

# By-Laws of the Michigan Youth Soccer League effective 07-01-2015

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## Article I – NAME

This body shall be known as the Michigan Youth Soccer League. The acronym MYSL and League shall equally refer to this association. This association shall be a nonprofit organization.

The registered office of the Corporation shall have the same location as the address of its Treasurer, or such other location as may be authorized from time to time by the Executive Board.

## Article II – OBJECT AND AFFILIATION

- A. The purpose of this League is to promote and develop the game of soccer at all skill levels and to protect and abide by the rules of the game.
- B. The League shall be affiliated with a recognized affiliate of the United States Soccer Federation (USSF), such as the Michigan State Youth Soccer Association (MSYSA), hereinafter referred to as the USSF Affiliate League.
- C. The authority, laws and rulings of the latter two (2) bodies shall at all times be complied with and shall prevail in the event of conflict with laws and rulings of the League.
- D. The League shall sanction and control all League competition within the jurisdiction of the League.
- E. In the event of dissolution of this League and at the direction of the Executive Board, the assets shall be distributed to the USSF Affiliated League.

## Article III – MEMBERS

- A. Previously affiliated clubs or leagues that are in good standing may make application for membership in this League at any time, subject to the provisions of these By-Laws. The application will be made on the MYSL League Affiliation form and must contain the following information:
  - a. Name of the club or league.
  - b. A list containing the names, addresses and phone numbers of not less than three voting members of the Board of Directors and the delegate to League meetings. The applying league or club must have an odd number of Directors.
  - c. A check covering club or league affiliation fee as set by the MYSL Executive Board and identified on the League affiliation form.
  - d. All clubs shall submit a copy of their By-Laws and any subsequent amendments thereto each seasonal year.
  - e. Such other information requested by the Executive Board and itemized by the MYSL Affiliation and Regulations checklist.

All clubs or leagues seeking affiliation after June 30, 1998, shall play their home games within the geographic boundaries defined by: I-69 to the North, US-127 to the West, St. Clair River and Lake St. Clair to the East, and US 96-696 and the Lodge Freeway (MI-10) to the South. From time to time, the Executive Board of MYSL, at its discretion, may exempt a club or league from compliance with the above boundaries.

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- B. Each club or league whose teams elect to compete in this League must submit the following information to the MYSL Registrar by the deadlines set each session by the Executive Board (extensions may be granted by the Board).
- a. Name of the team.
  - b. A team roster containing the names, risk management numbers, addresses and phone numbers of the coaches and managers of each team.
  - c. Players' names, addresses, telephone numbers, birth dates, state registration numbers (if available).
  - d. Home playing fields and locations with alternates and descriptive maps.
  - e. Proposed team colors.
  - f. Check covering the MYSL-specified team registration fee for its age group for the full session or spring session.
  - g. Any other information requested by the MYSL Executive Board.

In addition to the above, each league/club must submit a completed MYSL League/Club Affiliation form to the MYSL President or Vice-President, signed by the affiliate's president. And each team must submit an MYSL Team Affiliation form which identifies the team name and affiliated league or club (which must be in good standing), along with the coach's and manager's names, addresses, current phone numbers and current risk management card numbers as issued by the USSF Affiliated League.

- C. All clubs or leagues seeking affiliation for the first time:
- a. Must be organized such that they have both an odd number and not less than three (3) voting board members or partnerships.
  - b. Will maintain their finances properly, filing all necessary State of Michigan and Federal tax and/or business forms for their organizations.
  - c. Prior to the commencement of their first seasonal year with MYSL, they will be required to submit to the MYSL a performance bond in the amount of \$350. The amount of this bond will be returned following the probationary period if no violations or fines are outstanding.
  - d. Will serve a two-year probationary period beginning at their first MYSL affiliation meeting.
  - e. Probation violations shall include failure to maintain in-good-standing status with the MYSL, failure to observe the affiliate league's rules and regulations, any violation of MYSL rules resulting in the levy of fines, and initiation of any legal action against MYSL by current or previous board members, officials, coaches, managers or by the organization itself.

In addition to the performance bond above, each newly affiliated league or club will submit an initial affiliation fee payable to the MYSL in the amount of \$5,000 or such other amount specified by the Executive Board. This fee is due PRIOR to the MYSL Fall divisioning date. The amount of this fee will be returned after June of the third seasonal year from the date of initial affiliation with the MYSL provided no probation or rules violations or legal action of any nature caused by any person, player, parent, coach, officer associated with the newly affiliated league or club shall cause some or all of it to be forfeited.

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- D. Any team, club or league affiliating with this League after deadlines have passed will be permitted to play exhibition games only with other affiliated teams.
- E. If a team is affiliated with the League and subsequently withdraws, its registration fee will be forfeited. Furthermore, that team and/or its league will be required to submit a performance bond for the next season in an amount set by the Executive Board.
- F. Any team withdrawing after its first regularly scheduled league game will forfeit all registration fees paid. Also, the Executive Board may set additional fines on the team and its affiliating club or league as it deems appropriate.
- G. The Executive Board will have final approval of the use of a team name.
- H. All clubs or leagues will pay a registration fee per team as recommended by the Executive Board at the League meeting preceding the fall and spring registration. All registration fees and proposed new leagues or clubs are subject to ratification by the League delegates prior to the affiliation meeting.
- I. All teams must play their home games within the approved immediate geographic area of their affiliating league or club based upon historical field use.
- J. All clubs or leagues and their respective teams affiliated with MYSL will adhere to the risk management provisions of the MYSL and the USSF Affiliate League. Any failure by any person(s) affiliated with this League to promptly comply with MYSL risk management provisions will cause their MYSL status to be changed to disqualified, and they will immediately suspend their MYSL-associated activities until a satisfactory remedy is verified and approved by MYSL.
- K. All clubs or leagues and their respective teams affiliated with MYSL will adhere to the regulations concerning concussion education and handling as instituted by the MYSL, the USSF Affiliate League and as may be required by the State of Michigan. Any failure by any person(s) affiliated with this League to promptly comply with any concussion associated MYSL provisions will cause their MYSL status to be changed to disqualified, and they will immediately suspend their MYSL-associated activities until a satisfactory remedy is verified and approved by MYSL.
- L. Any league or club that is currently affiliated but has registered less than three teams for the current seasonal year, or was affiliated with the MYSL within the previously two years but has no currently registered teams will be considered for affiliation and will be placed on probation for not more than two seasonal years.

A league or club on probation may not be considered for continued affiliation if the number of its registered teams falls below two or if it has probation violations as identified under subsection E) above.

- M. While a league or club is on probation, any member of its organization may serve in an MYSL appointed position but may not be elected to a position on the MYSL Executive Board.

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- N. If at any time a league or club that is currently affiliated becomes a new entity due to a change in its ownership and/or a merger with another league or club, the new entity will be considered a new league/club, even if there is no name change, unless the majority ownership and voting authority of the new entity remains the same as the currently affiliated league or club. As a new entity, the changed league or club will be subject to all the above provisions of these By-Laws regarding seeking affiliation, including (if accepted as a new Affiliate) the performance bond and affiliation fee.

### Article IV – LEAGUE ORGANIZATION

- A. The League shall consist of clubs and/or leagues in good standing and will be governed by the MYSL Executive Board (hereinafter also referred to as the Board). The Executive Board shall consist of the following officers: a President, Vice President, Commissioner, Treasurer, Statistician, Secretary, a U-11 and younger Registrar and a U-12 through U-19 Registrar, and a Publicity Director and the immediate Past President who will serve a two-year term. Also, the Executive Board may annually appoint qualified persons to positions such as USSF Affiliated League Delegates and Referee Liaison.
- B. All officers are elected for two-year terms and shall assume the duties of their office effective on July 1 following the Annual General Meeting. All officers and Executive Board members will have unlimited terms of office. Elections will be held for members of the Executive Board as follows:
- a. Even year elections: President, Commissioner, Treasurer, Statistician and the U-11 and younger Registrar.
  - b. Odd year elections: Vice President, Secretary, the U-12 through U-19 Registrar and Publicity Director (formerly Ways & Means).
- C. Should an office become vacant, a successor shall be elected by the Executive Board for the remainder of the term. If a vacancy occurs in the office of President, the Vice President shall assume the office.
- D. The Executive Board shall transact all business of the League and shall have power to enforce the laws of the game and the constitution and By-Laws of this League. It shall have the power to settle all disputes and protests from member clubs or leagues or teams subject to any appeal procedures of the USSF Affiliate League.
- E. The Executive Board may appoint subcommittees and delegate authority for them to act on behalf of the Board, to the extent of the powers it has. The Executive Board will have the power to establish, amend and administer the League's Rules, Policies and Procedures collectively the Standing Rules of the Michigan Youth Soccer League.
- F. The President, Vice President and Treasurer shall constitute an Emergency Committee with any two (2) able to act on matters demanding immediate attention when it is impractical or impossible to call an executive Board meeting. Their action shall be subject to the approval of the Executive Board, and in no case shall the Emergency Committee have power to incur substantial liabilities on behalf of the League.

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- G. The Executive Board shall appoint delegates as required to the USSF affiliate League. The best interests of the League and youth soccer shall always be the primary consideration.
- H. All officers shall deliver to their successors all official materials in their possession within ten (10) days following the expiration of their term in office.
- I. The Executive Board shall appoint a Nominating Committee consisting of not more than three (3) delegates, one (1) of whom shall be the Vice President to the Executive Board who will serve as Chairperson.
  - a. The Nominating Committee shall recommend one or more nominees for each office to be filled at the Annual General Meeting. The Committee will canvas the Executive Board and general membership for names.
  - b. All nominations must be received 14 days in advance of the Annual General Meeting, and in all cases, only those who have consented to serve if elected shall be eligible for nomination.
- J. The Executive Board shall appoint a Disciplinary Panel consisting of at least three (3) members to rule on all protests and other disciplinary actions arising under these By-Laws and the rules of soccer during the seasonal year. The Chairperson of the Disciplinary Panel shall be the League Vice President. The panel will promptly report the results of its rulings to the Executive Boards. The Executive Board may then consider if taking any further action is necessary or warranted.
- K. The Executive Board is responsible for establishing all expense positions and/or functions and the level of such expense incurred subject to ratification at the Annual General Meeting.
- L. The election or appointment to a position on the Executive Board shall be limited to no more than one officer from any member league/club. This limitation includes the current members of MYSL-affiliated leagues/clubs and their respective coaches and managers. In the case of conflicting nominations from a member league/club, the incumbent MYSL Executive Board member will be given preference for election consideration by the Nominating Committee.
- M. Nominations for the Executive Board will only be accepted from currently affiliated member leagues/clubs in good standing, and all nominees will have a currently valid risk management card from the USSF Affiliate League and hold a board-level position with MYSL or their respective member league/club.

### Article V – DUTIES OF OFFICERS

- A. The President:
  - a. Shall preside at all meetings of the League.
  - b. Shall be the Chief Executive Officer of the League.
  - c. Shall appoint all committees except the Nominating Committee and Disciplinary Panel.
  - d. Shall cast no vote except in the event of a tie or may waive the right to do so.
  - e. Shall perform the duties of the office as set down in the By-Laws, the MYSL rules and regulations and as assigned by the Executive Board, and the current edition of *Robert's Rules of Order Newly Revised*.
  - f. Execute all authorized conveyances and contracts, or such other obligations as required by the duties of this office or delegated by the Executive Board.

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- g. Shall appoint necessary assistants with the approval of the Executive Board.
  - h. Shall call or schedule all Board meetings.
- B. The Vice President:
  - a. Shall preside at all meetings in the absence of the President, succeed to the office of the President for the unexpired term in the event of a vacancy and may chair or serve on any committees as required. In the absence of the President and Vice President, the chain of command shall be in the order as listed in ARTICLE IV, Section A.
  - b. Will coordinate insurance matters with the USSF Affiliate League.
  - c. In performance of the duties of the office, will represent MYSL at USSF Affiliate League Delegate meetings and cast all votes for MYSL. May assign an assistant to perform this function.
  - d. Will coordinate and enforce all Risk Management requirements for MYSL.
  - e. Shall be Chairperson of the Disciplinary Panel and Nominating Committee.
- C. The Treasurer:
  - a. Shall collect all dues and fees and have charge of all monies of the League
  - b. Shall pay all League bills properly approved by the President and the Board.
  - c. Shall keep a detailed account of all income and expenditures and shall submit a report at every League meeting unless waived by parliamentary vote.
  - d. Shall submit a full financial report for the fiscal year at the Annual General Meeting.
  - e. Is authorized to have banking accounts as needed. All accounts will have three (3) signers and all checks will require the signature of another Executive Board Member who has approval of the Executive Board or the President.
  - f. Shall be bonded.
  - g. Will provide, as soon as practical, the official list of affiliated teams in good standing by league or club for the purpose of determining the votes available to conduct business at each meeting of this League.
- D. The League Commissioner:
  - a. Shall enforce the League's By-Laws and rules and regulations.
  - b. Shall have power to schedule or reschedule postponed games.
  - c. Shall appoint assistants as needed.
  - d. Shall attend all Executive Board meetings, general membership meetings and the Annual General meeting.
  - e. Shall provide a valid excuse to the Executive Board if unable to attend any meeting described above. Further, the Executive Board may adjust the expense payments for attendance non-compliance at its sole discretion.
- E. The Secretary:
  - a. Shall record the minutes of all meetings and read them at each subsequent meeting unless waived by a parliamentary vote.
  - b. Shall maintain attendance records at meetings.
  - c. May chair or serve on committees.
  - d. Shall maintain a complete file on all member clubs and teams, including officers, coaches, managers and delegates.
  - e. Shall attend to all correspondence regarding League matters and records with appropriate liaison with the President and Commissioner.



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- f. Shall assist in the necessary liaison in the arrangement of representative games, clinics and promotions of the League.
  - g. Shall secure materials for the compilation of team packets for distribution. Distribution packets may include League Rules and Regulations, lineup sheets, preprinted statistician envelopes and remaining passcards.
- F. The Registrar:
  - a. There shall be two Registrars with one Registrar being responsible for registration of all teams playing U-12 through U-19 and being elected in odd-numbered years. The second Registrar will be responsible for all teams playing U-11 and younger and will be elected in even-numbered years. Each Registrar shall be regarded as separate and equal Board positions and commonly designated by the age groups of their responsibility. Each Registrar (collectively hereafter, the Registrar):
  - b. Shall register and certify players on affiliated teams on the appropriate USSF Affiliate League.
  - c. Shall maintain a complete file on all registered players and on transfers granted or received.
  - d. Shall have authority to appoint assistants as required.
  - e. Shall be responsible for all computerized records and transmissions necessary to the proper registration of all players and team officials.
  - f. Shall attend all Executive Board meetings, general membership meetings and the Annual General Meeting.
  - g. Shall provide a valid excuse to the Executive Board if unable to attend any meeting described above. Further, the Executive Board may adjust the expense payments for attendance non-compliance at its sole discretion.
  - h. Shall be responsible for the divisioning of teams (subject to Board approval) and the drawing up of game schedules for all divisions.
- G. The Publicity/Ways & Means Director:
  - a. Shall be responsible for reporting pertinent information of all activities and games of the League to the news media.
  - b. Shall be responsible for public relations with the community.
  - c. Shall be responsible for advertising the events of the League.
  - d. Shall be responsible for fundraising projects.
  - e. Shall be chairperson of any committees to organize social events and exhibition games of the League.
  - f. Shall be responsible for obtaining trophies and awards.
  - g. Shall be responsible for all timely publications of the League's Web-based or written correspondence.
- H. Statistician:
  - a. Shall maintain all League Game Scores and Division Standings, including the accurate functioning of the League Standings webpage.
  - b. Shall promptly review, approve and upload all game scores submitted to MYSL Website.
  - c. Shall report all games marked as "protest" to the Vice President and the

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- League Commissioner for appropriate handling.
  - d. Shall regularly report to the League President all games with goal differentials of eight goals or more.
  - e. Shall promptly post Final League Trophy Standings at the end of each season.
  - f. Shall promptly respond to all questions and issues presented by Coaches, Managers, and concerned parents regarding game scores, standings, and appropriate League Rules. Forward all other issues to appropriate Board Members.
  - g. Shall promptly respond to all items or concerns presented by League President, Vice President, League Commissioner and other Board Members.
  - h. Shall interface with Website Administrator as required to ensure the accuracy of the League Standings.
- I. The USSF Affiliated League Delegate (an appointed position):
- a. Shall be appointed after the Annual General Meeting by the new Executive Board by a two-thirds majority vote of the elected officers of the Executive Board.
  - b. Shall be responsible for attending all USSF Affiliate League meetings and functions and reporting back to the Executive Board.
  - c. Shall report all pertinent information to the membership at general membership meetings.
  - d. Appointed positions may, for the balance of their term, be given voting privileges by the Executive Board for all MYSL meetings. This will be done by a two-thirds majority vote of the elected officers of the Executive Board. Such privileges may be revoked at any time by similar vote. The membership will be informed of such vote by a special mailing.
- J. The Referee Liaison:
- a. Shall coordinate scheduling of referees between the Agent of Record and the MYSL Commissioner.
  - b. Shall be appointed by the Macomb County Referee Association or its successors.
  - c. Appointed positions may, for the balance of their term, be given voting privileges by the Executive Board for all MYSL meetings. This will be done by a two-thirds majority vote of the elected officers of the Executive Board. Such privileges may be revoked at any time by similar vote. The membership will be informed of such vote by a special mailing.
- K. The Risk Management Coordinator (an appointed position):
- a. Shall be appointed after the Annual General Meeting by the new Executive Board by two-thirds majority vote of the elected officers of the Executive Board. Appointed positions may, for the balance of their term, be given voting privileges at all MYSL meetings. Such privileges may be revoked at any time by similar vote. The membership will be informed of such vote by a special mailing.



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- b. Shall be responsible for conducting and overseeing the risk management activities of MYSL in coordination with the directives of the Executive Board and the USSF Affiliate League.
- c. Shall report all pertinent information to the membership at general membership meetings.
- d. Appointed positions may, for the balance of their term, be given voting privileges by the Executive Board for all MYSL meetings. This will be done by a two-thirds majority vote of the elected officers of the Executive Board. Such privileges may be revoked at any time by similar vote. The membership will be informed of such vote by a special mailing.

### L. Director of Coaching (an appointed position):

- a. Will represent the MYSL at all Director of Coaching meetings and activities conducted by the USSF Affiliated League.
- b. Shall be appointed for a term of two years.
- c. Will attend national coaching conventions at the request of the Executive Board.
- d. Will be responsible for timely communication of all coaching-related information to the Executive Board.
- e. Will conduct such other activities as directed by the League President.
- f. Appointed positions may, for the balance of their term, be given voting privileges by the Executive Board for all MYSL meetings. This will be done by a two-thirds majority vote of the elected officers of the Executive Board. Such privileges may be revoked at any time by similar vote. The membership will be informed of such vote by a special mailing

M. All officers, appointees, agents or other such Board-authorized person(s) may be reimbursed for any expenses incurred in the performance of their duties rendered on behalf of the League. All such expenses and costs, no matter what their source, will be subject to the procedures outlined by these By-Laws.

N. Any officer or appointee who shall be absent from three consecutive meetings of the League or the Board, or who is otherwise derelict in his or her duties, may have the office vacated at the discretion of the Board.

## Article VI – MEETINGS

- A. Each affiliated team in good standing and each Executive Board members shall be entitled to one (1) vote. Each Executive Board member shall be entitled to only one (1) vote, even if he or she holds more than one Executive Board position. Each affiliated club or team in good standing shall appoint a delegate to represent said group at all MYSL meetings. Each club or league shall have one vote for each of its member teams affiliated and playing with MYSL or sponsored by the MYSL and playing in the Michigan State Premier Soccer Program.

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- B. The Annual General Meeting is to take place in the month of June of each year at a site to be set by the Executive Board. All member clubs/leagues shall be notified in writing or by other electronic notification, at least ten (10) days prior to the meeting. The main purpose of this meeting will be the election of officers and receipt of annual reports from officers and committees, along with the selection of a delegate to the USSF Affiliate League. The minutes of the previous general monthly meeting will be waived and all outstanding or new business will be out of order unless put to a parliamentary vote.
- C. Monthly general league meetings are to be held on the fourth Thursday of each month, except when the fourth Thursday precedes by six days or less a national holiday. When preceded by a national holiday, this meeting shall be held on the Tuesday immediately before the fourth Thursday. The meeting will be held at a site selected by the Board, but preferably at the same location, except for the months of January, March, June, July, August, November and December. Notice of this meeting is not required unless the day or the site is changed, in which case affiliated members shall be notified, in writing or by electronic means, three (3) days prior to the adjusted meeting. Members of the teams and invited guests may participate in the business of the Board.
- D. Executive Board meetings shall be held at the discretion and call of the President or by the request of three Board members. Only Board members may participate, except for guests specifically invited by the Board for presentations. Only Board members may vote.
- E. Special meetings of the League can be called at any time by the President upon request of a majority of the Executive Board or upon written request. Notice shall be given at least five (5) days prior to the meeting and will state the purpose for which the meeting has been called. Business conducted at this meeting will be limited to the specific subjects of which notice was given.
- F. The order of business for all monthly general League meetings and Board meetings, except special meetings shall be:
  - a. Roll call
  - b. Minutes of previous meeting
  - c. Treasurer's report
  - d. Communications
  - e. Unfinished business
  - f. Reports of officers, committees, delegates
  - g. New business
  - h. Good of soccer
  - i. Adjournment
- G. A quorum at all meetings of the League shall be one-half of the affiliated teams in good standing. On matters affecting age/division business, only the affected affiliated teams shall have a vote and one-half of the affected teams shall constitute a quorum. At Executive Board meetings, a quorum shall be three (3) members including the President, Vice President or Treasurer.
- H. When a quorum is present, a simple majority of votes is sufficient for the adoption of a motion in order, except amendments to By-Laws. Votes may be taken by voice, show of hands, or by secret ballot as the membership may determine.

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- I. Authorized delegates should be present at all League meetings, and the Executive Board may institute, publish and enforce fines and suspensions for absences from duly called meetings.

### Article VII – METHODS OF AMENDING CONSTITUTION AND BY-LAWS

- A. The Constitution and By-Laws shall be amended at the Annual General Meetings or at a special meeting convened for that specific purpose.
- B. All proposed amendments shall be filed in writing with the Secretary at least thirty (30) days prior to the date for the Annual General Meeting or ten (10) days prior to a special meeting called for that specific purpose. The Secretary will provide such By-Law changes to the membership prior to the meeting.
- C. A two-thirds majority of the affiliated teams present or represented at a meeting is required to amend the Constitution or By-Laws.
- D. Any amendment to the By-Laws of MYSL is effective on the following July1 that occurs, unless otherwise authorized.