

**CALIFORNIA SOCCER ASSOCIATION NORTH**

**BYLAWS**

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# CALIFORNIA SOCCER ASSOCIATION – NORTH

## BYLAWS

### **ARTICLE I           Membership**

#### **Section 1           Application for Membership**

Applicants shall submit to the Association, via the Executive Secretary thereof, a written application for membership, accompanied by the affiliation fee and annual dues for one (1) year.

The Executive Secretary shall report such application for membership to the Executive Board at its next regular scheduled meeting; the Executive Board shall act thereon within four (4) weeks, excepting the week in which such application is reported to the Executive Board, and, if the application is denied, shall return said notification, the membership initiation fee and annual dues previously submitted with application. All applicants must be approved by the Board of Directors.

A new league must have a minimum of six (6) individual clubs. Each individual club is to have a minimum of eleven (11) players, not more than three (3) players from any existing club to go to a new club without written permission of the old club.

The application for membership shall include the following:

- (a) The name, address, ZIP code of organization
- (b) The names, addresses, ZIP codes, and telephone number of officers.
- (c) The name of member clubs, if any
- (d) The colors of the organization, if any
- (e) A description of the organization emblem, if any
- (f) A list of other athletic affiliations, if any

#### **Section 2           Initiation Fee and Annual Dues**

##### **Competitive League**

- (a) The initiation fee for new leagues to be Two Hundred (\$200.00) Dollars and newly affiliated Clubs shall pay an initial administration fee of Twenty-Five (\$25.00) Dollars.
- (b) These fees to be in addition to any fees required by League.
- (c) Annual dues for leagues shall be the sum of fifty (\$50.00) Dollars.
- (d) Annual dues for each team shall be the sum of sixty (\$60.00) Dollars.

Annual dues for all Competitive and/or Mixed leagues and team members shall be payable on or before August 1<sup>st</sup> of each year.

Annual dues for all Competitive and Recreational Leagues and team members shall be payable on or before August 1<sup>st</sup> of each year

Section 3 New League Probation Period

New leagues upon acceptance shall be subject to a period of probation of two (2) years. Leagues desiring to register their own players must have served their probation period and post a One Thousand (\$1,000) dollar bond for one (1) year.

Section 4 League Officers Form

Each League shall submit in writing to the Executive Secretary of the Association within thirty (30) days after the Annual Election of Officers of such Member the following information: Names, Addresses, ZIP Code and telephone numbers of the Officers.

Section 5 Expulsion from Membership

(a) By two thirds (2/3) vote of the Board of Directors, any Club or individual of an affiliated member may be expelled from the Association for dishonorable conduct or for conduct detrimental to the Association or calculated to bring the Association or any of its members into disrepute. Not less than six (6) days prior to final action for the expulsion of such member, the member shall be furnished with a statement of the charges and notified by certified mail, return receipt requested, of the time and place set for hearing such charges. An open hearing shall then be held, after which, the Board of Directors shall privately consider the charges and the evidence and the decision shall be entered into the minutes by the Secretary of the Board of Directors.

(b) A League or affiliated member expelled from the Association shall immediately lose and forfeit all rights and privileges of membership, and title to said membership shall immediately vest in the association.

Section 6 Failure to Participate

The failure of any League for two (2) consecutive years to schedule games of soccer shall be conclusive evidence of inactivity and shall be good cause for cancellation of the certificate of Membership by the Board of Directors. The inactive member shall be given fourteen (14) days written notice by registered mail that the Board of Directors will consider the matter, and said member has the right to be present and show cause why cancellation should not take place.

- (a) A member League paying dues for two (2) consecutive season, but which has not participated with Players Registered with USSF, will be considered as an active member without vote for both seasons.
- (b) A member League paying dues for two (2) consecutive season, who does not participate in regular scheduled games with players Registered with USSF the third (3<sup>rd</sup>) season, will automatically be dropped from membership.

Section 7      Resignation of Member

A League may resign by delivering to the Association a written letter of resignation, but such resignation shall not be acceptable until all indebtedness of said League has been paid to the Association and until the Certificate of Membership, duly endorsed, shall have been delivered to the Association.

Section 8      Indebtedness

All members of the Association are liable for all indebtedness, dues, assessments, charges, fines, and impositions accruing against the League, until transfer has been recorded in the books of the Association.

Section 9      State of Club Management

Each member under the jurisdiction of this Association must file with the Association a statement of ownership, control and management on a form prescribed by the Association (Statement of Club Management) for each club in their league. This statement shall be the principal evidence in all cases of disputes regarding ownership, management, and/or control. When such dispute arises, this Association, on approval from a decision of a Member's Board of Directors, shall recognize ownership, control or management or said Club by the Statement of Club Management on the following basis:

- (a) The dues-paying members of a membership club.
- (b) The owner of privately owned club
- (c) The sponsor(s) of a sponsored club

Section 10     Approval of Games

No League of this Association shall allow its club to play or take part in any game not approved by the Executive Board. Charity or benefit competitions shall not be organized nor games played therein without the consent of the Executive Board of the Association. No League shall be organized without the consent of the Board of Directors of the Association.

Section 11 Affiliation of Clubs and Leagues

All Clubs registered with member leagues are affiliated through said members with this Association and subject to the Rules and Regulation so promulgated by this Association.

Section 12 Affiliated Team/Unaffiliated Team

All CSA-N affiliated leagues shall ensure that all clubs/teams participating in said leagues shall be duly registered either as competitive teams or as recreational teams. Further, that no affiliated league permit, allow, condone, encourage or authorize any affiliated team to play any game with an unaffiliated team. Violation of the Bylaws shall result in the following disciplinary actions being taken against the league at fault.

- (a) A fine equal to the amount required to register a team multiplied by the number of unregistered teams participating in the said League.
- (b) The League shall be placed on probation for a period of two (2) years.

A second violation of this Bylaw shall result in said league being barred from further affiliation and placed in "bad standing" and the information forwarded to USSF.

**ARTICLE II Board of Directors**

Section 1 Director Running for Office

A special meeting of the Board of Directors for the purpose of electing a new Board Chairman, Vice Chairman and Secretary shall be held no later than thirty (30) days after the Annual General Meeting of the Association. Officers of the Board of Directors shall be elected at this special meeting and shall hold office for two (2) year terms and until their successors are elected and seated; alternating Chairman and Secretary one year and Vice Chairman and Assistant Secretary the following year.

Section 2 Removal from Office

A Board of Director/Executive Board Member of the Association may be removed from office for reasonable cause by due process of the Board of Directors at an Annual General Meeting or Special Membership Meeting upon a vote of two thirds (2/3) of those present and voting. The member whose removal is sought, shall be notified by the Secretary of the Board of Directors, by Certified mail, return receipt requested, at least fourteen days prior to the meeting considering the removal of the subject member.

Section 3 Failure to Attend Board Meetings

Any member of the Board of Directors and the Executive Board failing to attend three (3) consecutive meetings of the Board of Directors or Executive Board shall be relieved of all duties and dropped from office unless good cause is shown for failure to attend meetings.

Section 4 Detrimental to CSAN

Any member of the Board of Directors and the Executive Board who belongs to, or is active in, an organization pertaining to soccer which is recognized by the California Soccer Association-North as being detrimental to the fostering of soccer shall automatically be suspended from the Board of Directors and the Executive Board.

**ARTICLE III Executive Board**

Section 1 Duties of the Executive Board

The Executive Board of this Association shall be composed as set forth in the Constitution, ARTICLE VI, Section B.

The duties of the Executive Board are as follows:

- (a) Executive President: Shall preside at all meetings of the Executive Board. He/She shall recommend appointments to all committees, subject to the approval of the Board of Directors: and shall see that the Constitution, Bylaws, and Rules and Regulations are observed. He/She shall make a report to the Board of Directors regarding the financial and administrative affairs of the Association. Sixty (60) days prior to any conference, meeting, session, seminar, etc. (within or outside the State of California), he/she will apprise the members of the Board of Directors of the prospective attendees.
- (b) Executive Vice President: In the absence of the Executive President, he/she shall perform the duties herein assigned to the President. If both the Executive President and the Executive Vice President are absent from any meeting, the Executive Secretary shall call the meeting to order and a temporary Chairman shall be elected.
- (c) Vice President for Public Relations and Promotion: It shall be his/her duty to establish public relations programs for the Association covering all of its activities and also to assist each member league to develop their own public relations programs.

- (d) Vice President for Development of the Game: It shall be his/her duty to supervise the development of each league, promote competition between the leagues, promote the creation of new leagues, new competitions and International games.
- (e) Vice President for Development of Game Officials: He/She shall assist the State Referee Administrator (SRA) to recruit new members, help train and improve Game Officials; he/she shall chair a committee responsible for all matters pertaining to discipline involving Game Officials and be responsible for assignments of Game Officials, other than those assigned by league game officials; he/she shall be the liaison between the SRA and CSA-N.
- (f) Executive Secretary: The Executive Secretary shall keep a record of all proceedings of the Executive Board. He/She shall perform such duties normally associated with the business of the Association. He/She shall give notice of all regular meetings and shall maintain the correspondence, records and files of the Executive Board. He/She shall be responsible for the compilation and publication of the Annual Report and shall be bonded at the discretion of the Board of Directors. The bonding premium shall be an expense of the Association if bonding is required. He/She shall take general charge of the registrations of all players and shall keep a record of all local Professional players registered with the United States Soccer Federation.
- (g) Treasurer: The Treasurer shall have general charge of the Books and Accounts of the Association. He/She shall receive all monies paid to the Association and deposit same in the name of the Association in a recognized depository named by the Board of Directors. He/She shall execute receipts for all monies paid to him on behalf of the Association, pay all bills after approval by the Executive Board, and report in writing the state of finances whenever required to do so by the Chairman or a majority of the Board of Directors. The funds in his/her charge shall be deposited, invested or disbursed under the direction of the Board of Directors. The Treasurer shall be bonded at the discretion of the Board of Directors. The bonding premium shall be an Association expense if bonding is required. The Books of the Treasurer shall be audited annually by a committee from the members of the Board of Directors appointed by the Chairman.

Section 2            Executive Documents

The President of the Executive Board and Executive Secretary shall execute all documents on behalf of the Association, except that in an emergency, the Board of Directors may, by resolution, authorize any two (2) members of the Board of Directors to act in that capacity. All checks shall be executed by the President and Executive Secretary or Treasurer, or Vice President and Executive Secretary or Treasurer, or any two (2) members of the Board of Directors authorized by resolution of the Board of Directors.

Section 3            Order of Succession

Upon the vacancy of the office of Executive President, for any reason, the order of succession to fill said position shall be:

- 1<sup>st</sup>        Executive Vice President
- 2<sup>nd</sup>        Executive Secretary

The officer filling the vacated office shall do so for the remainder of the current term of office. Thereafter, the office shall be filled by election at the next Annual General Meeting of the Association.

**ARTICLE IV            Standing Committee**

Section 1            Appointment by Board of Directors

The Board of Directors of this Association may create, by appointment of the President or otherwise at its discretion, such committees as may be necessary for properly conducting the affairs of the Association.

Section 2            Recommendation of Standing Committee

The following Standing Committees shall be recommended for appointment yearly by the President of the Association, subject to the ratification of the Board of Directors.

- (a) Disciplinary Committee
- (b) Cup Competition Committee
- (c) Insurance Committee
- (d) International Games and Professional Affairs
- (e) Hall of Fame Committee
- (f) Rules and Revisions Committee
- (g) State Select Team Committee
- (h) Appeals Committee
- (i) Referees Assignment Committee
- (j) California North Referees Administration
- (k) Coaching Committee

Section 3 Hall of Fame: Life Time Passes

The Hall of Fame Committee shall recommend to the Executive Board from none (0) to a maximum of three (3) persons for California Soccer Association North Hall of Fame Lifetime Passes which will be given annually to persons for their outstanding contributions to soccer, either in playing or administration of both. If consideration is given a player, said player must be retired from active playing. The committee shall review the background, accomplishments, and contributions to the game of soccer by the candidates for this award. Passes shall admit the recipient to all games under the jurisdiction of the Association with the exception of Select Games, Inter-City Games and games with visiting foreign teams.

Section 4 Proposals to USSF Annual General Meeting

The Chairman of the Board of Directors shall appoint a committee to suggest proposals to be acted upon by the full Board of Directors, and if approved shall submit said proposals to the United States Soccer Federation for action at the Annual General Meeting of that Association.

**ARTICLE V Executive Board Quorum**

At all meetings of the Executive Board, five (5) members shall constitute a quorum for the transaction of business.

**ARTICLE VI Delegated Authority to Executive Board**

The Executive Board shall have the delegated authority to act in the following matters subject to ratification by the Board of Directors:

- (a) Approving affiliated membership
- (b) Approving all games with teams originating outside the jurisdiction of this Association.
- (c) Approving any inter-district and inter-state competition
- (d) Approving the scheduling and administration of all Association Cup Games
- (e) Prescribe temporary rules or regulations for specific cases or occasions not provided for in the Constitution, Bylaws, or regular Rules and Regulations, but which are deemed necessary to the Executive Board to carry out the objectives of the Association. In the event that the rules of this Association are silent on any case, referral will be made to the Board of Directors. Said ruling shall not be inconsistent with the Articles of Incorporation, the Constitution, the Bylaws, or the regular Rules and Regulations of the Association.
- (f) To review and approve Member Bylaws and insure consistency with the Constitution, Bylaws, and Rules and Regulations of this Association.

## **ARTICLE VII      Regular Meeting of Executive Board & Agenda**

Regular meeting of the Executive Board will be held at least monthly at a time to be established by the Executive Board. The agenda for regular meetings shall be as follows.

1. Call to order
2. Roll Call
3. Introduction of Guests
4. Reading and Acceptance of Minutes of the Previous Meeting
5. Correspondence
6. Treasurer Report
7. Registrar's Report
8. Committee Reports
9. Unfinished Business
10. New Business
11. Good of the Game
12. Adjournment

## **ARTICLE VIII      Meeting called by President**

The Executive Board shall meet whenever the President deems it necessary or if he/she is instructed to do by four (4) or more members of the Executive Board.

## **ARTICLE IX      Authority to Suspend**

The Executive Board shall have the right and authority to suspend, bar completely and/or discipline members, officers or its clubs, to include players, referees, coaches, managers, or other assistants, for cause.

## **ARTICLE X      Assesment Upon Members**

The Board of Directors of this Association may, from time to time incur such indebtedness as it deems necessary in the interest of the Association and may secure such indebtedness in any lawful manner. The Board of Directors may, by vote of not less than three fourths (3/4) of its members, levy an assessment upon the Members of the Association in order to pay the debts of the Association.

## **ARTICLE XI      Liquidation to Association**

Upon liquidation of this Association, whether voluntary or involuntary, all assets remaining after payment of all debts, shall be distributed proportionally among such of the members of the Association as shall be in good standing at the time of liquidation as provided by the non-profit corporation laws of the State of California.

**ARTICLE XII      Seasonal and Fiscal Year**

The Seasonal and Fiscal Year shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.

**ARTICLE XIII     Insurance Coverage**

All Directors and Officers of this Association shall be covered against personal liability claims by the California Soccer Association-North, for performing acts and duties directly related to the work of the Association.

**ARTICLE XIV      Matter of Protest and Appeals**

In the Matter of Protest and Appeals, no member, its officers, its clubs, nor club officers, players or members, or referees may invoke the aid of a Court of Law without first exhausting all available remedies within organized soccer, including a final appeal to the United States Soccer Federation Annual General Meeting of the Council.

**ARTICLE XV       Membership with USSF**

This Association shall annually retain its membership with the United States Soccer Federation and may affiliate with other athletic organizations at the discretion of the Board of Directors.

**ARTICLE XVI      Roberts Rules of Order**

Roberts Rules of Order shall prevail at all meetings in all matters not covered by these By-laws.