

# South Coast Soccer League

## Constitution and By-Laws



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# South Coast Soccer League

## Constitution and By-Laws

### **Section 1: Name**

1-1 The Organization shall be called the South Coast Soccer League (SCSL)

### **Section 2: Objectives and Philosophy**

- 2-1 The objective of the SCSL is to provide the opportunity and training for boys and girls to learn the game of soccer through the development of individual fitness, skills, teamwork and fair play.
- 2-2 The SCSL will cooperate with all others in the development of soccer. The main season of the SCSL shall be in the spring.
- 2-3 The underlying philosophy of the SCSL is to provide an atmosphere of good sportsmanship within which the players and teams can compete, learn and enjoy the game of soccer. In this spirit, all member organizations, teams, coaches, managers, players and spectators shall conduct themselves in a sportsmanlike manner and shall cooperate fully with the letter and the spirit of the Rules of Play and By-Laws.

### **Section 3: Membership**

- 3-1 Membership shall be open to any and all persons and organizations involved in the development and promotion of youth soccer. Member organizations may be referred to in these By-Laws and Rules of Play as either clubs or organizations. Likewise, a locality such as a town, city, etc. shall be referred to as a town.
- 3-2 The SCSL shall recognize only one (1) club for each town. Those clubs who were recognized as one of multiple clubs in the same town for the spring 1993 Season shall be "Grandfathered" and allowed to remain as multiple clubs in the same town. In the event that a club so "Grandfathered" should disband, no new club shall be recognized in its place unless there would then be no club in that town that is all the town's previously recognized clubs have disbanded.
- 3-3 An organization or person shall become eligible for membership in the SCSL when the requirements set forth in section 700 in the SCSL Policies Manual have been satisfied.
- 3-4 When all the requirements stated in the SCSL Policies Manual have been satisfied, the SCSL Board of Directors will vote to accept or not to accept the organization or person as a member of the SCSL.
- 3-5 A club accepted for membership in the SCSL shall agree to abide by the Constitution, By-Laws and Rules of Play of the SCSL, hereafter referred to as the "Laws". Upon being found in violation of those Laws by the SCSL Board of Directors, the matter shall be referred to a Special Meeting. A 2/3 vote of those in attendance at that Special Meeting shall be required to cause the immediate expulsion of that organization from the SCSL.
- 3-6 At all General Meetings, each qualified SCSL member shall be entitled to one (1) vote. A qualified member is a club/league representative on the Board of Directors or a coach who was registered in the season prior to the October Annual General Meeting. For the case where a coach or club/league representative cannot be in attendance, said coach may transfer his/her voting privileges, through written proxy, to his/her assistant coach and said club/league

representative on Board may transfer his/her voting privileges, through written proxy, to his/her alternate. Only one (1) vote per team, within the club, and one vote per club/league is allowed.

- 3-7 Each member of the Board of Directors who does not represent a team shall also have one (1) vote at General and special Meetings.

#### **Section 4: Government**

- 4-1 The governing body of the SCSL shall be the Board of Directors (referred to as the Board hereafter) and shall consist of the following:

- President
- 1st Vice President
- 2nd Vice President
- Executive Secretary
- Treasurer
- Registrar
- Directors
- Immediate Past President
- Referee Representative

- 4-2 The President, 1st and 2nd Vice Presidents, Executive Secretary, Treasurer and Registrar shall be elected at the Annual General Meeting. They shall be elected for a one (1) year term and are eligible for re-election.
- 4-3 The number of directors on the SCSL Board, for a given year, shall be based upon the number of clubs and leagues registered with the SCSL during the previous year plus any new clubs or organizations registering with the SCSL for the current year. There shall be one (1) Director and one (1) Alternate appointed by each member organization. The name of the Director and Alternate is to be submitted to the Board when clubs are registered.
- 4-4 This section is reserved.
- 4-5 Each Director, or Alternate for a Director, is entitled to one (1) vote at all Board Meetings. In cases where neither Director nor Alternate can attend a Board Meeting, said Director may transfer his/her voting privileges, through written proxy, to another club/league representative.
- 4-6 The absence of a Director at two (2) consecutive Board Meetings or a total of four (4) absences for the year starting after the AGM, without Alternate or other proxy representation, shall cause the Board to consider suspension of membership.
- 4-7 The President, 1st and 2nd Vice Presidents, Executive Secretary, Treasurer and Registrar shall constitute an Emergency Committee to pass on matters demanding immediate attention where it is impractical to call a Board Meeting.
- 4-8 The President shall appoint a Referee representative and such additional Directors as the Board deems necessary. The appointees shall be confirmed by a two-thirds vote of the Board. Vacancies in any of the Board positions shall be filled by this same procedure.
- 4-9 The Officers and Directors shall assume their offices and duties following their election or appointment and shall remain in office until October 31st of the current operating year or until replaced.
- 4-10 The Board may establish policies relative to the operation of the SCSL and the programs sanctioned by the SCSL. These policies shall be published in a "Policy Manual" and may be amended at any regularly scheduled Board meeting or special meeting by a simple majority vote of the directors attending and voting.

- 4-11 The duties and responsibilities of the members of the Board shall be as follows:
- A. The President shall officially preside at all General Meetings and Board meetings, be the official representative of the SCSL, be an ex officio member of all committees and be one of those authorized to sign checks.
  - B. The 1st Vice President shall succeed to the office and powers of the President in his/her absence or for the remainder of his/her term if the office is vacated for any reason. In the event of such vacancy, the Board shall elect a successor to the post of 1st Vice President. During the Spring Season, the 1st Vice President shall serve as permanent Chairperson of the scheduling/ Placement committee and the Sportsmanship Review Committee.
  - C. The 2nd Vice President shall serve as Chairperson of the Protest Board and the Appeals Board, and other committees as the Board deems appropriate.
  - D. The Executive Secretary shall be responsible for:
    1. Attending all SCSL meetings and shall record, type and mail the minutes of the meeting to the Board members within 1 week of the meeting date.
    2. Filing all reports which may be required as a result of the SCSL's affiliation with other soccer organizations.
    3. All correspondence both within and outside the SCSL.
    4. Issuing public notices of SCSL meetings.
    5. Assisting the President with telephoning from time to time.
  - E. The Treasurer shall:
    1. Have charge of all monies of the SCSL.
    2. Collect all dues and registration fees.
    3. Maintain a detailed set of records of income and expenditure.
    4. Submit a balanced budget to the Board prior to the start of the Spring Season.
    5. Submit a brief report at the regularly scheduled Board meetings, an Annual Report of Finances at the Annual General Meeting, and a Financial Statement at all other General Meetings.
    6. Promptly pay all bills that have been properly passed and approved by the President.
    7. Have responsibility for all property owned by the SCSL.
    8. Be bonded
  - F. The Directors shall have the responsibility and authority for administering SCSL affairs in specific areas which shall be assigned by the Board. Primarily, each Director shall be responsible for:
    1. Relaying information between their clubs and the SCSL.
    2. Attending regularly scheduled Board Meetings (see 4-6).
    3. Volunteering to serve on any committee as their schedule permits.
  - G. The Referee Representative shall:
    1. Be the official contact between the SCSL and the Massachusetts Referee Committee.
    2. Be a member of any Protest Boards.
    3. Keep a record of all infractions and report to the President any situation requiring a suspension as a result of those infractions.
    4. Assist the President in administering any suspensions.
  - H. The Registrar shall be in charge of the process of registering players and teams for the spring program. Such process includes the stamping of pass cards with the SCSL seal and lamination of same. In addition, the Registrar shall be responsible for sending the appropriate forms to the MYSA for all participating teams.

- 4-12 The President may appoint a statistician, webmaster and fill other positions by appointment as a situation may require with the approval of the Board. The duties and tenure of these appointed positions shall be defined in section 202 in the SCSL Policies Manual.
- 4-13 The Referee Assignor(s) shall be appointed by the town organizations. The Referee Assignors shall be responsible for assigning referees to SCSL scheduled and post season matches.
- 4-14 The only paid board members shall be the President, Executive Secretary, Treasurer, Registrar and the Referee Assignors.

## **Section 5: Meetings**

- 5-1 The Board shall meet not less than six (6) times during the year.
- 5-2 Regular meetings will be held on the second Monday of each month at a site determined by the President. The Secretary shall notify all Board members of any change to the meeting date at least one (1) week before the scheduled date.
- 5-3 All matters of policy shall be decided by a simple majority of those Board members present and voting, seven (7) members constituting a quorum for a Board or Special Meeting.
- 5-4 Appropriations (as specified in article 8), and other subjects specified in these By-Laws as requiring a two-thirds vote, shall require a two thirds majority of Board members present and voting.
- 5-5 This section is reserved.
- 5-6 There shall be at least three (3) General Meetings during the year:
  - A. Annual General Meeting (AGM) in October.
  - B. Planning Meeting held in December.
  - C. March Board meeting preceding the spring season.
- 5-7 Special or emergency meetings shall be called by the President as required or in response to a written request of three (3) Board members. The Executive Secretary shall notify all Board members of any Special meetings by mail at least two (2) weeks in advance of the meeting. If insufficient time is available for mail notification, the Executive Secretary shall notify all Board members at least forty eight (48) hours before the scheduled time of the Emergency Meeting.
- 5-8 The President may extend invitations to non-members to attend Board or Special meetings.
- 5-9 This section is reserved.
- 5-10 The Finance Committee, Protest Board, Appeals Board and Sportsmanship Review Committee shall meet as required to fulfill their responsibilities.

## **Section 6: Election of Teams**

- 6-1 Boy and Girl teams from the Southeastern Massachusetts area may join the SCSL.
- 6-2 The Board shall inform the Annual General Meeting of the application deadline and have available the appropriate forms. Applications shall be submitted together with the full registration fee not later than the deadline date.
- 6-3 All applications so submitted shall be voted upon at the first Board Meeting following the application deadline. The Board shall, in reaching a decision on approving such application, always act to enable as many teams to participate as possible consistent with availability of facilities, reasonable League structure and geographical balance, and in the best interests of the SCSL.

## **Section 7: Boards and Committees**

### **7-1 General**

There shall be a Finance Committee, a Sportsmanship Review Committee, a Protest Board and an Appeals Board as standing committees of the SCSL. A Nominating Committee shall be appointed by the President at the September Board meeting. A Placement/Scheduling Committee may be required to serve prior to the Spring Season. The Board may choose to appoint additional Boards or Committees as required.

### **7-2 Conflict of Interest**

A member of any Board or Committee defined in section 7 shall be disqualified from deliberating or voting on a particular issue if that member:

- A. Was involved in the issue.
- B. Is the spouse or relative of an involved person.
- C. Has a child playing on an involved team.
- D. Is from a town or club so involved.

The Board may temporarily replace the member so involved. A replacement for the involved member shall be appointed by the President and approved by the Board.

### **7-3 Finance Committee**

- A. **Composition:** A Finance Committee shall be established each operating year consisting of the Treasurer and President as permanent members and three (3) members appointed by the President from the Board and approved by the Board. The chairperson shall be chosen by the three Board members and shall be one of the three board members.
- B. **Duties and Responsibilities:** The Finance Committee shall:
  1. Recommend registration fees to the Board.
  2. Recommend payment deadlines to the Board.
  3. Guard the financial well being of the SCSL.
  4. Assist the Treasurer in developing a balanced budget.

### **7-4 Protest Board**

- A. **General:** The Protest Board shall settle any disputes that arise in the application of the Laws of the Game or violations of the SCSL By-Laws or Rules of Play regarding the actual playing of the game and in any other areas as may, from time to time, be specified by these By-Laws. Decisions of the Protest board are final.
- B. **Composition:** A Protest Board shall consist of the 2nd Vice President, who shall be the Chairperson, the Referee Representative and three (3) members of the Board of Directors appointed by the President.
- C. **Quorum:** A quorum shall consist of the Chairperson plus any two (2) members of the Protest Board.
- D. **Game Protest Guidelines:** Guidelines to be observed for game protests are set forth in section 500 of the SCSL Policies Manual.
- E. **Protest Board dealing with protests over field playability:**
  1. A special Protest Board shall be set up to decide protests over field playability. This Board shall consist of the President, Referee Representative, home town club representative (not the coach involved) and a neutral town representative from the SCSL picked at random by the President.
  2. The Field Protest Board will meet within seven (7) days of the protest date and physically walk over that particular field. A seventy five percent (75%) vote is needed to determine a field to be unplayable.

3. If a field is voted as being unplayable, the home team must either make the necessary repairs or provide another field. If it is not possible to provide a second field, the league will assign sites for any subsequent games. In order for a field that has been declared unplayable to be used again, the same Board must examine the field and give its approval by a seventy five percent (75%) vote.

7-5 Appeals Board

- A. Composition: The Appeals Board shall be composed of the Protest Board minus the Referee Representative. Decisions of the Appeals Board are final.
- B. Duties and responsibilities: The Appeals Board shall deal with all appeals of the following:
  1. Decisions made by the Board of Directors and the Sportsmanship Review Committee. Any decisions overruled must be ratified by two thirds of the Board of Directors.
  2. Expulsion and suspension of members. (Reference section 10 of these By-Laws, section 9 of the Rules of Play and section 300 in the Policies Manual).
  3. Appeals of any decisions made by member club appeals or protest boards that are within the jurisdiction of the SCSL.
- C. Appeal Procedure: A formal appeal, in writing, stating all the known facts shall be sent to the 2nd Vice President within seven (7) days after the decision or event, accompanied by a deposit of \$50. The deposit shall be forfeited should the appeal not be substantiated. The President may delay the imposition of penalties until the Appeals Board has rendered a determination; otherwise the penalties are in effect until the Appeals Board hears the appeal.

7-6 Sportsmanship Review Committee

- A. General: The Sportsmanship Review Committee (SRC) shall promote good sportsmanship within the SCSL and review issues of lack of sportsmanship, game misconduct, inappropriate conduct, unbecoming conduct, or violation of the By-Laws or Rules of Play.
- B. Composition: The SRC shall consist of the 1st Vice President as Chairperson and three (3) members of the Board of Directors appointed by the President.
- C. Quorum: A quorum shall consist of the Chairperson and two (2) other members.
- D. Procedures and Authority:
  1. The Chairperson, when notified of a sportsmanship issue and after fact finding to determine the validity of the issue, shall have the authority to hold a hearing of the SRC to review the issue. All SRC actions shall be reported in writing to the parties involved and to the Board of Directors. The SRC shall report any activity at the next SCSL Board meeting.
  2. The SRC shall have the authority to suspend an individual, a team or a club until a hearing can be scheduled; to reduce a team's points; to take any other actions provided for in the By-Laws or Rules of Play.
- E. Game Monitoring: The SRC shall have the authority and responsibility to arrange for selected SCSL matches to be monitored.
  1. The SRC may ask members of neutral clubs to attend selected matches for the purpose of monitoring the behavior of both teams and their fans.
  2. A SCSL member club may request that a particular match be monitored. The request must be made to the chairperson and must include the reason for the request.
  3. The observers shall submit a report to the SRC detailing their observations and any recommendations.

- F. Appeals: Decisions of the SRC may be appealed to the SCSL Appeals Board per section 7-5(C) of these By-Laws.

7-7 Nominating Committee

- A. General: The Nominating Committee shall compile a list of Nominations for the elected offices which shall be presented at the AGM.
- B. Composition: The Nominating Committee shall consist of four (4) Directors appointed by the President and approved by the Board.
- C. Procedures and Responsibilities:
  - 1. The Nominating Committee shall present a slate of officers to the Annual General Meeting. The presentation of these nominations shall in no way preclude further nominations from the floor. The slate of nominations shall accompany the notice of the meeting sent out in accordance with Section 5.
  - 2. The Nominating Committee shall strive for broad geographical distribution among the nominees.

7-8 Scheduling/Placement Committee

- A. General: The Board may appoint a placement committee as required. The Placement committee shall place each team in a division consistent with the information given in the team's placement form and any prior record of wins.
  - 1. The Division Champion for each Division 2 division shall be required to move to Division 1 the following year.
  - 2. Any Division 2 team with less than 2 losses (excluding forfeits) during a season shall be required to move to Division 1 the following year.
  - 3. Clubs that already have a Division 1 team for that age group shall be not required to follow provisions 1 & 2.
  - 4. Any Division 1 team with a winning record shall not be allowed to move to Division 2 the following year.
  - 5. Any team wishing to be exempted from these rules must apply to the SCSL BOD in writing at the December meeting.
  - 6. After the teams are placed in the appropriate divisions the Webmaster shall produce the Spring SCSL game schedule and provide for the schedule to be readily available on the SCSL web site.
- B. Composition: The Placement Committee shall be composed of the 1st Vice president and four (4) members of the Board of Directors appointed by the President and approved by the Board.
- C. Procedures and Responsibilities:
  - 1. A quorum shall consist of the Chairperson and three (3) members.
  - 2. The Placement Committee shall be responsible for placing teams in the appropriate division based on information given in the team's placement form and the number of teams in an age group.
  - 3. Decisions made by the Placement Committee that move a team out of Massachusetts Tournament of Champions (MTOC) contention may be appealed to the Board of Directors.
  - 4. All other actions taken by the committee may be appealed only to the committee itself, via the 1st Vice president, for further review. The decision of the committee is final.



## **Section 8: Financial Policy**

### **8-1 General**

The SCSL shall operate with a balanced budget. The Finance Committee shall recommend all policy with regard to finances to the Board of Directors.

### **8-2 Budget**

A balanced budget for the forthcoming year shall be prepared by the Treasurer and approved by the Planning Meeting. Registration fees should be established and fund raising events scheduled to ensure that expenses are covered by income.

### **8-3 Fees**

- A. Each team shall pay an annual registration fee to the SCSL to pay for referees, printing, postage, trophies and other administrative expenses.
- B. All money shall be promptly deposited in a checking account maintained in the name of the South Coast Soccer League, Incorporated.
- C. The amount of the registration fee shall take into account the budgeted expenditures and shall be recommended by the Finance Committee and approved by a two-thirds vote of the Board. This recommended fee structure shall then be presented to the Planning Meeting for approval.
- D. The teams are responsible for all other costs of actually playing games, including provision of field and ball for home games.

### **8-4 Expenses and Expenditures**

- A. No expenses shall be paid to the Board for attending meetings.
- B. The Board may appropriate any surplus SCSL funds for the general benefit of all member teams. Such appropriations shall be approved by a two thirds vote of the Board.
- C. Unbudgeted expenditures in excess of \$100 shall require approval of the Finance Committee. All major purchases over \$250 from any one person or corporation shall require approval by a two thirds vote of the Board.
- D. Bills for authorized purchases shall be paid when due. Checks shall be signed by one of the two authorized signers.
- E. Funds shall be spent only in the interest of the SCSL and all members shall benefit equally from such expenditures.

## **Section 9: Dissolution**

- 9-1 In the event of the dissolution of the SCSL, the funds remaining shall be divided equally among all the teams that are members of the SCSL at the time of the dissolution. Each team shall receive an equal amount.

## **Section 10: Suspension and Expulsion of Members**

### **10-1 Suspension or Expulsion for Reasons Other Than Game Misconduct**

Except for reason of game misconduct, which is addressed in section 10-2, any member, club, team, player or coach of the SCSL may be suspended or expelled from membership by a resolution passed by not less than two thirds of the Board voting. The member involved shall be notified of the intended action seven (7) days prior to the vote via certified letter and may make a statement to the Board before the resolution is put to a vote. The Board may temporarily

suspend the member involved until a hearing on the matter can be scheduled per the hearing procedure in section 10-3 of these By-Laws and section 305 in the SCSL Policies Manual. This temporary suspension shall require a resolution passed by not less than two thirds of the Board voting. The decision of the Board shall be binding on the member. The Board need give no reason for the expulsion to anyone other than the member involved and the Massachusetts Youth Soccer Association (MYSA).

10-2 Suspension or Expulsion for Game Misconduct

- A. General: Game Misconduct may occur before, during or after the match at the location of the match. Misconduct toward game officials, coaches, players or spectators may occur before, during and after the match. Misconduct toward game officials, coaches, players and spectators may also occur during travel to and from the match and at later times when directly related to duties of a game official as a referee or when directly related to the playing of a particular game.
- B. Appeals: A person who is found to have committed the assault or abuse may appeal to the SCSL Appeals Board per section 7-5 of the SCSL By-Laws and section 300 of the SCSL Policy manual.

10-3 Hearing Procedures

- A. In all hearings conducted under these By-Laws, the parties shall be accorded:
  - 1. Notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true;
  - 2. Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
  - 3. The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
  - 4. A hearing before a disinterested and impartial body of fact-finders;
  - 5. The right to be assisted in the presentation of one's case at the hearing;
  - 6. The right to call witnesses and present oral and written evidence and argument;
  - 7. The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
  - 8. The right to have a record made of the hearing if desired;
  - 9. A written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion;
  - 10. Notice of any substantive and material action of the hearing panel in the course of the proceedings;
  - 11. Quality concerning communications and no ex parte communication is permitted between a party and any person involved in making its decision or procedural determination except to provide explanations involving procedures to be followed.

**Section 11: Rules of Play**

11-1 General

The Board may, from time to time, approve and publish Rules of Play which, providing they do not contravene these By-Laws, shall be binding upon all SCSL members and teams. It is desirable, however, that the Rules of Play should represent the wishes of the membership.

11-2 Changes to the Rules of Play

Changes to the rules of Play shall be governed by the procedure set forth in section 800 in the SCSL Policies Manual.

## **Section 12: Residency Requirements**

### **12-1 General**

The primary intent of the SCSL is to provide inter-town competition. The primary requirement for team play at all levels is town residency as defined in the SCSL Policies Manual.

### **12-2 Exceptions**

An organization may submit a complete roster with exceptions to this requirement for approval by the Board. Such submission for exception shall be by means of a filled out SCSL waiver form and should include a written justification for each exception, including appropriate supporting information. The Board shall review each such submission for exception and inform the organization concerned of the action taken. Any subsequent proposed additions to the roster that are exceptions will also require review and approval by the Board.

### **12-3 Residency**

The residency guidelines are set forth in section 900 in the SCSL Policies Manual.

## **Section 13: Zero Tolerance**

### **13-1 General**

All persons responsible for a team and all the spectators shall support the referee. Failure to do so will undermine the referee's authority and has the potential of creating a hostile environment for players, the referee and all the other participants and spectators.

### **13-2 Addressing the Referee**

No one shall address the referee during a game except as allowed in the SCSL Policies Manual. Any violation shall result in penalties as specified in the SCSL Policies Manual .

## **Section 14: Amendments to the By-Laws**

14-1 No variation to the By-Laws by addition, omission or amendment shall be adopted without the approval of those present at the Annual General Meeting or a Special Business Meeting.

14-2 Notice of such meeting and the details of the proposed amendment(s) shall be mailed to all members at least two (2) weeks before the meeting. The amendment shall be carried by a two thirds vote of those present and voting at the meeting.

14-3 These South Coast Soccer League By-Laws were adopted on February 11, 1986 and were amended on:

October 19, 1992  
October 17, 1994  
January 09, 1995  
October 23, 1996  
October 20, 1997  
October 21, 2002  
September 8, 2003  
October 18, 2004  
October 5, 2009  
October 18, 2010  
October 17, 2012