

# Central Penn Youth Soccer League – Constitution/By-laws

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## CONSTITUTION

### of the Central Penn Youth Soccer League

- 1. Name:** The name of the league shall be the Central Penn Youth Soccer League (hereafter referred to as CPYSL).
- 2. Object:** It shall be the object of this league to educate the youth and promote and advance the cause of soccer within the territory under the jurisdiction of the Eastern Pennsylvania Youth Soccer Association (EPYSA) and to guard the interest of the teams in the Central Penn Youth Soccer League. CPYSL operates under and is affiliated with EPYSA, USYSA (United States Youth Soccer Association), and USSF (United States Soccer Federation) and shall exercise complete control of youth soccer except in those matters governed by the afore mentioned.
- 3. Executive Committee:** The Executive Committee of this league shall be comprised of the following officers: President, Vice President Boys, Vice President Girls, Vice President League Development, Treasurer, Secretary, Game Commissioner, and five (5) At-Large Directors. The Board appoints/hires Ex-Officio members including League Registrar, Scheduler, Referee Assignor, and League Executive Administrator.
- 5. Definition:** The Central Penn Youth Soccer League is a nonprofit organization headquartered in the Mechanicsburg, PA area. Upon disbanding of the league, all assets shall be reverted to

current member clubs in good standing, distribution to be determined by the Executive Committee.

6. **Representation:** No member shall represent the Central Penn Youth Soccer League without authority from the Executive Committee. Such authority shall be issued from the Office of the President.

## **BY-LAWS**

### **of the Central Penn Youth Soccer League**

#### **Article I - BYLAW REVISIONS OR CHANGES**

1. Revisions or changes to the Constitution and Bylaws of the Central Penn Youth Soccer League, if required, will be made at the Annual General Meeting (AGM) of the CPYSL.
2. Revisions or changes to the constitution and Bylaws of the CPYSL (referred to as changes) can be proposed by the membership and/or the Executive Board of CPYSL. All proposed changes must be presented in writing to the Secretary and may be submitted at any time up to, but no later than, four (4) weeks prior to the last general meeting held before the Annual General Meeting.
3. All proposed changes will be presented with recommendations to the membership of the CPYSL at the last general meeting in November. At that meeting any modifications to the proposed changes will be limited to grammatical changes and should not affect the original intent of the proposed bylaw change. Any modifications that, in the opinion of the Executive Board, change the intent of a proposed revision, will require re-submittal as a new change in accordance with the guidelines of this section.
4. All changes following the guidelines of this section will be voted on, as presented, with no further modifications allowed, at the Annual General Meeting of the CPYSL. Approved changes will become effective on February 1st following the Annual General Meeting. Eligible voters are from those clubs holding full membership privileges who have attended a majority of meetings held by CPYSL during the preceding 12 months and are present at the Annual General Meeting (There will be no proxy votes accepted).
5. Should change in the EPYSA rules occur that create a conflict with the Constitution and Bylaws of the CPYSL, an emergency by-law change may be proposed by the Executive Board as follows:
  - a. The change can only address the area of conflict and must be proposed in writing at least two (2) weeks prior to the next CPYSL meeting.
  - b. The proposed emergency change will be presented with recommendations to the membership at the next CPYSL meeting.
  - c. Voting on the proposed emergency change will be tabled for at least two (2) weeks and will occur at the next general meeting following the presentation meeting. Any emergency changes approved by the membership will become effective immediately.

## Article II - PLAYER ELIGIBILITY

1. Players shall be deemed eligible to register with CPYSL if they satisfy the EPYSA requirements, CPYSL requirements, and are participants in good standing with a member club.
2. It is a privilege to participate in CPYSL, any player, coach, or team not upholding league values will have their player/coach(es) pass(es) revoked and may be denied further participation upon a hearing by the Executive Board of CPYSL.
3. Eligible Players requirements:
  - a. Players participating in CPYSL must be primary rostered on a CPYSL team.
  - b. Players participating as club pass or secondary players on another participating CPYSL team must be primary rostered on a CPYSL team.
    - i. Secondary players must play with their primary team if there is a League scheduling conflict.
    - ii. Secondary players may only play up in age/division, they may not play down in age/division from the team they are primary rostered.
  - c. Club pass players are only allowed within their rostered club and must be playing up in age and division from their primary rostered team.
  - d. Refer to Registrar's Handbook for age requirements for League participation.

## Article III - ELECTIONS

1. In September the Executive Board shall name a Nominating Committee, consisting of two (2) members, who shall present a list of interested candidates for office at the last meeting held prior to the Annual General Meeting. The Annual General Meeting will be held at the beginning of each new calendar year. Notice of this meeting must be made at least thirty days prior to the event. At all elections, additional nominations will be taken at the Annual General Meeting providing the nominee has sponsorship by at least one (1) member club.
2. No member of the Nominating Committee may run for an elected office.
3. The elections shall be run by the Nominating Committee. They should make sure that every eligible nominee for office consisting of club board members, coaches, assistant coaches, and existing board members over 18 years of age can run for office, and that all voting members have met the requirements to vote.
4. Executive Board members shall be elected by ballot vote at the Annual General Meeting of the CPYSL. The Executive Board shall include the following Office holders; President, the three Vice Presidents, Treasurer, Secretary, and Games Commissioner. They shall hold office for two (2) years and be eligible for re-election.
5. The order of elections shall be:
  - President
  - Vice President Boys
  - Vice President Girls
  - Vice President League Development
  - Treasurer
  - Secretary

- Games Commissioner
  - At-Large Directors – total five (5)
6. Voting rights are afforded to clubs whose representative is defined as persons 18 years of age and older, those member clubs have participated in the CPYSL during the previous Spring and Fall season and have attended a majority of CPYSL meetings during the preceding 12 months and attended the previous year's Annual General Meeting. There shall be no proxy or absentee votes. There shall only be one vote per member club.
7. President, VP League Development, & Treasurer shall be elected in even years, VP Boys, VP Girls, Games Commissioner, & Secretary elected in odd years. There shall be five (5) At-Large Director positions elected annually at the Annual General Meeting to one-year terms.
8. A Special Election shall be called by the Executive Committee within thirty (30) days, after receiving a written petition, signed by two-thirds (2/3) of the voting membership.
9. The President may name a successor to complete the term of any board member who is unable to fulfill their duties for the balance of the term to be served.

#### **Article IV - EXECUTIVE BOARD**

1. The function of the Executive Board is to serve the league and the general membership. The term of office shall be two (2) years for members of the Executive Board. It shall begin upon election at the Annual General Meeting serving through to the second Annual General Meeting of their term.
2. The Executive Board of CPYSL shall transact all business of the league and shall have the power to enforce the laws of the game, the rules of the United States Soccer Federation, the Eastern Pennsylvania Youth Soccer Association, and United States Youth Soccer Association, and the Constitution, Bylaws, Team Rules, Game Rules, and Player's Rules of the League.
3. The Executive Board of CPYSL shall constitute an emergency committee meeting on matters demanding immediate attention, where it is impractical or impossible to call a general meeting. The Executive Board will report the results of any emergency meeting at the next regular meeting.
4. The Executive Board of CPYSL must submit by designated meeting day in January, a planned calendar and budget for the year of their term in office to the membership for recommendation and approval.
5. The Executive Board of CPYSL must have prior approval from the membership to exceed the proposed budget.
6. The Executive Board of CPYSL shall appoint all Chairpersons, except the Nominating Committee.
7. The Executive Board of CPYSL shall meet at an interval and at a place designated by the President to discuss the current events and problems that concern CPYSL. The Executive Board of CPYSL will report the results of this meeting at the next regular meeting.

8. If occasions arise that are not covered fully by the Bylaws, team, game, or players rules, the Executive Board of CPYSL has absolute power to decide such cases or form committees to investigate such cases.
9. Any vacancies on the Executive Board of CPYSL shall be filled by the President for the unexpired term of the vacating office.
10. Any member of the Executive Board of CPYSL may be removed from his/her position for absence from three (3) consecutive general meetings without a valid reason, or for repeated failure to fulfill his/her duties or responsibilities to the league, after warning from the remainder of the Executive Board of CPYSL, who will conduct an investigation of the charges. A final decision to be made within fourteen (14) days. Appeal may be made to the general membership for reversal at the next regular monthly meeting.
11. No member of the Executive Board of CPYSL may be a member of the Nominating Committee.
12. Each member of the Executive Board of CPYSL shall release all CPYSL material to the respective newly elected member immediately following the Annual General Meeting, following their respective said election.

## **Article V - DUTIES OF OFFICERS & Ex-Officio Members**

### **Section 1 - President**

- 1.1 The President shall have full supervision of CPYSL and oversee the running of the day to day operation of the entire league. They shall enforce the rules in accordance with CPYSL Constitution and Bylaws.
- 1.2 The President of the League shall preside at all general and executive committee meetings.
- 1.3 The President shall pass upon and approve all expenses against the League and shall co-sign checks with the Treasurer. The President shall be accountable for ensuring there is an annual independent audit of the league financial records.
- 1.4 The President is an ex-officio member of all committees (except as otherwise noted) and they shall cast the deciding vote in the event of a tie vote at the committee and league meetings.
- 1.5 The President shall be responsible for obtaining all permits for the league.
- 1.6 The President shall have the power to call special meetings of this league upon two days' notice to members of the Executive Board, and to cancel monthly meeting or reschedule such meetings, as necessary.

### **Section 2 - Executive Vice President**

- 2.1 The Executive Vice President shall succeed to the office of the President in their absence.
- 2.2 The Executive Vice President shall be an ex-officio member of all committees.
- 2.3 The Executive Vice President shall be nominated from the current Vice-Presidents and elected by majority of the Executive Board of CPYSL.

### **Section 3 – Vice Presidents Boys/Girls**

- 3.1 The Vice President(s) Boys/Girls shall preside over their respective divisions at the League Competition Meetings held prior to each playing season and make the final determination in where teams are placed for the good of the League and team play.

3.2 The Vice President(s) Boys/Girls shall preside over their respective division through the course of each playing season determining outcome of matches in question, serving sentence on game situations (e.g. red card/ejection sanctions, fines, fees) and assist the Game Commissioner in disputes of games needing played.

3.3 The Vice-President(s) Boys/Girls shall work with the Vice-President of League Development in the administration of the Boys/Girls League Select program. The Vice-President(s) Boys/Girls will also manage the day-to-day operation of the Boys/Girl's League Select Program. The Vice-President(s) Boys/Girls shall also be responsible for providing information to the members on State Select Team tryouts and any other pertinent information on the advancement of boys/girls' soccer.

3.4 The Vice-President(s) Boys/Girls shall chair their respective scholarship award committee and use the League scoring matrix to decide the appropriate yearly recipient.

#### **Section 4 – Vice President of League Development**

4.1 The Vice-President of League Development shall be responsible for the creation, implementation, and maintenance of developmental programs for the coaches and membership of the CPYSL. This includes but is not limited to oversight of the League Select Program and coaching courses.

4.2 The Vice-President of League Development shall oversee programs such as Scholarships, awards, and any other programs for the good of the League.

#### **Section 5 - Treasurer**

5.1 The Treasurer shall collect and have charge of all monies of the league and shall keep a detailed account of income and expenditures thereof and shall provide a monthly written report to the executive committee.

5.2 The Treasurer shall complete a comprehensive written report of finances through November 30, which shall be submitted at the next following Annual General Meeting. The Treasurer shall be present at these meetings to answer any questions which may arise.

5.3 The Treasurer's books shall be reviewed annually by a recognized, independent accounting firm.

5.4 The Treasurer shall pay bills properly passed upon and approved by the President and shall co-sign checks with them.

5.5 The Treasurer shall be bonded for a minimum of one-half of the proposed annual budget with bonding expenses paid by the CPYSL.

5.6 The Treasurer shall file an annual report as required of non-profit organization.

5.7 The Treasurer shall be responsible for any Financial Chairperson Committees. They shall oversee any/all fund-raising activities of the CPYSL.

5.8 The Treasurer shall, prior to the end of their term, prepare a preliminary budget in conjunction with the newly elected treasurer.

5.9 The Treasurer shall be responsible that a written financial report to each Member Club is provided upon the completion of the fall playing season.

## **Section 6 - Secretary**

6.1 The Secretary shall record accurately the minutes of the Leagues general monthly and Executive Committee meetings and read same at the next respective meeting. They shall be custodian of all records, and supply copies to officers upon request.

6.2 The Secretary shall see to all league correspondence.

6.3 The Secretary shall keep a complete list of teams, sponsors, and eligible voters on file.

6.4 The Secretary shall take roll call at all monthly meetings, the Annual General Meeting and Executive Committee meetings and keep attendance records on file.

6.5 The Secretary shall be responsible for retaining the minutes of all meetings for the previous five (5) years.

6.6 At least three days prior to each general meeting the secretary will post the meeting agenda as submitted. Posting will be at the league office, on the League website, and/or at a public place designated by the Executive Committee. Items not on the posted agenda may be proposed for discussion at the next general meeting unless deemed to be an emergency by the Executive Committee

## **Section 7 – At-Large Directors**

7.1 At-Large Directors shall be de facto members of any committee formed and will organize and see projects through completion.

7.2 At-Large Directors will advise and vote on matters, regulations, policies, guidelines, and directives necessary to carry out the operation of the League.

## **Section 8 – Games Commissioner**

8.1 The Games Commissioner is responsible for following up on game changes to the league schedule, make recommendations to the member clubs for any cancellations of the league schedule, report to the Executive Board any misconduct in the management of the league schedule, and make recommendations as necessary in accordance with the league fine schedule.

8.2 The Games Commissioner shall be responsible to notify all members that they may not arrange a game change without going through the proper steps to ensure there will be no conflicts.

## **Section 9 – League Registrar**

9.1 The Registrar, will maintain all records of player and team registration and coordinate with appropriate bodies to ensure the correct registration procedure is followed.

9.2 The Registrar may work with an assistant upon approval of the Executive Board.

9.3 The Registrar shall also be responsible for following the guidelines and deadlines imposed by EPYSA.

9.4 The Registrar shall also be responsible for presenting a tally of the number of players registered to each member club at the AGM for the purpose of determining the respective number of votes to be accorded to Eastern Pennsylvania Youth Soccer Association.

9.5 The Registrar shall make available to the Vice President(s) Boys/Girls no later than three (3) weeks before the start of the spring season and two (2) weeks before the fall season, a listing of the teams available to play soccer for scheduling.

## Article VI - MEETINGS

1. CPYSL General Meetings shall be held on a regular basis as determined by the Executive Board and published on the CPYSL website. Meetings are open to the public.
2. The President of the League shall preside at all meetings. In his/her absence the order of succession shall be: (1) Executive Vice President, (2) Secretary. If none of the above are present a quorum cannot be formed.
3. The order of business for all meetings shall be: (a) Roll Call, (b) Minutes of previous meeting (Secretary), (c) League Communications (Executive Administrator), (d) Treasurer's Report, (e) Executive Vice President's Report, (f) VP Boys Report, (g) VP Girls Report, (h) VP Programs Report, (i) Games Commissioner's Report, (j) President's Report, (k) District Commissioner's Report, (l) New Business, (m) Good of the Game, (n) Motion/Adjournment.
4. The Executive Board shall meet at an interval and at a place designated by the President.
5. At Executive Board meetings a majority (5) of the board members shall constitute a quorum; at general and Annual General Meetings (15) of the League members, including majority of the all Executive Board Members (7) shall constitute a quorum.
6. In case of doubt as to procedure at any meeting of the league, Roberts Rules of Order shall be used as a guide.
7. Any request for unbudgeted expenditures must be first introduced at a general meeting for discussion by the membership. If accepted by the membership, a motion is placed on the agenda for approval at the next meeting. Funds may be voted and passed on at a single meeting provided 2/3 of the Executive Board deem the expenditure to be an emergency.

## Article VII - COACHES

1. All coaches shall always conduct themselves in a professional manner, always acting for the benefit of the League, and shall show respect for all referees, players, and opponents. All coaches shall adhere and subscribe to the following CPYSL Coach's Code:
  - The game of soccer is a sport; a vehicle to challenge and educate the players for their future.
  - The law of soccer should be regarded as mutual agreements in spirit or letter of which no one should try to evade or break.
  - Visiting teams and spectators are honored guests.
  - No advantages except those of superior skill should be sought.
  - Officials and opponents should be treated and regarded as honest in intention.
  - Official decisions should be accepted without the implication of any impropriety no matter how unfair they may seem.
  - Winning is desirable but winning at any cost defeats the purpose of the game.
  - Losing can be a triumph when the team has given its best.
  - The ideal is the greatest good to the greatest number.
  - In soccer, as in life, treat others as you would have them treat you.

2. All coaches shall be approved by their respective clubs.
  - a. Coaches must pass any clearance and risk management requirements necessary for the protection of the youth players they come in contact.
  - b. Coaches are encouraged to attend and attain continuing higher levels of coaching certification as they prolong their avocation as coaches.
3. Every coach shall be responsible for the safety and well-being of their players. Coaches must be certain that players are not left unattended after a game or practice.
4. Every team coach is responsible for the actions of their players and is required to take all precautions to prevent spectators from threatening or assaulting officials and players before, during, or at the conclusion of a game. An unruly spectator may be ejected from the field of play by the game referee through the coach or other club officials.
5. Each coach shall be furnished by their club with a copy of the CPYSL Constitution and By-Laws, Rules of Play of the League, and Coaches Guidelines, and shall be responsible for knowing and abiding by them.
  - a. Providing each coach with a copy of these laws shall be deemed sufficient notice of their responsibility and falls on their respective club to assure compliance.
6. The home coach is responsible for nets, corner flags, first aid kits, and providing the game ball and any necessary items required for their team to participate.
  - a. Visiting coach should also be responsible to bring game balls, first-aid kits and any necessary items required for their team to participate.
7. Each coach in League games, shall be responsible for providing a linesman to assist the Referee in determining when the ball is in and out of play as requested in matches that Assistant Referees have not been assigned or are not available.
8. Coaches do not have the authority to drop or add a new player to their rosters without CPYSL approval. The CPYSL Executive Administrator shall be notified if a player quits or requests a transfer to another club/team.
9. The appropriate Club President or club representative shall be notified of any disciplinary action or continual problems with players or parents.
10. No coach shall have in sight nor consume any alcoholic beverage while coaching or conducting practice. Smoking during a practice or game is also prohibited.
11. A coach, assistant coach or team parent that is arrested for a violation involving conduct which would place the children on their team at risk of physical harm, then, and in such event, that coach, assistant coach, or team parent shall be suspended from their position on the team until the arrest is disposed of in court. If the disposition is finding of guilty, the coach, assistant coach or team parent shall be dismissed from the team and shall be prohibited from holding any position in any club participating in the Central Penn Youth Soccer League. If the disposition is other than a finding of guilty, the coach, assistant coach, or team parent must appear before the Executive Committee, in closed session, to request reinstatement to their former position. A two-thirds (2/3) vote shall be required to effect reinstatement.

## Article VIII – AGE GROUP DIVISIONS

1. Divisions will be determined by the Executive Committee based on enrollment. Divisions as follows:

- |          |                  |       |
|----------|------------------|-------|
| ○ U9/10  | 25-minute halves | 7v7   |
| ○ U11/12 | 30-minute halves | 9v9   |
| ○ U13/14 | 35-minute halves | 11v11 |
| ○ U15/16 | 40-minute halves | 11v11 |
| ○ U17/19 | 45-minute halves | 11v11 |

2. Divisions will be set up at the League Competition Meeting prior to each playing season in accordance with the parameters set up by the Executive Committee. The teams and divisions must be chosen with the highest concern and intent to create equal and competitive teams. Representatives from each participating club are encouraged to assist in the placement of teams for the best possible competitive results.
3. Teams must be primary registered in CPYSL to allow for secondary/club player status.
4. Teams primary registered with CPYSL may register as a secondary team with another league.
5. Refer to Registrar’s Handbook for any other League division determinations.

## Article IX – MEMBERSHIP

Full membership.

1. Full Membership is awarded to member clubs that have served their respective provisional period, participate with a majority of their travel teams in CPYSL, have had a representative attend a majority of meetings during the course of any calendar year and completed mandatory attendance of the Annual General Meeting.
2. Full membership is attained by staying current with all monies owed to CPYSL during the last/current soccer season. All fines & fees shall be paid in a timely and expeditious manner.

Provisional Membership.

1. Provisional Membership is given to all new member clubs (First year) and existing member clubs failing to meet and retain full membership criteria in the past 12 months. There are no voting rights and privileges during provisional status nor may any provisional member club representative hold or seek office on the executive board. Provisional Members are not obligated to attend meetings; however, attendance is encouraged.
  - a. Full membership can be petitioned by Provisional Member Clubs after completion of one full year and fulfilling the criteria of a full member club.
  - b. Petition must be made to CPYSL Executive board upon serving one full year as Provisional Member for vote to accept as Full Members at the Annual General Meeting.
  - c. Membership will be extended to any established soccer club with a Constitution, By-Laws, Code of Conduct, information outline (Club President, Registrar, Treasurer, number of travel teams, home field, etc.), team information sheet (age group, coach info), and CPYSL application with a letter detailing the reason

for request to join CPYSL. All clubs petitioning for membership must be in good standing with their current league and EPYSA.

- d. New Clubs must consist of a minimum of three (3) travel teams for consideration to join CPYSL.
  - e. New Clubs outside of a thirty-mile (30) radius of the CPYSL office requesting membership will be subject to all away matches for their first provisional year.
2. Upon completion of the first full calendar year (two seasons, typically one fall & one spring season), home games may be granted.
  3. Upon acceptance into the league after the probationary year a petition by the club may be made to the CPYSL Executive Board to be voted on for regular season home matches thereafter.