall serve at the first Board meeting following the Annual Meeting.
- 5.9 Semi-Annual Meeting.** A semi-annual meeting, if necessary, may be held in April. At this meeting directional matters in regard to the new season will be announced and other business may be conducted.
- 5.10 Notice of Meetings.** Notice of the time, place and purpose of each annual or special meeting shall be given by electronic mail (or other acceptable means) not less than two no more than fifteen days before the meeting. This notice shall include the time and place of the meeting and the subject with explanation for the meeting
- 5.11 Quorum.** At any meeting of the Board, at least one third of the sitting Board members with a minimum of three administrative directors shall constitute a quorum.
- 5.12 Voting.** At every meeting of the Board, each Director shall be entitled to one vote. All elections shall be held and all questions decided by a simple majority vote of the members present, except as otherwise specified provided by the By-Laws. No voting by proxies shall be permitted.
- 5.13 Order.** All meetings shall be conducted under Robert's Rules of Order, except as may be specifically provided elsewhere by the By-Laws.
- 5.14 Power.** The business and affairs of the SYSL shall be controlled by the Board.

ARTICLE 6. ELECTIONS

- 6.1 Permanent Absence.** In the event of permanent absence of a SYSL director due to illness, resignation, or other cause, the Board shall appoint a replacement in an acting capacity until a permanent replacement is named by the General Membership in accord with voting procedures for

elected officers. An officer absenting himself from three successive meetings of the Board without explicit just cause may have his office declared vacant by the Board.

6.2 Temporary Absence. In the event of temporary absence of a SYSL director due to illness, or other cause, one of the remaining administrative directors will assume his/her responsibilities. The designate director may appoint an assistant. The appointed assistant will not have voting rights within his/her responsibilities as an assistant.

6.3 Election of Officers. Officers shall be elected at the October meeting or special meeting of the existing board. The following officers shall be elected: President, Vice President, Secretary, Treasurer, League Administrator and Registrar.

6.4 Voting. Directors shall be elected by a simple majority of the votes present at the election.

6.5 Term. The term of office for the members of the Board of Directors shall be two years. The terms of office of the Board members shall conclude in alternating years so that the entire Board is not elected in a single year with the exception of the offices of President and Vice President. The Vice President, treasurer, and secretary shall be elected in alternating years from the other Board of Directors. The first year of this arrangement shall see the President and Vice President elected simultaneously, the President for a one year term only.

A term of office shall conclude upon the installation of new officers. An officer may not serve more than three consecutive terms in the same position.

ARTICLE 7. APPOINTMENTS

7.1 Fundraising, Scholarships, Tournament and such other committees as are deemed necessary to the functioning of the SYSL shall be appointed by the Board.

ARTICLE 8. DUTIES OF THE OFFICERS OF THE BOARD

8.1 President.

- 8.1.1** Shall direct the Board, committees and general membership.
- 8.1.2** Shall act as the presiding officer at all meetings of the Board and general membership.
- 8.1.3** Shall set the agenda for all Board meetings.
- 8.1.4** Shall make day to day club decisions per budget set by the Board.
- 8.1.5** Shall be responsible for other duties as the Board may approve or direct.

8.2 Vice President.

- 8.2.1** Shall assist the president in the performance of his/her duties.
- 8.2.2** Shall succeed to the duties of the President in his/her absence, assuming all duties.
- 8.2.3** Shall be responsible for other duties as the Board may approve or direct.

8.3 Secretary.

- 8.3.1** Shall maintain a calendar of events.
- 8.3.2** Shall keep the Board apprised of monthly League meetings.
- 8.3.3** Shall be responsible for all board correspondence.
- 8.3.4** Shall be responsible for all maintenance of records of the SYSL.
- 8.3.5** Shall be official custodian of minutes of all meetings.
- 8.3.6** Shall give proper notice and agenda for all meetings held by the SYSL for any matter.
- 8.3.7** Shall be responsible for other duties as the Board may approve or direct.

8.4 Treasurer.

- 8.4.1 Shall be responsible for detailed accounting of income and expenditures.
- 8.4.2 Shall be responsible for the payment of all expenses incurred by the SYSL, which have been properly authorized.
- 8.4.3 Shall submit a monthly report of finances.
- 8.4.4 Shall have the authority to sign checks for payments.
- 8.4.5 Shall submit an annual report of finances.
- 8.4.6 Shall maintain a list of all property owned by the SYSL.
- 8.4.7 Shall be the custodian of all SYSL financial documents, permits, licenses etc.
- 8.4.8 Shall with the assistance of the President, submit all tax data and returns with the proper authorities.
- 8.4.9 The signature of the President, Vice President or Secretary plus the signature of the Treasurer is required for all commercial and savings account withdrawals.
- 8.4.10 Shall be responsible for other duties as the board may approve or direct.

8.5 Registrar.

- 8.5.1 Shall chair the registration committee.
- 8.5.2 Shall maintain the SYSL registration process to insure an accurate and timely registration of the SYSL membership for spring and fall.
- 8.5.3 Shall be responsible for executing the registration of players and teams with the SYSL and the MYSA.
- 8.5.4 Shall maintain and update as necessary the SYSL registration form and provide for the efficient distribution of forms via mailings, on-line, school take home, parks and recreation department and other means to ensure availability to the membership and potential registrants.
- 8.5.5 Shall manage registration funds and ensure timely coordination with treasurer.
- 8.5.6 Shall maintain team and player registration records.
- 8.5.7 Shall maintain the official master roster.
- 8.5.8 Shall provide official rosters to all Division Managers.
- 8.5.9 Shall be responsible for placing players on teams according to the Operating Rules.
- 8.5.10 Shall develop a list of volunteers from the registration forms and forward to volunteer coordinator.
- 8.5.11 Shall be responsible for other duties as the board may approve or direct.

8.6 League Administrator.

- 8.6.1 Shall handle the day to day business of the clubs activities such as:
Advertising, arranging photo day, order uniforms, order equipment, tournament applications, tryout registrations, developmental registration, training calendar, etc.
- 8.6.2 Shall keep managers informed of upcoming events, policy changes, tournaments, etc.
- 8.6.3 Shall work with the league(s) to coordinate team registration.
- 8.6.4 Shall be responsible for working with team managers so that tournament applications are submitted in a timely manner.
- 8.6.5 Shall be responsible for working with the League referee coordinator.
- 8.6.6 Shall coordinate with the team managers in the ordering of uniforms.
- 8.6.7 Shall do a newsletter when necessary to keep the General membership informed.
- 8.6.8 Shall serve as the league Risk Management coordinator for MSYSA.
- 8.6.9 Can appoint up to two assistant managers to assist with above duties.
- 8.6.10 Shall assist the Board, Chairman, Director of Training and Fundraising Chairman with day to business.
- 8.6.11 Shall be responsible for other duties as the Board may approve or direct.

8.7 Director of Coaching.

- 8.7.1** Shall organize team tryouts.
- 8.7.2** Shall select trainers according to Board guidelines.
- 8.7.3** Shall organize trainer and coaches meetings.
- 8.7.4** Shall organize team camp(s).
- 8.7.5** Shall coordinate team managers.
- 8.7.6** Shall develop educational resources for trainers, coaches and players.
- 8.7.7** Shall develop a program of training to meet team goals and objectives.
- 8.7.8** May delegate any element of their duties and responsibilities to the trainers or coaches on a temporary basis.

8.8 Referee Coordinator.

- 8.8.1** Shall ensure that all referees, whether certified or not have the training to ref the level of game they are assigned.
- 8.8.2** Shall develop and maintain a list of active certified and non-certified referees and update the list each season.
- 8.8.3** Shall recruit referees.
- 8.8.4** Shall assign referees to all games.
- 8.8.5** Shall make sure all referees are aware of rule changes.
- 8.8.6** Shall resolve all referee related issues to a timely and effective resolution.
- 8.8.7** Shall be responsible for other duties as the Board may approve or direct.

8.1 MSYSA Delegate.

- 8.1.1** Shall attend all MYSA meetings (3-4 per season).
- 8.1.2** Shall report back to the SYSL any information obtained from those meetings.
- 8.1.3** Shall report all SYSL decisions and issues to the MSYSA.
- 8.1.4** Shall vote on MYSA issues on behalf of the SYSL during MSYSA meetings as appropriate.
- 8.1.5** Shall submit team placements, payments, coach info, rosters, coach pledges, and any other required paperwork to the MSYSA.
- 8.1.6** Shall be responsible for other duties as the Board may approve or direct.

8.2 MYSL Delegate.

- 8.2.1** Shall attend all MYSL meetings (3-4 per season).
- 8.2.2** Shall report back to the SYSL any information obtained from those meetings.
- 8.2.3** Shall report all SYSL decisions and issues to the MYSL.
- 8.2.4** Shall vote on MYSL issues on behalf of the SYSL during MYSL meetings as appropriate.
- 8.2.5** Shall submit team placements, payments, coach info, rosters, coach pledges, and any other required paperwork to the MYSL.
- 8.2.6** Shall provide field availability and assignments for each team and field maps to the MYSL.
- 8.2.7** Shall be responsible for other duties as the Board may approve or direct.

8.3 Division Manager.

- 8.3.1 Shall act as the primary liaison between the SYSL and age group coaches and insure that all SYSL information is passed on in a timely fashion to coaches and parents as appropriate.
- 8.3.2 Shall provide rosters, schedules, equipment and general guidance to coaches as required.
- 8.3.3 Shall insure that all coaches are managing teams in accordance with the Operating Rules.
- 8.3.4 Shall ensure that all coaches and team managers have submitted risk management information to the league administrator.
- 8.3.5 Shall ensure that all coaches within the age group have requested/received field space to accommodate practices.
- 8.3.6 Shall ensure that all age group issues are addressed and solved to a satisfactory and timely resolution.
- 8.3.7 Shall recruit new coaches as required and encourage coach development.
- 8.3.8 Shall resolve any issues with the parents that cannot be resolved by the coach.
- 8.3.9 Shall be responsible for other duties as the Board may approve or direct.

8.4 Fields & Facilities.

- 8.4.1 Shall manage the upkeep and maintenance of soccer fields used by the SYSL
- 8.4.2 Shall ensure fields are properly lined before and during the season.
- 8.4.3 Shall generate and communicate practice schedules with coaches input.
- 8.4.4 Shall monitor field conditions before and during the season.
- 8.4.5 Shall be responsible for other duties as the Board may approve or direct.

8.5 Legal Advisor.

- 8.5.1 Shall provide advice on all legal issues related to the operation of the SYSL. This includes assisting the board in the formulating implementing policies for the SYSL
- 8.5.2 Shall be responsible for other duties as the Board may approve or direct.

8.6 City Liaison.

- 8.6.1 Shall serve as an advocate of the SYSL with the city of Southfield as whole as well as individual departments such as Parks & Recreation.
- 8.6.2 Shall establish and maintain relationships with city leaders and staff.
- 8.6.3 Shall coordinate the investment of services provided by the city of Southfield to the SYSL.
- 8.6.4 Shall play a role in educating city residents and local organizations about the SYSL and the programs it offers.

8.7 School Liaison.

- 8.7.1 Shall establish a continuing relationship with the school board, school administrator and PTA organizations.
- 8.7.2 Shall recruit parent liaisons to represent the SYSL at each school.

8.8 Volunteer Coordinator.

- 8.8.1 Shall establish a volunteer contact list, working with Registrar and by active recruitment.

- 8.8.2 Shall work with board to determine volunteer requirements.
- 8.8.3 Shall obtain commitments from volunteers to complete volunteer requirements.
- 8.8.4 Shall be responsible for other duties as the Board may approve or direct.

8.9 Website Management.

- 8.9.1 Shall develop and maintain SYSL web site.
- 8.9.2 Shall keep SYSL web site information current.
- 8.9.3 Shall be responsible for other duties as the Board may approve or direct.

ARTICLE 10. GRIEVANCES AND DISCIPLINE

- 10.1 Grievances & Discipline.** All grievances and discipline will be handled in accordance with procedures outlined in the ***SYSL DISCIPLINARY ACTION PROCEDURES.***

ARTICLE 11. FUNDS AND PROPERTY

- 11.1 Funds and Property.** All funds and property given to, received by or coming into the custody of the SYSL are to be expended and disposed of only for the purpose authorize by the Board only.
- 11.2 Depositories.** All funds of the SYSL shall be deposited in banks or depositories, designated by the Board, in the Name of Southfield Youth Soccer League, and all withdrawals from such accounts shall be made only by checks or similar orders signed by the President or Registrar plus the Treasurer of the SYSL. Only banks that are member of the Federal Deposit Insurance Corporation may be used as depositories, unless specific approval of the Board to use some other depository or to otherwise invest the funds of the SYSL is first obtained.
- 11.3 Protection of Funds.** Funds of the SYSL are to be protected and administered with the utmost care. The SYSL may place an appropriate fidelity bond on each SYSL Officer having custody or control over SYSL funds.
- 11.4 Audit.** The Accounts of the SYSL shall be audited, by someone who is not an Officer of the SYSL, annually and whenever a new treasurer is elected.
- 11.5 Inurnment of Income.** No part of the net earning of the SYSL shall inure to the benefit of, or be distributable to, its Members, Trustees, Officers or other private persons except that the SYSL shall be authorized and empowered to pay reasonable compensation for services rendered.
- 11.6 Operational Limitation.** Notwithstanding any other provisions of these articles, the SYSL shall not carry on any other activities not permitted to be carried on (a) by a Corporation exempt from Federal Income Tax under section 501 © (3) of the Internal Revenue code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) or (b) by a Corporation, contributions, to which are deductible under section 1709 © (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law.)
- 11.7 Dissolution Clause.**
- 11.7.1** Dissolution of SYSL may occur as follows: By a two-thirds (2/3) vote of those present at the Annual, Semi-Annual, or a Special Membership Meeting.

11.7.2 In the event of dissolution, all debts having first been discharged, the remaining assets of SYSL shall be given to the City of Southfield, Parks & Recreation department to benefit youth sports.

ARTICLE 12. AMENDMENTS

12.1 The By-Laws may be altered, amended or repealed at any meeting of the Board by a two-thirds vote of those directors present, provided that written notice, of such proposed changes be given by mailing (or other acceptable means) the same not less than three nor more than fifteen days before the meeting to each General Member at the address furnished by the member to the Secretary for such purpose.

12.2 **Consultants.** Consultants may be appointed by the consent of the Board. Consultants will have expertise not generally available to the Board at the time of appointment and will advise the Board on matters related to but not limited to law, accounting and auditing, insurance, purchases, fund raising and investments. Consultants will not vote.