

CDYSL BYLAWS



(Last revision date 08/12/18)

CDYSL BYLAWS

TABLE OF CONTENTS

<i>ARTICLE I</i>	<i>Membership</i>	<i>Types of Members</i> <i>May admit clubs from outside CDYSL</i> <i>Affiliation with CDYSL</i> <i>Suspension of Membership</i> <i>Reinstatement</i> <i>Membership Status</i>
<i>ARTICLE II</i>	<i>Meetings</i>	<i>Special General Meetings</i> <i>Definition of a Quorum</i>
<i>ARTICLE III</i>	<i>Officers and their terms</i>	<i>The President</i> <i>The First Vice President</i> <i>The Second Vice President</i> <i>The Secretary</i> <i>The Treasurer</i>
<i>ARTICLE IV</i>	<i>The League Office</i>	
<i>ARTICLE IV</i>	<i>Committees</i>	<i>The Rules Committee</i> <i>The Registration Committee</i> <i>The Arbitration Committee</i> <i>The Games Committee</i> <i>The Finance Committee</i> <i>The Executive Committee</i> <i>The Nomination Committee</i> <i>The Zero Tolerance Committee</i> <i>The Appeals Committee</i> <i>The Membership Committee</i> <i>The Risk Management Committee</i>
<i>ARTICLE V</i>	<i>Removal of Directors and Officers</i>	
<i>ARTICLE VI</i>	<i>Parliamentary Authority</i>	
<i>ARTICLE VII</i>	<i>Amendments</i>	

CDYSL BYLAWS

ARTICLE I: Membership *[Revised 10/11/12]*

1. CDYSL may establish rules and procedures necessary to govern the admission of new clubs in the accordance with and in compliance with USYSA and USSF. These bylaws allow for different levels of CDYSL membership for clubs that are considered in good standing.
 - a. Full Member Level – This will be a club that participates as a member of CDYSL, attends Board of Director Meetings, and offers members to serve on CDYSL committees and its teams will be fully registered with CDYSL. This club must meet all meeting attendance requirements according to the CDYSL rules. This member will have 3 or more travel teams registered with CDYSL and/or 3 or more teams participating in travel league play. This member will have voting rights, as stated in the Constitution, at Board of Director Meetings and the AGM. (Note: All clubs in good standings as of the 2012 AGM shall be grandfathered in and exempt with respect to the 3 team rule).
 - b. Limited Member Level – This member will have at least 20 recreational players registered or 1 travel team registered. This member will have no voting rights at the AGM or any Board of Directors meeting it attends. Limited Member Club must attend at a minimum the AGM.

Limited Member Clubs may apply for Full Member Level according to the Rules for admission of new clubs. If the Club has been in an active status for 12 consecutive months prior then upon approval the club membership level will be changed to Full Member level.

At each subsequent AGM a club whose membership level could be modified in accordance with the above-mentioned bylaw will be notified in writing (via USPS) of their options. (Following the AGM, club status will be determined by their registrant type based on September 1 – June 1 of the current seasonal year. On June 1st, notify all clubs of membership level and their voting strengths prior to the AGM).

2. The CDYSL may admit clubs from outside the jurisdiction of the League provided they are not currently under suspension of, or have had charges filed against them, by any organization affiliated with ENYSA or the USYSA. The Board of Directors may promulgate rules governing the application and admittance of New Clubs for Membership in CDYSL.
3. Intramural Leagues and other organizations with headquarters in the territory herein defined, which do not participate in scheduled League

CDYSL BYLAWS

competition, but which desire to play exhibition matches and secure the various benefit of League membership, just join CDYSL, as a limited member and pay any affiliation fee. Such affiliation shall, however, not entitle these organizations to voting status in the League.

4. Each club, upon being accepted as a member of the CDYSL shall receive a copy of the Constitution, By-Laws and Rules of the League.
5. The Board of Directors, upon recommendation of the member clubs or the Arbitration Committee may, upon two-thirds vote of the Board, suspend from membership or expel any individual or club that:
 - a. Willfully refused or neglected to fulfill any of its obligations as a member, or violates any of the provisions of the Constitution or Rules of the League.
 - b. Has committed any act which was inconsistent with the principles and standards of good sportsmanship and fair play.
6. The Board of Directors may reinstate an individual or club who has been suspended or expelled from the CDYSL based upon a two thirds vote.
7. The Board of Directors may promulgate rules, setting forth principles and standards of good sportsmanship and fair play that will govern the conduct of player, coaches, spectators, clubs, and club representatives.
8. A Club's membership will have one of the following statuses designated depending on their fulfilling of certain obligations to CDYSL.
 - a. **ACTIVE:** Member Clubs that have fulfilled their obligations in accordance with their level of membership to CDYSL during the previous seasonal year.
 - b. **PROBATIONARY:** New Member Clubs or clubs being moved from an inactive status will in a probationary status for 12 consecutive months (i.e.: December 2005 through November 2006). During the 12 months or probationary status they must have fulfilled all of their membership level obligations. They will not have voting rights until they have become an active member club.
 - c. **INACTIVE:** Member Clubs that have not fulfilled their obligations in accordance with their level of membership during the previous annual year shall be moved to an inactive status. These clubs will be moved to the probationary status once they have fulfilled their level of membership with CDYSL. This will be

CDYSL BYLAWS

retroactive starting with the August 2005 AGM to September 1, 2004. CDYSL will make every attempt to notify the inactive club in writing (via United States Postal Service).

- d. NON-MEMBER: Member clubs that have been INACTIVE Status for 2 consecutive years will be dropped from CDYSL Membership at the next AGM. The Membership Chairperson will make this announcement to the member clubs at the AGM. This will be retroactive starting with the August 2005 AGM to September 1, 2003. CDYSL will make every attempt to notify the non-member clubs in writing (via United States Postal Service).

CDYSL BYLAWS

ARTICLE II:

Meetings [Revised 08/12/18]

1. Special General Meetings may be called by the President upon request by petition of 20% of member clubs in good standings. The President when so directed shall schedule said meetings between the 7th and 14th day following receipt of such petitions. Member clubs shall be given five (5) days prior notice of Special General Meetings.
2. Fifty-one (51) percent of the member clubs who are in good standing shall constitute a quorum for the transaction of business.
3. A majority of those voting shall be required for passage of motions at General meetings, those motions requiring, by parliamentary law or the Constitution and Bylaws of the League, two-thirds majority being excepted.
4. All clubs MUST attend the Annual General Meeting. Failing to do so will result in a \$50 fine for the missed meeting.

CDYSL BYLAWS

ARTICLE III: Officers and League Office *[Revised 08/14/16]*

A person who is elected to the office of President of CDYSL shall preside for a maximum of two (2) consecutive two (2) year terms (i.e. 4 years). If there is not an individual that would like to run for the office of President that is currently on the Executive Committee, then the current President can continue to preside in that position until someone from the general membership or Executive Committee decides to run for the office. A person can only be elected to the office of President if he or she has currently served on the Executive Committee as an officer for a minimum of two (2) years. If no current Executive Committee member wishes to run for the office of President, then the position of President can be opened up to the general membership for nominations.

1. PRESIDENT: The President shall be the executive officers of the League and may, at his/her discretion, preside over all meetings except during the election of officers at the Annual General Meeting, or appoint a chairman.

The President shall have the responsibility for the general management of the affairs of the League and shall see that all orders and resolutions of the Board are carried into effect. The President shall represent the League and see that all orders and resolutions of the Board are carried into effect. The President shall represent the League in all matters of a foreign nature and shall have the full power to deal with matters coming to its attention, subject to the regulations of the Eastern New York Youth Soccer Association and the United States Soccer Federation.

The President shall be an ex-officio member on all committees and shall appoint the members of each Standings and special Committee, except the Nomination Committee, subject to the approval of the Board of Directors. The President shall not serve as a director during his or her term as President.

2. FIRST VICE PRESIDENT: During the absence or disability of the President, the First Vice President shall have all the powers and functions of the President. He/She shall be responsible for those functions assigned to him/her by the Board of the President.
3. SECOND VICE PRESIDENT: During the absence or disability of the President and the First Vice President, the Second Vice President shall have all the powers and functions of the President. He/She shall be responsible for the functions assigned to him/her by the Board of Directors or the President.

CDYSL BYLAWS

4. SECRETARY: The Secretary shall be responsible for the minutes recorded at all meetings of the AGM, Executive Board and meetings of the Board of Directors. He/She shall insure a verbatim copy of each motion and its disposition. Upon receiving a written request, using the information request form, he or she shall make copies of minutes available and shall maintain a complete reference file of the minutes of all meetings. He/She shall also review the meetings minutes taken by the Recording Secretary. He/She shall attend to all correspondence received by CDYSL and shall draft communications from CDYSL as directed by the Board of Directors or the Executive Board. He/She shall be responsible for the sending of reports, minutes, notices and agendas for all meetings to the proper persons. He/She shall keep a complete list of all member clubs and their voting power. He/She shall also be responsible for the counting and certification of all ballots cast by the general membership at the AGM and General Board Meetings.

5. TREASURER: The Treasurer shall be the officer responsible for CDYSL finances. In performing his/her function, he/she shall be the administrator of the League's checking and savings accounts. As the administrator and custodian of the League's accounts, the treasurer:
 - a. Shall report at each meeting, in writing, on the state of CDYSL's finances including all outstanding debts,
 - b. Shall keep accurate and complete records of all financial transactions in accordance with recognized accounting procedures,
 - c. Shall enforce CDYSL's rules and regulations regarding fiscal matters,
 - d. Shall co-sign all approved disbursements with one of the authorized officers of the Executive Board, including the League Operations Director,
 - e. May draw up to one hundred (\$100) dollars without the approval of the Board of Directors. He/She shall perform additional functions relative to his general responsibilities for finances, such as developing CDYSL's finances or preparing financial reports as directed by the Board and as required by other legal entities of the government. He/She shall make himself/herself and all financial documents available to the League's auditors when requested to do so,
 - f. Shall create, or cause to be created, appropriate IRS Form 1099's for all recipients as required by law.

CDYSL BYLAWS

ARTICLE IV: **The League Office** *[Revised 08/14/16]*

6. CDYSL OFFICE: An office staffed with paid employees, shall be established, funded, and maintained for the purpose of conducting the daily business of the League. The staff shall be under the immediate supervision of the League Operations Director, who shall report to the President. Other elected officers and Standing Committee Chairs whose responsibilities may, in part, be handled by the office staff shall work with the President to insure the smooth and proper operation of the Office.

The responsibilities of the CDYSL office shall include, but not limited to: general office and secretarial duties; progressing the registration materials of all clubs, teams and players for membership, including Select players, tournament teams, Permission to Host Tournaments, Permission to Travel forms; the recording and processing of all fees, fines and other costs submitted to the League and any disbursements made on behalf of the League that are not handled by the Treasurer; management of the CDYSL website.

CDYSL BYLAWS

ARTICLE V:

Standing Committees *[Revised 10/11/12]*

Standing committees may be established at the discretion of the Board of Directors as necessary. The appointments by the President shall be approved by the Board of Directors. The one exception being the Nominating Committee chairman who shall be selected by a majority vote of the Board.

1. RULES COMMITTEE It shall consider and propose amendments to the Constitution Bylaws and Rules and Regulations. It shall have all matters of rules referred to it and meet whenever necessary.
2. REGISTRATION COMMITTEE It shall have charge of all matters concerning club, players and team registrations.
3. ARBITRATION COMMITTEE It shall handle all matters pertaining to the proper conduct of the League in disciplinary problems arising from the everyday conduct of the game within the jurisdiction of the CDYSL. A director who is affiliated with one of the parties involved in the dispute cannot be a member of this committee. The president of the Board will name a neutral replacement which will have to be approved by a majority vote of the Board of Directors.
4. GAMES COMMITTEE It shall be responsible for the proper and efficient conduct of all games sponsored by the League and be responsible for final placement in League Divisions. The committee responsible for the preliminary ranking of teams in divisional placements, and composing a final draft upon approval of the Games Committee prior to each new season. As Chair, he/she will preside at the Games Committee meetings. The Coordinator will be responsible for the scheduling of games by the Games Scheduler and insure that the schedule will be on time for the start of each new season. He/She will interact with the Referee Assignor during the season to make any and all game/time changes. He/She will interact with the Referee Assignor during the season to make any and all game/time changes. He/She is responsible for reschedulement, deciding forfeits, fines and fees and reporting same to Assignor and Administrator.
5. FINANCE COMMITTEE It shall have the following responsibilities:
 - a. Present an annual budget as prescribed in Article XI of the CDYSL constitution;
 - b. Recommend the annual fee structure;
 - c. Oversee the scholarship award funds;
 - d. Monitor expenditures within prescribed guidelines;

CDYSL BYLAWS

e. Establish and recommend “ways and means” for fiscal soundness.

The CDYSL Treasurer is a member of this committee but may never be chairman nor have any voting rights on committee decisions.

6. EXECUTIVE COMMITTEE The Board is authorized to create an Executive Committee and its responsibilities shall be set forth in the CDYSL Rules.
7. NOMINATION COMMITTEE Will collect nominations for positions for elections and send out notifications of offices open for elections.
8. ZERO TOLERANCE COMMITTEE This committee will hear any and all Zero Tolerance complaints and render decisions.
9. APPEALS COMMITTEE This committee will hear any and all appeals on decisions and render decisions.
10. MEMBERSHIP COMMITTEE Will review any applications for membership and work with the club(s) on what will be needed or what is expected from them.
11. RISK MANAGEMENT COMMITTEE Work on any matters involving Risk Management cases.

CDYSL BYLAWS

ARTICLE VI: **Removal of Directors and Officers** *[Revised 10/11/12]*

1. Any Director absenting himself/herself from three successive meetings without adequate reason may have his/her office declared vacant by two-thirds vote of the Board. If time remains in his term or her term, the then unrepresented club must recommend to the Board a new person who will fill the vacancy for the remainder of the term.
2. Any officer failing to discharge his duties or her duties as outlined in Article III above, or who resigns, may have his/her office declared vacant by two-thirds vote of the Board. The Board may elect a new person to that office to fill the remainder of the term.
3. Removal of any officer elected by the Members or appointed by the Board of Directors; may be removed by the Board of Directors, whenever the interests of the CDYSL would be served by that removal. Removal of elected Officers shall require an affirmative vote of two-thirds (2/3) and Board present.

CDYSL BYLAWS

ARTICLE VII: **Parliamentary Authority** *[Revised 10/11/12]*

1. Robert's Rules of Order shall be the parliamentary authority for all matters of procedure not specifically covered by the Constitution, Bylaws, and/or Rules and Regulations of the League.
2. The order of business shall be:
 - a. Roll call
 - b. Reading and approval of the minutes
 - c. Treasurer's report
 - d. Communications
 - e. Comments from the floor
 - f. Reports of officers and standing committees
 - g. Reports of special committees
 - h. Unfinished business
 - i. New business
 - j. Adjournment

CDYSL BYLAWS

ARTICLE VIII: Amendments *[Revised 10/11/12]*

1. Amendments to the Constitution and Bylaws may be made only at the Annual General Meeting, or at a special meeting held for that specific purpose, by a two-thirds majority vote of the votes cast; a quorum being present. Any proposed amendment must be in the CDYSL office sixty (60) days prior to the AGM or Special meeting. Each member club shall be given fourteen (14) days' notice of the proposed amendments.
2. Amendments to the Bylaws shall be codified within the body bylaws, rather than attached to the end.

[These bylaws were last revised on August 12, 2018, with revisions marked next to each article with the date stating August 12, 2018]