



MOUNTAIN VIEW- LOS ALTOS SOCCER CLUB

Constitution

By-Laws

General Procedures

Rules

February, 2008



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Soccer Club
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1. Constitution

1.01 NAME

1:01:01 This club shall be known as the Mountain View - Los Altos Soccer Club, also referred to as "MVLASC".

1.02 PURPOSE AND BOUNDARIES

1:02:01 The purpose of this club shall be to develop, promote, and administer the game of soccer among youth (under nineteen (19) years of age) within the Foothill Youth Soccer League territory.

1:02:02 **The organization is organized exclusively for charitable and educational purposes under section 501 (c) (3) of the Internal Revenue Code.**

1:02:03 This territory shall include the cities of Mountain View, Los Altos, Los Altos Hills, Sunnyvale, and portions of Cupertino between Homestead Ave. and 280 Interstate.

1.03 AFFILIATION

1:03:01 This club shall be an affiliated branch of the California Youth Soccer Association - North through affiliation with the Foothill Youth Soccer League.

1.04 AUTHORITIES

1:04:01 This club shall be governed by its Constitution, By-laws, Rules and Regulations, except when these are superseded by CYSA.

1:04:02 The Governing Authority of this club, whose powers shall be designated in the By-laws, shall be vested with the board of Directors of this club.

1:04:03 The Governing board, hereinafter to be known as the "Board of Directors" shall be comprised of the persons filling the positions listed in 2:02:01 of this document.

1:05 MEMBERSHIP

1:05:01 Membership in this club shall be by Affiliated Team.

1:05:02 The Board of Directors each season will set the fees required for Affiliated Teams. Any proposals for changes in the Constitution, By-Laws, Rules and Regulations, General Procedures and Specific Rules must be submitted in writing to the Secretary at least twenty (20) days in advance of the AGM.



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1:05:03 All members shall abide by the Constitution and By- laws of this club, and Rules and Regulations, General Procedures, and Specific Procedures as set forth by the Board of Directors, and all applicable rules and regulations of the organizations with which the club is affiliated.

1:06 ANNUAL MEETING

1:06:01 Toward the end of each Seasonal Year, the Chairman of this club with the concurrence of the Board of Directors, shall call for an Annual General Meeting of the Membership, to be held no later than March 31 of the said Seasonal Year. Written notification to all affiliated teams shall be made at least thirty days (30) prior to said AGM.

1:06:02 The order of Business at the AGM shall be as follows:

- A. Call to order
- B. Roll Call
- C. Credentials Report
- D. Reading of Minutes of the previous AGM.
- E. Acceptance of Minutes of the previous AGM.
- F. Officers reports
- G. Unfinished business
- H. Proposals for Change of Constitution, By- laws, and/or General Procedures
 1. and/or Specific Rules, and/or Rules and Regulations.
- I. New business
- J. Good of the Game
- K. Election of Club Board of Directors
- L. Adjournment

1:06:03 Each affiliated team and each member of the Board of Directors shall be entitled to one (1) vote. Voting shall be restricted to those affiliated teams which have been registered during the current season. Voting by proxy shall not be allowed and only those members of record in good standing shall be entitled to voting privileges. The Chairman of this club shall cast a vote only in the case of a tie. However, with the approval of the Board, proposed new teams may be represented and vote at the AGM.

1:06:04 The Board of Directors shall be elected for 1 year terms at the AGM.

1:07 CHANGES

1:07:01 Amendments to the Constitution, By- laws, and Rules of Order of this club shall be made at the AGM of the membership, except in such cases as specified in the By-laws of this club.



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1:07:02 An amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the members present at the AGM



2. BY-LAWS

2:01 AFFILIATIONS

2:01:01 This paragraph left intentionally blank.

2:02 BOARD OF DIRECTORS

2:02:01 Responsibilities of the Board of Directors shall be as follows:

A. Chairman

The Chairman shall conduct all meetings of the Board of Directors and shall cast a vote only in the case of a tie. The chairman shall appoint the committees and their chairmen with the approval of the Board of Directors. The Chairman shall be an Ex Officio member of all committees. The Chairman shall be responsible for obtaining all insurance claim forms from CYSA.

B. Vice Chairman

In the absence of the Chairman, the Vice-Chairman shall preside at meetings of the Board of Directors. The Vice-Chairman shall be the club representative to affiliated organizations. The vice-Chairman shall periodically provide the Board with a fair and consistent analysis of the performance of the club's teams in various leagues and tournaments, including but not limited to performance in Fall leagues, Spring Leagues and at State Cup.

C. Secretary

The secretary shall keep an accurate record of all meetings, maintain the files of the club, handle correspondence, and give notice of meetings.

D. Treasurer

The Treasurer shall give a receipt for all monies, which shall be deposited in a recognized bank in the name of the club. All accounts shall be paid by check and checks greater than \$10,000.00 shall bear two (2) signatures: the Treasurer's and/or the Chairman, Vice Chairman, or Secretary. The receipt book and vouchers shall be produced when required by the Board of directors, properly balanced according to the bankbook or statement, whichever is up to date. The treasurer shall be responsible also for the preparation of any and all papers pursuant to the Article of Incorporation and Tax Exemption status of this club.

E. Registrar

The Registrar shall be responsible for registration of all affiliated teams in the club and for the registration of all players and



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affiliated teams into CYSA through the League and District registrars.

F. Coaching Coordinator

The Coaching Coordinator shall be responsible for all training of coaches and the recruiting of coaches for all affiliated teams. The coaching coordinator shall chair the coach selection committee responsible for selection of qualified coaches for all affiliated teams.

G. Referee Coordinator

The Referee Coordinator shall be responsible for all training of referees and the recruiting of referees for the club. The referee coordinator is responsible for the scheduling of all home games and assigning referees for these games. The referee coordinator is responsible for collecting all game cards and submitting a voucher to the Treasurer for disbursement of referee fees.

H. Field Coordinator

The Field Coordinator shall be responsible for the scheduling of all home games and practice sessions. The field coordinator is also responsible for field marking, maintenance, and set-up. Reservation of fields for each seasonal year should be requested before April 1 with the appropriate school and city officials.

I. Fund Raising Coordinator

The Fund Raising Coordinator shall be responsible for all fund raising activities for the club. Individual team fund raising activities are to be handled by the teams.

J. League Representatives

Each League Representative will sponsor approved MVLASC teams to the playing league, represent the MVLASC and its teams at playing league meetings, report back to the Board on playing league matters relevant to the Club and take appropriate action (with Board of Directors approval if appropriate) in furtherance of Club and league relations.

K. Members-At-Large

The Board by majority vote may appoint from time to time one or more Members-At-Large of the Board to perform specific functions or activities for the good of the Club. Unless earlier termination is otherwise specified in the appointment motion, the appointment of a Member-At-Large terminates with termination of the Board.

2:02:02 The Board of Directors shall be responsible for and have sole authority for the following:

- A. Enforcing and interpreting the Constitution, By-laws, Rules and Regulations, General procedures, and Specific Rules.
- B. Approving affiliated teams.



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- C. Approving the formation and operation of all club tournaments.
- D. Shall from time to time make temporary rules or regulations for specific cases or occasions not provided for in the Constitution, By-laws, Rules and Regulations, General Procedures, and Specific Rules, but which are deemed necessary by the Board of Directors to carry out the objectives of the club.
- E. At all times, the Board of Directors shall have the authority to take measures to insure that the caliber of its member teams is competitive with other clubs in the playing leagues to which its member teams belong. Sustained periods of underperformance by any team may be grounds for review and possible corrective action.

2:02:03 The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, coach, manager, team assistant, or club officer.

2:03 MEMBERSHIP

- 2:03:01 Any applicant for membership in this club shall submit yearly to the club Board of Directors for affiliation the following:
- A. Each team shall submit completed CYSA roster forms.
 - B. Each team shall keep on file a complete registration form for each player; these
 - A. forms shall be available for review by the Board of Directors of this club upon
 - B. request.
 - C. Full payment of all dues and fees.
 - D. All team rosters must be submitted a minimum of ten (10) days prior to League deadline.

2:03:02 Annual dues for affiliated teams and players shall be payable at the time of registration. Teams are not eligible for play until all dues are paid.

2:04 MEETINGS

- 2:04:01 Regular meetings of the Board of Directors shall be held during the month, by the call of the Chairman. The agenda for the regular meetings shall be as follows:
- A. Call to Order
 - B. Roll Call
 - C. Introduction of guests
 - D. Acceptance of previous minutes
 - E. Correspondence
 - F. Officer's reports
 - G. Committee reports



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- H. Unfinished business
- I. New business
- J. Good of the game
- K. Adjournment

2:04:02 The Board of directors shall meet whenever the Chairman deems it necessary or if instructed to do so by three (3) or more members of the Board.

2:05 QUORUM

2:05:01 At all meetings of the Board of Directors, fifty percent of the Board membership shall constitute a quorum for the transaction of business.

2:05:02 Each member of the Board of Directors shall have one (1) vote except the chairman who will cast one (1) vote only in case of a tie.

2:06 SEASONAL YEAR

2:06:01 The Seasonal Year shall be in accordance to and in concurrence with the CYSA Seasonal Year. Insurance coverage shall be for the same period of time.

2:07 PROTESTS AND APPEALS

2:07:01 In the matter of Protests and Appeals, no player or team shall engage the services of any lawyer or attorney until all avenues of approach of Protest and Appeal procedures are exhausted through the regular channels of organized soccer.

2:08 RESPONSIBILITIES

2:08:01 All Member teams shall be responsible for governing those persons associated with their operations.

2:08:02 Falsification of records shall be grounds for disbarment from future participation and/or membership in this club.

2:08:03 A plea of ignorance to the Constitution, By-Laws, Rules and Regulations, General Procedures and Specific Rules of this club is not sufficient and violators may expect appropriate action by the Board of Directors of this club.

2:08:04 Any persons found guilty of violating the Constitution, By-Laws, Rules and Regulations, General Procedures and Specific Rules of this club



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may be asked to appear before the Board of Directors of this club to explain his/her actions.

2:09 FINANCIAL RESPONSIBILITY

- 2:09:01 This club shall not assume, nor be liable for, the debts nor the financial responsibilities, either implied or incurred, of any of its members, member Coaches, member Managers, or member teams.
- 2:09:02 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

2:10 DISSOLUTION

- 2:10:01 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

2:11 RULES OR ORDER

- 2:11:01 Robert's Rules of Order shall be deemed as adopted at all meetings of this club unless otherwise agreed upon by the participants.



3. GENERAL PROCEDURES

3:01 AUTHORITIES AND RESPONSIBILITIES

3:01:01 The rules contained herein shall govern the Members of this club in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of this club. All competition shall be governed by the rules stated herein unless the rules of specific competition determine otherwise.

3:01:02 Member Teams may deem fit to include rules and regulations more stringent than those included herein, but in no case may rules and regulations be less stringent.

3:02 INSURANCE

Shall be the same as outlined in Section 3:02 of CYSA General Procedures.

3:03 REGISTRATION PROCEDURES

Shall be the same as outlined in Section 3:03 of CYSA General Procedures.

3:04 AGE LIMIT DEFINITION

Shall be the same as outlined in Section 3:04 of CYSA General Procedures.

3:05 PROOF OF AGE

Shall be the same as outlined in Section 3:05 of CYSA General Procedures.

3:06 RULES OF PLAY

Shall be the same as outlined in Section 3:06 of CYSA General Procedures.

3:07 GAME TIMES AND BALL SPECIFICATIONS

Shall be the same as outlined in section 3:07 of CYSA General Procedures.

3:08 SEND OFF

Shall be the same as outlined in Section 3:08 of CYSA General Procedures.

3:09 PROTEST AND APPEALS PROCEDURE

Shall be the same as outlined in Section 3:09 of CYSA General Procedures.

3:10 SENIOR TRIAL GAMES

Shall be the same as outlined in Section 3.10 of CYSA General Procedures.



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3:11 PLAYING WITH PROFESSIONAL PLAYERS

Shall be the same as outlined in Section 3:11 of CYSA General Procedures.

3:12 TEAM TRAVEL PROCEDURES

Shall be the same as outlined in Section 3:12 of CYSA General Procedures.

3:13 ALCOHOLIC BEVERAGE PROHIBITION

Shall be the same as outlined in Section 3:13 of CYSA General Procedures.



4. SPECIFIC RULES

4:01 AUTHORITIES AND RESPONSIBILITIES

- 4:01:01 In addition to the General Procedures the following Specific Rules shall apply to all affiliated teams in this club.

4:02 PURPOSE

- 4:02:01 The club exists for the purpose of providing competitive soccer for the Mtn. View Los Altos area.
- 4:02:02 Each team should be composed of players whose purpose is to develop a high level of soccer skills and compete against the best players in the area.
- 4:02:03 The players on each team should be selected on the basis of try-outs.

4:03 NUMBER OF TEAMS

- 4:03:01 The club should be composed of no more than two teams (ideally, one division I and one division III) in each age group and gender starting with Spring under-8, with the following provisions: The Board of Directors may authorize more than two teams in age groups younger than under-10 as long as those teams are expressly instructed to consolidate into no more than two teams by the Spring of their under-10 year.
- 4:03:02 The Board of Directors may authorize more than two teams in any age group when two existing teams in the given age group are division I, field space is available and there are available players for a 3rd team. The 3rd team expansion is subject to two of the three teams staying division I. Moreover, each team must comply with rigorous and specific requirements to qualify for membership, such requirements to be specified in policy and procedural documents the Board of Directors will publish. The Board of Directors reserves the authority to establish a specific probation period during which the teams will be monitored for adherence to required standards.
- 4:03:03 If the Board of Directors has authorized only two teams in an age group and gender, and a division I team is relegated to division III and the club already has another division III team, both teams will be allowed to play
- 4:03:04 If the division 1 playing league allows and if at any time the division III team wishes to move to division I, where a current division 1 team already exists, and the division 1 playing league restricts the number of



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MVLA teams, the division III team can challenge the division I team for the position under the following conditions

- i. The division III team has been in the club for two years
- ii. The division III team finished in the top three places in their league in the last season played
- iii. The challenge must be made at the AGM or before.
- iv. The teams will play best two of three games within two weeks of their last game of the season (state cup, association cup, etc.) and before the registration deadlines for respective division I and division III playing leagues.
- v. The challenger pays for the referees

4:03:05 If two or more teams want to apply for any space available in any age group or sex, the MVLA board of directors will decide which team or teams will be accepted.

4:04 DEFINITION OF TEAMS

4:04:01 Team: A group of seven (7) or more, not to exceed eighteen (18) soccer players of specified CYSA age group, properly registered with a CYSA affiliated league and under the guidance of one or more coaches, so organized for the purposed of playing soccer in a CYSA affiliated league.

4:04:02 The teams when registered will be registered by the proper grouping determined by the birth date of the oldest player on the team. Teams will enter competition outside of their league, playing in their proper age group as registered or higher. A team may play in any age group higher than the one of registration. A team may NOT play in an age group lower than the one of registration.

4:05 COOPERATION AMONGST MVLA TEAMS

4:05:01 Player Movement

It is the policy of the MVLA Soccer Club to encourage the movement of players between teams of the Club so as to meet the needs of the players and the teams. Accordingly, it is NOT a violation of any poaching guidelines for a coach or his/her representative to invite a player (directly, or via the player's parent) affiliated with another MVLA team to have the player participate in any "publicly announced tryout" for their MVLA team.

A. In order to qualify as "publicly announced", the tryout must be open to all and either a public notice of the tryout must be announced at least 7 days prior to the tryout date or a team must have a publicly posted policy of welcoming prospects at the team's regularly scheduled practice(s) in lieu of tryouts. In either case, the term



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- “public” includes, but is not limited to, the MVLA Coaches Yahoo Discussion Group.
- B. Discussions of tryouts, in any form, with a prospective player **MUST NOT** occur during their scheduled games, tryouts, or practices, nor within 15 minutes of their scheduled start and stop times.
 - C. Discussions of tryouts with a prospective player’s parent or guardian may happen at any time.
 - D. The Club expects that as a matter of professional courtesy, any coach or his/her representative notify a player’s current coach of any coach- initiated contact prior to making it.