

# PIONEER VALLEY JUNIOR SOCCER LEAGUE CONSTITUTION

## 1: NAME

This organization shall be known as the Pioneer Valley Junior Soccer League, Inc., hereafter referred to as PVJSL.

## 2: OBJECTIVE

The objective of the PVJSL is to develop and promote a vital and exciting soccer program among the participating clubs

This will be accomplished through programs of organized competitive soccer play and programs designed to educate and develop players, coaches and referees.

## 3: PURPOSE

To develop and foster good sportsmanship and conduct among all participants and coaches, and to encourage parents, relatives, and friends to support the league and its purposes in an active and constructive manner.

## 4: DESCRIPTION AND GOVERNING BODY

The PVJSL shall be an association of soccer clubs within Western Massachusetts. The BOARD OF DIRECTORS shall be responsible for setting policy objectives, providing for game scheduling, league rules, officials, and league organization. The governing body of the PVJSL will be the Board of Directors hereafter referred to as the BOD which shall consist of the following: President, Vice President, Secretary, Treasurer, League Coordinator, and Registrar. The elected board members shall be elected at the annual general meeting (AGM) which will take place within 2 weeks after the end of Spring play at a specific date and place determined by the BOO.

4a. Executive Director: The Board of Directors at their sole discretion shall retain an Executive Director to oversee the daily operations of the league.

4b. Qualifications: The Executive Director must have a background in management with strong written, verbal, and organizational skills. The Executive Director must not be an active coach, manager, director, or officer of any organization affiliated with MYSA.

## 5. NOMINATION AND ELECTION

Elections will be held every year. The President, Secretary, and Registrar will be elected on the even numbered years, and Vice President, Treasurer, and League Coordinator will be elected on the odd numbered years. (see Article 10-Tenure)

## 6: VACANCIES

Any officer vacancy may be filled by the BOD. Once filled, notification of the interim appointment will be made to the executive council membership of record. The membership will have 14 days from the postmarked date of the notification to request a special meeting to fill the officer vacancy. In the absence of action by the membership, the BOD appointment will stand.

## 7: RECALL AND REPRIMAND

Any officer can be recalled for reasonable cause by due process and a two thirds vote of the executive council membership at an annual general meeting or special league meeting. A petition for recall signed by a majority of the voting delegates must be presented to the secretary. He/she will then call a league meeting to deal with the recall matter. An officer can be reprimanded for reasonable cause including, but not limited to, non-performance of duties, and/or conduct improper or inappropriate to their position. A reprimand can be given after due process and a two-thirds vote of the BOO at a regular or special BOO meeting. A petition for reprimand must be signed by at least four voting members of the BOO. The results of any reprimand hearing will be communicated to the league membership. In the event that the officer in reprimand does not comply with the results of the hearing, then he/she shall be suspended from his/her duties and his/her position shall be considered vacant.

## 8: POWERS, FUNCTIONS AND ACTIONS

The business of the league shall be managed by the BOO who exercise all powers of the organization, except as other-wise provided by law, the constitution, or the bylaws.

## 9: OFFICES HELD

The president, treasurer, and secretary shall be different individuals. Any other two offices may be held by the same individual.

## 10: TENURE

Each officer of the Board shall hold office for two years after their election. Any director may resign by giving a written resignation to the BOD or to the secretary. Resignations are effective upon receipt unless otherwise specified and accepted by the BOO. In the event that a director should miss three consecutive meetings without due excuse, the remaining majority members of the Board may declare his/her position vacant. (see Article - Nomination & Election)

10a: The Executive Director's Term: Will be at the sole discretion of the BOD. The Executive Director may be replaced by a majority vote of the BOD for just cause, within a minimum of 14 days notice given.

## 11: DUTIES OF DIRECTORS

President: The president shall call meetings of the executive council, preside at these meetings, appoint committees, and perform other duties associated with this office.

11a: Vice President: Vice president shall preside at meetings in the absence of the president and shall oversee the league's referee coordinator position.

11b.: League Coordinator: League Coordinator shall establish a schedule for league play. He/she will also be responsible for assigning division coordinators and supervising their duties.

11c: Secretary: Secretary shall maintain the league records, give adequate notification of all meetings, record the minutes of these meetings, and handle all league correspondence. In the absence of the secretary, a secretary pro-tem shall be appointed by the president.

11d: Treasurer: Treasurer shall deposit all funds, pay all bills, and maintain adequate records of all league financial transactions. The treasurer shall present a written report to the executive committee at least once each season including the end of the fiscal year.

11e: Registrar: Registrar shall be responsible for managing all registrations and validating all team rosters. The Registrar will be responsible for all communications with MYSA regarding appropriate registering and rostering of players.

11f: Executive Director: The Executive Director will report to the BOD and his /her duties will include, but not be limited

to, the following: team registrations, game scheduling, player registration. league rule infraction investigations, referee assignments in coordination with the referee assigner, referee payments, payment of other league obligations. The Executive Director will perform the above duties based on his/her discretion.

## 12: MEMBERSHIP

Membership in the league shall be open to teams representing any community, subdivision or organization in Western Massachusetts. Membership shall be contingent on adherence to the league constitution and bylaws, and such other rules and policies as established by the BOD. Members must also be in good standing with the Massachusetts Youth Soccer Association. They must also adhere to all rules and regulations established by MYSA, USYSA.

12a. Application for membership:

- 1) All of the provisions of this section will be required to comply with the MYSA requirements for club admittance to local leagues. All MYSA requirements will supersede the corresponding PVJSL requirement, whether related to number of teams or other requirement.
- 2) Upon entry to the PVJSL a new club must have 3 teams prepared to play in the entry season (fall or spring). After that initial entry season teams must have 3 active teams in at least one season (fall or spring) during the August 1<sup>st</sup> to July 31<sup>st</sup> playing year in order to remain a member of the League.
- 3) Each Club must have a mission statement, bylaws, and constitution.

- 4) Each Club must make an equity investment in the PVJSL of \$1,000.00 before any teams will be accepted for League play.
- 5) Each **NEW** Club must have a business checking account tied to their 501 (3c) status or their DBA status. PVJSL will not accept a personal check from any club.
- 6) All coaches connected with a new Club must be Concussion Certified upon acceptance into the PVJSL and CPR certified within 6 months of being accepted into the PVJSL.
- 7) All coaches connected with a new Club must be a minimum of USSF "F" license certified within 6 months of being accepted into the PVJSL.
- 8) Each Club must be registered with MYSA, the Club must follow the PVJSL outlined procedure for MYSA registration.
- 9) Each Club must provide fields and equipment that meet the standards defined by the PVJSL.
- 10) All **CURRENT** PVJSL Single team Clubs must comply with the preceding requirements within 12 months of adoption of this rule modification.

12b: Loss of Membership: Any team or organization may be dropped from membership for repeated violation of league rules, for conduct that is detrimental to the league and its stated purposes, for failure to meet its financial obligations, or for any other cause that would warrant dissociation. Expulsion shall be ratified by two-thirds vote of the executive council.

### 13: EXECUTIVE COUNCIL:

An Executive Council of the league shall be established each soccer year. It shall consist of two representatives per club with one to ten teams and three representatives for clubs with eleven or more teams. Representation will be based on the number of teams participating in the current season. A club will receive 1/2 vote per team for the total number of teams registered in the current season. BOD members may not act as executive council members. Changes to an organization's executive council membership once the soccer year begins must be declared in writing and submitted to the BOD prior to the new member attending an executive council meeting. Proxy voting is allowed. Authorization must be in writing and someone from your club must be named as voter.

13a. Executive Council Meetings: A minimum of two regular meetings at times and places to be determined by the Board of Directors shall be held per season. The annual meeting shall not be counted as one of the regular meetings. If fifty percent of the total

council is present at a meeting it shall be considered a quorum, Decisions of the Board of Directors can be overturned by a two-thirds vote of the entire executive council.

13b. The Executive Director Attendance: The Executive Director may attend, at the invitation of the BOD, all Executive Council meetings as a non-voting member.

#### 14: NOMINATING COMMITTEE:

The president shall appoint a nominating committee in May of each year consisting of not less than three persons who shall nominate candidates for election as officers for the coming year. The report of the nominating committee shall be submitted to the league president or secretary at least ten days prior to the annual meeting. Nominated individuals running for the Board of Directors will be voted on at the annual meeting, and should be made known to the membership ten days prior to the annual meeting.

#### 15: OTHER COMMITTEES

The president shall appoint such other committees as deemed necessary to implement any league function or activity.

#### 16: REGULAR BOARD MEETINGS:

The Board of Directors shall hold a minimum of quarterly meetings. One shall be held at least six weeks prior to the AGM of the league to prepare the agenda, reports, and recommendations to be presented at the ACM, The new Board of Directors shall hold a meeting as soon as practical after the ACM for the purpose of organizing itself, implementing the actions taken at the ACM, and to conduct regular business.

#### 17: SPECIAL BOARD OF DIRECTOR MEETINGS:

The Board of Directors may hold special meetings as they deem necessary. The secretary may call special meetings whenever requested by the president, by three or more directors, or as required by the constitution.

#### 18. NOTICE OF MEETINGS:

A notice of every meeting of the Board of Directors, either in writing or by verbal communication, shall be sent to each

director at least seven days before such meeting. The notice will state the agenda, place, date, and hour of the meeting.

Announcement of intent to hold a future meeting given at a prior meeting of the Board of Directors fills all the requirements of notification.

#### 19: QUORUM:

Four individuals who are directors constitute a quorum for the transaction of business at any meeting of the Board of

Directors.

#### 20: ACTION AT MEETINGS:

Matter shall be decided by a vote of the majority present unless a different vote is specified by law, the constitution, and/or by-laws. Each member of the Board of Directors has only one vote regardless of the number of offices they hold. The president only votes to break a tie.

#### 21: ACTION BY CONSENT:

Any action by the Board of Directors may be taken without a meeting if a written consent thereof is signed by all directors entitled to vote and filed with the records of the Board of Directors meetings. Such consent shall be treated for all purposes as a vote at a meeting.

#### 22: OTHER OFFICERS (NOT VOTING):

Referee Coordinator is appointed by the Board of Directors of the league. The referee coordinator may be asked to attend any and all Board of Director meetings for his/her advice and input regarding league play.

### 23: FINANCIAL POLICIES:

PVJSL is a not-for-profit league. The activities and programs of the PVJSL shall be managed by a budgeting and review process. A budget for the season will be submitted at the first Executive Council meeting for each season for review. The budget should include, but not be limited to, items or events the PVJSL BOD expect to participate in or sponsor,

i.e. ODP District, Referee Courses, Coaches Courses, etc.

### 24: FISCAL YEAR:

The fiscal year of the league shall be September 1 through August 31.

### 25: AUDIT POLICY:

An audit shall be performed consistent with the laws governing the league, The treasurer will select an auditor with the approval of the Board of Directors. The results of the audit shall be reported to the membership within thirty days of the date of the auditor's report.

### 26: EXECUTION OF INVESTMENTS:

All deeds, leases, transfers, bonds, notes, and other obligations authorized to be executed by an officer of the league in its behalf, shall be signed or authorized by the president or treasurer, except as the Board of Directors may generally, or in particular cases, be determined by majority vote.

26a. Check Authorization: The president and/or treasurer shall be authorized to sign checks on behalf of the league. Any bills other than official's fees for more than \$1000 shall be approved by two league officers prior to payment,

### 27: SOURCE FEES:

Team membership fees and payments are recommended by the Board of Directors and voted on at an executive council meeting before such fees and payments can take effect.



If no action or agreement is reached regarding fees or pay-ments the existing ones shall remain in effect.

28: AMENDING THE CONSTITUTION:

Amendments to this constitution may be made in writing and submitted to the Board of Directors at least fourteen days prior to the meeting, at which time such amendments are to be considered. Any amendments shall be approved by two-thirds vote of the executive council members present at the meeting, providing a quorum has been accomplished.

29: LIABILITY:

The league shall not be responsible or held liable for any injuries sustained by individuals participating in its program or by spectators.

This constitution approved and accepted by two-thirds vote of the Executive Council on January 21, 1996.