

## **LVYSL Constitution and Bylaws - Article I**

### **Article I: Name**

This association shall bear the name: "Lehigh Valley Youth Soccer League, Inc."

## **LVYSL Constitution and Bylaws - Article II**

### **Article II: Objectives**

A. The objectives of this organization shall be to:

1. Promote, foster, and perpetuate the game of soccer on the youth level
2. Provide competition for its member clubs
3. Play the game in accordance with high standards of good sportsmanship and fair play
4. It shall further be the purpose of this league to "Promote the Game of Soccer"

### **Article III:**

#### **Affiliation**

The Lehigh Valley Youth Soccer League is a member of the Eastern Pennsylvania Youth Soccer Association and the United States Soccer Federation. The league will make all attempts to work within the framework of these organizations. Any occurrence not specifically covered by the by-laws of the Lehigh Valley Youth Soccer League or its various rules shall be covered by the rules of the EPYSA, USYSA, USSF, or FIFA.

**LVYSL Constitution and Bylaws - Article IV Section A** □ □**Article IV: Executive Board****A. Membership of the Executive Board**

1. Executive Board shall consist of the duly elected officers of the league.
2. The Officers and their order of succession shall be:
  - a. President
  - b. Vice President of Operations
  - c. Treasurer
  - d. Secretary
  - e. Games Commissioner - Boys Division
  - f. Games Commissioner - Girls Division
  - g. Games Commissioner - Small-sided Games
  - h. Registrars (based on seniority as a registrar)
  - i. Immediate Past President
3. Two additional positions shall be appointed to the Executive Board by those officers listed in Article IV, section A, part 2. These positions will not have voting rights and will not be part of the succession order.
  - a. College Program Liaison
  - b. High School Program Liaison

**B. Duties of the Executive Board**

1. The Executive Board shall have the responsibility of the league during the period(s) between regular league meetings.
2. Any action taken by the Executive Board can be appealed at the next regular meeting or a special meeting called for that specific purpose.
3. Meeting(s) of the Executive Board
  - a. The meetings of the Executive Board shall have a quorum when at least one-half of the voting members of the Board are present. All decisions shall be determined by majority vote. The presiding Chairperson shall vote in the event of a tie in order to resolve the issue at hand. No officer shall have the right to represent his/her own club or vote in matters where his/her club is uniquely involved.
4. Members of the Executive Board may offer motions at league meetings but may not second motions or vote. However, if a member of the Board also represents a member club, motions may be seconded and voting is permissible. In the event of a tie vote, the President shall cast the deciding ballot.
5. Meetings of the Executive Board shall be as required but no less than once each quarter.

## **LVYSL Constitution and Bylaws - Article IV Section B**

### **Article IV: Executive Board**

#### **B. Duties of the Executive Board**

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## **LVYSL Constitution and Bylaws - Article IV Section C**

### **Article IV: Executive Board**

#### **C. Election of the Board**

1. Members of the Executive Board shall be elected at the regular June meeting and serve for a term of one year.
  - a. It is the League's intent that an individual serve no more than two (2) consecutive terms in a given office.
  - b. Members of the Executive Board shall be elected only if they are personally present (unless written notice has been filed with the Secretary expressing an interest in a particular position).
2. All elections shall be by secret ballot or by voice vote, if no objection is raised. A simple majority of votes by the authorized representatives present and voting is necessary for election.
3. No more than four Executive Board offices shall be held by members of the same club.
4. Each club shall place on file with the League Secretary the name of it's authorized representative and alternate representatives. The authorized representative shall serve as the club's representative at league meetings for voting purposes. The number of votes per club shall be determined by the number of travel teams which played in the LVYSL during the prior 12 month period (1 Sept. to 31 Aug.) and allocated as follows:

Number of Votes Number of Travel Teams Playing in the LVYSL per Club:

- less than 10 teams one vote
- 10 to 19 teams two votes
- more than 20 teams three votes

The authorized representative shall cast all votes entitled to the club. There shall be a roll-call vote when requested by any authorized representative or league officer.

5. All elected officers shall assume office immediately upon their election.

## **LVYSL Constitution and Bylaws - Article IV Section D**

### **Article IV: Executive Board**

#### D. Removal from League or Office

1. Removal shall be by secret ballot.
2. Removal of an organization from the league shall take the affirmative vote of at least two-thirds (2/3) of the authorized representatives present and voting.
3. Removal of an officer from the Executive Board before the expiration of his/her term shall require the affirmative vote of at least two-thirds (2/3) of the authorized representatives present and voting.
4. If an officer of the Executive Board is removed in accordance with this section his/her office shall be declared vacant. Such a vacancy shall be filled in accordance with the methods prescribed in these by-laws.
5. Removal shall be for cause after an appropriate hearing before the Executive Board

## **LVYSL Constitution and Bylaws - Article IV Section E**

### **Article IV: Executive Board**

#### E. Filling Vacancies

1. If for any reason, a vacancy shall exist in any office of the Executive Board, the authorized representatives of the member clubs shall elect, from the members of the league, an officer to fill such vacancy. Such election shall take place at the next regular league meeting and require the affirmative vote of a majority of the authorized representatives present and voting.
2. Any vacancy occurring due to removal, resignation, or death shall be filled for the remaining portion of that term only.
3. Officers elected to fill vacancies in accordance with the provisions of this section shall assume office immediately
4. Officers shall be elected only if they are personally present (unless written notice has been filed with the Secretary expressing an interest in a particular position).
5. The President may appoint qualified individuals(s) to fill Executive Board vacancies on an interim basis until a regular league meeting is held.

## **LVYSL Constitution and Bylaws - Article IV Section F**

### **Article IV: Executive Board**

#### F. Duties of Officers

##### 1. President

- a. The President shall supervise all activities of the league, the work of the Executive Director and the work of the Executive Board.
- b. The President shall preside at all meetings of the Board and league.
- c. The President shall appoint the Grievance Committee and any other committees deemed necessary for efficient league operation, excluding those outlined in the duties of the vice president(s).
- d. The President is the general representative of the league in all legal and other matters.
- e. The President is an "ad hoc" member of all committees.
- f. The President shall annually appoint a certified, independent auditor to audit the books and accounts of the Treasurer
  - (1) The independent auditor shall provide a written report of its finding(s) to the league.

##### 2. Vice President of Operations

- a. The Vice President of Operations shall assist in establishing league "structure of play" (e.g. Premier, A Division, B Division, etc.), season "format" (weekly schedule, mini-tournament weekend play, etc.), special events and shall be responsible for organizing and directing all activities related to the select program.
- b. The Vice President of Operations shall establish the need, time and date for coaches meetings. He/she shall also establish programs designed to strengthen the quality of coaching in the league.
- c. The Vice President of Operations shall be responsible for organizing and directing all activities related to the Select program. This shall include organizing and scheduling Select tryouts, recruiting Select coaches and developing a system which provides for a fair and equitable assessment of all interested players. The Vice President of Operations shall get Board approval of the:
  - (1) Roster of Select coaches
  - (2) Number and age groups of Select teams
  - (3) Annual operating budget for the Select program

##### 3. Treasurer

- a. The Treasurer shall be responsible for the finances of the league.
- b. The Treasurer shall be responsible for keeping accurate financial records and shall present a detailed report of the financial position at each league meeting.
- c. The Treasurer shall maintain a separate fund account for all "Performance Bond" moneys and ensure that all member clubs/teams meet the minimum amount(s) required.
- d. The Treasurer shall oversee the preparation of the annual budget for the league. This budget shall be presented for approval at the May meeting.

#### 4. Secretary

- a. The Secretary shall attend to all correspondence other than that which pertains to the scheduling of league games and the registration of players and matters connected therewith.
- b. The Secretary shall produce the league directory of league officers, member club presidents and authorized representatives semi-annually.
- c. The Secretary shall record the minutes of all League and Executive Board meetings and maintain the official copy of same.
  - (1) League meeting minutes shall be presented for approval at the next regularly scheduled league meeting.
  - (2) A copy of League meeting minutes shall be forwarded to the Executive Director within two (2) weeks of the regularly scheduled meeting for inclusion in the league web-site.
  - (3) Executive Board meeting minutes shall be presented for approval at the next regularly scheduled Executive Board meeting.
- d. The Secretary shall, on an annual basis, forward an up-to-date directory of league officers to the EPYSA Secretary.

#### 5. Games Commissioners (Boys and Girls Division and Small-sided)

- a. The Games Commissioners shall arrange all scheduling of league games, request referees, and summarize league standings for publication on the league web-site at least once a month.
- b. The Games Commissioner shall assign penalties for any violations as specified by "The Rules of Play."
- c. If a conflict of interest shall arise, the games commissioner shall notify the President or "Acting President" as per article IV, Section A. 2.

#### 6. Registrars

- a. The Registrars shall be in charge of all matters dealing with player registration and status.
  - (1) It shall be the responsibility of the Registrars to forward all necessary records concerning player/team status to the proper EPYSA/USYSA/USSF/FIFA authority.

#### 7. Immediate Past President

- a. The Immediate Past President shall act as a consultant to the President on all league matters.
- b. The Immediate Past President shall perform the role of parliamentarian at all league membership and Executive Board meetings to assure that the league constitution, by-laws, and rules of play are strictly adhered to.

#### 8. Program Liaisons

- a. The College Program Liaison shall be a college soccer coach and shall provide guidance and direction to the League to enhance players' opportunities to play soccer at the college level. This position shall provide advice on player and coach development programs and tournament play to improve the quality of play.
- b. The High School Program Liaison shall be a high school soccer coach and shall provide guidance and direction to the League to enhance players' opportunities to play soccer at the

high school level. This position shall provide advice on player and coach development programs and tournament play to improve the quality of play.

## **LVYSL Constitution and Bylaws - Article V Section A, B, C**

### **Article V: Membership**

#### **A. New Membership**

1. An application for membership shall be submitted in writing to the Executive Director.
  - a. The application must include the performance bond, and written commitment for playing fields which conform to the "Laws of the Game".
  - b. The applicant shall be a member of a club organization which shall be capable of fielding teams in at least two operating league divisions. The applicant shall be accepted provisionally for a one year period. Failure to enter a team in a second division during the subsequent season may result in the removal of the club/team from the membership rolls.
  - c. The Executive Director shall provide the applicant(s) with current copies of the league "By-laws," "Rules of Play," Financial Obligations, and Directory.

#### **B. Acceptance of Application**

1. The Executive Board shall rule upon all applications for membership.
  - a. Acceptance shall be ratified by the duly authorized representatives of the member clubs at the next general meeting of the league.
    - (1) Upon acceptance by the league, the club shall immediately be eligible to participate in games scheduled by the league.

#### **C. Mergers**

1. In the event of merger, the new club/team shall be responsible for all financial and other obligations incurred under these rules by the former club(s)/teams(s).

## **LVYSL Constitution and Bylaws - Article V Section D, E**

### **Article V: Membership**

#### **D. Withdrawal**

1. Applications for withdrawal shall be presented in writing to the league Secretary.
  - a. Such applications(s) shall be accepted only if the club/team has fulfilled all of its obligations to this league.
  - b. If possible, all financial obligations due shall be deducted from the club/team performance bond held by the league.
  - c. Following acceptance of withdrawal, the league Treasurer will return all moneys remaining in the club/team "Performance Bond" accounts(s).
  - d. With the acceptance of withdrawal, the club/team forfeits all further rights to the property of the Lehigh Valley Youth Soccer League.

#### **E. Membership Fee**

1. Each member organization will pay such annual fees as are established by the Executive Board and approved by the league membership.

2. A minimum "Performance Bond" shall be required of each team participating in the Lehigh Valley Youth Soccer League.
  - a. Any financial obligations(s) herein described, not specifically addressed otherwise, will be deducted from the club/team "Performance Bond" account.
  - b. It shall be the responsibility of the member club/team to maintain this account at the minimum prescribed level.
    - (1) This account shall not fall below the minimum required balance for a period in excess of thirty (30) days.

## **LVYSL Constitution and Bylaws - Article V Section F**

### **Article V: Membership**

#### F. Duties and Administration of Clubs

1. Each club is responsible for the conduct of its players, coaches, officials, and spectators.
  - a. The club shall take all necessary precautions to prevent spectators, coaches, or players from engaging in verbally or physically abusive or threatening actions before, during, or at the conclusion of the game(s).
  - b. Failure to control any of the individuals listed above will result in disciplinary action(s) as determined by the Executive Board in accordance with the current "Rules of Play" (as appropriate).
2. Clubs shall ensure notification and make every effort to encourage all of its teams/coaches/players to actively participate in the special events sponsored by the league, including tournaments and "Select " programs.
3. Each club shall be entitled to votes per the schedule outlined in Article IV, section C at regular league meetings.
  - a. No club shall be entitled to vote if its club/team financial obligations to the league have not been met.

## **LVYSL Constitution and Bylaws - Article VI**

### **Article VI: Appeals, Protests and Grievances**

#### A. Right of Appeal, Protest or Grievance

1. Any ruling by an officer or committee of the league may be appealed.
2. A club/team may appeal a player suspension.
3. A club/team may submit a protest or grievance.
4. No appeal shall be entertained from any team/coach who has not submitted at least fifty percent (50%) of his referee assessment cards to the Referee Assignor for all scheduled games prior to the game in question.

#### B. Appeal, Protest or Grievance Procedure

1. Appeals relating to league business must be made by certified mail within seven (7) days of the publication of the original decision.

2. All other appeals, protests, or grievances must be made by certified mail within seventy-two (72) hours of the completion of the game.
  3. Appeals, protests and grievances must be in writing addressed to the President with a copy to the league Executive Director.
  4. The \$50.00 fee must accompany all letters of appeal, protest or grievance to the President.
- C. Disposition of Appeal, Protest or Grievance
1. All appeals pertaining to league business, the constitution, or by-laws shall be decided upon by the Executive Board of the league.
  2. All other appeals, protests, or grievances pertaining to the league "Rules of Play," or any other issue related directly or indirectly to the playing of games shall be decided by the duly appointed Grievance Committee of the league.
  3. A decision shall be reached and all parties involved shall be notified within twenty-one (21) days of the appeal date.
  4. The league membership may vote to overrule a decision on an appeal by a two-thirds (2/3) majority of all eligible votes.
  5. If the appeal, protest or grievance is upheld, the appeal fee shall be returned to the member club/team.
  6. Any decision of the Executive Board or Lehigh Valley Youth Soccer League Grievance Committee may be appealed to the EPYSA following the procedure outlined in the EPYSA by-laws (Article II).

## **LVYSL Constitution and Bylaws - Article VII**

### **Article VII: Player Registration**

- A. Changes in rules regarding player registration and release shall be drafted by the Registrars and approved by the league one month in advance of the fall and spring playing season(s).

## **LVYSL Constitution and Bylaws - Article VII**

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## **LVYSL Constitution and Bylaws - Article IX**

### **Article IX: Parliamentary Procedure**

- A. "Robert's Rules of Order" shall govern in all cases wherein they do not conflict with these by-laws.
- B. Order of Business:
  1. Call to order
  2. Roll call

3. Approval of minutes of the previous meeting
4. Report of the President
5. Report of the officers
  - a. Treasurer
  - b. Operations
  - c. Secretary
6. Report of Referee Assignor
7. Report of Executive Director
8. EPYSA Report
9. Report of Special Committees
10. Old Business
11. New Business
12. "Good of the Order"
13. Adjournment

## **LVYSL Constitution and Bylaws - Article X**

### **Article X: Name**

#### A. Grievance Committee

1. The purpose of the Grievance Committee is to take prompt action on game protests and/or grievances or appeals pertaining to the league "Rules of Play" or any other issue related directly or indirectly to the playing of games.

#### B. "Select" Committee

1. The "Select" Committee shall consist of the Vice President of Operations, who will be the Chairperson and at least one member representing the girls division and one member representing the boys division of the Lehigh Valley Youth Soccer League.
2. The Committee shall establish the guidelines wherein all players of the league shall be offered the opportunity to tryout for the "Select" program.
3. The Committee shall establish any player fee structure deemed necessary to support a "quality" program.
4. The Lehigh Valley Youth Soccer League shall pay the entry fee for at least one tournament for each "Select Team" during the playing year. The selection of the tournament shall be at the discretion of the "Select" Committee and the coach of the team involved.
5. The "Select" Committee shall establish any remuneration for the individual team coaches subject to approval by the Executive Board.

#### C. Representative to EPYSA District 6

1. The President shall appoint a league representative for EPYSA District 6.
2. The district representative shall attend all district meetings as called by the district

commissioner.

3. The District Representative may be the current District Commissioner or his/her alternate.

#### D. Special Committees

1. The President may, from time to time, appoint special committees that he or she may deem necessary to conduct the business of the league.

### **LVYSL Constitution and Bylaws - Article XI**

#### **Article XI: Adoption of By-laws and Effective Date**

##### A. Method of Adopting

1. The Secretary shall notify each member club/team of the time, date, and place of the reading of these by-laws.
2. A typed copy of any change(s) shall be sent in advance to all authorized representatives.
3. Voting on all changes shall be secret ballot.
4. It shall take the affirmative vote of at least two-thirds (2/3) of the authorized representatives present and voting at the reading to adopt these by-laws.

##### B. Effective Date

1. These by-laws shall become effective immediately upon their adoption.

##### C. Filing of the By-Laws

1. The President and the secretary must sign and date the official copy of these by-laws and note the appropriate revision number.

### **LVYSL Constitution and Bylaws - Article XII**

#### **Article XII: League Dissolution**

- A. In the event of dissolution of the Lehigh Valley Youth Soccer League, all monetary assets remaining in active accounts with duly selected financial institutions, shall be distributed among all affiliated clubs in "good standing" on the date of such dissolution. Said distribution shall be prorated on the basis of the number of participating teams from each affiliated club.
- B. All non-monetary assets of the league at the time of dissolution shall be disposed of by sale. The proceeds of such sale shall be included in the funds dispersed to the affiliated clubs as outlined in Article XII Section A.

### **LVYSL Constitution and Bylaws - Article XIII**

#### **Article XIII: Amendments to the By-laws**

##### A. Method of Amending

1. All amendments to these by-laws shall be voted on, in final form, at the March or November meetings of the Lehigh Valley Youth Soccer League. To be considered for adoption, all such amendments must be submitted in writing to the league Secretary at least forty-five (45) days prior to the February or September meetings.

2. The secretary shall notify each authorized representative of the time, place, and date of the meeting at which amendments are to be read and adopted.
  3. Printed copies of the proposed amendment(s) shall be made available to all authorized representatives in advance of the February or September meetings. This will provide the opportunity for member clubs to discuss the proposed changes prior to the vote.
  4. Voting shall be by secret ballot or by voice vote, if no objection is raised.
  5. It shall take the affirmative vote of at least two-thirds (2/3) of the authorized representatives, present and voting, to amend these by-laws.
- B. Effective Date of Amendments
1. Amendments shall become a part of these by-laws immediately upon their adoption.
- C. Filing of Amendments
1. The President and Secretary must sign the official copy of all amendments to these by-laws.
  2. The President or Executive Director shall keep in his/her possession the official copy of these amendments to the official copy of the by-laws.
  3. The President or Executive Director shall attach official copies of all amendments to the official copy of the by-laws.
  4. The secretary shall make the proper notation(s) on the official copy of the by-laws of any article, section, or sub-section referred to or affected by an amendment.

Revision 3, Effective 9 March 1999

**Exhibit A:**

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501©(3) of the Internal Revenue code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501©(3) or corresponding provisions of any subsequent tax laws.

No part of the net earnings of the organization shall inure 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, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

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

In the event of dissolution, all of the remaining assets and property of the organization shall, after payment of necessary expenses thereof, be distributed to such organizations as shall qualify under section 501©(3) of the Internal Revenue code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government or State or local government for public purpose, subject to the approval of a Justice of the Supreme Court of the State of Pennsylvania.

In any taxable year in which the organization is a private foundation as described in IRC 509(a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4924, and the organization shall not:

[a] engage in any act of self-dealing as defined in IRC 4941(d); [b] retain any excess business holdings as defined in IRC 4943©, [c] make any investments in such a manner as to subject the organization to tax under IRC 4944; or [d] make any taxable expenditure as defined in IRC 4945(d) or corresponding provisions of any subsequent Federal tax laws.