

MASON COUNTY SOCCER LEAGUE

BYLAWS

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ARTICLE I:

Identity and Authority

The name of this organization is Mason County Soccer League, hereafter referred to as MCSL.

The MCSL mailing address is: Mason County Soccer League

488 Greenbrier Estates

Point Pleasant, WV 25550

The MCSL domain (website) name is: www.masoncountysoccerleague.com

MCSL is affiliated with the West Virginia Soccer Association (WVSA), which in turn is affiliated with United States Soccer Federation (USSF), United States Amateur Soccer Association (USASA) and the United States Youth Soccer Association (USYSA). The MCSL will recognize and comply with WVSA authority and pay the appropriate annual fees and registration fees.

The MCSL shall be governed by the following rules in this order:

1. MCSL Bylaws
2. MCSL Recreational Soccer Policy
3. WVSA Constitution and Bylaws
4. United States Soccer Federation Constitution and Bylaws
5. United States Amateur Soccer Association (if applicable)
6. United States Youth Soccer Association (if applicable)

The MCSL shall be a not-for-profit organization and shall abide by appropriate regulations to maintain this status. All League revenues and fund raising proceeds shall be used towards the continuation and improvement of League activities and facilities.

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ARTICLE II:

Philosophy and Purpose

- A. These Bylaws are intended to insure the orderly conduct of MCSL business by creating a climate which promotes teamwork and fosters cooperation among all members: players, coaches, parents, officials and officers.
- B. These Bylaws are further intended to provide a uniform and consistent policy of operational conduct for the League.
- C. Interpretation of these Bylaws should reflect moderation, fairness, and sound judgment, with conscious consideration being given to the total good and needs of the organization and its members.
- D. MCSL is a non-profit, educational organization dedicated to fostering the physical, mental and emotional growth and development of Mason County youth through the sport of soccer at all levels of age and competition. Our job is also to make it fun and instill a lifelong passion for the sport in young players.

ARTICLE III:

Officers and Appointees

The Board of Directors (sometimes herein referred to as "the Board" or "Board") of the MCSL shall have and exercise all the power necessary to control the scheduling, operations, grievances, protests, and policies of the League in all details. The Board of Directors shall consist of elected Officers, Officer appointed Advisors and Board appointed Program Coordinators to assist with making decisions and carrying out the tasks required to keep the program healthy. Only the elected Officers and appointed Advisors will have voting authority. All Board members are volunteers and are not financially compensated for their time contribution.

Members of the Board of Directors

1. Officers (Elected with voting authority)

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

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e. Registrar

2. Advisors (Officer appointed with voting authority)

- a. Past President / Experienced Advisor (at the discretion of the Board)
- b. League Advisor (Member-At-Large) (none, one or two at most chosen the Board as needed)

3. Program Coordinators (Board appointed with no voting authority)

- a. Referee Coordinator
- b. Uniforms Coordinator
- c. Fund Raising Coordinator
- d. Education Coordinator
- e. Scheduling Coordinator
- f. Facilities Coordinator
- g. Website Coordinator

General Duties and Responsibilities of the Board of Directors

- A. The Board of Directors shall supervise all functions relating to the registration of players, team formation, and game scheduling. They shall further perform administrative functions that are necessary for the orderly conduct of MCSL business.
- B. The Board of Directors shall maintain a liaison with the Mason County Board of Education to procure contracts for playing fields. The Board will also maintain a liaison with the Point Pleasant High School Soccer Coaches and Athletic Director and with the Mason County Career Center to foster cooperation in shared facilities.
- C. The Board of Directors shall oversee any tournaments sponsored by MCSL. League tournaments may be organized and executed by a separately appointed Tournament Coordinator and a Tournament Committee, provided approval and oversight is obtained from the Board. Monies raised in this manner will be appropriated to the general League fund unless the Board grants an exception previous to authorization of said tournament.

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- D. The Board of Directors shall be responsible for balancing income and expenses. They shall also be responsible for providing funding for the purchase of uniforms, nets, balls and field equipment. They will also help provide funding for the maintenance of existing and construction of new playing fields and facilities. They will also provide funding for referee fees and many other fees necessary to provide a healthy program. All major purchases must be approved in advance by the Board.
- E. All Board of Directors shall submit to a Risk Management Background check.
- F. By accepting the elected or appointed office, each Board Member agrees to handle all MCSL business honestly and fairly with the good of the League and the players as top priority. Each Board Member further agrees that if he or she must resign or if the Board votes to remove said Board Member from office the following will be done:
- 1) All League property, equipment, materials and records will be returned to an active Board Member immediately in good condition.
 - 2) All MCSL computer files and MCSL owned software will be uninstalled and turned over to an active Board Member immediately in good condition.
 - 3) The MCSL bank account statements, checks, check registers, check cards will be will be relinquished at the direction of the Board of Directors.
 - 4) All other MCSL signature authorities such as domain name registration, tax ID registration and so on will be relinquished at the direction of the Board of Directors.
 - 5) Post office box keys and any other keys, login/passwords, etc. will be turned over to an appropriate Board Member.
 - 6) Any other property, information, etc. not mentioned above belonging to the MCSL will be turned over to an appropriate Board Member.

Specific Duties and Responsibilities of Each Board Member

I. Elected Officers

- A. **President**. With Board assistance, the office comes with the following responsibilities:

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- 1) Shall have the responsibility and authority to conduct the business of the MCSL within the framework of these Bylaws.
- 2) Maintain a close relationship with the Board of Directors and coordinate activities through the Board members.
- 3) Plan and preside over all Board meetings. The President will be an ex-officio member of all Board approved committees except when the Board specifically appoints another elected officer to serve in this capacity.
- 4) The Board may authorize the President to have checking account signature authority if appropriate.
- 5) Oversee the selection, order specifications and distribution of all uniforms. (The Treasurer or Uniforms Coordinator will normally order new uniforms as specified.)
- 6) Oversee the scheduling for all recreational games to be played during the Spring and Fall and any other seasons.
- 7) Keep the Recreational Soccer Guidelines up-to-date and request Board approval for changes.
- 8) Work with the coaches to implement the rules covering recreational games.
- 9) Coordinate a coaches' meeting held before each season begins.
- 10) Appoint an Election Steering Committee to recommend potential candidates for positions that will be up for re-election and for any other Board positions that will need filled. (This function can be done by the entire Board.)
- 11) Register the website domain name annually or see that it is done.

B. **Vice President.** With Board assistance, the office comes with the following responsibilities:

- 1) Assist the President in the performance of his/her duties.
- 2) Attend all Board meetings.
- 3) With Board approval, the President and/or Board may delegate certain tasks of the President's responsibilities to the Vice President.

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- 4) Assist the Treasurer with the purchase of all equipment and supplies.
- 5) The Board may authorize the Vice President to have checking account signature authority if appropriate.
- 6) In the absence of the President, the Vice President will be in charge.

C. **Secretary**. With Board assistance, the office comes with the following responsibilities:

- 1) Keep the minutes of the proceedings of all meetings of this organization.
- 2) Keep copies of all correspondence, files, fliers, etc. including:
 - a. All league email correspondence and most recent versions of attachments.
 - b. All flyers and similar promotional documents used for fund raising, tournaments, etc. including any documents created by others.
 - c. Printed copies of all newspaper ads placed by the league.
 - d. All league documents like bylaws, schedules (including all previous seasons available), forms, directions, etc.
- 3) Attend all Board meetings.
- 4) Issue notice of meetings to members, and conduct necessary correspondence.
- 5) Assist in any other functions necessary to the orderly operation of the MCSL.
- 6) Act as liaison with the Newspapers and other media.
- 7) Be responsible for the collection of all correspondence received for the MCSL and distribution of same to the necessary person(s).
- 8) Maintain an inventory of MCSL owned non-consumable property including but not limited to uniforms, soccer balls and field equipment (goals, nets, flags, paint sprayers).
- 9) Write any grant requests or other solicitation of funds documents.

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- 10) The Board may authorize the Secretary to have checking account signature authority if appropriate.
- 11) Be the backup person to the Registrar specifically for implementing the Risk Management (WVSA mandated background check) program.

D. **Treasurer.** With Board assistance, the office comes with the following responsibilities:

- 1) Have custody of all league funds. Shall deposit funds in the name and to the credit of this organization in a Board approved FDIC deposit account within a financial institution.
- 2) Attend all Board meetings.
- 3) Have checking account signature authority along with at least one other Board member.
- 4) Keep appropriate books and accurate account of all money received and disbursed.
- 5) Render semi-annual reports of the funds, receipts, and disbursements of the organization in between seasons and at such times requested by the President.
- 6) In charge of all funds, collect fees and pay expenses of this organization as directed by the Board.
- 7) Place orders for purchasing new uniforms, equipment, etc. except when it is more convenient for another Board member or Board authorized person to do so.
- 8) Obtain Board approval, either informal or formal, for any payments over \$50.
- 9) Have a documented financial report available at each Board meeting including account balance, funds not yet deposited, funds expected to be received if known, expenses incurred but not yet paid and future expenses expected to be incurred and a projected balance after all anticipated incomes and expenses are taken into account.
- 10) Submit MCSL financial records to an audit at the discretion of the Board of Directors. Also, submit to an audit conducted at the end of each Treasurer's term of office whether the Treasurer will return or not.

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- 11) Supervise all functions relating to assisting any individual in filing an insurance claim through the WVSA and will keep the Board apprised of any related changes or activity.

E. **Registrar**. With Board assistance, the office comes with the following responsibilities:

- 1) Be responsible for overseeing player and coach registration at the beginning of each season.
- 2) Attend all Board meetings.
- 3) File necessary information required by the WVSA for registration of officers, coaches, teams and players at the beginning of each playing season. File corrections and updates with the WVSA in a timely manner regarding these records.
- 4) Oversee the process of pass card issuance to all players when required by applicable regulations.
- 5) Oversee the issuance of team rosters to all coaches when required.
- 6) Notify the WVSA immediately of any officer or other changes in the MCSL organization.
- 7) Is a key participant in the MCSL players draft. Will provide roster pools for each age division organized by the rules of the draft covered in the MCSL League Policy document. Will assist with the draft. At the end of the draft, will provide copies of registration forms and original medical release forms to all coaches for the players on their team.
- 8) The Board may authorize the Registrar to have checking account signature authority if appropriate.
- 9) Be the primary person responsible for implementing the Risk Management (WVSA mandated background check) program.

II. Advisors

A. **Past President/League Advisor**. This is an advisor position. With Board assistance, the office comes with the following responsibilities:

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- 1) Be responsible for representing the interests and concerns of all members of the League.
- 2) Attend all Board meetings.
- 3) Assist the Board where needed.
- 4) Some responsibilities of other Board Members may be assigned to this position by the Board, if appropriate.

B. **League Advisor (Member-At-Large)**. This is an additional advisor position. With Board assistance, the office comes with the following responsibilities:

- 1) Be responsible for representing the interests and concerns of all members of the League.
- 2) Attend all Board meetings.
- 3) Assist the Board where needed.
- 4) Some responsibilities of other Board members may be assigned to this position by the Board, if appropriate.

III. Program Coordinators: *Coordinators are appointed by the Board to oversee specific functions of MCSL. The Board may appoint additional committee people to serve under a coordinator. Alternately, the Board may allow the Coordinator to choose their own committee people with Board approval required or a committee may be formed by both methods. For some positions, like Referee Coordinator, a committee is not normally required. Coordinators are non-voting Board members. Committee members are not considered Board members and not expected to attend Board meetings unless invited, as appropriate. Coordinators and Committee members must submit to Risk Management background checks.*

A. **Referee Coordinator**. With Board assistance, the office comes with the following responsibilities:

- 1) Be responsible for the assignment and scheduling of referees for all MCSL games.
- 2) Complete the online US Soccer Grade 8 Assignor Course through WWSA and become certified as a Referee Assignor.
- 3) Attempt to equalize the money paid and the number of games worked for each referee with some preference given to referees earning community

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service hours in place of money. It is understood that more experienced referees may cover more centers and therefore make more money doing the same number of games as younger and less experienced referees.

- 4) Watch the referees in action and solicit opinions from knowledgeable Coaches, Board Members and other referees to determine the skill level of each referee in order to make appropriate placement to cover matches.
- 5) Work with the Education Coordinator to help arrange a Referee Recertification Class for existing Referees and a New Referee Certification Class annually. If there is no Education Coordinator, then it falls on the Referee Coordinator to arrange the certification classes.
- 6) Help recruit new Referees for Referee classes when needed.
- 7) Maintain work records and report status at each Board meeting during the game seasons.
- 8) Report to the treasurer when the Board requests payment for Referee services. In general, out-of-county Referees will be paid after each game and MCSL "Club" Referees will be paid at the end of the season.
- 9) Attend Board meetings during the active soccer seasons and when requested.

B. Uniforms Coordinator.

- 1) Be responsible for ordering and distributing player owned uniforms each season.
- 2) Be responsible for ordering, maintaining, organizing, distributing and collecting league owned uniforms each season, if applicable.
 - a. Collect uniforms quickly after the end of the season. Communicate with parents and Coaches well in advance of the collection date to prepare them for turning in the uniforms.
 - b. Maintain a uniform inventory with updated copies given to the Secretary in a timely manner. Information to be recorded includes: the name of each player and the MCSL uniform he/she has been issued including color, number and size.
- 3) Organize a used equipment bank of cleats, shin guards, etc. to be distributed to players in need.

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- 4) Make requests and recommendations for new uniforms when needed.
- 5) Attend Board meetings when requested.

C. **Fund Raising Coordinator**. With Board assistance, the office comes with the following responsibilities:

- 1) Be responsible for all fund raising activities for the benefit of the MCSL.
- 2) Plan in advance and make sure all fundraisers are Board approved and supervised before making commitments.
- 3) Fundraisers may include the sale of merchandise, the hosting of events and the soliciting of funds from businesses and organizations.
- 4) With Board assistance attempt to recruit Committee members to work with the Coordinator.
- 5) Attend Board meetings when requested.

D. **Education Coordinator**. With Board assistance, the office comes with the following responsibilities:

- 1) Coordinate coaches' clinics, player education, parent education, soccer camps and referee training.
- 2) Submit educational articles to the Secretary to be placed in the League newsletter and/or on the league website. These articles may be solicited from coaches, Board members, etc. Their purpose is to educate parents and players about the general rules of soccer.
- 3) Attend all Board meetings.

E. **Scheduling Coordinator (Scheduler)**. With Board assistance, the office comes with the following responsibilities:

- 1) Put together U6 through U15 recreational team schedules for the coming season in a timely manner. U10 and up coaches, as well as the appropriate contact from other leagues, should be consulted prior to making those schedules to find out if there are any blackout dates due to tournaments, etc.
- 2) Attempt to provide eight (8) games to be completed before the WVSA sponsored season ending state tournament competitions. This is a

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guideline and may be deviated from when appropriate. Keep in mind a holiday weekend like Easter, Memorial Day, and Labor Day may be left open.

- 3) Coaches of all-star teams, travel teams and recreational teams U16 and up normally do their own scheduling. These coaches must still consult the Scheduling Coordinator for available dates and times of MCSL fields. The Scheduling Coordinator can give additional assistance to these coaches if requested. Copies of these schedules must be given to the Scheduling Coordinator when completed along with any scheduling changes during the season.
- 4) Make sure the home field is available for all scheduled and rescheduled games.
- 5) Contact all coaches of all teams of all age divisions at the beginning of the season and let them know they must notify the Scheduler of games they have personally scheduled as well as cancelled and rescheduled games.
- 6) Keep the Facilities Coordinator up-to-date with the schedules for all home and away games.
- 7) Attend Board meetings when requested.

F. **Facilities Coordinator**. With Board assistance, the office comes with the following responsibilities:

- 1) Is more or less the grounds keeper for the fields.
- 2) Build fields at the beginning of the season, maintain fields during the season and store nets and goals, where appropriate, at the end of the season.
- 3) Be responsible for painting field lines, maintaining goals and nets, and mowing when needed.
- 4) With Board assistance, will attempt to recruit a crew of volunteers to work with the Coordinator.
- 5) Attend Board meetings when requested.

G. **Website Coordinator**. With Board assistance, the office comes with the following responsibilities:

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- 1) Be responsible for making sure the information on the MCSL website is comprehensive and up-to-date.
- 2) Have a good working relationship with all Board members in order to be able to stay up-to-date with activities and changes.
- 3) This person may or may not be the Webmaster that makes the actual website changes themselves. If not, then the Website Coordinator will constantly feed updates to the Webmaster who will in turn make the changes to the website. If the Webmaster is not the same person as the Website Coordinator then the Webmaster will be considered a Website Committee member.
- 4) Attend Board meetings when requested.

IV. Election, Appointments, Vacancies and Removal

- A. The President or his/her representatives shall preside over the election of the five Officers listed above. This election shall be held between the spring and fall, normally, at the league party at the end of the spring season. A nominating committee will be appointed by the Board to accept all nominations. The nominating committee will make its final report at the Board meeting prior to the election. Nominations may also be taken from the floor at that meeting. A nominee may not run for more than one position at a time. The election can be a public election with a show of hands or a private election using ballots, at the discretion of the Board. At the election, write-in votes will be allowed for private elections and last minute nominations/volunteers will be allowed for public elections.
- B. All elected Board Members shall serve for a term of four (4) years commencing immediately after the election event but not before June 1 of the same year unless a majority of existing Board Members (including outgoing officers) votes to waive the waiting period. The President and Treasurer will be elected in the same election. The Vice President, Registrar, Secretary will also be elected in the same election. All elected officials in good standing shall be eligible for reelection. At the discretion of the Board, open positions may be filled by election in an off year and in that case the Member will serve for a term until that office's normal election year returns. Election voting will be restricted to: MCSL coaches, Board members, active MCSL referees, and players' parents (or guardians) at one vote per individual. No absentee votes may be taken unless done by majority Board approval and closely supervised to prevent fraud. All voters must be 18 years of age or older on the election day.

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- C. The Program Coordinators shall be appointed to the Board of Directors to serve a term of one year, commencing as soon as possible after new elections.
- D. The Past President/League Advisor may be appointed a full member of the Board of Directors by virtue of his/her previous office (must have served a full or partial term to completion as President). After an election, the Board must vote to either appoint or decline to appoint the immediate Past President to fill this position. If this position is not filled, this office will be left vacant.
- E. One or two other special Advisors may be appointed by the Board of Directors as League Advisor (Member-At-Large).
- F. All voting members of the Board of Directors shall be elected to only one office at any given time. In the case of vacancies, the Board of Directors can appoint a person to two or more offices. In this case, the person involved must abstain from this vote. Program Coordinators may hold more than one position. A voting Board Member is allowed only one vote per person, even if they hold more than one voting office.
- G. A vacancy occurring for any reason will be filled by appointment with a majority vote of the Board of Directors. The Board may use its discretion to appoint an existing Board Member or someone currently not on the Board to the position. For example, it position only one month before an election.
- H. Any member of the Board of Directors may be removed from office by a simple majority vote of the remaining Board Members. The Board Member being considered for removal cannot participate in this vote and must leave the room/area before the vote.
- I. Any member of the Board of Directors, failing to attend three (3) consecutive meetings may be removed from office by a majority vote of the remaining Board Members at the third or any subsequent Board meeting.
- J. For a private election, votes will be counted by a minimum of two people appointed by the Board, at least one of which will be an Active Board Member who may or may not be up for re-election, when possible. No active Board Member may be prevented from participating in the count of the votes. No non Board Member may participate unless authorized by the Board.
- K. Results of the vote will be tallied as soon as possible after the vote and made public at that time. New officers will not assume office until conclusion of the event where the vote took place unless directed to do so by a majority vote of a quorum of the sitting Board Members.

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V. Meetings

- A. Regular meetings of the MCSL shall be held at times convenient to the Board Members as required to conduct MCSL business. These meetings shall generally be held once per month but can be much less if business is discussed and decided upon via email. All voting members should be given a chance to weigh in with email issues. The last meeting of the soccer year (first meeting after summer elections) shall be a joint meeting between the old and new Board members. That meeting could be immediately after the election if appropriate.
- B. The MCSL Board may give public notice of meetings thru newsletters, newspaper, league website, etc. but is NOT required to do so. Any non Board Member that wishes to address the Board must contact the President and/or Secretary and request to be given notice of the time and place of the next meeting and to be placed on the agenda. The Board is obligated to accommodate this request in a reasonable fashion but is not required to call a special meeting because of the request. The Board is always obligated to give public notice of any election for Board Offices.
- C. To handle sensitive issues, the voting Board Members have the right to take their meeting private by voting to go to Executive Session. The vote to go to Executive Session must have a simple majority. Non voting Board Members will normally be unless specifically requested to attend by voting Board Members by a majority vote. Executive Session can be used to discuss Risk Management issues and other private matters or when no other method will restore order in a public meeting. Non Board Members may be invited to sit in on an Executive Session if their testimony or advice is useful. A Board Member that is the subject of the discussion may be requested to leave the Executive Session so that the matter might be discussed privately and without reservation. From Executive Session, only actions taken become a matter of public record. No personal or private information about coaches, referees, board members, players, families, etc. is to ever be made available to the public. Any Board Member with a conflict of interests in the matter or that cannot agree to the terms of privacy must excuse themselves from the meeting.
- D. Special meetings of the MCSL shall be called at any time by the President or upon written demand by two (2) or more Board members with an agenda, in which case a meeting shall be called by the President and held within two (2) weeks of such demand at a time and place convenient to all involved. Only agenda items listed may be discussed unless the President wishes to discuss other issues.
- E. Quorum: A quorum is needed to transact business at any meeting of the MCSL. To accommodate officers that may find they are short on available time because they

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are overloaded with league work due to a lack of help, the definition of "meeting" will be separated into two types, the formal meeting and the informal meeting. Formal meetings are planned in advance with notice to all Board members to meet at a particular time and place. Informal meetings can include email, phone calls or other informal discussions. In the descriptions below, "total voting members" is defined to be the total number of active voting Board Members, not the total number of positions which could be greater if one person holds more than one voting office. All voting members are considered "active" until a Board formal decision to consider them no long active has been made following rules elsewhere in this document.

- 1) Formal meeting: A quorum is held if exactly half or a majority of the total voting members of the Board of Directors are present. Unless otherwise specified, all issues voted on by Board members require only a simple majority.
- 2) Informal meeting: For issues decided via email, phone or other than in a formal meeting, a quorum is considered to be the total number of active voting members of the Board. In other words, for issues decided outside of formal meetings, all active voting members must be notified and given a chance to voice their opinion. In this case, notification or at least a serious attempt at notification is required but no response is required. Informal discussions are normally led by the President but can be led by other members including non voting Committee Coordinators for issues that concern them. *(The jersey order or fund raising effort are examples of this.)* For informal meetings, it is very important for the President to document the issues that were raised, how everyone voted and the final decision. Often, if there is no dissention, it will be enough to document that we all agreed to do such-and-such. The President must make this issue results available to everyone. The Secretary must save the results in their notes. An email would be the easiest way to quickly notify all of the results.

ARTICLE IV:

Clubs

The MCSL is currently composed of only one group hosting games at one location and currently has no need for chartering separate clubs. Alternately, the League can currently be thought of as a single Club. If, in the future, MCSL is able to branch out to other areas of the county or elsewhere, then once there are sufficient volunteers, players and facilities for separate teams from that area, forming clubs can and should be considered. The Mason/New Haven (Bend Area) is the most likely place for expansion. If enough people were interested in forming a separate Club in the Bend Area, with WWSA approval the

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MCSL could be divided into 2 separate clubs, a Point Soccer Club and a Bend Area Soccer Club. At that time, the MCSL Board must amend the Bylaws to govern how the clubs are to be organized and how responsibilities are divided between the MCSL and its Clubs. The MCSL Board would represent all clubs under the League. Each League would have its own representatives. Instead of becoming a Club of MCSL, the Bend Area people would of course have the option of forming their own league, completely independent of MCSL. (The Club names used here are just examples.)

ARTICLE V:

Disciplinary Board

- A. The Disciplinary Board will concern themselves only with those violations dealing with field conditions, WWSA rules, MCSL rules, player eligibility and disciplinary actions - not the aspects of a judgment decision made by a referee regarding a game.
1. Unless formally appointed by the Board of Directors, the Disciplinary Board shall consist of voting members of the Board of Directors. For issues involving referees, the Referee Coordinator will also be included on the Disciplinary Board. No proxy representatives will be allowed for voting purposes but written proxy opinions will be considered.
 2. All disciplinary matters must be presented to the Disciplinary Board in writing, within two (2) weeks from the time of occurrence or notification. The decisions should be made as soon as possible and presented in writing to the concerned party(s).
 3. Attendance at the Disciplinary Board hearing shall be restricted to only those persons directly involved including parents or guardians of minors involved.
 4. The Disciplinary Board shall use the WWSA Bylaws, MCSL Bylaws, the MCSL Recreational Soccer Policy, or FIFA Laws to decide whether a violation has occurred.
 5. The Disciplinary Board may impose any discipline outlined in the League Guidelines, Rules and Regulations of the FIFA Laws in general. Where no specific ruling exists, the Disciplinary Board will devise appropriate and fair actions. All actions and rulings must be in compliance with WWSA and MCSL guidelines.
 6. The Disciplinary Board shall concern themselves with the following situations, as well as any violations of the Bylaws and/or Guidelines mentioned above:
 - a. If a match is halted by a referee for any reason, the referee may terminate the game. In the event a game should be called, the referee shall fill out an incident Report on the same day on an official form and given to any member of the Disciplinary Board within 24 hours. The Disciplinary Board shall decide the outcome of the

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games as to replay or forfeit. In all cases, a report shall be sent to the WWSA within 48 hours.

- b. Any team withdrawal, as a means of protest, shall be considered by the Disciplinary Board.
- c. The Disciplinary Board shall consider any violation of the MCSL Bylaws and take appropriate action. This may include sanctions and/or expulsion based upon the severity of the infraction.
- d. Failure of a coach to allow minimum required playing time, as set out in the Recreational Soccer Guidelines, for all players within Recreational Soccer, will result in action by the Disciplinary Board. This action may include forfeiture of played games and suspension or termination of the coach.
- e. Coaches, players, or spectators who exhibit behavioral tendencies, which are detrimental to the enjoyment of the game for others, are subject to removal from the game or suspension from the MCSL. Specific problems are to be referred to the Disciplinary Board.
- f. In addition to the referee report, any incidents of serious foul play or misconduct by participants resulting in ejection from or suspension of a game shall be reported to the President, normally by the coaches involved, within 48 hours and in writing if requested. The President may take further action as deemed necessary. Any team allowing a suspended player or coach to participate in a game will forfeit that game and be subject to further disciplinary action.

ARTICLE VI:

Teams

A. Registration

1. The Registrar is responsible for insuring the eligibility of all players on teams within the League. Any player must present a birth certificate or other legal proof of age to the Registrar upon request.
2. No player, under age of 18, may register without written consent of a parent or guardian.
3. A player becomes an official team member only after required registration fees are paid and the registration form and medical waiver are completed and delivered to a League officer or a coach. Until accepted by the Registrar, membership is temporary and may be

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revoked. Underprivileged scholarships may be made available as determined by the Board of Directors.

4. No refunds shall be given without consent of the Board of Directors. In general, the Board should agree to give a refund if the registration has not been filed with the WVSA. The Board is not obligated to issue any refund. Partial refunds, registration fee less any league costs incurred (jersey, state registration) may, at the discretion of the Board, be granted if a player withdraws early in the season for some reason and the request for a refund is made quickly.
5. No registration of players will be accepted after the published cut-off date, except at the discretion of the Board of Directors for filling minimum team rosters, creating new teams, etc. At or beyond the published cut-off date, registration for one age division may be cut off while registration in one or more age divisions continues.
6. The minimum age of any registered player shall normally be four (4) years old as per US Soccer guidelines determining age. The Board may agree to make exceptions or some three (3) year olds if they are deemed socially and physically able to play and if the WVSA will allow it.
7. No child will be allowed to play in any age group other than his/her own without the written request and permission of a parent or guardian.
8. A player maybe a full time member of only one recreational MCSL team in a division at any time, excluding MCSL competitive teams. Players may sign up on one or more other teams within the division as secondary (part time, fill in) players as allowed by the WVSA. Co-ed and female recreational teams constitute two separate divisions so a female player could play in both. No MCSL recreational player may participate in a recreational outdoor soccer League not sanctioned by US Soccer during the same season unless approved by the MCSL and WVSA.
9. The Board of Directors reserves the right to refuse participation to any person who has exhibited any disciplinary problems within the League in current or past seasons.

B. Coaches

1. Coaches, including assistant coaches, must be rostered with the team or teams they will be working with.
2. Coaches must be Board approved.
3. Coaches must fill out required paperwork and submit to Risk Management background checks.

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4. Coaches may coach more than one team with Board approval.
5. Coaches must agree to sign and abide by the "Coaches Code of Conduct" form that will be provided and maintained by the Board.
6. During a game, only rostered coaches are allowed with the team on the "bench" side of the field. The only exceptions would be a person administering first aid in the case of an injury or health issue. The Board may allow a coach from one team to fill in for another coach providing the substitute coach is already on the roster of another team. A Board member may also substitute for a coach if necessary.
7. Coaches are volunteers. They receive no compensation. They also pay no fees to MCSL. They are not members of the Board of Directors unless elected or appointed to be such although they may be invited to Board meetings from time to time to participate in discussions concerning them.

C. Team Formation

1. Placement of players on teams will be done by Board approved procedures to be detailed in the MCSL Recreational Soccer Guidelines. The Board will oversee team formation with the primary goal of distributing talent equally without bias and preventing "stacked" teams.

ARTICLE VII:

General Rules and Policy

- A. General rules and information for Recreational Play shall be governed by the MCSL Recreational Soccer Policy (RSP) developed by the Board of Directors. The method for revising these guidelines shall be incorporated within the RSP document.
- B. General rules and information for All-Star Teams shall be governed by the MCSL Recreational Soccer Policy (RSP) developed by the Board of Directors.
- C. The MCSL Recreational Soccer Policy (RSP) is considered an extension and therefore a part of the MCSL Bylaws.
- D. General rules and information for Traveling Teams shall be governed by the travel team's own Bylaws providing those rules do not violate or conflict with any existing MCSL rules.

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ARTICLE VIII:

League Finances

- A. The MCSL is organized as a non-stock, non-profit organization.
- B. The MCSL is organized exclusively for charitable, religious, educational, and/or scientific purposes according to IRS guidelines, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- C. No part of the net earnings of the organization shall be of benefit to or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for non-volunteer services rendered and to make payments for goods received by the League. No substantial part of the activities of organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- D. Upon the dissolution of the organization, assets shall be distributed to the WVSA or with the permission of the WVSA to one or more recreational soccer leagues under the WVSA. If this is not possible, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Mason County Court of Common Pleas, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- E. Operating funds will be derived from gifts, donations, sponsors, registration fees, fundraisers and solicitation of funds. The Board should strive to operate the MCSL to be financially independent and maintain a positive financial balance at all times.
- F. A printed financial report will be provided at each Board meeting and a copy will be given to the Secretary as a matter of record.

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- G. The MCSL will have a checking account for financial operations of the regular program. Only one signature on checks is required. Check (Debit) cards may also be issued to those with check writing authority. The Treasurer plus one voting Board member, to be determined by the Board, must have signature authority on the checking account on file with the bank. Additional voting Board members may be authorized to have signature authority by the Board if appropriate. Upon leaving office, any officer that has signature authority will sign necessary papers at the bank to have his/her name removed from the account and relinquish signature authority. Credit Cards in the name of MCSL are **forbidden**.
- H. Detailed financial records should be kept.
- I. All cash income and deposits shall be documented clearly so that no cash can be stolen or used for unapproved purchases. All purchases will be made with checks or debit card, not with cash so that a transaction trail exists.
- J. All expenditures exceeding \$50 must have prior approval of the Board of Directors. This approval may be informal, for instance via email, but must be documented.
- K. Financial records will be audited annually by two Board Members appointed by the Board at the end of the season, normally in June or July.
- L. Unless the Board specifies otherwise, possibly due to financial problems, payment approval is inferred when the Board approves a purchase or other expenditure. For example, if the Board authorizes the purchase of \$8 jerseys for all players, even though the jerseys may not be ordered for another month and the bill may not come until a few weeks after that, the Treasurer received authority to pay for the jerseys when the Board approved the purchase. Referees should be paid immediately after the end of the season with Board approval inferred.

ARTICLE IX:

Protests and Appeals

- A. The Board may appoint an MCSL Arbitration Committee (hereafter called the AC) to perform delegated judicial functions. The AC shall be comprised of a chairman and two (2) additional members. The President should recommend the members of the AC to the Board. The chairman will be a board member. The additional members may or may not be board members. The chairman shall have no vote except in case of a deadlock, in which case he/she shall cast the deciding vote. In the absence of a formal AC, the MCSL voting officers will perform this function with the President acting as Chairman.
- B. The purpose of the AC shall be to hear protests/appeals resulting from the game of soccer and protests pertaining to the MCSL Bylaws and other rules, regulations, and policies of the MCSL.

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- C. The objective of the AC is to provide fair, swift, and just hearings for all protests and appeals reaching this committee. Its decision shall be based on current League, State, and National Guidelines, Rules, and Regulations. All avenues below the AC must be exhausted before the AC will consider hearing an appeal.
- D. The AC shall adjudicate and arbitrate all protests and appeals which arise from within the structure of the MCSL.
- E. The line of authority for protests/appeals shall be:
 - 1. MCSL Arbitration Committee (AC) if existing
 - 2. MCSL Board of Directors
 - 3. WVSA Arbitration Board (For further information on the line of authority, see WVSA Bylaws and Constitution.)
- F. Protest/Appeal Filing Procedure
 - 1. The line of authority shall be adhered to.
 - 2. The protest/appeal must be in writing and describe in detail the grounds for the protest/appeal.
 - 3. Parties filing a protest/appeal shall have access to all pertinent information regarding their protest/appeal.
 - 4. Six (6) copies of the protest/appeal and Six (6) copies of all supporting documents and previous rulings shall be mailed or delivered to the MCSL President.
 - 5. The written protest/appeal must be mailed within five (5) days from the date of the receipt of a written decision from a lower authority. In the case of competitions, the time allowed to file a protest/appeal may be less than five (5) days if the competition rules so specify.
 - 6. The protest/appeal fee, payable to MCSL, in the form of money order, Cashier's check, or certified check shall accompany the protest/appeal.
 - a. Arbitration Committee: \$100.00 Fee
 - b. Board of Directors: \$100.00 Fee
 - 7. If a protest/appeal is upheld, the protest/appeal fee(s) will be returned to the applicant.

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8. The MCSL Board of Directors shall have the right to decline a hearing if:
 - a. The appeal does not pertain to the original protest or the decision of the lower authority; or,
 - b. The appeal is filed by a party other than the original parties to the protest/appeal; or,
 - c. The proper procedures have not been followed in appealing to the AC or MCSL Board of Directors; or,
 - d. The information necessary to make a fair and just decision on the appeal has not been furnished.
- G. At all youth levels of the appeal process (League, State, and National), if a decision is not reached within thirty (30) days of receipt of the written appeal, the party filing the appeal may submit the appeal to the next higher level without determination and the appeal fee submitted will either be refunded or be applied to the next level.
- H. Decision of the Arbitration Committee/MCSL Board of Directors shall be binding at all levels unless the decisions are overturned by a higher authority. Failure to abide by the decision of the committee shall be grounds for suspension or disciplinary action by the MCSL Board of Directors.
- I. All decisions at all levels of the appeal process shall stand and be in full force and effect until challenged by a higher authority.
- J. The penalties against any individual for violating the rules as set forth above shall be as outlined in US Soccer Federation Official Administrative Rule, "Protests and Appeals."

ARTICLE X:

Amendments to These Bylaws

- A. For clarity, Bylaws must be updated by revision of or addition to this document.
- B. A Bylaws Committee may be appointed when necessary by the Board of Directors. Their duties shall be to work on improvements and additions to these Bylaws. They shall then present to the Board of Directors their recommended changes for consideration.
- C. Major changes or amendments to these Bylaws should be preceded by notification of all voting Board Members with a comment period of not less than twenty (20) days. Ratification

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requires a majority vote of the Board of Directors within ninety (90) days of the comment period.

- D. Minor changes or amendments to these Bylaws can be made at a standard Board meeting and do not require any waiting period. Ratification requires a majority vote of the "active" Board of Directors. "Minor" will be defined by the Board but all controversial issues challenged by non Board members will be considered Major.
- E. Any member of the MCSL who wishes to change or amend these Bylaws is required to submit said change in writing to the President. The Board of Directors will consider said change within sixty (60) days from the time the President is notified.
- F. All versions of the Bylaws and the corresponding Revision documents are to be maintained in electronic form as Microsoft Word documents. The file name will include a major and minor revision number. The proper file name format will be "MCSL Bylaws – {major #}. {minor #}" where the major revision number can count up indefinitely and the minor revision number will be a single digit zero through nine (0-9). The initial Bylaws will be named "MCSL Bylaws - 1.0". A general description of the changes will be kept in the meeting notes by the Secretary.
- G. For all updates, the revision date and new version number will be recorded under the heading of the document.