

CLOVIS JUNIOR SOCCER LEAGUE
CONSTITUTION AND BY-LAWS
Last Revised Feb 17th, 2011 at the CJSL A.G.M.

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CLOVIS JUNIOR SOCCER LEAGUE
CONSTITUTION AND BY-LAWS

1:01:00 NAME

1:01:01 This association shall be known as the Clovis Junior Soccer League, also referred to as CJSL.

1:02:00 PURPOSE AND BOUNDARIES

1:02:01 The purpose of this Association shall be to develop promote and administer the game of soccer among youth under 19 years of age within the Northern California Territory. CJSL 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.

1:02:02 This territory shall be that area of the State of California designated as the Clovis Unified School District.

1:03:00 COLORS

1:03:01 The representative colors of this Association shall be Blue, Gold and Red.

1:04:00 AFFILIATION

1:04:01 This Association shall be an affiliated branch of and comply with the authority of the California Youth Soccer Association (CYSA).

1:05:00 AUTHORITIES

1:05:01 This Association shall be governed by its Constitution and by-laws, Rules and Regulations passed in Regular and Special Meetings of the CJSL Board of Directors, and the Coaches Kit, except for Tournament Cup and State Cup play in which cases CYSA rules shall supersede.

1:05:02 The Governing Authority of this Association, whose powers shall be designated in the By-Laws, shall be vested in the Board of Directors of this Association.

- 1:05:03 The Board of Directors shall be composed of at least seven elected members, and the School Commissioners. The elected members of CJSL (i.e. President, Vice President, set...) are to be known as the Executive Board.
- 1:05:04 The Board of Directors shall annually recommend to the membership the procedures, and rules required for Affiliated Teams for ratification at the Annual General Meeting.
- 1:05:05 All members and all other persons associated with the Affiliated Teams shall abide by the Constitution and By-Laws of this Association, all Rules and Regulations as set forth by the Board of Directors, all provisions of the CJSL Coaches Kit, the FIFA Laws of the Game, all applicable Rules and Regulations of the Associations with which CJSL is affiliated.
- 1:05:06 Voting rights granted are as granted herein:
A) In the Annual General Meeting, each Team properly affiliated with CJSL shall have one vote.
In addition, each member of the CJSL Board of Directors shall have one vote.
B) In the Coaches Kit Meeting, each member of the Board of Directors shall have one vote.
C) In the regular and special Meetings of the CJSL Board of Directors, each Director shall have one vote.
D) In CJSL Committee Meetings, each member of the Committee shall have one vote.
- 1:05:07 In all meetings of CJSL, each eligible person in attendance shall have one vote, even should they hold more than one position. A proxy may be appointed except where denied in the By-Laws, and such appointment must be in writing.
- 1:05:08 Should any guest from outside affiliation attend a CJSL meeting, the privilege of speech shall be allowed, without conferring an attendant right to vote on any issue.
- 1:05:09 A quorum of the Board, constituting one-half of its members, shall be necessary to conduct the business, of CJSL in the regular and special Meetings of the Board of Directors. Decisions made at the Annual General Meeting (AGM) and Coaches Kit Meeting shall be made by vote of those in attendance.
- 1:05:10 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 CJSL business, **as directed by the President.**

1:06:00 MEMBERSHIP AND REPRESENTATION

1:06:01 Membership in this Association shall be Affiliated Clubs whose players and representatives are duly registered with the CJSL Registrar and CYSA.

1:06:02 The Affiliated Clubs or Programs within the jurisdiction of CJSL shall define a Constitution and by-laws under which its members shall operate, elect a Commissioner to represent its interests to CJSL, elect Officers to conduct its business, and raise monies to promote the interests of its players. Every Club or Program will have a minimum of (5) five elected directors and must have the following positions: Commissioner, President, Treasurer, Secretary, and Register. Additional directors will be elected at the discretion of the club or program. The commissioner shall be the person responsible to

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insure club compliance with the CJSL Constitution, and the intent of CJSL Board rulings. Each club shall maintain a bank account.

- 1:06:03 Each Affiliated Club or Program within the jurisdiction of CJSL shall have the right to have their interests represented to the CJSL through the office of a Commissioner elected within that Commissioner's jurisdiction.
- 1:06:04 A list of the Board of Directors from each Soccer Club will be turned in to CJSL with the names, phone numbers and addresses of all officers and commissioner by March 15 of each year.
- 1:06:05 All Clubs and Programs are covered by the CJSL Corporate 501(c)3 tax exempt status. Every Club that does not have its own 501(c)3 tax ID number shall submit a copy of their tax return to the CJSL by March 15th of every year. Club's with their own 501(c)3 Tax ID number must submit a copy of their tax return at the end of their fiscal year.
- 1:07:00 MEETINGS
- 1:07:01 The CJSL shall have the authority to call the following meetings: 1) Annual General Meeting (AGM); 2) Coaches Kit Meeting; 3) Executive Board meetings; 4) regular and special Meetings of the Board of Directors for the conduct of CJSL business, subject to the By-Laws of this Association, and any other meetings necessary to conduct CJSL business.
- 1:08:00 CONSTITUTIONAL AMENDMENTS
- 1:08:01 An amendment to the Constitution, By-Laws 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.
- 1:08:02 Amendments to the Constitution and By-Laws of this Association shall be made at the Annual General Meeting of the membership, except in such cases as specified in the By-Laws of this Association.
- 1:08:03 Proposed amendments to the Constitution and By-Laws shall be submitted in writing to the Board of Directors prior to or at the last regularly scheduled Board of Directors Meeting before the AGM.
- 1:09:00 FUNDS
- 1:09:01 The CJSL, through the office of the General Account Treasurer, may maintain bank accounts as necessary for the conduct of league business.
- 1:09:02 No individual or team may maintain any account containing monies collected from CJSL related activities.

BY-LAWS

- 2:01:00 BOARD OF DIRECTORS

2:01:01 The elected Board of Directors of this Association shall be composed of a President, Blue Vice President, Gold Vice President, Red Vice President, Secretary, Treasurer, other Directors as required, and each 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. The President, Secretary, and Treasurer shall be elected in even numbered years. The Vice Presidents, Director of Competitive Soccer, and Equipment Coordinator, and shall be elected in odd numbered years. Directors at large will be appointed or elected as needed with CJSJL 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.

2:01:01A PRESIDENT

SECTION I:

1. Calls for and presides over all meetings of the CJSJL Board of Directors, the Annual General Meeting, the Coaches Kit Meeting and Executive Board meetings.
2. Provides leadership, inspiration, and direction for CJSJL during the term of office.
3. Is responsible for the generally smooth operation of CJSJL.
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.
5. Is responsible for implementing the means to attain the goals adopted by the membership of CJSJL.
6. Appoints Standing Committee Chairpersons.
7. Reports on the activities of the office to the other Board Members as called for.
8. Represents CJSJL in the meetings of other organizations.

SECTION II:

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

2:01:01B VICE PRESIDENTS (BLUE, GOLD, AND RED)

1. Each Vice-President shall be in direct charge of the Commissioner of each school in his/her Unit of Schools. The Unit of Schools shall be grouped as closely as possible with the Blue Unit, Gold Unit and Red Unit grouping of the Clovis Unified School District.

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2. The appropriate Vice-President shall be responsible for liaison with their respective Commissioners, and shall be the point of contact for the Commissioners with CJSL.
3. Each Vice-President shall report directly to the President.
4. In the absence of the President, shall preside over any CJSL Meeting, alternative Red Vice-President/Blue, Vice-President/Gold, Vice President.
5. Reports on the activities of the office to the other Board Members as called for.
6. Provides timely notification to each commissioner in his/her respective Unit of the Board of Directors of the AGM, Coaches Kit Meeting, and regularly or specially called meetings of the Board of Directors.
7. Each Vice-President and his/her respective commissioners shall serve as the chair and committee members for the following activities:
At the start of each season, the CJSL President will assign each Vice-President to chair a committee. The Vice-President will seek and utilize the support of the commissioners assigned to his/her committee.
This does not preclude other Board members, coaches, etc. from membership on any committee.

2:01:01C

SECRETARY

1. Is responsible for keeping the Official Minutes of all Meetings, except Committee Meetings.
2. Is responsible for general correspondence of CJSL.
3. Maintains the files of this Association.
4. Is responsible for the preparation of the Annual Report of CJSL.
5. Is responsible for the formalization and distribution of the official minutes of each Board Meeting, AGM, and Coaches Kit Meeting within one week of such meeting.
6. Assumes the duties of the General Account Treasurer in the extended absence of that officer (e.g., vacation).
7. Reports on the activities of the office to the other Board Members as called for.
8. Provides timely notification to all Board Members, with the exception of the commissioners, of the AGM, Coaches Kit Meeting, and regularly or specially called meetings of the Board of Directors.

2:01:01E

TREASURER

The CJSL Board of Directors shall attempt to fill this position with a person whose background includes professional accounting experience.

1. Shall obtain and issue a corresponding receipt for all monies, which shall be deposited in a recognized bank in the name of this Association.
2. Shall furnish all books and records when required to do so by the Board of Directors.
3. Shall properly balance the books of this Association according to the current bank statement or bankbook.
4. Is responsible for preparing any and all papers pursuant to the Articles of Incorporation and Tax Exempt Status of this Association.
5. Shall issue monthly financial reports, and adhere to the annual budget approved by the Board of Directors.
6. Shall prepare, with the assistance of elected officers, an annual budget to be presented at the AGM for the approval of the membership.

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7. Is responsible for disbursements of monies for Approved Indebtedness of the CJSJ subject to the By-Laws of this Association, and the maintenance of records of such disbursements.
8. Shall prepare or assist a certified public accountant in filing all necessary tax returns on a fiscal year basis.
9. Shall maintain records showing the source of all funds received by CJSJ.
- 9a. Will maintain and administer all Club loans as prescribed by the Board.
- 9b. Will maintain a separate fund balance for the self-insurance fund and report the balance and activity of the fund on a monthly basis.
10. Shall report on the activities of the office to the other Board Members as called for.
11. Nothing in this section shall be construed as requiring that funds collected by a school club organization must be deposited with the General Account Treasurer. Such funds are the property of the school club and may be spent in accordance with its constitutional provisions.

2:01:01F

COMMISSIONER

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 club is defined as an organization with several officers that distribute the responsibility of operating a soccer program within the boundaries of their elementary school. The Commissioner shall be the person responsible to insure club compliance with the CJSJ Constitution and the intent of CJSJ Board rulings.

SECTION I: ELECTION

1. The Commissioner shall be elected each year by the club organization at least seven (7) days prior to the AGM. The term of office shall commence on March 1.
2. All Cubs MUST submit the name of their elected Commissioner in writing to CJSJ within (15) fifteen days of their AGM.
3. A Commissioner may hold the same board position for an unlimited number of terms unless term limits are set by their Club's Constitution and Bylaws.

SECTION II: RESPONSIBILITIES

1. Is responsible for a working knowledge of the CYSA and CJSJ Constitutions and By-Laws, and the Coaches Kit, in order to interpret same in the conduct of his/her office.
2. Is responsible for liaison with the respective Vice-President of his/her Unit of Schools with respect to questions regarding the interpretation of CYSA/CJSJ rules and regulations and/or problems/ progress in his/her respective program.
3. Utilizes the appropriate Vice-President as a point of contact with CJSJ and as the point of contact for problem solving activity.
4. Maintains liaison with the CJSJ Registrar during the Registration Periods to insure the proper registration of Teams, players, and coaches and maintains records of such registration.
5. Within any school or age group designation, the Commissioner may designate assistants to assist in the performance of the office.
6. A Commissioner may designate in writing a representative to the CJSJ Board of Directors in the event of his/her absence.
7. Shall be present at all Meetings of this Association unless otherwise excused and shall notify the Affiliated Team representatives within his/her jurisdiction of any changes in the CJSJ Constitution, By- Laws, Rules and Regulations or Coaches Kit.

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8. Shall attend meetings of the Affiliated Teams and/or school club in order to provide necessary and pertinent information from CJSJ. Shall provide interpretation of CJSJ Constitution By-Laws, Rules and Regulations and Coaches Kit where necessary.
9. Shall attend or appoint a representative to attend games and insure that on-field requirements of the Coaches Kit are met.
10. Prior to the commencement of league play, shall call and be present at a meeting of the Affiliated Teams within his/her jurisdiction to assure that league business is properly administered.
11. Shall notify the proper representative of each Affiliated Team of the date, time and location of the AGM and Coaches Kit Meeting of CJSJ. The Commissioner shall attend and urge the attendance of as many Team representatives as possible at these meetings in order to conduct the business of the league.
12. Is responsible for serving as a member of the committees chaired by his/her respective Vice-President. The commissioner may designate a nominee to serve in his/her place on any committee subject to the approval of the respective Vice-President. The commissioner is responsible for the accomplishment of any duties of that committee assigned to his/her designee.

SECTION III: ACCOUNTABILITY

1. The commissioner may be removed according to the Constitution and By-Laws of the school club, as long as such documents call for a minimum of majority vote of the persons eligible to vote in such action.
2. When the Commissioner position is declared vacant, the Board of Directors of CJSJ shall call for an election of a new Commissioner within a period of fifteen (15) days of such declaration. If such election is not held, the Board of Directors of CJSJ shall appoint a Commissioner for such vacancy. The newly elected or appointed Commissioner shall serve out the remainder of the unexpired term of office of the Commissioner who has vacated the office.

2:01:01G

FIELD, FACILITIES AND EQUIPMENT COORDINATOR

1. Requisitions all fields and all other facilities necessary for the conduct of league business.
2. Serves as a member of scheduling and standings committee.
3. Coordinate with the appropriate Vice-President to ensure a Field Commissioner is assigned at each school site where games are scheduled.
4. Coordinates with the appropriate Vice-President to ensure a Field Commissioner is assigned to each field where games are scheduled.
5. Represents CJSJ in processing field and facilities requests from outside agencies and make recommendations to CUSD on those requests. The Field, Facilities and Equipment Coordinator may not recommend to CUSD that a request from an outside agency be denied without the approval of the CJSJ Board. It is the expressed policy of this league that requisitions of fields be coordinated through the Field, Facilities and Equipment Coordinator. No team, coach, parent, or player may use or request the use of any field or facility for a CJSJ sponsored activity directly from any school or district official. This provision is not intended to restrict any club from requesting the use of school facilities for any official club meetings directly from the school office or administration. However, this restriction is intended to apply to the use of any fields for CJSJ related training or regular season League play.

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PIM 11-XX – Single events (ex: pre-season camps for fundraising and registration drives, etc.) are exempt from this provision with the prior written permission from the CJSL Field, Facilities, and Equipment Coordinator.

2:01:01H DIRECTOR AT LARGE

Assists other directors as needed with their duties.

2:01:01I PUBLICITY

1. Responsible for all CJSL publicity.
2. Serves as chairperson of newsletter committee.
3. Shall be responsible for weekly compilation of standings, and shall submit a copy weekly for publication in the Clovis Independent.

2:01:01J IMMEDIATE PAST PRESIDENT

A Commitment to the office of Association President is to serve the association for one additional year immediately following the term of the office of President. The productive and effective Immediate Past President assists the Current President and current officers; helps in keeping a consistent flow of positive work from the association for the benefit and development of association members.

Duties to include:

1. Serve as a member of the association's Board of Directors with full voting privileges.
2. Help incoming President in transition of Presidents' position.
3. Assist new President with liaison with appropriate entities.
4. Assist and advise the President, using the expertise obtained during the years he/she served within the framework of the association.

2:01:01K DIRECTOR OF COMPETITIVE SOCCER

The Director of Competitive Soccer's position requires performing those duties necessary to put teams on the field, train, assist the coaches, and work with other members of the program to meet league goals. The program is defined as an organization with several officers that distribute the responsibility of operating a soccer program. The Director of Competitive Soccer shall be the person responsible to insure program's compliance with the CJSL Constitution and the intent of CJSL Board rulings.

SECTION I: ELECTION

1. Shall be a voting position.
2. The Director of Competitive Soccer shall be elected IAW CJSL Constitution and By-Laws.
3. The Director of Competitive Soccer will be elected in odd numbered years.

SECTION II: RESPONSIBILITIES

1. Is responsible for a working knowledge of the CYSA and CJSJ Constitutions and By-Laws, and the Coaches Kit, in order to interpret same in the conduct of his/her office.
2. Is responsible for liaison with their respective membership with respect to questions regarding the interpretation of CYSA/CJSJ rules and regulations and/or problems/progress in his/her respective program.
3. Maintains liaison with the CJSJ Registrar during the Registration Periods to insure the proper registration of Teams, players, and coaches and maintains records of such registration.
4. A Director of Competitive Soccer may designate assistants to assist in the performance of the office.
5. A Director of Competitive Soccer may designate in writing a representative to the CJSJ Board of Directors in the event of his/her absence.
6. Shall be present at all Meetings of this Association unless otherwise excused and shall notify the Affiliated Team representatives within his/her jurisdiction of any changes in the CJSJ Constitution, By- Laws, Rules and Regulations or Coaches Kit.
7. Shall attend meetings with their respective membership in order to provide necessary and pertinent information from CJSJ. Shall provide interpretation of CJSJ Constitution By- Laws, Rules and Regulations and Coaches Kit where necessary.
8. Prior to the commencement of league play, shall call and be present at a meeting of the Affiliated Teams within his/her jurisdiction to assure that league business is properly administered.
9. Shall notify the proper representative of each Affiliated Team of the date, time and location of the AGM and Coaches Kit Meeting of CJSJ. The Director of Competitive Soccer shall attend and urge the attendance of as many Team representatives as possible at these meetings in order to conduct the business of the league.
10. Is responsible for serving as a member of committees as called for. The Director of Competitive Soccer may designate a nominee to serve in his/her place on any committee. The Director of Competitive Soccer is responsible for the accomplishment of any duties of that committee assigned to his/her designee.

SECTION III: ACCOUNTABILITY

1. The Director of Competitive Soccer may be removed in accordance with CJSJ/CYSA Constitution and By-Laws.

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2. When the Director of Competitive Soccer position is declared vacant, the Board of Directors of CJSJ shall appoint a new Director of Competitive Soccer within a period of fifteen (15) days of such declaration. If an election is not held, the Board of Directors of CJSJ shall appoint a Director of Competitive Soccer for such vacancy. The newly elected or appointed Director of Competitive Soccer shall serve out the remainder of the unexpired term of office of the Commissioner who has vacated the office.

2:01:02 BOARD OF DIRECTORS RESPONSIBILITIES AND AUTHORITY (SUPPLEMENTARY)

1. Are responsible for enforcing and interpreting the Constitution and By-Laws, Rules and Regulations and provisions of the Coaches Kit.
2. Approves Affiliated Teams.
3. Approves any play outside the jurisdiction of CJSJ for CJSJ Affiliated Teams.
4. Approves the formation and operation of all tournaments within the CJSJ jurisdiction.
5. Shall from time to time make temporary rules or regulations for specific cases or occasions not provided for in the Constitution and By-Laws, Rules and Regulations or Coaches Kit but which are deemed necessary and desirable to meet the objectives of this Association.
6. Receives fundraiser requests from Commissioners for Board action.
7. Shall attempt to maintain a minimum balance of \$2,000.00 in the CJSJ General Account at all times.
8. Shall at the direction of the President meet as necessary, as an Executive Board to conduct business for the betterment of CJSJ.

2:01:03 STAFF SUPPORT GROUP

11. Shall be a non-voting member of the CJSJ.
12. Is responsible for the registration of players and teams within the territory of this association with CJSJ and/or CYSA.
13. All monies in the registration process shall be delivered directly to the General Account Treasurer.
14. Conducts registration and training sessions.
15. Shall call upon the various school, club or age group registrars and/or commissioners to process player passes. If a school, club or age group team registrar is not made available to process player passes, they will not be processed, and teams so affected will forfeit their games.
16. Is responsible for all transfers into and out of CJSJ by players.
17. Is responsible for processing all requests for interleague or inter-district play. Liaison with coaches and commissioners for the purpose of such play.
18. Reports on the activities of the office to the other board members as called for.

2:01:03A OFFICE STAFF

Office Staff may be added to take care of the Day-to-Day operations as determined by the CJSJ Board of Directors. Additional positions not budgeted in the current season must be approved by the CJSJ BOD prior to the addition of that position.

SECTION I: APPOINTMENT

1. Shall be a non-voting position.
2. Office Staff may be appointed by the CJSL Executive Board.

SECTION II: RESPONSIBILITIES

1. Office Staff is responsible for a working knowledge of the CYSA and CJSL Constitutions and By-Laws, and the Coaches Kit, in order to interpret same in the conduct of his/her position.
2. Office Staff may designate assistants to assist in the performance of the office.
3. Office Staff must be present at all Meetings of this Association unless otherwise excused.
4. Office Staff is responsible for serving as a member of committees as called for.
5. Office Staff must meet or exceed the requirements of their job description.
6. Office Staff must perform additional duties as directed.

SECTION III: ACCOUNTABILITY

1. Office Staff report directly to the CJSL Executive Board of Directors.
2. Office Staff positions are subject to budgetary constraints.
3. Office Staff contracts may be terminated at any time by the CJSL Executive Board if, in their opinion, the Office Staff has failed to adequately complete the duties and responsibilities outlined in the their job description.
4. When an Office Staff position is declared vacant, the CJSL Executive Board shall appoint a new Additional Office Staff within a reasonable time frame.

2:01:03B

REGISTRAR

1. Is responsible for the registration of players and Teams within the Territory of this Association with CJSL and/or CYSA.
2. All monies received in the registration process shall be delivered directly to the General Account Treasurer.
3. Conducts registration.
4. Shall call upon the various school, club, or age group registrars and/or Commissioners to process player passes. If a school, club, or age group team registrar is not made available to

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process player passes, they will not be processed, and Teams so affected will forfeit their games.

5. Is responsible for all transfers into and out of CJSJ by players.
6. Is responsible for processing all requests for inter-league or inter-district play. Liaison with coaches and Commissioners for purposes of such play.
7. Reports on the activities of the office to the other Board Members as called for.

2:01:03C 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.

SECTION I: APPOINTMENT

1. Shall be a non-voting position.
2. The Director of Coaching shall be appointed by the CJSJ Executive Board.

SECTION II: RESPONSIBILITIES

1. The Director of Coaching is responsible for a working knowledge of the CYSA and CJSJ Constitutions and By-Laws, and the Coaches Kit, in order to interpret same in the conduct of his/her office.
2. The Director of Coaching may designate assistants to assist in the performance of the office.
3. The Director of Coaching shall be present at all Meetings of this Association unless otherwise excused.
4. The Director of Coaching may attend or appoint a representative to attend games and insure that on-field requirements of the Coaches Kit are met.
5. The Director of Coaching is responsible for serving as a member of committees as called for.
6. The Director of Coaching must meet or exceed the requirements in the Director of Coaching's job description.
7. The Director of Coaching must be eligible to coach any team within the CJSJ.

SECTION III: ACCOUNTABILITY

1. The Director of Coaching reports directly to the CJSJ Executive Board of Directors.
2. The Director of Coaching's contract may be terminated at any time by the CJSJ Executive Board if, in their opinion, the Director of Coaching has failed to adequately complete the

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duties and responsibilities outlined in the Director of Coaching's job description.

3. When the Director of Coaching position is declared vacant, the CJSJ Executive Board shall appoint a new Director of Coaching within a reasonable time frame.

2:01:04

DIRECTOR OF REFEREES

1. Shall be a non-voting member of the CJSJ.
2. Responsibilities shall include but are not limited to:
 - a. Recruitment training and assignment of referees.
 - b. Liaison with the General Account Treasurer for payment of referees.
 - c. Shall work with the Clerical Assistant in dispersing information to referees.
 - d. Liaison with Commissioners to provide information to coaches regarding the rules of the game.
 - e. Report on-the activities of the office as called for by the members of the Board of Directors.

2:01:05

PLAYER ADVOCATE

1. Shall be appointed by the Board of Directors as a voting member of CJSJ.
2. The duties of the office shall include but are not limited to:
 - a. Responsible for liaison with each commissioner and CJSJ registrar during registration periods to determine the number of players available for the teen soccer program in each commissioner's jurisdiction.
 - b. Primary objective to coordinate transitioning players from youth program to teen recreation program.
 - c. Is empowered to call a meeting of the commissioner's in order to facilitate the allocation of players to the teen program.
 - d. Liaison with the scheduling committee to assist in determining playing field requirements.
 - e. Report on the activities of the office as called for by the Board of Directors.

2:02:00

STANDING COMMITTEES

2:02:01 The following Standing Committees will be administered by the Executive Board which will be presided over by the President of CJSJ, subject to ratification by the Board of Directors. In addition to these committees, the Executive Board will also handle all Club discipline for inappropriate behavior and or insolvency issues that may arise.

1. PAD Committee
2. Competition Committee
3. Administration Committee
4. Fields Committee

2:03:00

MEMBERSHIP AND REGISTRATION

2:03:01

All clubs will have completed registration by the first Saturday after Labor Day.

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- 2:03:02 Any applicant for player and/or Team affiliation in this Association shall submit yearly to the appropriate Commissioner or Club Registrar for forwarding to' the CJSL Registrar:
1. Players shall submit proof of date of birth.
 2. Players shall pay all fees required, such-amount payable to Clovis Junior Soccer League or to the appropriate club within CJSL.
 3. Teams seeking Affiliated Team Status shall submit a completed CJSL/CYSA/USys approved Player Registration Form for each player plus registration forms for Teams, coaches, and assistant coaches.
 4. Each team seeking Affiliated Team status, acceptable to CJSL/CYSA shall submit a completed roster form.
 5. All completed rosters, required fees and other supporting registration documents as called for herein are to be submitted by the Commissioner or the appropriate club officer to the CJSL Registrar no later than 30 days after the final registration called for in 2:03:01.

2:03:03 Players cannot play without an official CJSL/CYSA approved and Registrar issued Player Pass.

2:03:04 CJSL shall allow a 'financial hardship' status to insure that all children desiring to play have the opportunity. The CJSL club shall absorb the player's registration fees.

2:03:05 No player shall be allowed to play up more than one year.

2:04:00 MEETINGS

2:04:01 ANNUAL GENERAL MEETING

SECTION I:

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 month 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.

SECTION II: Order of Business at the AGM:

1. Call to Order
2. Roll Call
3. Reading of the Minutes of the Previous AGM
4. Acceptance of the Minutes of the Previous AGM
5. Reports
 - a. President
 - b. Vice-Presidents
 - c. Secretary

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- d. Registrar
- e. General Account Treasurer
- f. Commissioners
- g. Standing Committees
- 6. Unfinished Business
- 7. Election of officers
- 8. Proposals for Amendments to the Constitution, By-Laws and/or Rules and Regulations.
- 9. New Business
- 10. Good of the Game
- 11. Adjournment

2:04:02 COACHES KIT MEETING

- 1. The CJSL Board of Directors shall call for a Coaches Kit Meeting in January of each Soccer Year. The Coaches Kit Meeting date shall be posted on the CJSL website a minimum of fifteen (15) days prior to the meeting.
- 2. All items approved at the Coaches Kit Meeting shall be subject to review and approval by the CJSL Board of Directors.

2:04:03 Each Affiliated Team and each member of the Board of Directors shall be entitled to one vote at the AGM. Voting shall be restricted to those current members of the Board and those Teams that have been registered during the current season. Voting by proxy shall not be allowed, requiring that a representative of the Team properly registered with CJSL/CYSA be allowed to vote. Only members in good standing shall be entitled to voting privileges. The President of this Association shall vote only in the case of a tie.

2:04:04 Only one vote per eligible person shall be allowed at the AGM, even if that person should hold more than one position otherwise eligible.

2:04:05 Regular meetings of the Board of Directors shall be held at least once each month. The Agenda for regular meetings shall be set at least three (3) days prior to such meeting and shall be as follows:

- 1. Call to Order
- 2. Roll Call
- 3. Introduction of Guests
- 4. Acceptance of Minutes of Previous Meeting
- 5. Correspondence
- 6. Treasurer's Report
- 7. Other reports as called for
- 8. Committee Reports
- 9. Commissioner's Reports
- 10. Unfinished Business
- 11. New Business
- 12. Good of the Game
- 13. Adjournment

- 2:04:06 The Board of Directors shall meet whenever the President deems it necessary at times other than the regularly scheduled Meetings, or if instructed to do so by four or more members of the Board of Directors.
- 2:04:07 Each member of the Board of Directors shall have one vote at these regular or special meetings on any issue requiring Board action.
- 2:04:08 The Executive Board shall consist of the duly elected members excluding School Commissioners.**
- 2:05:00 DISCIPLINARY ACTION AND APPEALS PROCEDURE
- 2:05:01 CJSJ reserves unto itself, through the Protest and Conduct Committee, the right to sanction its members and other persons associated with Affiliated Teams for a violations of the provisions of the CYSA Constitution and By-Laws, the CJSJ Constitution and By-Laws, Rules and Regulations of CJSJ, the Coaches Kit of CJSJ, and the FIFA Laws of the Game, as applicable.
- 2:05:02 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 CJSJ 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 alternatively appoint each Vice-President to take such person's place on the Committee.
- 2:05:03 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.
- 2:05:04 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 2:05:01 shall be disciplined according to the provisions of those documents.
- 2:05:05 The Protest and Conduct Committee is empowered to mete out such discipline as follows:
1. Notification to the person disciplined shall be either of the following:
 - a. 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
 - b. Written notification following the decision.
 2. All written notification shall be mailed to the address provided to CJSJ 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.
 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.
 4. The Commissioner shall be notified of all disciplinary hearings.

- 2:05:06 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:
1. The charges, recommendations', and/or findings of the Protest and Conduct Committee are read.
 2. Additional material may be presented. Copies of this material should be distributed to the Board.
 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.
 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.
 5. Any disciplinary action voted by the Board must be so voted by two-thirds of the eligible members in attendance.
 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.
 7. Notification of the decision of the Board on the appeal shall be conducted in like manner as 2:05:05 1, 2, and 3.

- 2:05:07 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.
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.
 2. At such hearings, the charges must be read.
 3. Additional material may be presented. Copies of this material should be distributed to the Board.
 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.
 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.

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.
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.
8. Notification of the decision of the Board shall be made in like manner as 2:05:05 1, 2, and 3.

2:05:08 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 2:05:05 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.

2:06:00 CHANGE OF STRUCTURE

2:06:01 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.

2:06:02 The removal of a member of the CJSJL 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:

1. Two-thirds vote of the Directors in attendance for removal; or
2. Recall petition signed by two-thirds of the persons eligible to vote at the AGM.

2:06:03 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.

2:06:04 Grounds for the removal of a member of the Board of Directors may include, but are not necessarily limited to:

1. Falsification of records.
2. Embezzlement of funds.
3. Gross failure to discharge the duties of that office.
4. Failure to attend three (3) consecutive regularly scheduled meetings of the Board of Directors.

2:06:05 The creation or abolition of a member of the staff support group may be proposed at any regular or special CJSJL Board of Directors Meeting.

2:06:06 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.

2:07:00 VOTING

- 2:07:01 Any vote taken in the Annual General Meeting, the Coaches Kit Meeting or the regular and special Meeting of the CJSL Board of Directors or meetings of the Standing Committees shall require only 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:
1. The Board of Directors upholding in unchanged form the discipline of the Protest and Conduct Committee.
 2. Removal of a member of the Board of Directors of CJSL, with the exception of the removal of a Commissioner (see Section 2:01:01G, III, Accountability), unless the CJSL Board of Directors initiates such action, in which case a two-thirds vote for removal is necessary.
 3. Suspension of a coach's privilege to coach.
 4. Expulsion of any person associated in any manner with an Affiliated Team of CJSL for a violations) of the CYSA and/or CJSL Constitution, By-Laws, 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 2:14:01 and 2:15:01.
- 2:08:00 Removed 2-18-10
- 2:08:01 Removed 2-18-10
- 2:09:00 PURCHASES OF GOODS AND SERVICES
- 2:09:01 All purchases of goods and services to be rendered to CJSL 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:
- 1) The Executive Board can approve any expenditure related to CJSL operations in the amount of \$5,000 annually.
 - 2) The President can approve any expenditure related to CJSL monthly operations up to \$2000 per transaction, transactions between \$2001 and \$3000, can be approved by the Executive Board. Any expense over \$3001 needs approval from the Board of Directors by a simple majority vote.
- 2:09:02 The Board of Directors shall obtain three competitive bids on expenditures of \$7,500 or more.
- 2:10:00 PAYMENT OF APPROVED INDEBTEDNESS
- 2:10:01 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 2:09:01.
- 2:11:00 FINANCIAL RESPONSIBILITY
- 2:11:01 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, or Clubs.

2:11:02 The financial sponsors of any Affiliated Team shall not be held liable-for any injury or losses incurred during any soccer activity of CJSJ and/or its Affiliated Teams.

2:11:03 Those persons named by CJSJ to pay the Approved Indebtedness of CJSJ shall do so without adopting personal liability for such Indebtedness.

2:12:00 LIABILITY PROTECTION

2:12:01 All Officers of this Association and officials of Affiliated Teams and leagues shall be covered against liability claims by CJSJ (under the self-insurance policy) or CYSA for performing acts and duties directly related to the work of this Association.

2:13:00 GENERAL RESPONSIBILITIES

2:13:01 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 CJSJ 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 CJSJ Coaches Kit, or any action which by its description discredits the gentlemanly conduct of the game, whether before, during or after a CJSJ activity, including but not limited to practices, practice games, league games, cup or tournament games or other CJSJ activity.

2:13:02 Falsification of records by any person shall be grounds for disbarment from future participation and/or membership in this Association.

2:14:03 A plea of ignorance to the Constitution, By-Laws, Rules and Regulations or the Coaches Kit is not a sufficient defense of actions in violation of those documents.

2:14:00 CONDUCT CODE

2:14:01 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 Kit Meeting, or any other activity associated with CJSJ. Such conduct may be grounds for expulsion from CJSJ.

2:14:02 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 CJSJ without prior Board of Directors approval. No player shall be allowed to participate in any fund raising activity without direct adult supervision.

2:14:03 A Fund Raiser Request Form shall be submitted for Board approval by Affiliated Teams and/or Clubs 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.

2:14:04 An adult person shall be present at all team functions.

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2:15:00 RULES OF ORDER

2:15:01 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.

2:16:00 DISSOLUTION

2:16:01 Should this Association be dissolved, all assets remaining after payment of all debts shall be turned over to a Clovis youth sports activity.

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