

# Long Island Ladies Soccer League By-Laws

## Table of Contents

ARTICLE I - Membership .....	2
ARTICLE II – Meetings.....	3
ARTICLE III – League Officers .....	4-8
ARTICLE IV – Nominating Committee .....	9
ARTICLE V – Finance Committee.....	10
ARTICLE VI – Parliamentary Authority .....	11

## **ARTICLE I – Membership**

### **A. Registration:**

A group wishing to become a member of the LILSL, hereinafter referred to as the “League”, for the purpose of becoming a team, must register on the designated date.

### **B. Regulatory Material:**

Each team, upon being accepted as a member of the League, shall receive a copy of the By-Laws, and Rules & Regulations of the League.

### **C. Suspend from Membership:**

- a. The Board of Directors may, at its discretion, suspend from membership or expel any individual or team who:
  - i. Willfully refuses or neglects to fulfill any of it’s obligations as a member, or violates any of the provision of the By-Laws & Rules & Regulations of the League.
  - ii. Have committed any act which is inconsistent with the principles and standards of good sportsmanship and Code of Conduct.
- b. Such action shall require a two-thirds vote of the Board of Directors. A member shall have an opportunity to show cause why such action should not be taken.

### **D. Reinstate a Member:**

The Board of Directors may reinstate a member or a team who has been suspended or expelled from the League by a two-thirds vote.

## **ARTICLE II – Meetings**

Any team that fails to attend the Annual General Meeting and/or Registration Meeting will be fined \$100.00. If imposed fine is not paid at the time of registration of the following season, said team’s registration will be deemed incomplete.

### **A. Annual General Meeting:**

- a. There shall be an Annual General Meeting each year in May. The date for the meeting will be determined by the Board of Directors. Notification of the date and a proposed agenda shall be given to member teams at least fourteen (14) days in advance.
- b. Any rules or By-Law changes or amendments must be discussed and voted on at the Annual General Meeting.

### **B. Special General Meeting:**

- a. Special General Meetings may be called by the President or upon request of a majority of the Board of Directors or by petition in writing of 25% of member teams. The President, when so directed, shall schedule said meeting between the 7<sup>th</sup> and 14<sup>th</sup> day following receipt of such petition.
- b. Member teams shall be given seven (7) days written notice of a Special General Meeting.
- c. An Emergency Board Meeting may be called by the President and will be conducted for the sole purpose that the meeting was called for. NO other business will be discussed and a majority will constitute a quorum to be able to vote.

### **C. Quorum:**

- a. Twenty five (25) percent of the voting power of the League shall constitute a quorum for the transaction of business of any General Meeting.

D. Passage of Motions:

- a. A majority of those voting, a quorum being present, shall be required for passage of motions at a General Meeting.
- b. Those motions affecting a change of parliamentary law, the Code of Conduct, Rules & Regulations or By-Laws of the League, requires a 2/3 majority vote.

**ARTICLE III – League Officers**

A. To elect Officers of the League – the Officers of the League shall be elected by written ballot at the Annual General Meeting in May for a term of one (1) year. Those elected will assume office July 1.

- a. No person may hold two (2) elected positions of the LILSL.

B. Elections:

- a. League elections will be at the Annual General Meeting in May.
- b. The Nominating Committee, chaired by the Vice President will propose a slate of candidates (see Nominating Committee).
- c. Written ballots must include space for write-in candidates.
- d. There will be three (3) ballots: the first ballot for League Officers, the second for Division Coordinators, and the third for League Administrators.
- e. Prior to voting, write-ins from the floor will be accepted.
- f. All candidates must be present at the May General Election Meeting unless excused in writing by the President.

C. All ballots cast at the Annual General Meeting will be counted by a committee made up of four (4) volunteers from the general membership.

D. Term of Office:

a. Administrators:

- i. The Administrators of the Board shall be elected by written ballots and the Annual General Meeting in May with terms of office being staggered.
- ii. Five (5) Administrators will be elected each year.

b. Division Coordinators:

- i. The coordinator shall be elected by written ballot at the Annual General Meeting in May. The length of term shall be one (1) year.

E. Duties and Powers of League Officers:

- a. President: the President shall be the executive officer of the League, preside over meeting of the Board of Directors, and with the approval of the Board, appoint a chairperson for standing and special committees from a month the Administrators and shall be an ex-officio member of all committees. The President shall have the responsibility for the general management of the League and shall see that all orders and resolutions of the Board are carried into effect. The President shall also have the powers to assign a League Officer who will run or oversee the responsibilities of any Officer who is unable to perform their duties.

- b. Vice President: During the absence or disability of the President, the Vice President shall have all the powers and functions of the President. The Vice President shall be responsible for the overall operation of the specific functions (task, position, duty, activity or area of business) assigned. The Vice President chairs the Nominating Committee and attends any Committee Meetings that the President is unable to attend. The Vice President shall also chair the Appeals Committee. This Committee shall be comprised of Board members (no more than seven (7) and no less than five (5) members.
  
- c. Secretary:
  - i. The Secretary shall attend to all correspondence received by the League and shall draft communications as directed by the Board.
  - ii. The Secretary shall send reports, notices and agendas of all meetings of the Board and the League to the proper persons and shall keep a complete list of all members and their voting power.
  - iii. The Secretary shall also record the minutes of all meetings of the Board of Directors and of General Meetings.
  - iv. The Secretary shall prepare copies of the minutes and maintain a complete reference file of same.
  - v. The Secretary shall also be responsible for the counting of the ballots at the Board Meetings. The ballots will be counted with the assistance of one (1) Administrator and one (1) Coordinator.
  - vi. All mailings, as directed, must be sent to every member of the Board and listed team representatives.
  
- d. Treasurer:
  - i. The Treasurer shall be the Officer responsible for the League finances. In performing his/her functions, he/she shall be the administrator of the League checking account and savings account.
  - ii. The Treasurer shall report at each Board Meeting, in writing, on the state of the League finances.
  - iii. The Treasurer shall keep accurate and complete records of all financial transactions in accordance with recognized accounting procedures.
  - iv. The Treasurer shall enforce league rules and procedure regarding fiscal matters.
  - v. The Treasurer shall prepare the annual budget for presentation and approval by the team representatives at the May Annual General Meeting.
  - vi. The Treasurer shall prepare all pertinent records for audit to the finance committee.
  - vii. At the Board Meeting following the end of registration, an itemized financial statement must be presented.
  
- e. Registrar:
  - i. The Registrar shall keep all registration records and proof of age of every player.
  - ii. The Registrar sends copies of registration rosters and late registration rosters to every coordinator.
  - iii. Coordinate the seasonal registration.

- iv. Shall serve and advise the Membership/Publicity Committee.
  - v. At a Board Meeting following the end of registration, a report of the League membership shall be given.
  - vi. The Registrar will be responsible for directing a meeting of Coordinators prior to each new season. At this meeting, The Registrar and Coordinators will review prior season standings and establish new divisions.
- f. Referee Scheduler:
- i. Shall oversee the scheduling of referees for all scheduled games.
  - ii. Shall be available for team representative's calls when there is no referee scheduled by 9:00 p.m. Thursday evening, prior to the game.
  - iii. Shall receive and maintain referee evaluations and keep track of teams not sending in reports and assess fines for such.
  - iv. Shall keep on file all sportsmanship evaluations and keep track of teams not sending in reports and assess fines for such.
  - v. Will serve on Sportsmanship Committee.
  - vi. Will make available all reports and evaluations for Chairperson of Arbitration.
  - vii. Referee Scheduler is a paid position. The amount is based on the amount of games that each schedules for the season.
- g. Game Scheduler:
- i. Will be responsible to arrange the schedule of play for the League.
  - ii. Will keep a record of field conflicts between teams.
- h. Division Coordinator:
- i. A Division Coordinator is the direct link between the teams and the Board.
  - ii. Any new Coordinator should be scheduled to work with an experienced Coordinator.
  - iii. The Coordinator is responsible for keeping the teams in his/her division informed and to get input from the teams he/she represents.
  - iv. Division Coordinators must receive scores and keep division standings.
  - v. Division Coordinators must report all injuries, yellow and red cards to the League Coordinator.
  - vi. Division Coordinators must be available to solve problems and answer questions from the member teams in accordance with the league rules and regulations..
- i. Administrators:
- i. Will serve on the Board of Directors.
  - ii. Certain Administrators shall be appointed to a one (1) year term as chairperson of the standing committees shown in these By-Laws, by the President, the majority of approval of the Board.
- j. Board Members:
- i. The Board shall consist of all Coordinators, five (5) administrators and all League Officers.

- ii. The Board Members shall be responsible for the overall operation of the League.
- iii. All Board members will have one vote, except for the President, who will vote only in the event of a tie.
  - 1. All voting at Board meetings must be by written ballot.
  - 2. A simple majority of those present carries the vote and/or motion.
- iv. No officer may serve as chairperson of any committee, except for the Vice President who will chair the nominating Committee and the Appeals Committee.
- v. A member of the Board of Directors may be granted permission, by the President, to be absent from a scheduled meeting.
- vi. Any member of the Board absent from three (3) consecutive meetings without adequate reason or permission from the President, who fails to discharge their duties or who resigns, may have their office declared vacant by a two-thirds vote of the Board of Directors.
- vii. In the event of any vacancy, a majority of the remaining directors may approve the appointment of a person to occupy the position of the vacant directorship until the next Annual General Meeting.
- viii. No individual team shall have more than three (3) members on the Board of Directors at any one time.

#### **ARTICLE IV – Nominating Committee**

- A. The Nominating Committee shall consist of seven (7) persons and shall, as scheduled, nominate candidates for the election to the positions of Officers and Board Members.
- B. The Chairperson of the Nominating Committee shall be the Vice President.
- C. Six (6) members shall be appointed from the General Membership by the President with approval from the Vice President.
- D. To ensure widespread representation, no more than one person from any one team, or community, shall serve at one time.
- E. Nominating Committee members shall service for a one (1) year term.
- F. A quorum shall exist when four (4) members of the Committee are present at a Nominating Committee meeting.
- G. The Nominating Committee shall manage all matters pertaining to the nomination of candidates for the Board of Directors.
- H. It shall notify the Board members and both team representatives of member teams, eight (8) weeks prior to the Annual General Meeting that recommendations for candidates to the Board of Directors will be accepted by the Committee, up until six (6) weeks prior to the Annual General Meeting.
- I. It shall establish a system, with the assistance and approval of the Board of Directors, to receive such recommendations from the membership.
- J. It shall establish procedures for nominations from the General Membership and shall establish election procedures with the assistance approval of the Board of Directors.

#### **Finance Committee:**

- A. To assist the Treasurer with:
  - a. Upcoming budgets and reports.
  - b. Procedures for purchasing supplies.

- c. Shall receive and review audit submitted by the Treasurer.

## **ARTICLE V – Committees**

### **A. Standing Committees**

- a. Arbitration, Rules & Regulations Committee
  - b. Sportsmanship Committee
  - c. Membership/Publicity Committee
  - d. Nominating Committee
  - e. Finance Committee
  - f. Appeals Committee
  - g. Scholarship Committee
  - h. Tournament Committee
- B. Special Committees shall be appointed by the President with the assistance and approval of the Board of Directors.
- C. Additional Standing Committees may be created by the Board if deemed necessary.
- D. Chairpersons of all committees must submit, for Board approval, an outline of their Committee procedures for use in upcoming seasons.
- E. These procedures must be submitted at the Board meeting following his/her appointment as Chairperson. The Board of Directors reserves the right to approve or disapprove, grant or deny, any and all proposals, plans, requests and suggestions submitted by any and all Standing Committees or Special Committees not specifically described in the By-Laws and Rules and Regulations of the League.

## **ARTICLE VI – Parliamentary Authority**

- A. Rules of Order – Roberts Rules of Order shall be the Parliamentary Authority for all matters of procedure not specifically covered by the Code of Conduct, By-Laws, or Rules and Regulations of the League.
- B. Order of Business – the order of business of all meetings, except the Annual General and Special General Meetings shall be:
- a. Minutes
  - b. Communications
  - c. Reports of Officers and Standing Committees
  - d. Reports of Special Committees
  - e. Unfinished business
  - f. Finance report