

## FOUR CORNERS YOUTH SOCCER LEAGUE BYLAWS

### 2.01 LEAGUE MEETINGS

2.01.1 One League Annual General Meeting shall be held yearly on the Second Tuesday of February, (may be changed by a majority vote of FCYSL Board) for the election of officers and amendments to the Constitution, By-laws, and/or Rules and Regulations. This will be an open meeting, any FCYSL member may attend.

2.01.0a At League Annual General Meetings, majority vote by the membership in attendance is required for any and all Officials elections. If there are more than 2 candidates nominated for a position and a majority is not reached by any candidate, a run-off election will be held immediately between the two candidates with the highest number of votes. Election officials will settle any other complications, subject to approval by two-thirds of membership in attendance.

2.01.0b A two-thirds majority vote of membership in attendance is required for any changes to the Constitution, Bylaws and/or Rules and Regulations.

2.01.0c Order of Business at the League Annual General Meeting shall be as follows:

- A. Call to Order
- B. Introduction of guests
- C. Presentations of proposed amendments to the Constitution, By-laws, and/or Rules and Regulations
- D. General Membership vote on proposed amendments to the Constitution, By-laws, and/or Rules and Regulations
- E. Appointment of two Election Officials by the Chairman
- F. Election of Officers
  - F1. Chairman, Secretary, Registrar, and Director of Coaching to be elected every odd year.
  - F2. Vice-Chairman, Treasurer, and Scheduler to be elected every even year.
  - F3. Director of Tournaments to be elected every year.
- G. Call to Adjourn

02.01.02 One General League Meeting shall be held monthly on the second Tuesday of each month, however, a single meeting may be changed or canceled by a majority vote of the board. This will be an open meeting, any FCYSL member may attend.

2.01.02a For General League Meetings, a quorum is required to move forward with voting. A quorum shall be considered met if a minimum of 51% of the voting Board of Director members are in attendance, either by person or by proxy.

02.01.02b Order of Business at the General League Meeting is suggested as follows:

- A. Call to Order
- B. Introduction of Guests
- C. Quorum Count and announcement
- D. Acceptance of Minutes
- E. Acceptance of Financials

F. Presentation of Written Reports

1. Chairman
2. Vice-Chairman
3. District Commissioner
4. Treasurer
5. Secretary
6. Referee Liaison
7. Registrar
8. Director of Coaches
9. Area Representatives
  - a. Aztec Soccer Club
  - b. Farmington Soccer Club
  - c. Kirtland Youth Soccer Club
  - d. Bloomfield Youth Soccer Club
10. Tournament Director
11. Scheduler
12. Operations Administrative Consultant

G. Unfinished/Old Business

H. New Business

I. Call to Adjourn

2.01.02c The League Secretary will give 48 hours email notice to all League Board of Director members of the General League Meeting.

2.01.02d All League Board of Director members shall submit written reports to the League Secretary 24 hours prior to the General League Meeting.

2.01.02e All proxies must be emailed to the League Secretary before the Call to Order of the meeting.

2.01.03 Special Meetings may be called at any time by the Chairman, The Chairman will also call a special meeting if directed by one-thirds vote or more by the Board of Directors. Such a meeting will be held within one week of the request.

2.01.03a A special vote of timely nature may be held through email at any time. A motion will be made through email to all board members, if the motion is seconded by another board member, all board members will need to respond within 48 hours of the motion that was seconded. They may respond with a motion to table the vote or a vote of affirmation or dissent. Once the motion is carried or defeated, the Chairman will announce that to all board members within the same email chain. This email chain will enter into permanent record. Financial Decisions over \$2,500, disciplinary actions, election or appointment of officers cannot be voted on through email, these will require a special meeting called by the chairman or must be tabled until the next regular board meeting.

2.01.03b Special meetings or sections of any regular meeting may be closed if the subject matter is of a sensitive or classified nature or if there is another valid reason (subject to approval of a majority of the board).

## 2.02 GOVERNING STRUCTURE

The governing structure of the Four Corners Youth Soccer League shall be as follows:

### 2.02.01 BOARD OF DIRECTORS

- A. Chairman - limited voting (2.02.03 A)
- B. Vice Chairman - limited voting (2.02.03 B)
- C. Secretary – voting position (2.02.03 C)
- D. Treasurer – voting position (2.02.03 D)
- E. District Commissioner
- F. Directors-at-Large
  - F1. Referee Liaison - voting position (2.02.03 F1)
  - F2. Director of Coaches - voting position (2.02.03 F2)
  - F3. Director of Tournaments - non-voting position (2.02.03 F3)
  - F4. Director of Scheduling - voting position (2.02.03 F4)
- G. Club Representatives – voting positions (2.02.03 G)
  - a. Elected/appointed by each affiliated club.
  - b. Affiliated clubs shall have votes according to the following, as certified by the Registrar at the start of the June board meeting, voting shall be by club representative in areas in good standing only:
    - 1 vote for 1 to 299 registered players
    - 2 votes for 300 to 599 registered players
    - 3 votes for 600 to 899 registered players
    - 4 votes for 900 to 1199 registered players
    - One additional vote for each 300 registered players
- H. District Commissioner - non-voting position (2.02.03 H)
  - a. Appointed by NMYSA (New Mexico Youth Soccer Association), or nominated by FCYSL (subject to NMYSA approval)

### 2.02.02 COMMITTEES

- a. Protests/Appeals
- b. Discipline
- c. Financial/Budget Review
- d. Tournament
- e. Executive
- f. New Ideas

### 2.02.03 DUTIES OF OFFICERS

A board member may not occupy more than two board positions. Members may vote according to their board positions and given proxy votes.

- A. CHAIRPERSON: Shall set the agenda and conduct all meetings of the Board of Directors. He/she shall appoint, at the beginning of each season or as the need arises, subject to the approval of the Board of Directors, the chairperson of the standing committees and other committee members as needed. He/she shall appoint two election officials, subject to approval of the Board of Directors, for the League Annual General Meeting. He/she shall vote only in the event of a tie.
- B. VICE CHAIRPERSON: Shall assume the duties of the Chairman in his/her absence. He/she shall be responsible for maintaining a list of all FCYSL's equipment such as goals and nets and where such is located. He/she shall be in charge of purchases/rentals of equipment of \$100 or more that have been approved by the FCYSL Board. He/she may vote on all matters before the Board except while acting as chairman. He/she shall act as the liaison with non-league associations (i.e., City of Farmington, DYSA). He/she shall oversee fields and field conditions.
- C. SECRETARY: Shall keep an accurate record of all meetings of the Board of Directors. He/she shall maintain the files of the League, give notice of meetings, and provide agendas for meetings. He/she shall vote on all matters before the Board. He/she shall be responsible for increasing public awareness of soccer and its associated events such as area registrations, coaching clinics, and referee clinics.
- D. TREASURER: Shall maintain all financial accounts and records of the FCYSL. He/she shall prepare bills for money owed to the league from each club and will present bills to each club at every monthly meeting. He/she shall make deposits and pay bills in a timely manner. All accounts shall be paid by check and shall bear two (2) of the following signatures: the Treasurer and one other signature as voted by the Board of Directors. He/she shall present a financial report at all meetings. He/she shall be responsible for preparing the annual budget, financial statements and ensuring that the non-profit tax returns are filed. He/she shall serve as the Chairperson of the Financial/Budget Review Committee and serve on other committees that involve the finances of the League. He/she shall vote on all matters before the Board.
- E. REGISTRAR: Shall ensure all players are properly registered according to NMYSA rules and the FCYSL guidelines. He/she shall submit registration data monthly for the FCYSL and will serve as the authority for this data. He/she will be present at all Tournament Check-ins and local credentialing meetings to ensure that all credentials are in order. He/she shall be in charge of the Risk Management Program and work with NMYSA to identify, correct and prevent risks that endanger the local soccer program. He/she shall coordinate with the FCYSL on collecting disclosure statements from Officers, Coaches, and other volunteers. He/she shall vote on all matters before the Board.
- F. Directors at Large
  - 1. REFEREE LIAISON: Shall be the liaison between the Board and the Referee's Association. He/she shall vote on all matters before the Board.
  - 2. DIRECTOR OF COACHES: Shall be responsible for the education of coaches of teams of the FCYSL. He/she shall arrange and schedule coaching clinics. He/she shall vote on all matters before the Board.
  - 3. DIRECTOR OF TOURNAMENT: Shall supervise all state sanctioned and invitational tournaments. He/she shall be the Chairperson of all tournament committees. He/she must make all reports in a

timely manner using state procedures outlined in the NMYSA Tournament and Travel Manual.

He/she shall not vote on all matters before the Board.

4. DIRECTOR OF SCHEDULING: Shall be responsible for all game schedules. He/she will be the Chairperson of the scheduling committee. He/she shall vote on all matters before the Board.

G. CLUB REPRESENTATIVES: Shall be appointed/elected by each club board and shall act as a liaison between their club board and the FCYSL. They shall vote on all matters before the Board.

1. There shall be one club representative from each club. Clubs are as follows:

- a. Aztec Soccer Club
- b. Farmington Soccer Club
- c. Kirtland Youth Soccer Club
- d. Bloomfield Soccer Club

2. Election of each area representative shall be determined by the Club board members.

3. Each area representative shall be a member of the club sub-board and may or may not be the Chairman of the club sub-board.

4. Each area representative shall be responsible for relating all matters of importance to and from the Board of Directors.

H. DISTRICT COMMISSIONER: Duties are defined in the NMYSA Constitution. He/she shall be responsible for the preparation of the Annual Report that is to be submitted at the A.G.M. and to NMYSA. He/she is also responsible for appointing an Assistant District Commissioner that assumes the duties of the District Commissioner with the board's approval. He/she shall not vote on matters before the Board.

#### 2.02.04 DUTIES OF COMMITTEES:

The purpose of committees appointed by the FCYSL is to meet, recommend ideas, rules, or policies to be submitted to the FCYSL board for approval.

A. PROTESTS/APPEALS: Will hear all protest arising from any regular or tournament games. To be comprised of the following director of coaches, chairman, vice chairman, secretary. Chaired by Referee Liaison.

B. DISCIPLINE: Will hear all matters relating to the discipline of a coach, parent, player, or board member. To be comprised of the following referee rep, director of coaches, chairman, vice chairman, secretary. Chair appointed by Chairman.

C. FINANCIAL/BUDGET REVIEW: Will prepare FCYSL's budget for each fiscal year before the September meeting when the budget will be presented to the FCYSL board for approval. Will present financial policy and procedure to the FCYSL. Will perform audit review prior to presentation of audit to the Board. All board members welcome. Chaired by the Treasurer.

D. TOURNAMENT: Will work to provide tournaments for the FCYSL. All tournament volunteers. Chaired by the Tournament Director.

E. EXECUTIVE: Will handle minor decisions on matters which need attention between board meetings. To be comprised of the following FCYSL officers: Chairperson, Vice Chairperson, Secretary, Treasurer,

District Commissioner, and one Area Representative. (Area representative will be chosen by agreement between the four areas.)

## **2.03 DUTIES AND POWERS OF THE BOARD OF DIRECTORS**

The Board of Directors shall have power to act for the League in all matters.

2.03.01 Duties of the Board of Directors shall include but not be limited to:

- A. Administering the business of the League.
- B. Conducting fund raising activities.
- C. Electing Officers as set forth in 2.04
- D. Organizing committees.
- E. Disbursing funds.
- F. Scheduling of League games and playing fields

2.03.02 Powers of the Board of Directors shall include but not be limited to:

- A. Adopting and enforcing rules for the game of soccer to be followed by affiliated clubs.
- B. Acquiring soccer equipment to be used by affiliated clubs.
- C. Establishing and enforcing rules for League tournaments, competitions, and championships.
- D. Establishing League dues and fees.
- E. Establishing and enforcing disciplinary rules and procedures.
- F. Resolving protests and conflicts.
- G. Approving or disapproving membership and affiliation applications.

## **2.04 ELECTION OF THE BOARD OF DIRECTORS**

2.04.01 Board members are elected by popular vote.

2.04.02 Candidates for office will be determined by free nomination from the floor.

2.04.03 The Secretary will record all nominations.

2.04.04 The Chairman will appoint two election officials subject to approval by a majority of the Board present.

2.04.05 The names of nominated candidates will be presented for all to see, along with the corresponding office that the candidates have been nominated for.

2.04.06 Election of officers will utilize one of the following three methods:

1. If there is only one candidate nominated, the Chairman may ask for a vote of affirmation
2. Ballots will be issued to all league members who will enter the names of the candidates they are voting for  
or
3. By a show of hands.

2.04.07 The appointed election officials will collect and count the ballots to determine the new officers.

2.04.09 The Secretary will record the account of the vote in the minutes and the names of the new officers.

2.04.10 The terms of the election officials will end with the adjournment of the meeting.

2.04.11 The terms of the Board members will be two years, beginning June 1<sup>st</sup> and ending May 31<sup>st</sup>

2.04.12 Family members may serve on the Board at the same time.

2.04.13 Election of officers will take place at the Annual General Meeting.

2.04.14 New officers will attend Board meetings from the time of election until they assume office for transition and training. New officers do not have a vote until they officially take office.

## **2.05 REMOVAL OF ELECTED OFFICERS**

The removal of elected officers shall adhere to the following procedures:

2.05.01 Shall be presented in writing by a member of the Board of Directors or by a League official defining why such action may be necessary.

2.05.02 Shall be voted upon by the Board of Directors. A two-thirds majority vote of the entire Board of Directors shall be required to remove a member of the Board of Directors.

2.05.03 A Board member may be relieved of his/her office for missing four meetings of either a regular or emergency nature during any twelve months of their term. Absence may be excused by a majority vote of the Board.

2.05.04 Replacement, when necessary, can be made:

1. By appointment by the Four Corners Youth Soccer Board or
2. By the calling of a special election by the Chairman or presiding officer to fill the vacancy within sixty (60) days.

2.05.05 The officer specially elected in this manner shall fill the unexpired term of the removed officer.

## **2.06 RESIGNATION OF OFFICERS**

The resignation of any elected officer is not effective until the following requirements have been met:

2.06.01 The resignation shall be in writing to the Chairman.

2.06.02 All equipment, materials or other items belonging to this league have been turned over to the Chairman or presiding officer.

2.06.03 Replacement, when necessary, can be made:

1. By appointment by the Four Corners Youth Soccer Board (majority vote) or
2. By the calling of a special election by the Chairman or presiding officer to fill the vacancy within sixty (60) days.

2.06.04 The officer specially elected in this manner shall fill the unexpired term of the resigned officer.

## **2.07 PROCEDURES AND POLICY**

2.07.01 Four Corners Youth Soccer League will maintain a Policy and Procedure manual to address various aspects of our program. The manuals will include but not be limited to Registration Policy and Procedures, Coaching Policy and Procedures, Parent Policy and Procedures, Referee Policy and Procedures and Player Policy and Procedures. These Policy and Procedure Manuals will be updated by the FCYSL Board as necessary and made available online.

## **2.08 AMENDMENTS TO THE BY-LAWS**

The League By-laws may be amended by a two-thirds majority vote of the general membership in attendance at the League Annual General Meeting in February.

2.08.01 Proposed amendments to the League By-laws shall be:

- a. Presented to the Board of Directors in writing, signed by at least twenty-five members of the League, at the January General League Meeting prior to the League Annual General Meeting or;
- b. Presented by the Board of Directors at the League Annual General Meeting.