

ORION/OXFORD SOCCER LEAGUE

BYLAWS

Approved: April, 2001



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1. DESCRIPTION

1.1 Purpose

1.1.1. The purpose of this league will be to provide an opportunity for the youth in the Lake Orion and Oxford School District to learn, develop and play amateur soccer in a sportsman like manner. To this end, the league will do any and all acts necessary to promote and expand this purpose.

1.1.2. The league will establish open lines of communication with the school systems to assure the opportunity for any child having the desire to participate in the sport, independent of race, sex, creed, financial or physical ability.

1.1.3. The league will also establish a similar rapport with local township officials and community leaders to establish a sufficient number of well-maintained fields, to promote growth through positive publicity effort, and to offer appropriate training for participants, coaches and referees at all ages and levels of skills.

1.2 The League

1.2.1. The league will incorporate as a nonprofit Michigan Corporation and will be known as the Orion/Oxford Soccer League, Inc.

1.2.2. The location of this Corporation will be in Oxford or Lake Orion, in the County of Oakland, in the State of Michigan. The post office address will be the address of the registered office.

1.2.3. The representative colors of the Orion/Oxford Soccer League will be green, yellow and black. Premier or special team uniforms and colors will be selected and approved by the governing body of the group.

1.2.4. The League will be an affiliated member and comply with the authority of the Michigan State Youth Soccer Association (MSYSA). Except where prohibited by law, these Bylaws are superseded by the requirements of the Michigan State Youth Soccer Association.

The League will adopt and maintain Bylaws which compliment, expand and reflect policies of the MSYSA Bylaws and policies will be kept on file with the League as part of the requirements and policies of these Bylaws.

1.2.5. The fiscal year of the League will be from August 1st through July 31st of the next calendar year.

1.3 Membership

1.3.1. Membership in this organization may be extended to all interested persons. The General Membership body will consist of the League Officers, directors, committee persons, referees, coaches, players, parents and guardians.

1.3.2. The term of membership for a member will be for the fiscal year of the League. The fiscal year of the League will be from August 1st through July 31st. The term of membership of persons elected to the board of directors will be the same as their term of office. Those appointed or elected after the beginning of a fiscal year, automatically become members for the balance of that fiscal year or term of office.

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1.3.3. Players are members only for that portion of the fiscal year that they are registered to play in the Orion/Oxford Soccer League.

1.3.4. All members agree, as a condition of membership, to abide by these Bylaws, League policies and subsequent operating rules, and by the rules and regulations of the Orion/Oxford Soccer League.

1.4 Government

1.4.1. The governing body of this organization is elected by the voting membership.

1.4.2. This organization is governed by an executive staff consisting of a President, Executive Director, and Treasurer, and a number of Directors as stipulated in these Bylaws.

1.4.3. The Board of Directors is the sole governing body and will have complete jurisdiction and final authority in all League matters.

1.4.4. The Board will govern their organization based on the most current edition of the League Bylaws and on policy resolutions as adapted by the Board during League generation.

1.5 League Employees/Contracted Help

1.5.1. League employees and contracted help will be considered any persons being paid for services rendered to the league.

1.5.2. Positions paid, will include, Executive Director, Field liner, Registrar, and Referees. Payment will be set for an agreed price, subject to approval of the board. All persons receiving \$600 or more from the League will be given a 1099 at the end of the year.

1.6 Funding

1.6.1. The League will fund itself through player registration fees, but will, in addition, be permitted to accept contributions from League members, participants, sponsors, organizations and interested persons and to conduct specific fund-raising functions with the approval of the Board.

1.6.2. All contributions received and funds raised will be used only to further the specific purposes of the League as outlined in these Bylaws.

1.6.3. In the event that the League should be dissolved, all assets, real and personal, will be distributed only to organizations that qualify as tax exempt under corresponding provisions of future United States Internal Revenue Laws. See Section 12.4

1.6.4. All disbursements of funds require prior approval of the majority of the Board of Directors present at a meeting. The Executive Board can approve expenditures up to and including \$300.00 as necessary without the majority of the Board of Directors.

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1.6.5. Disbursement of all funds will be by check. Each check will require the signatures of any two of the Executive Officers and/or Registrar.

1.6.6 No substantial part of the activities of the League will be carrying on of propaganda or otherwise attempting to influence legislation or other political action. The League will not participate or intervene in any political campaign of public office, or distribute any statement or spend any funds on behalf of any candidate for public office.

1.7 Insurance

1.7.1. The Association may purchase and maintain insurance (and pay the entire premium thereof) on behalf of any person who is or was a director, officer, employee or agent of the Association, or is or was serving at the request of the Association as a trustee, director, officer, employee or agent of another corporation, partnership, joining venture, trust or other enterprise against any liability asserted against him or her status as such, whether or not the Association would have the power to indemnify against such liability under the provisions of this Article or under the provisions of section 561 through 564 of the Michigan Business Corporation Act.

1.7.2. The League will purchase liability insurance and extended personal injury coverage for the players, coaches and referees through the Group Insurance coverage offered by MSYSA.

1.7.3. No player will be allowed to participate in any league activity without the aforementioned insurance coverage. This coverage is available to all participants through the standard league registration procedure. Youth, who are not registered, will not be covered by the MSYSA policy.

1.8 Travel Teams

1.8.1. The Board of Directors may establish a Travel Division which will be a competitive program operated as part of the League.

1.8.2. The Travel Division will be composed of players from the geographic districts of Lake Orion, Brandon and Oxford. The Travel Division will be called LOBOS (Lake Orion, Brandon, Oxford Select).

1.8.3. The Travel Division may establish rules, bylaws or regulations to respond to specific division related issues, but the Travel Division will operate in compliance with the rules, bylaws and policies of the League.

1.8.4. The Travel Division will elect a chair person who will be appointed to serve as the Director of Travel teams

2. BOARD OF DIRECTORS

2.1. Defining the Board

2.1.1. The President is the presiding officer of the Board of Directors.

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2.1.2. No persons may hold more than one position on the Board of Directors at any one time, with the exception of times when a position cannot be filled from the General Membership. A person who may hold more than one position may only cast one vote in the determination of business.

2.1.3. Officers and Directors will assume office immediately following the Annual Meeting and election, and will hold office for length of their position's term.

2.1.4. The Board of Directors will include the following officers, who are appointed to conduct the daily business of the League, and the Directors, who will chair the standing committees which are necessary to operate the League.

Officers - President, Treasurer, Executive Director

Directors - Head Official/Scheduler, Director of Fields, Travel Teams, Registrar,
State Delegate, Public Relations Director, Division Representatives,
Director of Coaching, Risk Management Director

2.1.5. Temporary committees may also be formed by the President and approved by the Board to handle periodic or specific business issues required of the League. The Committee will be chaired by an Officer or Director of the Board. Temporary committee involvements may include, but not be limited to a nominating Committee, Soccerfest, Scholarship Committee, and a League Historian.

2.2 Duties of the Board of Directors

2.2.1. The Board of Directors will meet at least once a month, at a time they will set, to plan and organize business, to manage the properties and affairs of the League, and/or to conduct special meetings to guide the work of the various committees, and in general to guide and coordinate the various activities of the organization.

2.2.2. All members of the Board of Directors will be required to attend monthly Board meetings and Coaches meetings. Any Board member with three (3) consecutive board meeting absentees, will be required to have a hearing before the Board of Directors or submit a resignation.

2.2.3. The Board of Directors meetings will be open. Visitors may speak with prior permission from the President.

2.2.4. A monthly treasurer's report will be submitted at each meeting. The Board will approve the budget as prepared by the Treasurer, on an annual basis.

2.2.5. Any vacancy in the Board will be filled by a vote of the remaining Board members.

2.2.6. The Board of Directors will have the power, by a two-thirds vote, to remove any Officer, Board Member, Standing or Temporary Chairperson or Committee Member for failure to perform their duties as outlined

by these bylaws.

2.2.7. The Board will ratify the President's appointment of Temporary Committee Chairpersons.

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2.2.8. The Board will elect a four member nominating committee to begin serving two months prior to the election.

2.2.9. The Board may exercise the right to caucus at any time for a maximum of fifteen minutes.

2.2.10. The Board will approve the minutes as prepared by the Executive Director at each meeting

2.2.11. The Board will insure that an audit of the Treasurer's Books be conducted if need arises, and/or the Treasurer position is vacated.

2.2.12. If occasions or situations arise, that are not fully covered by these Bylaws, the Board of Directors will have full power to decide such cases.

2.3 Additional Responsibilities of the Board of Directors

2.3.1. Purchasing and distribution of patches or medals.

2.3.2. Awards, certificates and scholarships.

2.3.3. Coordinate field usage with Parks and Recreations, School Districts and other Resources.

2.4 Authority of the Board of Directors

2.4.1. The Board will operate only within the framework of the approved bylaws and operating rules.

2.4.2. The Board will be empowered to make all decisions to conduct the operation of the League.

2.5 Terms of office

2.5.1. The general term of office for all members of the Board except for Division Representatives will be two (2) years from the date of installation on the Board, or for the balance of the term of office if replacing a member of the board.

2.5.2. The term of office for the Division Representatives will be for one fiscal year.

2.5.3. The terms of Officers and Directors scheduled to serve the general two-year terms will be scheduled so that at least half of the Board members remain during each election to offer continuity to the business

routine of the Board. The separation will be as follows:

Even Year: President, Director of Fields, State Delegate, Director Of Coaches, Risk Management Director

Odd Year: Executive Director, Treasurer, Registrar, Head Official/Scheduler, Public Relations Director

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2.6 Legal Conduct of the Board

2.6.1. All legal conduct will follow the bylaws of MSYSA

2.7 Gifts

2.7.1 The Board of Directors, the President, or any person expressly so authorized by the Board may accept gifts on behalf of the League for the general purposes of the League.

2.8 Investments

2.8.1. The League will have the right to retain all or any part of any securities or other property acquired by it and to invest and reinvest any funds held in it, according to the judgement of the Board of Directors, without being restricted as to the class of investments to be made, provided that no action will be taken on behalf of the League, if that action is a prohibited transaction or would result in denial of the tax exemption.

2.9 Dissolutions

2.9.1. Upon liquidation and/or dissolution and winding up of the affairs of the League, whether voluntarily or otherwise, and after payment of all debts and liabilities of the League, the assets of the League remaining in the hands of the Board of Directors will be distributed in appropriate proportions to any other 501-C-3 organization.

3. **OFFICERS**

3.1 The President

3.1.1. The President will preside at all meetings of the members and of the Board of Directors. He will be the chief executive officer of the Association and will have general and active management of the activities, and will see that all orders and resolutions of the Board are carried into effect. He will execute all authorized conveyances, contracts, or other obligations in the name of the Association, except where the signing and the execution thereof will be expressly delegated by the Board of Directors to some other officer or agent of the League.

3.1.2. The President will appoint the chairperson of all temporary committees, and those appointments will be ratified by a simple majority of the Board members present at the meeting.

3.1.3. The President will be ex-officio and an additional member of all committees, (except the Nominating Committee), and will be notified of their meetings.

3.1.4. The President will have the power to call special meetings of the Organization, or the Board of Directors as necessary.

3.1.5. The President will perform all other duties in relation to meetings, including but not limited to the following:

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1. Open meetings promptly.
2. Planning meetings in every possible detail.
3. Preside at all meetings and maintain order.
4. Conduct business legally and efficiently according to parliamentary procedure.
5. Follow the order of business, allow time for necessary discussion and debate, and bring issues to a clear resolution in a timely manner.
6. Recognize members who wish the floor.
7. State all motions, put all regularly posed questions to a vote, maintain impartiality, state pertinent information to be voiced, and state the result of the vote.
8. Protect the rights of the majority by seeing that their decisions are carried out.
9. Conduct elections and announce the results.
10. Adjourn meetings on time.
11. Approve all official press releases.

3.2 The Executive Director

3.2.1. The Executive Director will attend all meetings of the Board, record all votes and the minutes of all proceedings in a book to be kept for that purpose.

3.2.2. The Executive Director will keep minutes of all meetings of this organization and of the Board of Directors in a permanent ledger book. These will be the property of the organization, and will be open to inspection.

3.2.3. Will maintain copies of active membership of the organization.

3.2.4. Will understand procedures of the organization and become familiar with parliamentary procedure.

3.2.5. Will maintain record copies of committee recommendations and reports.

3.2.6. Will, in the absence of the President, call the meeting to order and conduct it until a temporary chairperson is appointed.

3.2.7. Will analyze reports and discussions to exclude the unimportant, and to include the important in compiling the minutes of each meeting.

3.2.8. Will have all minutes legibly prepared and well organized, and distribute for approval at the

regular Board meeting.

3.2.9. The following outline for minutes should be used as a standard format to record essential information:

1. The kind of meeting, regular, special annual, Board of Directors, etc.
2. Name of Organization

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3. Date and time of meeting
4. Note the presence of Officers, Board Members, Committee Members.
5. Statement of approval of previous minutes and Treasurers Report.
6. Action taken on unfinished business and summary of pending business.
7. All main motions not withdrawn and neither sustained or lost with the name of the mover, including the name of the seconder.
8. Record action of any committee reports whether or not the reports are filed.
9. New business
10. Date, time and place of the next meeting.

3.2.10 The Executive Director will notify all officers and committee chairpersons of their appointments.

3.2.11 The Executive Director will coordinate pictures each year with a photographer, assessing services and prices each year.

3.3 The Treasurer

3.3.1. The Treasurer will be bonded and will receive and deposit all monies of the organization.

3.3.2. Will pay out monies by bank check only, upon order of the Board of Directors.

3.3.3. Will keep full and accurate books of account, containing a record of all monies received and expended. The books will be the property of the organization and open for inspection of members at all reasonable times.

3.3.4. Will file vouchers, receipts and canceled checks.

3.3.5. Will be present at all meetings of this organization.

3.3.6. Will submit a monthly financial report.

3.3.7. Will submit a yearly report at the end of the fiscal year.

3.3.8. Will assure that any two of the three officers have the authority and execute countersignatures on

all checks.

- 3.3.9. Will prepare Federal, State, and Local tax and Corporate reports as required by local authorities.
- 3.3.10. Will turn books, together with canceled checks, vouchers, warrants or any authority of expenditure or proof of payment over to the Board of Directors for audit.
- 3.3.11. Will balance all accounts, checkbook entries, and ledgers on a monthly basis.
- 3.3.12. Detailed expense budgets will be prepared for each fiscal year. Such budgets will include all anticipated expenses for the season. Budgets must be approved by the Board prior to the commitment of League funds. All expenditures not included in the approved budget must be approved by the Board of Directors.

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3.3.13. The Treasurer, when requested, will investigate options for short and long term investment of excess operating funds. All investments must be made in accordance with laws governing the activity of the nonprofit corporation, and will be reported as part of the annual return filed by the League.

4. POSITIONS OF THE BOARD

4.1 General

4.1.1 Unless otherwise amended, the positions of the Board of Directors, other than the officers who are elected to conduct the daily business of the Board, will be limited to the following:

Head Official/Scheduler	Under 8 Girls Representative
Director of Fields	Under 10 Girls Representative
Director of Travel Teams	Under 6 Coed Representative
Registrar	Under 7 Coed Representative
Public Relations Director	Under 8 Coed Representative
State Delegate	Under 10 Coed Representative
Equipment/Uniform	Under 12 Girls/Coed Representative
Director of Coaching	Under 14/16 Girls/Coed Representative
Under 6 Girls Representative	Risk Management Director
Under 7 Girls Representative	

4.1.2 The positions will be filled by a member elected to the Board of Directors by the General Membership except for Director of Select Teams which is appointed by the Premier Division.

4.1.3 Each Director will manage their area of responsibility and establish a committee, if necessary, to assure the Board that the duties of their position are carried out on a regular and timely basis.

4.1.4 Each Director will have one vote on issues called during regular or special meetings.

4.2 Head Official/Scheduler

4.2.1 The Head Official will provide the League with a copy of the latest edition of the FIFA “Laws of the Game, Guide for Referees” as published by the United States Soccer Federation.

4.2.2 Will be the liaison with the MSYSA Referee Association.

4.2.3 Will be responsible for the interpretation and enforcement of the League playing rules.

4.2.4 The Head Official will obtain, train and manage referees for all games during the season, be responsible for their equipment and generally oversee their actions.

4.2.5 Will serve as Chairperson of the Appeals and Protest Committee

4.2.6 Will investigate all complaints and grievances.

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4.2.8 Will schedule officials for all League games.

4.2.9 Will coordinate field availability and locations with the Director of Fields at the beginning of the fall and spring seasons.

4.2.10 After registration has been closed and the teams are drafted, the Head Official will obtain the number of teams from each Division Representative which will require field time during the season.

4.2.11 Schedules will be created and printed including keyed location maps, for duplication and distribution.

4.2.12 Will be responsible for keeping parity with other leagues in our region or State, and will recommend adjustments to fee schedules for referees and linesmen.

4.3 Director of Fields

4.3.1 The Director of Fields will establish and maintain an on-going rapport with Township Officials, school system representatives and private school administrators to assure continual quality and availability of fields for the use of the League.

4.3.2 Will attempt to forecast the need for numbers of permanent fields for each age group based on trends established with the registrar.

4.3.3 Will coordinate joint spending venture potential with governmental and educational agencies to provide for goals, bleachers, maintenance and lighting as needed to assure the League of appropriate fields and comfortable viewing areas.

4.3.4 Will coordinate field striping, lawn cutting and field equipment maintenance for the Board, and will provide research and evaluation of products and services required for these efforts.

4.3.5 Will coordinate with each township the installation of goals and nets for each season, and storage for above at the end of each season.

4.3.6 Will prepare an annual budget projection for review and approval by the Board at the direction of the Treasurer.

4.4 Equipment/Uniforms

4.4.1 The Director of Equipment and uniforms will be responsible for the inventory and distribution of all equipment and uniforms. Currently the League has a contract with a designated party to purchase and sell uniforms, and supply each coach with needed equipment. It is necessary to coordinate with the designated party, the number of players and teams in the league each seasonal year.

4.4.2 Will continue open communication with a designated party, regarding cost of uniforms, and possible need to increase sale price.

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4.4.3 Will be responsible for the evaluation of equipment and uniform options available to the League, and will present a written evaluation statement of review to the Board when recommending a change in equipment brands, sources, or methods of distribution.

4.5 Travel Teams

4.5.1 The Director of Travel Teams will act as a liaison between the Board of Directors and the LOBOS Travel Division, which is the official Travel team organization affiliated with the Orion/Oxford Soccer League.

4.5.2 This Director will attend both LOBOS Division meetings and meetings scheduled for the Board of Directors. He will provide regular reports to the Board and bring Bylaw and Policy changes proposed by the LOBOS Division before the Board for review and approval. Will serve as Michigan State Premier Soccer Program Delegate and attend monthly meetings.

4.5.3 The Travel Team Director will attempt to establish state wide and regional relationships with organizations which promote interest in the game of soccer, and with groups or organizations responsible for tournament play. Tournament dates, costs and locations will be communicated to the travel team coaches to help further establish the image of this soccer club.

4.5.4 This Director will coordinate the selection of players through the established tryout process described by the LOBOS Travel Division Bylaws.

4.5.5 The Travel Team Director will notify all travel team coaches of technical instruction progress. This Director will coordinate licensing requirements and assist the LOBOS Division by announcing dates and site location for license related coaching classes and technical training programs.

4.5.6 Will coordinate the registration process for travel teams with MSPSP, and MYSL including team

costs, insurance and identification process. This will include the handling of affiliation fees with the Orion/Oxford Soccer League.

4.6 Registrar

4.6.1 The General Membership will elect a director to run seasonal registrations. This position will oversee registration dates and activities for community sign-up and mail in registrations.

4.6.2 The League will provide the Registrar with a separate phone line to their home with the Soccer League number. This line will be equipped with voice mail services.

4.6.3 The League will provide a computer for inputting of all registration information.

4.6.4 The Registrar will be responsible for the Registration Policy. The policy will describe cut-off-dates, supply needs at registration sites, public response on policy during registration, receipt policies, check posting activity, and registration notations for families with multiple registrations, checks covering multiple registrations and special health instructions. All policy amendments will be reviewed and approved by the Board.

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4.6.5 The Registrar will keep a complete record of all teams and players for each season conducted during their term of office. This data will be added to a running bank of active players and with the chronological history file for the league registrations.

4.6.6 The Registrar will certify the final list of players each season against the final rosters prepared by the Division Representatives. A hard copy of this list along with a computer disk of the final roster form will be given to the State Delegate for league registration and insurance coverage coordination.

4.6.7 The Registrar will maintain a running diary of conflicts which occur during the registration period and provide the Board with a summarization at the close of each registration period. Conflict reports will be used as the basis to review and amend the registration policy.

4.6.8 The Registrar will create and update each season the registration form and coordinate with schools, the distribution of these forms.

The registration forms will include the following:

- Season Dates
- Division/Age Dates
- Refund Rules
- Mail-in Cutoff Date
- Uniform Prices and availability
- Parent Phone Contact Number

4.7 Public Relations

- 4.7.1 The Public Relations Director will coordinate advertisement in local publications.
- 4.7.2 Committee chairpersons and others who may be responsible for the publication of material will send their notices in writing to the Public Relations Director at least fifteen days in advance, or within a workable time frame for emergency notices.
- 4.7.3 The Public Relations Director will arrange for newspaper publicity, handbills, bulletin board notices, posters and special invitations.
- 4.7.4 Will be responsible for publishing the League newsletter, registration notices and general information about the league.
- 4.8 Director of Coaching
- 4.8.1 The Director of Coaching will be responsible for bringing our league into parody with other youth organizations in our region and throughout the State of Michigan.
- 4.8.2 The Director of Coaching will conduct regular coaches meetings, coordinate clinics and training resources, keep a current list of publications and video sources to assist our volunteer coaches each season. The Director of Coaching will make sure all coaches receive copies of league rules, coaching policies and a copy of the

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FIFA laws of the game. The Director of Coaching will work individually with coaches at various levels to help them establish player development curriculum, training sessions and to discuss the importance of team strategy or goals at various age and skill group levels.

- 4.8.3 The Director of Coaching will study team draft and training philosophies established by other organizations and provide the Board with a periodic report and evaluation of similar and unique soccer programs.
- 4.8.4 The Director of Coaching will review and recommend applications or video resources which should be purchased by the League for technical references.
- 4.8.5 Will establish ongoing communication with high school and university coaches and trainers. Applicable techniques and training resources appropriate to either house or travel team divisions will be brought to the Board as a recommendation for review and approval.
- 4.8.6 Will coordinate new sources of equipment and maintenance with the Equipment Director and with the Director of Fields.

4.9 State Delegate

- 4.9.1 The membership will elect a Director to act as a liaison for the League with Regional and State Organizations. This Director will attend all State and Regional meetings and provide regular reports to the Board of activity in each area.

4.9.2 The director will obtain all guidelines, rules or direction taken on a National, State or Regional basis, for review by the League. His duty will be to evaluate new directions and to make recommendations to the Board regarding the affect of the change on our League.

4.9.3 Will review insurance coverage and policy options and present available options to the Board.

4.9.4 The State Delegate Director will coordinate League registration costs with the Treasurer each season, so that appropriate allowances can be included in the yearly budget.

4.9.5 Will investigate registration costs and methods of League operations and recommend adjustments in League policy to keep the League in line with organizations of similar size and philosophy.

4.10 Team Age Group Representative

4.10.1 The number of age group representatives will be determined by the Board based on the number and age or the participants registered during the prior spring and fall registration periods. Each age division will have two directors (coed and girls) with the exception of U12 and U14, where the number of teams is less. A single representative can coordinate teams in more than one age division, but during the performance of duties for both groups, will maintain a single vote on business conducted by the Board.

4.10.2 The Team Age Group Representatives will identify potential coaches from the age group of registrants for the number of teams anticipated from seasonal registrations. Parents showing an interest in coaching or assisting will be contracted by the Age Group Representative until enough volunteers have been identified to manage the anticipated numbers of teams.

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4.10.3 Will be responsible for conducting the player draft with the coaches identified to manage the age group teams during the season. The draft will follow league policy regarding protected players, age and gender parody and geographic assembly.

4.10.4 Will be responsible for deciding all hardship requests, and if unsure will bring request to the Board for consideration.

4.10.5 Will serve as a liaison between the Board and all teams, coaches, parents and players within their respective age division. The Age Group Representative will direct specific problems of inquiries to Board members having the appropriate responsibility for the issue, or for bringing the issue or the petitioner before the Board for a full hearing.

4.10.6 Will be the conduit for communication throughout League. Based on directive from the Board, Team Representatives will pass information to coaches within their age division, and coordinate the notification of all players by the coaches in their age group.

4.10.7 Will work closely with Director of Coaching to attempt to assure participation by a coach or assistant coaches in all clinics, coaches meetings or training sessions. The Age Group Representative will be responsible for the orientation of new coaches within the age group.

4.10.8 Will be used as an outreach resource for the Board to obtain competent and interested participants in League business. Will work with the Nominating Committee to provide candidates for open positions on the Board.

- 4.10.9 Will be responsible for bringing complaints against coaches to the Board
- 4.10.10 Will follow-up with respective coaches to insure receipt of league equipment.
- 4.10.11 Will be responsible for the distributing of late registrants to teams established after the draft, and notifying the League Registrar and Executive Director of late additions.

5. DIRECTOR OF RISK MANAGEMENT

- 5.1 The Director of Risk Management will act as liaison for the league with the State organization, coordinating the receipt and distribution of Risk Management Packets.
- 5.2 Will receive State organization reports and make a report to the board regarding ineligibility of coaches.

6. TEMPORARY COMMITTEES

6.1 Temporary Committees

- 6.1.1 A Parliamentarian, Historian, and all other temporary committee Chairpersons, except for the Nominating Committee, may be appointed by the President at any time, and will serve during a period as designated by the President.

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- 6.1.2 These Chairpersons will select their own committee members.
 - 6.1.3 Temporary Committee Chairpersons may attend Board of Directors meetings, but will have no vote.
 - 6.1.4 Temporary committees may be formed to coordinate specific fund-raising activities.
- ### 6.2 Nominating Committee
- 6.2.1 A Nominating Committee will be appointed by the Board during the first meeting of the new calendar year. The committee will consist of two (2) officers and two (2) Board members other than the President.
 - 6.2.2 Will obtain a list of the positions being vacated by the end of the fiscal year.
 - 6.2.3 Will contact the current Board Members to obtain their intent to run for open positions or a desire to remain in the same position for the next term.
 - 6.2.4 The committee will contact the membership to obtain recommendations or interest for the vacant

positions of the Board.

6.3 Team Photographs

6.3.1 One of the first duties of the new Board will be to establish a committee to be responsible for obtaining a professional photographer for team pictures.

6.3.2 This committee will research professional groups used for school pictures and team pictures both in our geographic area and by adjacent communities.

6.3.3 The committee will coordinate teams with the photographer and the photographer will be responsible for scheduling the teams for pictures.

6.3.4 The committee will work directly with the Executive Director to distribute descriptive information to notify all participants of scheduled team appointments, and to distribute the photos to the age group representatives once developed.

6.3.5 A final report will be filed with the Board each year, evaluating the quality of the photographs, the professionalism of handling the participants and parents, and the ability of the firm to conduct the operation in a smooth and efficient manner.

6.4 Soccer Fest

6.4.1 The Board may appoint a committee each year to coordinate the annual Soccer fest activities for the League.

6.4.2 The Committee will attempt to organize participation by the House League Coaches, the Select Team coaches, and professionals for various soccer related activities throughout the day.

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6.4.3 Other responsibilities will include optional locations, refreshment and souvenir sales, restroom coordination, tent rental and referee scheduling.

6.4.4 The committee will present a report of their recommendations and a budget at least (90) calendar days prior to the dates reserved for the event.

6.4.5 Records will be kept by the Committee and passed through the board to the committee members appointed during the next fiscal year. The report will contain recommendations to add interest or to help maintain the event as a smooth and efficient operation.

6.5 League Historian

6.5.1 Each Board may at their discretion select to appoint a League Historian to research or to record events special to the League.

6.5.2 The League Historian may provide the Board with an ongoing pictorial history of the team

participation each year or conduct special attention to select team playoffs, tournament involvement or Soccer fest activities.

6.5.3 Will collect all newspaper or publicity articles which involve coaches, board members, or teams which are part of the League. These documents may be bound in a separate album or file for periodic reference by the General Membership.

6.5.4 The Historian will keep a scrap book for copies of notices, programs, newspaper articles, and any other material of historical interest to this organization.

6.6 Appeals Committee

6.6.1 The Board of Directors may appoint a Protest and Appeals Committee, which will consist of one chairman and four members each of whom will be coaches, referees, or administrators. The four members will come from separate age groups. The Appeals Committee will hear appeals in disputes arising in games among players, coaches or parents, and appeals pertaining to the Association's Articles of Incorporation, Bylaws, Rules and Policies. The Appeals Committee will provide fair, swift and just hearing in all appeals. Its decisions will be made on the basis of one vote per member, excluding the Chairman who will cast a vote only in the event of a tie.

7. ELECTIONS

7.1 Election of the Board

7.1.1 The present Board will administer the election and make public notification thirty (30) days prior to the date of the election.

7.1.2 Members of the board, with exception of Travel Director, will be elected by the voting membership. Votes will be cast by open or written ballot and the election decided by a simple majority.

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7.1.3 Elections will be held during the spring playing season, preferably during the month of June for open offices.

7.1.4 Persons selected by the Nomination Committee may run for office. No person can hold or run for more than one office at the same time, unless there is no other interested party to fill the position. If any of the Board members remaining in office wish to run for one of the open offices, that member must first resign, and the vacated office will be filled by the Nominating Committee for election by the membership.

7.1.5 Whenever any vacancy will have occurred in the Board of Directors by reason of death, removal, resignation, or otherwise, a majority of the Directors then in office may fill the vacancy at any meeting, and the person so appointed will be a director until his/her successor is elected at the appropriate annual meeting. The resignation of a Director will be effective upon receipt by the league or at a subsequent time set forth in the notice of resignation. An Officer or Director must declare their intentions to the membership, failing to do so, this office will be declared vacant and filled in accordance with this section.

7.1.6 Members of the Board will not be prohibited from standing for election to succeed themselves in the same Board position.

7.1.7 The Nominating Committee will be appointed by the Board and will consist of the two (2) Officers and two (2) other Board members. The Committee will accept the nomination of any person active in League affairs, provided such person demonstrates a desire to promote the spirit of the League purpose. The Secretary will be responsible to publish the list of nominees.

7.1.8 In the event any office is vacant, the Board will appoint an “acting” Officer or Representative until the next membership meeting, or until a permanent appointment can be made by the Board.

7.1.9 Election will be by a written ballot as proposed by the Nominating Committee. Three tellers will be appointed by the President to distribute and count ballots.

7.1.10 Nominations may also be made from the floor. Candidates for office will be consulted and give their consent prior to being placed on the slate of nominees.

7.1.11 Any voting member of this organization will be eligible for office.

7.1.12 Each voting member will have only one vote.

7.1.13 If a voting member is unable to be present, he/she may obtain an absentee ballot prior to the date of the meeting from the Executive Director.

7.2 Installation of Officers

7.2.1 A simple, dignified installation service for the new Officers and the Board Members emphasizes the responsibility of these positions to the members as well as to the Officers and the Board. Such a service also gives recognition to the outgoing Officers as well as introduction and welcome to the New Officers and Board Members.

7.2.2 The incoming President will appoint a presiding officer to conduct the Installation Service.

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7.3 Term of Office

7.3.1 The term of office for all officers of the Board will be two (2) years from the date of installation on the Board, or for the balance of the term of office if replacing a member of the Board.

7.3.2 The term of office for all Division Level Representatives will be one (1) year from the date of installation on the Board or for the balance of the term of office if replacing a member of the Board.

7.3.3 The term of office will begin with the new fiscal year, immediately following installation services at the end of the Annual Meeting.

7.3.4 The terms of office will coincide with the League playing year, to include both the Fall and Spring

playing seasons (August 1, through July 31).

7.4 Recall Procedure

7.4.1 A petition stating reasons for recall must be initiated by a Board member and signed by a minimum of 1/3 of the Directors seated on the current Board. The petition can be brought forth by any League member, but must receive ample support before formal consideration.

7.4.2 The petition will be presented to the Board of Directors.

7.4.3 A regular membership or special meeting will be held within thirty (30) days of receipt of petition to take action on it.

7.4.4 A simple majority of the voting members present at the meeting will be able to recall a member of the Board of Directors.

7.5 Board Actions

7.5.1 Voting rights of the Board of Directors - each member of the Board of Directors, will have one (1) vote on all matters requiring a vote. Votes will be decided by a simple majority. A quorum of the Board must be present for the vote to be valid.

6. QUORUM

8.1 Quorum Limitations

8.1.1 A quorum of the Board of Directors will consist of a simple majority of the Board of Directors. A majority of the directors then in office will constitute a quorum for the transaction of business and the action of a majority of the directors then in office may be specifically required by other sections of these Bylaws. A director may participate in a meeting by means of a conference telephone or similar communication equipment by means of which all persons participating in the meeting can hear each other, and their participation will constitute presence at the meeting. If at any meeting of the Board there will be less than a quorum present, a majority of those present may adjourn the meeting from time to time until a quorum will have been obtained.

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8.1.2 A quorum of any committee will consist of a majority of the committee members.

8.1.3 A quorum of the voting membership will consist of the simple majority of the members present and voting. A majority of the membership, present in person, will, except as otherwise provided by the law or by the Articles of Incorporation of the League as from time to time amended, constitutes a quorum at all meetings of members. There will be no voting by proxy.

8.2 Membership

- 8.2.1 The voting Membership of this League will include:
1. All persons who are elected or appointed to its Board of Directors.
 2. Each team's head coach or designate.
 3. Officials
 4. Other officials appointed by the Board.
- 8.2.2 Each person will have one vote and must be present to vote.
- 8.2.3 The term of membership for voting will be for the fiscal year of the League.
- 8.2.4 Players which are registered and make up the teams in the League will be non-voting members and shall not be accounted when establishing the quorum for conducting business.

8.3 Voting

- 8.3.1 Once a quorum has been established, a motion or proposal will require a simple majority vote to pass.
- 8.3.2 Election limitations required once a quorum has been established, will be as stated under Article 6 of these bylaws.

9. **MEETINGS**

9.1 Regular Business Meetings

- 9.1.1 There will be one regular business meeting of general membership each month during the fiscal year unless otherwise ordered by the organization or the Board of Directors.
- 9.1.2 This regular business meeting will be held on the third Tuesday of each month at 8:00 p.m., unless otherwise ordered by the Board of Directors with proper notification to the membership.

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9.2 Annual Meeting

- 9.2.1 The last regular business meeting of the year, (usually in June), will be the Annual Meeting and installation of Officers and the Board of Directors.
- 9.2.2 The Annual Meeting of members of the League will be held at the completion of the Spring

Season, at a place designated by the Board of Directors, beginning at 8:00 p.m. The purpose of this meeting will be to elect directors and for the transaction of such other business as may properly be brought before the meeting.

9.3 Special Meetings

9.3.1 Special general membership meetings may be called by the President, or by the Board of Directors.

9.3.2 Special meetings of the Board of Directors may be at any time or place upon the call of the President or by the President of Secretary at the direction of not less than two directors then in office. Oral, telegraphic or written notice of the time and place of all special meetings of the Board will be duly served on or sent, mailed or telegraphed to each director not less than 2 nor more than 10 days before the meeting.

9.4 Notice

9.4.1 Notice of the time, place and purpose of each meeting of the members, signed by the President or Executive Director and stating the authority upon which issued, will be served either personally or by mail upon each member entitled to vote at the meeting; provided that no notice of adjourned meetings need be given unless the Board of Directors fixes a new record date for the adjourned meeting. If mailed, the notice will be directed to each member entitled to notice at its address as it appears on the books of the League, unless it will have filed with the Executive Director a written request that notices be mailed to some other address, in which case it will be mailed to the address designated in the request. Meetings may be held without notice, if all members entitled to vote are present in person.

10. **ORDER OF BUSINESS**

10.1 Rules and Conduct

10.1.1 The rules contained in Roberts Rules of Order, of the most recent edition, will guide this organization in all cases to which they are applicable, and in which they are not inconsistent with the bylaws, policies or the special rules of order of this organization.

10.1.2 Meetings of members will be presided over by a Chairman of the meeting who will be the President of the Board of Directors, or if the President is not present, by the Executive Director, or if the Executive Director is not present, by a chairman to be chosen at the meeting. In the absence of the Executive Director, a person will be chosen to keep minutes of the meeting.

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10.2 Order of Business

Meeting Called to Order
Invocation (optional)
Pledge of Allegiance (optional)

Roll Call (Officers and Board)
Conflict of Interest Statement
Approval of Minutes
Treasurer's Report
Standing Committee Reports
Old Business
New Business
Announcements
Correspondence
Adjournment

11. **AMENDMENTS**

11.1 Proposed Changes

11.1.1 A proposal to amend these bylaws must be presented to the Board for a first reading during a regularly scheduled Board meeting, or at a special meeting when notice of the meeting has been given for a period of not less than (15) fifteen days. The proposed amendment cannot be in conflict with the regulations prescribed by the MSYSA of which the League is a part.

11.1.2 The first reading will be followed by an open discussion period to allow for modifications of verbal or for formal alteration recommendations by the Board.

11.1.3 If the proposal receives a strong recommendation from the Board for amendment, the proposal can be voted upon during the next Board Meeting if presented as originally drafted or if presented to include the recommended changes by the Board. The proposal will be read, as if for the first time, if changes to the text, other than described above, have been made.

11.2 Board Action

11.2.1 The notice for a vote on a proposed amendment will be published in the agenda of the Regular or Special Board meeting.

11.2.2 Not less than 30 days will pass between the first reading of a proposal and the Board action on the proposal.

11.2.3 Proposed Bylaw amendments, changes, additions or deletions will be considered approved if approved by a 2/3 majority vote of the Board once a quorum has been established.

11.2.4 The Executive Director is responsible for keeping up to date records of the approved Bylaws including amendments. The Executive Director will publish and distribute amendments to all current Board Members.

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11.3 Policy Changes

11.3.1 Changes to league policies will follow the same format as for a Bylaw amendment proposal and

will require an initial reading at a Board meeting prior to the vote.

11.3.2 Policy changes can be amended by the Board at the same meeting where Board action has been scheduled to take place.

11.3.3 A simple majority vote of a quorum of the Board will be required to add, delete, amend or change the policies of this League.

11.3.4 Policies will be formally recorded for the League by the Executive Director and distributed to all members.

11.3.5 Standard pre-published rules or policy statements can be adopted by this League, as a part of the rules governing the operation or activity of the League, under this section of the League Bylaws.

12. **EXEMPT ORGANIZATION COMPLIANCE**

12.1 CLAUSES

12.1.1 Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more purposes as specified in Section 501 (c) (3) of the Internal Revenue Code of 1986, and will not carry on any activity not permitted to be carried on by an organization exempt from Federal Income tax under Section 501 (c) (3) of the Internal Revenue Code or corresponding provisions of any subsequent tax law.

12.1.2 No part of the net earnings of the organization will be to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee or officer of the organization or any private individual will be entitled to a dissolution of the organization.

12.1.3 No substantial part of the activities of the organization will be carrying on propaganda, or otherwise attempting to influence legislation, (except as otherwise provided by Section 501 (h) of the Code), or participating in, or intervening in (including the publication or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

12.1.4 In the event of dissolution, all of the remaining assets and property of the organization will after payment of necessary expenses thereof be distributed to such organization as will qualify under Section 501 (c) (3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government, a State, or local competent jurisdiction within the State of Michigan.