



Valley Oak Soccer Club

Constitution & Bylaws

Approved by the Association Members

Annual General Meeting

May 26, 2011



Valley Oak Soccer Club

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Valley Oak Soccer Club

I. Constitution

I.1. Name

I.1.1. This association shall be known as the Valley Oak Soccer Club, also referred to as VOSC.

I.2. Purpose And Boundaries

I.2.1. The purpose of this Association shall be to develop promote and administer the game of soccer among youth under 12 years of age within the Northern California Territory. VOSC shall be a non-profit Association devoted to that end and individual members shall not profit therefrom. No substantial part of the activities of this organization shall consist of carrying propaganda, or otherwise attempt to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publishing or distribution of statements) on behalf of any candidate for public office. The property of this organization is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any Director, Commissioner, Coach, or member thereof or to the benefit of any private persons.

I.2.2. The territory of this club shall consist of that are of the State of California designated as Clovis Unified School District: Valley Oak Elementary School Boundaries. At the discretion of Clovis Junior Soccer League CJSL, players from outside this area may be allowed to play for VOSC. The Valley Oak Soccer club is within the Red District of the Clovis Junior Soccer League (CJSL).

I.3. Colors

I.3.1. The representative color of the association shall be Columbia Blue and Yellow.

I.4. Affiliation

I.4.1. This Association shall be an affiliated branch of and comply with the authority of the Clovis Junior Soccer League (CJSL) and its affiliated organizations. The Valley Oak Soccer club is within the Red District of the Clovis Junior Soccer League (CJSL).

I.5. Authorities

I.5.1. This Association shall be governed by the its Constitution and Bylaws, Rules and Regulations passed in Regular and Special Meetings of VOSC Board of Directors.



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- I.5.2. The Governing Authority of this Association, whose powers shall be designated in the Bylaws, shall be vested in the Board of Directors of the Association.
- I.5.3. The Board of Directors shall composed of at least five elected officials. The elected members of VOSC are to be know as the Board of Directors. An Executive Board shall consist of the following five directors required by CJSL: President, Secretary, Treasurer, Commissioner, and Registrar.
- I.5.4. The Board of Directors shall annually recommend to the membership the procedures, and rules required for ratification at the Annual General Meeting (AGM).
- I.5.5. All members and all other associated persons shall abide by the Constitution and Bylaws of this Association, all Rules and Regulations as set forth by the Board of Directors, all provisions of CJSL Coaches Kit, the FIFA Laws of the Game, all applicable Rules and Regulations of the Associations which VOSC is affiliated.
- I.5.6. Voting Rights granted are granted as herein:
 - I.5.6.1. In the Annual General Meeting, each member shall have one vote. In addition each member of the Board of Directors shall have a vote.
 - I.5.6.2. In Regular and Special Meetings of VOSC Board Of Directors, each director shall have one vote. In addition any Regular and Special Meetings of the Executive Board, each executive board member shall have one vote.
 - I.5.6.3. In VOSC committee meetings, each member of the committee shall have one vote.
- I.5.7. In all meetings of VOSC, each eligible person shall have one vote, even should that person hold more than one position.
- I.5.8. A proxy may be appointed except where denied in the Bylaws, and such appointment must be in writing. The one vote rule still applies.
- I.5.9. Should any guest from outside affiliation attend a VOSC meeting, the privilege of speech shall be allowed, without conferring an attendant right to vote on any issue.
- I.5.10. A quorum of the Executive Board, constituting one-half of its members, shall be necessary to conduct the business, of VOSC in the regular and special Meetings of the Board of Directors. Decisions made at the Annual General Meeting (AGM) and committee meetings shall be made by vote of those in attendance.
- I.5.11. Nothing in this or in any other section shall be construed to mean that the Board of Directors does not have the right to assemble for the conduct of VOSC business, **as directed by the President.**



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I.6. Membership and Representation

- I.6.1. Membership in this Association shall be the families whose players are duly registered with CJSL Registrar and CYSA and reside within the Club's boundaries.

I.7. Meetings

- I.7.1. The VOSC shall have the authority to call the following meetings:
 - I.7.1.1. Annual General Meeting (A.G.M.)
 - I.7.1.2. Executive Board Meetings
 - I.7.1.3. Coaches Meeting
 - I.7.1.4. regular and special Meetings of the Board of Directors for the conduct of VOSC business, subject to the Bylaws of this Association, and any other meeting necessary to conduct VOSC business.

I.8. Constitutional Amendments

- I.8.1. An amendment to the Constitution, Bylaws or Rules and Regulations of this Association shall be deemed adopted by an affirmative vote of two-thirds of the eligible members present at the Annual General Meeting.
- I.8.2. Amendments to the Constitution and Bylaws of this Association shall be made at the A.G.M. of the membership, except in such cases as specified in the Bylaws of this Association.
- I.8.3. Proposed amendments to the Constitution and Bylaws shall be submitted in writing to the Board of Directors prior to or at the last regularly scheduled Board of Directors Meeting before the A.G.M.

I.9. FUNDS

- I.9.1. VOSC, through the office of the Treasurer, may maintain bank accounts as necessary for the conduct of club business.
- I.9.2. No individual or team may maintain any account containing monies collected from VOSC related activities.



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II. Bylaws

II.1. Board of Directors

- II.1.1. The elected Board of Directors of this Association shall be composed of a President, Secretary, Treasurer, Registrar, other Directors as required, and Club Commissioner. No spouses may serve on the Board in a voting capacity at the same time. The elected Board (Executive Board) shall be elected to staggered terms of office by a simple majority of those members present at the AGM. The President, Secretary, and Treasurer shall be elected in even numbered years. The Commissioner, and Registrar shall be elected in odd numbered years. Directors at large will be appointed or elected as needed with VOSC BOD approval. A Directorship's term of office shall be two years Effective March 1st following installation to office and ending the last day of February two years later. When no new candidate exists to fill a pending vacant seat, an incumbent board member's term may be extended in additional one year increments. This MUST receive an affirmative vote of two-thirds of the eligible members present at the AGM. An elected officer may hold the same Board position for an unlimited number of terms but must seek nomination and win re-election to remain in that position. Elected Board of Directors shall not receive compensation from any other soccer related club or organization. This includes both affiliated and non-affiliated Federations, Leagues, Clubs or Programs. This section does not however, prohibit an elected Director from receiving compensation for non- director related jobs he/she performs such as an Instructor, Referee, Senior Referee, or Tournament Director.

II.2. Elected Directors

II.2.1. President

II.2.1.1. Election

- II.2.1.1.1. Shall be elected in accordance to article II.1.1. of the VOSC Bylaws.

II.2.1.2. Responsibilities

- II.2.1.2.1. Calls for and presides over all meetings of VOSC Board of Directors, the Annual General Meeting, and Executive Board meetings.
- II.2.1.2.2. Provides leadership, inspiration, and direction for VOSC during the term of office.
- II.2.1.2.3. Is responsible for the generally smooth operation of VOSC.



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- II.2.1.2.4. Holds the remainder of the Board of Directors responsible for fulfilling their obligation to the office they hold, without authority to remove such persons by-the unilateral action of the President.
- II.2.1.2.5. Is responsible for implementing the means to attain the goals adopted by the membership of VOSC.
- II.2.1.2.6. Shall be a signing authority on behalf of the Board for financial and legal purposes.
- II.2.1.2.7. Appoints Standing Committee Chairpersons.
- II.2.1.2.8. Reports on the activities of the office to the other Board Members as called for.
- II.2.1.2.9. Represents VOSC in the meetings of other organizations, except those explicitly given to other officers in the Bylaws.

II.2.1.3. Special Circumstances

- II.2.1.3.1. The President of VOSC shall cast a vote in any meeting of the Board of Directors, or the Annual General Meeting, only in the event of an otherwise tied vote.
- II.2.1.3.2. Any person seeking or holding public office may neither hold nor run for the office of VOSC President. If the President runs for public office during the term of office, the remaining Directors shall vote upon the person to succeed.

II.2.1.4. Accountability

II.2.2. Vice President

II.2.2.1. Election

- II.2.2.1.1. Shall be elected in accordance to article II.1.1. of the VOSC Bylaws.

II.2.2.2. Responsibilities

- II.2.2.2.1. In the short term absence of the President, the Vice President shall preside over meetings of VOSC Board of Directors, the Annual General Meeting, and Executive Board meetings.
- II.2.2.2.2. Shall be a signing authority on behalf of the Board for financial and legal purposes.

II.2.2.3. Accountability

- II.2.2.3.1. Reports on the activities of the office to the other Board Members as called for.

II.2.3. Secretary

II.2.3.1. Election

- II.2.3.1.1. Shall be elected in accordance to article II.1.1. of the VOSC Bylaws.



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II.2.3.2. Responsibilities

- II.2.3.2.1. Is responsible for keeping the Official Minutes of all Meetings, except Committee Meetings.
- II.2.3.2.2. Is responsible for general correspondence of VOSC.
- II.2.3.2.3. Shall be a signing authority on behalf of the Board for financial and legal purposes.
- II.2.3.2.4. Also over sees the office of Publicity.
- II.2.3.2.5. If no applicant has come forward the Secretary will nominate candidate for the office of Publicity to be ratified by vote of the Executive Board.
- II.2.3.2.6. Maintains the files of this Association.
- II.2.3.2.7. Is responsible for the preparation of the Annual Report of VOSC.
- II.2.3.2.8. Is responsible for the formalization and distribution of the official minutes of each Board Meeting, and AGM within one week of such meeting.
- II.2.3.2.9. Assumes the duties of the Treasurer in the extended absence of that officer (e.g., vacation).
- II.2.3.2.10. Reports on the activities of the office to the other Board Members as called for.
- II.2.3.2.11. Provides timely notification to all Board Members, of the AGM, and regularly or specially called meetings of the Board of Directors.

II.2.4. Accountability

- II.2.4.1.1. Reports on the activities of the office to the other Board Members as called for.

II.2.5. Treasurer

II.2.5.1. Election

- II.2.5.1.1. Shall be elected in accordance to article II.1.1. of the VOSC Bylaws.

II.2.5.2. Responsibilities

- II.2.5.2.1. VOSC Board of Directors shall attempt to fill this position with a person whose background includes professional accounting experience.
- II.2.5.2.2. Shall obtain and issue a corresponding receipt for all monies, which shall be deposited in a recognized bank in the name of this Association.
- II.2.5.2.3. Shall furnish all books and records when required to do so by the Board of Directors.
- II.2.5.2.4. Shall properly balance the books of this Association according to the current bank statement or bankbook.



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- II.2.5.2.5. ?Is responsible for preparing any and all papers pursuant to the Articles of Incorporation and Tax Exempt Status of this Association.?
- II.2.5.2.6. Shall issue monthly financial reports, and adhere to the annual budget approved by the Board of Directors.
- II.2.5.2.7. Shall prepare, with the assistance of elected officers, an annual budget to be presented at the AGM for the approval of the membership.
- II.2.5.2.8. Is responsible for disbursements of monies for Approved Indebtedness of CJSJL subject to the Bylaws of this Association, and the maintenance of records of such disbursements.
- II.2.5.2.9. Shall prepare or assist a certified public accountant in filing all necessary tax returns on a fiscal year basis.
- II.2.5.2.10. Shall maintain records showing the source of all funds received by VOSC.
- II.2.5.2.11. Will maintain a the associations bank account an report balances to the board on a monthly basis.
- II.2.5.2.12. Shall report on the activities of the office to the other Board Members as called for.

II.2.5.3. Accountability

- II.2.5.3.1. Reports on the activities of the office to the other Board Members as called for.

II.2.6. Commissioner

The office of the Commissioner's position requires performing those duties necessary to put Teams on the field, train, assist the coaches, and work with other members of the club organization to meet club goals. The Commissioner shall be the person responsible to insure VOSC is in compliance with the , Master Association, CJSJL Constitution and the intent of CJSJL Board rulings.

II.2.6.1. Election

- II.2.6.1.1. Shall be elected by the general membership during the AGM. The term of office shall commence March 1.
- II.2.6.1.2. The name of the Commissioner Elect must be delivered to CJSJL within 15 days of the associations AGM.
- II.2.6.1.3. A Commissioner may hold the same board position for an unlimited number of terms, but must seek nomination and win re-election.

II.2.6.2. Responsibilities

- II.2.6.2.1. Is responsible for a working knowledge of VOSC, CJSJL and CYSA Constitutions and Bylaws, and CJSJL Coaches Kit, in order to interpret same in the conduct of his/her office.



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II.2.6.2.2. Shall be the association's representative and hold the Office of Commissioner on the Board of Directors of CJSL, and perform all duties of same office.

II.2.6.2.3. Shall be a signing authority on behalf of the Board for financial and legal purposes.

II.2.6.3. Accountability

II.2.6.3.1. The Commissioner may be removed by majority vote of the Board of Directors in the event that it is found that the duties and responsibilities of the office have not been performed.

II.2.6.3.2. In the event that the Commissioner's position is declared vacant, a special election shall be called within (15) days. The newly elected Commissioner shall serve out the remaining term of office of the Commissioner who has vacated the office.

II.2.7. Registrar

II.2.7.1. Election

Shall be elected in accordance to article II.1.1. of the VOSC Bylaws.

II.2.7.2. Responsibilities

II.2.7.2.1. Is responsible for the registration of players and Teams within the Territory of this Association with VOSC and/or CJSL/CYSA.

II.2.7.2.2. All monies received in the registration process shall be delivered directly to the Treasurer.

II.2.7.2.3. Conducts registration.

II.2.7.2.4. Responsible for player passes.

II.2.7.2.5. Is responsible for all transfers into and out of VOSC/CJSL by players.

II.2.7.2.6. Is responsible for processing all requests for inter-league or inter-district play. Liaison with coaches and Commissioners for purposes of such play.

II.2.7.2.7. Required by CJSL Rules & Regulations to provide a complete roster, fees and other supporting document to the CJSL Registrar no later than 30 days after the final registration designated in section II.6.

II.2.7.3. Accountability

II.2.7.3.1. Reports on the activities of the office to the other Board Members as called for.



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II.3. Appointed Directors

Appointed Directors shall be placed with a two-thirds vote of the Executive Board. They shall remain as a director until removed by the Board of Directors.

II.3.1. Director of Coaching

The Director of Coaching's position requires performing those duties necessary to train & assist the coaches, and work with other members of the program to meet league goals.

II.3.1.1. Appointment

Shall be appointed by the Executive Board of as a voting member of VOSC Board of Directors.

II.3.1.2. Responsibilities

Shall include but not limited to:

- II.3.1.2.1. The Director of Coaching is responsible for a working knowledge of VOSC, CYSA and CJSL Constitutions and Bylaws, and CJSL Coaches Kit, in order to interpret same in the conduct of his/her office.
- II.3.1.2.2. The Director of Coaching may designate assistants to assist in the performance of the office.
- II.3.1.2.3. The Director of Coaching must be present at all Meetings of the Association unless otherwise excused.
- II.3.1.2.4. The Director of Coaching may attend or appoint a representative to attend games and insure that on-field requirements of CJSL Coaches kit are met.
- II.3.1.2.5. The Director of Coaching is responsible for serving on committees where needed.
- II.3.1.2.6. The Director of Coaching must meet or exceed the requirements of the Director of Coaching's job description.
- II.3.1.2.7. The Director of Coaching must be eligible to coach any team within VOSC.

II.3.1.3. Accountability

- II.3.1.3.1. The Director of Coaching reports directly to VOSC Executive Board of Directors.
- II.3.1.3.2. The Director of Coaching's contract may be terminated at any time by VOSC Executive Board of Directors if, in their opinion, the Director of Coaching has failed to adequately complete the duties and responsibilities outlined in the Director of Coaching's job description.
- II.3.1.3.3. When the Director of Coaching position is declared vacant, VOSC Executive Board of Directors shall appoint a new Director of Coaching within a reasonable time frame.



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II.3.2. Field, Facilities and Equipment Coordinator

II.3.2.1. Appointment

Shall be appointed by the Executive Board as a non non-voting member of the VOSC Board of Directors.

II.3.2.2. Responsibilities

- II.3.2.2.1. Shall work with the Valley Oak School Principal or other designated site supervisor to insure fields are properly maintained.
- II.3.2.2.2. Shall assure that all field markers, lines, corner flags, and goals meet all league requirements.
- II.3.2.2.3. Maintain and all club owned property (i.e. goals, balls, and other training gear)
- II.3.2.2.4. Distribute and collect all club owned team gear to team coaches at the beginning and end of each season.
- II.3.2.2.5. Sourcing club equipment needs and report cost for approval to the Board of Directors.

II.3.2.3. Accountability

- II.3.2.3.1. Reports on the activities of the office to the other Board Members as called for.

II.3.3. Club Liaison

II.3.3.1. Appointment

- II.3.3.1.1. Shall be appointed by the Executive Board of Directors as a voting member of VOSC Board of Directors.

II.3.3.2. Responsibilities

- II.3.3.2.1. The duties of the office shall include but are not limited to:
 - II.3.3.2.1.1. Assist in player development and coordinate transitioning players from the youth program to CJSL's teen program.
 - II.3.3.2.1.2. Liaison between team coaching staff and club registrar during registration periods to determine the number of players available to age up.
 - II.3.3.2.1.3. Is empowered to call a meeting of the coaches in order to facilitate the allocation of players.
 - II.3.3.2.1.4. Will make the final player placement decision along with the registrar and club commissioner.
 - II.3.3.2.1.5. May be assigned by the Club President to represent the club at Valley Oak Parent Club meetings.



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II.3.3.3. Accountability

II.3.4. Publicity

II.3.4.1. Appointment

II.3.4.1.1. Shall be appointed by the Executive Board of directors as a non-voting member of VOSC Board of Directors.

II.3.4.2. Responsibilities

II.3.4.2.1. Responsible for all VOSC publicity

II.3.4.2.2. Shall assist the Secretary with notifications to Association Members

II.3.4.3. Accountability

II.3.4.3.1. The Office of publicity is to be under the Secretary's authority, and shall report all activity to such office.

II.4. Special Directors

II.4.1. Director At-Large

The Board of Directors may as needed appoint special non-executive directors to perform tasks related to needs that are outside of the normal operating functions of the association.

II.4.1.1. At-Large directors are appointed and voted in by a simple majority of the Board of Directors.

II.4.1.2. Non voting Director

II.4.1.3. Term is limited by need, and should be set-forth by board in writing prior to election.

II.5. Standing Committees

II.5.1. The following standing committees will be administered by the Board of Directors which will be presided over by the President of VOSC, subject to ratification by the Board of Directors. In addition these committees the Executive Board will also handle all Club discipline for inappropriate behavior and or insolvency issues that may arise.

II.5.1.1. Administrative/ Playing Season Review Committee

II.5.1.2. Finance/Audit Committee

II.5.2. The following standing committees will be chaired by the Director responsible for its oversight, and constituted with a minimum of two additional association members.

II.5.2.1. Governance



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II.5.2.2. Protest and Conduct

II.6. Membership and Registration

Registration shall be held in accordance with CJSL rules and regulations. Registration will close the first Saturday after Labor Day.

II.7. Annual General Meeting (AGM)

II.7.1. General

Toward the end of the Seasonal Year, the President of this Association with the concurrence of the Board of Directors shall call for an Annual General Meeting of the membership to be held in the first two weeks of February. The purpose of this meeting shall include, but not be limited to, the reports of the members of the Board on the accomplishments of their office, the election of new officers, and proposals for amendments to the Constitution and By-Laws and Rules and Regulations. Notification to each Commissioner, Coach, and Assistant Coach of Affiliated Teams shall be made at least thirty (30) days prior to the holding of such meeting. Proposed amendments to the Constitution and By-Laws, and Rules and Regulations, shall be submitted to the Board for placement on the Agenda by the last regularly scheduled Board of Directors Meeting before the date set for the AGM.

II.7.2. Order of Business at AGM

- II.7.2.1. Call to Order
- II.7.2.2. Roll Call
- II.7.2.3. Reading of the Minutes of the Previous AGM
- II.7.2.4. Acceptance of the Minutes of the Previous AGM

II.7.2.5. Reports

- II.7.2.5.1. President
 - II.7.2.5.2. Secretary
 - II.7.2.5.3. Treasurer
 - II.7.2.5.4. Registrar
 - II.7.2.5.5. Commissioner
 - II.7.2.5.6. Standing Committees
- II.7.2.6. Unfinished Business
 - II.7.2.7. Election of Officers
 - II.7.2.8. Proposal for Amendments to the Constitution, Bylaws, and/or Rules and Regulations.
 - II.7.2.9. New Business
 - II.7.2.10. Good of The Game
 - II.7.2.11. Adjournment



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II.8. Disciplinary Action and Appeals Procedures

II.8.1. Authority

VOSC reserves unto itself, through the Protest and Conduct Committee, the right to sanction its members and other persons associated with the club for violations of the FIFA Laws of the Game, the CYSA Constitution and By-laws, the CJSJL Constitution and By-laws, Rules and Regulations of CJSJL, the Coaches Kit of CJSJL, the VOSC Constitution & By-laws, any other rule or regulation enacted by the VOSC Board of Directors, as applicable.

II.8.2. Protest and Conduct Committee

The Protest and Conduct Committee shall be composed of a minimum of three persons of which at least one must be a member of the CJSI Board of Directors and shall serve as chairperson of the committee. If the person under a disciplinary action is a member of the Protest and Conduct Committee, that person shall be disqualified and the President shall appoint an alternate to take such person's place on the committee.

- II.8.2.1. It shall be the responsibility of this Committee to investigate, review and assess the penalties for red cards and for any other problems arising with, but not necessarily limited to, players, coaches, referees, parents and spectators. The person brought under such action shall be termed the Accused.
- II.8.2.2. Any member of an Affiliated Team or person associated with an Affiliated Team who is brought under a disciplinary action for a violation of provisions of the official documents listed in II.8.1. shall be disciplined according to the provisions of those documents.
- II.8.2.3. The Protest and Conduct Committee is empowered to mete out such discipline as follows:
 - II.8.2.3.1. Notification to the person disciplined shall be either of the following:
 - II.8.2.3.1.1. Personal notification at the time or following the decision by the Chairperson, upon which such notification the discipline shall take immediate effect, followed by written notification of the decision; or
 - II.8.2.3.1.2. Written notification following the decision.
 - II.8.2.3.2. All written notification shall be mailed to the address provided to VOSC by the party sanctioned by means of certified mail with return receipt requested. Return of such receipt shall be considered as service of notification. A refusal to accept such mail shall be considered as notification.
 - II.8.2.3.3. Such notification shall include the decision reached, information regarding the next level of appeal, the address of the next level of appeal, the time limit for appeal, and the fee for appeal to the next level.
 - II.8.2.3.4. The Commissioner shall be notified of all disciplinary hearings.



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- II.8.3. An appeal of the findings of the Protest and Conduct Committee to the Board of Directors by the Accused may be made with the right to a hearing on the evidence at no cost to the Accused. At such hearings:
 - II.8.3.1. The charges, recommendations', and/or findings of the Protest and Conduct Committee are read.
 - II.8.3.2. Additional material may be presented. Copies of this material should be distributed to the Board.
 - II.8.3.3. The Accused and the Accuser must be allowed to give testimony. The Accused and the Board of Directors may present up to six (6) witnesses. Each side may cross-examine the other side's witnesses, and may offer rebutting testimony.
 - II.8.3.4. After all evidence has been presented, there are no further questions, and the Accused has had the opportunity for last rebuttal, all persons not members of the Board must leave the room while the Board's deliberations take place. The Accused shall leave the room but shall remain available on the premises to hear the decision of the Board unless otherwise excused.
 - II.8.3.5. Any disciplinary action voted by the Board must be so voted by two-thirds of the eligible members in attendance.
 - II.8.3.6. In any appeal of the discipline of the Protest and Conduct Committee which comes before the Board of Directors, if the person upon whom such discipline has been served is also a member of the Board, that person shall not have a vote, nor shall a proxy be appointed, in the Board review of the decision of the Protest and Conduct Committee, nor shall his/her presence count in determining the number of votes necessary to support, modify or override the action of the Protest and Conduct Committee.
 - II.8.3.7. Notification of the decision of the Board on the appeal shall be conducted in like manner as II.8.2.3. subparagraphs 1, 2, and 3.
- II.8.4. Nothing in this or-any other section shall be construed to mean that the Board of Directors does not have the power to directly initiate disciplinary action upon any person associated with the Clovis Junior Soccer League in any capacity. Any hearing called by the Board for disciplinary action shall follow the provisions listed below.
 - II.8.4.1. Notification of the convening of such hearing shall be made by certified mail with return receipt requested. Return of such receipt shall be considered notification. Refusal to accept such mail shall constitute notification. Such notification shall include the date of the hearing, its address, its time, the charges against the person, the number of witnesses (six) allowed to be present for the defense of the party, and that documents pertaining to the action may be offered. If such date is unacceptable, a date within seven (7) days of the originally scheduled date satisfactory to the party and President of the Board of Directors must be agreed upon.
 - II.8.4.2. At such hearings, the charges must be read.
 - II.8.4.3. Additional material may be presented. Copies of this material should be distributed to the Board.



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- II.8.4.4. The Accused must be allowed to give testimony. The - Accused and the Board of Directors may present up to six (6) witnesses. Each side may cross-examine the other side's witnesses and may offer rebutting testimony.
- II.8.4.5. After all evidence has been presented there are no other questions, and the Accused has had the opportunity for last rebuttal, all persons not members of the Board of Directors shall leave the room while the Board's deliberations are conducted. The Accused shall leave the room but shall remain available on the premises to hear the decision of the Board, unless otherwise excused.
- II.8.4.6. Any disciplinary action voted by the Board must be voted by two-thirds of the eligible members of the Board in attendance. The Board of Directors, upon the resignation of a member of the Board, may solicit a person to fill that vacancy, or may reallocate officers of the Board to use Board Members most efficiently, and may solicit a person for any vacant office created by such reallocation.
- II.8.4.7. If the person upon whom such disciplinary action has been initiated is also a member of the Board, that person shall not have-a vote nor shall a Proxy be appointed nor shall his/her presence count in determining the number of votes necessary to rest such discipline upon that party.
- II.8.4.8. Notification of the decision of the Board shall be made in like manner as II.8.2.3. subparagraphs 1, 2, and 3.
- II.8.5. If at the properly scheduled time of the hearing the Accused does not appear, such hearing may be held without the presence of the Accused, a decision rendered, and notification made in accordance with the provisions of II. 8.2.3 subparagraphs 1, 2, and 3. A continuance up to seven (7) days may be requested by the Accused at any time before the holding of such hearing and must be granted by the Board. The reconvening of such hearing shall be scheduled within the seven-day continuance period or on the seventh day according to mutual agreement of the Board and the Accused.

II.9. Change of Structure

II.9.1. General

The creation or abolition of a Directorship or assignment or reassignment of Directorship function shall be implemented by a vote of two-thirds of the Directors in attendance at the AGM,

- II.9.1.1. The removal of a member of the VOSC Board of Directors may be proposed at any regular or special Board of Directors Meeting and such removal from office requires one of the following:
 - II.9.1.1.1. Two-thirds vote of the Directors in attendance for removal; or
 - II.9.1.1.2. Recall petition signed by two-thirds of the persons eligible to vote at the AGM.



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- II.9.1.2. The Director against whom such action is pressed shall not have a vote in the removal process and shall not appoint a Proxy nor shall his/her presence be counted in the number of votes necessary for removal.
- II.9.1.3. Grounds for the removal of a member of the Board of Directors may include, but are not limited to;
 - II.9.1.3.1. Falsification of records.
 - II.9.1.3.2. Embezzlement of funds.
 - II.9.1.3.3. Gross failure to discharge the duties of that office.
 - II.9.1.3.4. Failure to attend three (3) consecutive regularly scheduled meetings of the Board of Directors.
- II.9.1.4. The Board of Directors, upon the resignation of a member of the Board, may solicit a person to fill that vacancy, or may reallocate officers of the Board to use Board Members most efficiently, and may solicit a person for any vacant office created by such reallocation.

II.9.2. Voting

Any vote taken at the Annual General Meeting or the regular and special meeting of the VOSC Board of Directors or meetings of the Standing Committees shall require only a majority approval of those in attendance and eligible to vote for passage of a motion with the exception of the following which shall require a vote of two-thirds for passage:

- II.9.2.1. The Board of Directors upholding in unchanged form the discipline of the Protest and Conduct Committee.
- II.9.2.2. Removal of a member of the Board of Directors of VOSC, with exception of the Commissioner (see Section II.2.6.3.1, Accountability), unless the VOSC Board of Directors initiates such action, in which case a two-thirds vote of removal is necessary.
- II.9.2.3. Suspension of a Coaches privilege to coach.
- II.9.2.4. Expulsion of any person associated in any manner with an Affiliated Team of VOSC for a violation of the CYSA and/or CJSJL Constitution, Bylaws, Rules and Regulations, provisions of the Coaches Kit, FIFA Laws of the Game as applicable, or action detrimental to the gentlemanly conduct of the game listed under CJSJL Constitution and Bylaws Section 2:14:01 and 2:15:01.

II.10. Purchases of Goods and Services

II.10.1. General

All purchases of goods and services to be rendered to VOSC shall be approved by the Board of Directors, the Executive Board or the President and signed by two approved signatories. The following schedule of expenditures will be used for determination of approval:

- II.10.1.1. The Executive Board can approve any expenditure related to CJSJL operations in the amount of \$5,000 annually.



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- II.10.1.2. The President can approve any expenditure related to CJSL monthly operations up to \$200 per transaction, transactions up to \$600, can be approved by the Executive Board. Any expense over \$601 needs approval from the Board of Directors by a simple majority vote.
- II.10.1.3. The Board of Directors shall obtain three competitive bids on expenditures of \$7,500 or more.

II.10.2. Payment of Approved Indebtedness

The term "Approved Indebtedness" shall apply to any expenditure which is delineated in the approved annual budget. Such indebtedness may be paid without any further approval required by the Board, subject to any other restrictions contained in these bylaws. Any other indebtedness shall not be paid without approval as described in II.11.

II.10.3. Financial Responsibility

- II.10.3.1. This Association shall not assume nor be liable for the debts nor the financial responsibilities either implied or incurred of any of its members, member coaches, managers, Affiliated Teams.
- II.10.3.2. The financial sponsors of any Affiliated Team shall not be held liable-for any injury or losses incurred during any soccer activity of VOSC and/or its Affiliated Teams.
- II.10.3.3. Those persons named by VOSC to pay the Approved Indebtedness of VOSC shall do so without adopting personal liability for such Indebtedness.

II.10.4. Liability Protection

- II.10.4.1. All Officers of this Association and officials of Affiliated Teams shall be covered against liability claims by CJSL (under the self-insurance policy) or CYSA for performing acts and duties directly related to the work of this Association.

II.10.5. General Responsibilities

- II.10.5.1. All Teams shall be responsible for governing those persons associated with their operations. The coach shall take direct responsibility for all unsportsmanlike conduct of the players, assistant coaches and/or parents, or any other person connected to that Team, including but not necessarily limited to swearing; insubordination toward referees; failure to recognize the authority of a CJSL referee; making obscene gestures toward a referee or another Team; fighting; offering an invitation to another associates or a referee to fight; and/or any other infraction of the Laws of the Game and/or provisions of the CJSL Coaches Kit, or any action which by its description discredits the gentlemanly conduct of the game, whether before, during or after a CJSL activity, including but not limited to practices, practice games, league games, cup or tournament games or other CJSL activity.
- II.10.5.2. Falsification of records by any person shall be grounds for disbarment from future participation and/or membership in this Association.



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- II.10.5.3. A plea of ignorance to the Constitution, Bylaws, Rules and Regulations or the Coaches Kit is not a sufficient defense of actions in violation of those documents.

II.10.5.4. Coaches

- II.10.5.4.1. Shall be required to attend all scheduled coaches meetings as well committee meetings to which they are assigned.

- II.10.5.4.1.1. An approved appointed representative may attend in the Coaches absence and shall have the Coaches voting privileges.

- II.10.5.4.2. Shall be required to serve on a minimum of one committee and attend all meetings associated with that duty as stated in II.10.5.4.1.

II.10.6. Code of Conduct

- II.10.6.1. No member or person associated with an Affiliated Team of this Association shall use alcoholic beverages, glue, drugs, controlled substances or other reality altering substances or liquids during any practice, practice game, league game, cup or tournament game, Board Meeting, Committee Meeting, AGM, Coaches Meeting, or any other activity associated with VOSC. Such conduct may be grounds for expulsion from VOSC.
- II.10.6.2. No person shall be allowed to solicit donations, sale of goods or services, or engage in any other form of fund raising activity on behalf of CJSJL without prior Board of Directors approval. No player shall be allowed to participate in any fund raising activity without direct adult supervision.
- II.10.6.3. A Fund Raiser Request Form shall be submitted for Board approval by Affiliated Teams at the regularly scheduled Board Meeting before the scheduled date of the fund raiser. This also includes any camps and/or clinics where there is a charge for attendance.
- II.10.6.4. An adult person shall be present at all team functions.

II.10.7. Rules of Order

- II.10.7.1. Robert's Rules of Order shall be deemed as adopted at all meetings of this Association unless otherwise agreed by majority vote of the participants.

II.10.8. Dissolution

- II.10.8.1. Should this Association be dissolved, all assets remaining after payment of all debts shall be turned over to a Clovis Junior Soccer League CJSJL General Account Treasurer.