

**SAMPLE**

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**YOUR ORGANIZATION BYLAWS**

**PART I**

**ARTICLE 1 - NAME**

*Section I - League Name*

The name of this organization shall be the **Your Organization** and will be known as the League for all purposes hereafter enumerated.

**ARTICLE II - PURPOSE**

*Section I - Purpose*

The League's purpose is to promote and advance the cause of youth soccer through the development of individual youth soccer players and the development of teams for recreational, intermediate and advanced levels of play.

**ARTICLE III • TERRITORY**

*Section I - Coordination with Other Leagues, Clubs and Associations*

In the interest of promoting soccer, this league will coordinate and work closely with all other groups involved in youth soccer activities within, but not limited to the **Your County** area.

**ARTICLE IV - AFFILIATION**

*Section I - Affiliation*

This league is affiliated with and is a member of **your affiliation** and the Georgia State Soccer Association.

## **ARTICLE V - MEMBERSHIP**

### *Section I - Voting Membership Requirements*

The League's voting membership shall consist of such persons as may be a parent or legal guardian of one or more children or wards enrolled in at least one of the activities or programs of activities sponsored by the League who shall:

- (a) Register with the Registrar of the league, furnishing upon a form prescribed by the Registrar, his or her name, age, address, telephone number, names and ages of his or her ward(s) and/or child (children) and the sponsored activity in which each of the latter is enrolled, date of registration and such further information as the league may require;
- (b) Be a resident of **your designated area. (THIS IS NOT A GEORGIA SOCCER REQUIREMENT.)**
- (c) Agree to assist to the best of his or her ability in the furtherance of the League's programs and purpose.

## **ARTICLE VI - ANNUAL GENERAL MEETING**

### *Section I - Annual Meeting Requirements and Conditions*

The league shall hold an annual meeting of its membership for the purpose of electing Directors, approving amendments to the Constitution and Bylaws, and conduct such other business as deemed necessary by the membership. The meeting shall be held in the month of June at a place to be specified by the Directors. Notice of the annual meeting shall be posted in writing at least thirty (30) days prior to the scheduled meeting date. The meeting will be posted at **your designated facility** at a location accessible to all league members. **(THIS IS NOT A GEORGIA SOCCER REQUIREMENT)**

### *Section II - Regular Board Meetings*

The Board shall hold regular meetings to conduct the business of the League. The Board shall post regular meetings twenty (20) days prior to the scheduled meeting date. The meeting will be posted at **your designated facility** at a location accessible to all league members. **(THIS IS NOT A GEORGIA SOCCER REQUIREMENT.)**

### *Section III - Board Meeting Business Conduct*

League business meetings shall be conducted according to Parliamentary Procedures outlined in Robert's Rules of Order.

## ARTICLE VII - GOVERNMENT

### *Section I - Board of Directors*

This league will be governed by a Board of Directors. The Board of Directors shall have eleven (11) members. The Board of Directors will meet as necessary to conduct the business of the League. A quorum for the Board of Directors shall be six (6). Ten directors shall be elected for a term of one (1) year by the members present and voting at the June meeting of the League. The immediate past president shall serve as the eleventh (11) director. Directors may be re-elected to office. All newly elected directors shall be residents of **your designated area. (THIS IS NOT A GEORGIA SOCCER REQUIREMENT.)**

### *Section II - Board of Directors Responsibilities*

The Board of Directors shall be responsible for and have sole authority for the following:

- (a) Establishing policies for the operation of the League.
- (b) Enforcing and interpreting the Constitution, Bylaws and League Policies.
- (c) Ensuring compliance with the annual contract for use of county facilities between the League and **your county authority. (THIS IS NOT A GEORGIA SOCCER REQUIREMENT.)**
- (d) Shall from time to time make temporary rules and regulations for specific cases or occasions not provided for the Constitution, Bylaws or policies, but which are deemed necessary, by the Board of Directors, to carry out the objectives of this League. Where this takes place, the Constitutions and Bylaws Committee shall recommend an amendment to the Constitution or Bylaws in accordance with Article 10 of the Constitution, Procedures for Amendments to the Constitution and Bylaws.

### *Section III - Discipline*

The Board of Directors shall have the right and authority to suspend, ban completely or otherwise discipline any player, coach, manager, league member or team official for violations of the League Constitution, Bylaws or policies, or for any conduct that is unsuitable to the development of youth soccer players. The Board of Directors shall have the right and authority to suspend any of its own members for substantial failure to perform their mandated duties or for violation of the League Constitution, Bylaws and policies.

## **ARTICLE VIII - OFFICERS OF THE LEAGUE**

### *Section I – Officers*

The officers of this League shall consist of:

- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer

### *Section II - Officer Elections*

The officers of the league shall be elected by the Board of Directors.

### *Section III - Replacement of Board Members or officers*

The Board of Directors may replace a board member for cause; such action shall take place at a meeting of the Board of Directors. Replacement of a board member shall require a two thirds (2/3) vote of the Board. Any board member not attending regularly scheduled meetings for three (3) consecutive meetings without an excuse shall have his or her office declared vacant. The President shall then appoint a new member to fill the vacancy until new elections are held.

## **ARTICLE IX - RECALL OF OFFICERS**

### *Section I - Conditions for Recall of Officers*

In the event the Officers of the League or Board of Directors of the League fail in their responsibilities and obligations to the League and its membership, a meeting of the membership shall be called to conduct elections of new officers.

### *Section II - Requirements for Recall of Officers*

Such a meeting may be called by any member presenting a petition signed by ten percent (10%) of the League members, provided all members are notified in writing. A quorum shall consist of twenty five percent (25%) of League members, and a majority vote of the members present will prevail.

## **ARTICLE X - PROCEDURES FOR AMENDMENTS TO THE BYLAWS**

### *Section I - Requirements for Amendments of Bylaws*

The Constitution may be amended at the annual League meeting in June by a majority vote of the members present and voting, provided that written notice of the proposed amendment is posted 30 days prior to the scheduled meeting date. The Bylaws may be amended at any regular meeting by a majority vote of the members present and voting, provided that written notice of the proposed amendment is posted 30 day prior to the scheduled meeting date. Any proposed amendment must by submitted to the League in writing.

## **ARTICLE XI - RULES OF PLAY**

### *Section I - Requirements and Guidelines for Rules of Play*

The rules of soccer as defined by the Federation Internationale de Football Association (FIFA) *Laws of the Game*, with *Modification for Youth Play* by Georgia Soccer should not be altered, unless approved and not contrary to this Constitution, with exception; to the betterment arid protection of the beginners, and younger boys and girls. Whenever the rules are altered or changed, they should be clearly explained to whomever it may concern.

## **ARTICLE XII - LIMITATION OF LIABILITY**

### *Section II - Limits of Liability*

The League shall not assume, not be liable for the debts and/or the financial responsibilities, either implied or incurred, of any player, coach, manager, team official or referee, unless otherwise approved by a majority vote of the Board of Directors.

# **YOUR ORGANIZATION BY LAWS**

## **PART II**

### **ARTICLE I - DUTIES OF OFFICERS**

#### *Section I - Duties of Officers*

The Officers of the League and their duties:

**PRESIDENT:** The President shall preside over all board meetings, call the meetings to order, conduct the order of business, moderate discussions, conduct a vote on all motions and close the meetings. The President shall have the authority to call a meeting at any time. He/she may cast the deciding vote in the event of a tie or may waive the right to do so.

The President shall appoint all committees, and shall appoint all delegates and alternates to represent the League, shall appoint the League Registrar, Publicity Representative and any other additional members necessary to conduct the business of the League.

The President will preside over meetings of the Officers of the Board and is an ex-officio member of all committees. The President will represent the League to outside persons and organizations.

The President shall be cosigner of monies to be disbursed by the League. The President shall have the authority to approve expenditures of up to \$200.00. The Board will approve all expenditures of over \$200.00

**VICE PRESIDENT:** The Vice President shall act for the President in his/her temporary absence or in the event that the office becomes vacant. The vice-president shall serve as the chair-person of the Planning Committee and the Player Division Committee.

**SECRETARY:** The Secretary will attend all meetings, take minutes and present a typed report of the minutes of the previous meetings. The Secretary shall record all public correspondences and maintain a file of all official League business.

**TREASURER:** The Treasurer shall receive the monies of the League and disburses it upon orders of Authorized Officers. The Treasurer will keep a detailed account of income and expenditures and have the authority to pay bills up to \$200.00 unless otherwise authorized by the League. The Treasurer shall prepare and present a financial report for scheduled board meetings and prepare and present a yearly financial report for the Annual General Meeting

OFFICERS OF THE BOARD: During interim periods between regular board meetings, the Officers of the Board may be called upon to provide information on business matters pertaining to the League. The Officers of the League shall provide this information and prepare a summary to the board for presentation at the next regularly scheduled board meeting.

## **ARTICLE II - STANDING COMMITTEES**

### *Section I - Descriptions of Committees*

This Article describes the standing committees and their duties:

**PLANNING COMMITTEE:** The Planning Committee shall be responsible for the operations of the League. The Planning Committee will meet regularly, apart from board, for the purpose of planning activities for the seasonal year. The Planning Committee shall be chaired by the vice-president, consist of members of the Board of Directors, Officers of the League and other representatives of the League assigned by the Board. The Planning Committee shall establish sub-committees, with chairpersons, to carry out the business of the League.

The sub-committees responsibilities include, but are not limited to; registration, establishment of rules governing the assignment of player to teams, regular season game schedules, scheduling of referees, coordination of all special events, camps and tournaments, building and grounds, facilities, finance and player evaluations.

**PLAYER DIVISION COMMITTEE:** The Player Division Committee will be responsible for the coordination of the Player Divisions for recreational, intermediate and advanced levels of play. The Committee shall oversee the activities of the sub-committees in the administration of the Player Divisions. The Committee shall be chaired by the Vice President, and shall consist of the Player Division Chairpersons for each player division and any other League representative appointed by the Board. The Committee shall meet regularly, apart from the board, for the purpose of planning activities of the Player Divisions.

The Player Divisions include Recreation, Athena, Classic, Region III Premier, and any other recreational or select teams as defined or modified by Georgia Soccer.

In addition to coordination of the Player Divisions, the Committee shall be responsible for oversight of placement of players in the recreational level and the evaluation and placement of players in the Classic, Athena and Region III Premier levels.

The Committee shall also oversee the selection and placement of coaches to teams and bring recommendations to the Board for approval-

**DISCIPLINARY AND PROTEST COMMITTEE;** It shall be the responsibility of this committee to rule on all protests and take appropriate disciplinary action as required on all reported incidents of serious misconduct of players, coaches, League members or spectators in all activities sponsored by the League.

The President shall appoint a Disciplinary and Protest Committee comprised of five (5) people and shall name one (1) of its members as chairperson. The President or his/her delegate will be a permanent member of this committee.

Incidents involving assault or attempted assault on the person of an official shall be reported directly to Georgia Soccer.

The Disciplinary and Protest Committee shall have the authority to:

- (a) Order games to be replayed;
- (b) Declare games forfeited;
- (c) Allow scores to stand as final for abandoned games;
- (d) If required, reprimand, censor, and prohibit participation of coaches, players, league members or spectators.

**ETHICS AND GRIEVANCE COMMITTEE:** It shall be the responsibility of this committee to hear all grievances and questions of an ethical nature involving any player, coach, manager, league member or team official.

Grievances must be filed in writing to the Grievance Committee. An initial meeting of the Ethics and Grievance Committee shall be held within two weeks of filing the grievance.

The President shall appoint an Ethics and Grievance Committee composed of five (5) members of the League, naming one (1) of its members as chairperson. The President or his/her delegate shall be a permanent member of this committee.

The Committee shall make recommendations on these matters to the Board of Directors after hearing all charges and reviewing any evidence in regard to such matters. The Committee chairperson shall be responsible for submitting their recommendations in writing to the League Board of Directors for final determination.

## **ARTICLE III - AGE BRACKETS FOR PLAY**

### *Section I - Designation of Age Brackets*

Age brackets for division play shall be as designated by Georgia Soccer.

## **ARTICLE IV - SEASONAL YEAR**

### *Section I - Playing Seasons*

The soccer year commences September 1st and ends August 31<sup>st</sup>. Playing seasons shall be as defined by Georgia Soccer.

## **ARTICLE V – PLAYER REGISTRATION**

### *Section I – Registration Requirements*

*Players must register prior to each half season. Dates of registration and the registration fee will be established by the Board of Directors prior to the time of registration*