

Bylaws

General Meetings

Open to all parents and participating members of the League. Meetings ~~may be will be~~ held at least once a month during the season, on a date, time and place so designated by the Board. Parliamentary procedures will be following in addressing the chair and making motions from the chair and making motions from the floor.

General meetings will be hereinafter are also known as Parent/Coaches Meetings.

Elections

Elections will take place at the general meeting in ~~June-November~~ at the completion of the ~~spring-fall~~ season. Transition of offices will take place upon completion of said meeting. Elected officials will hold office for two (2) seasons or one (1) year ~~running from July 1 through June 30.~~ Officials shall be elected by members of the "League". Board positions vacated during the elected terms can be filled by a person appointed by the president with board approval.

Special election will be held for any positions not filled at the ~~June-November~~ general election. Notification of said election shall be announced in the "League" newsletter and/or League website no later than one week prior to election. Special election will follow election procedure. The President may at his/her discretion appoint a "League" member to fill the vacant position on an interim basis, until said election can be held.

All members, in good standing (ie. not presently suspended by the "League" or L.I.J.S.L, etc.) of the league shall be eligible to vote in the elections. Members are defined as all board members, coaches and assistant coaches, registered players, referees, active committee members, parents or legal guardians of children registered in the "League". All of the above must 18 years or older.

Election Procedure

The nominating committee will conduct elections by presenting a slate of candidates and announcing those candidates as well as any other qualified candidates seeking positions on election day. No nominations from the floor will be accepted on election day. All positions will be voted on individually by secret ballot to be counted by members of the nominating committee.

The chairman of this committee will insure that any member of the "League" seeking a position will be given announcement of his/her candidacy in the "League" newsletter and/or League website prior to the election.

Board of Directors

Board members shall be responsible for performing their duties as outlined in these bylaws and those assigned from time to time. They must attend board and general meetings as well as assist at "League" sponsored functions. Failure of a board member to attend two (2) consecutive meetings without prior notification to the president and without valid reason, shall be grounds for the board to reassess that member's position. The officers and their duties are as follows:

President: The President shall be the executive officer of the "League"; preside over board and general meetings; appoint chairmen of standing and special committees. He/she shall have responsibility for the general management of the affairs of the "League" and shall see that all orders and resolutions of the board are carried in effect. He/she shall not have a vote except deciding vote.

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 one of the "League" trustees and shall over see the concession stand.

Second Vice President: During the absence or disability of the president and first vice president, the second vice president shall have all the powers and functions of the president. He/she shall be one of the "League" trustees and have the responsibility of securing permits for the "League" (fields, gyms, parade, etc.). He/she shall (be responsible for keeping record of all intramural and interleague teams that participate in tournaments). Delete add assist the Treasurer with fundraising.

Secretary: The secretary shall attend to all correspondence received by the "League" and shall draft communications from it, as directed by the board. The secretary shall record the minutes of all board and general meetings and be responsible for the minutes to be made available at all general meetings. The secretary shall also send reports, notices and agenda of all board and general meetings to the proper persons for appropriate transmittal. He/she shall be responsible at the end of his/her term for the corrected and initialed minutes of all board and general meetings to be bound in a secure fashion and turned over to the next secretary for filing.

Treasurer: The treasurer shall be responsible for "League" finances, in that he/she shall be the administrator of the "League's" checking and savings account and has the authority to decide on any expenditures up to \$50. As the administrator and custodian of the "Leagues" finances, the treasurer shall:

1. Report at each meeting, in writing, on the state of "League" finances.
2. Keep accurate and complete records of all financial transactions in accordance with recognized accounting procedures.
3. Enforce "League" rules and procedures regarding fiscal matters.
4. Expend and deposit monies as directed by the board.

The treasurer shall perform additional functions relative to his/her general responsibility for finances, as directed by the proper authority, such as developing "League" or financial reports as directed by the board and as required by state and/or federal regulations, and making available to the auditor(s) all fiscal information requested. All withdrawals and outgoing checks shall carry the signature of two designated board members. The treasurer shall be a designated member of the board. He/she shall oversee fundraising (clothing, dance, etc).

Travel Program Director/Team Coordinator: Shall be responsible to register travel teams as well as travel players with the Long Island Junior Soccer League. He/she shall be responsible to collect any additional fees that may be required for travel team players and give the fees and copies of the completed rosters to the registrar. The travel team coordinator shall monitor all travel teams and work with the director of coaches to monitor the performance of all travel coaches and give instruction as necessary. He/she shall be responsible for making up travel schedules and the Home Master Schedule with the assistance of the SSI Coordinator. The travel team coordinator shall keep an up to date file on travel teams who attend tournaments and cup games. He/she must attend any function required by Long Island Junior Soccer League and be responsible for any correspondence and information concerning travel teams. He/she shall also be a member of the coach's selection committee.

Registrar: The Registrar shall have charge of all matters concerning player registration. He/she shall keep accurate and up to date files on all participating players in the "League". Individual files shall include full name, address, telephone number, date of birth, copy of birth certificate, and history of performance and participation. He/she shall be responsible for the purchase of insurance for all players and handle all insurance claims.

Communications Director of Communications: The Communications Director shall also oversee the "League" website and newsletter as well as keep the community informed about our leagues' events.

Director of Referees: The Director of Referees shall be responsible for scheduling all intramural and interleague game referees. He/she shall also work directly with the intramural director, interleague director, and travel team coordinator with regards to schedule changes and make up games. He/she is also responsible for monitoring and training the referees as well as the sportsmanship program.

Director of Grounds: The Director of Grounds shall oversee the grounds utilized by the LJSSL. He/she shall be responsible for ensuring that all fields are lined as needed and goals and nets are in place. The Director of Grounds will work with the Director of Equipment to insure that the appropriate supplies and/or equipment needed to maintain the fields are available.

Director of Equipment: The Director of Equipment and grounds shall be responsible for the purchase and maintenance of all "League" uniforms and equipment. He/she shall be responsible for the distribution of uniforms, as well as the distribution and collection of coach's equipment. Will work with the Director of Grounds to insure that the appropriate supplies and/or equipment needed to maintain the fields are available.

Director of Coaches: The Director of Coaches shall oversee the intramural director and interleague directors. He/she shall assure that each team in the "League" has a coach. He/she shall monitor the performance of all coaches and give instructions and guidance as necessary. The director of coaches shall work with the intramural and interleague directors, travel team coordinator and director of scheduling and referees to ensure the proper functioning of "League" games. In addition, he/she shall conduct any coaches training deemed necessary. The director of coaches will be the chairman of the coaches selection committee.

Intramural Directors: The Intramural Directors shall be responsible for the overall operation of the intramural division (U5-U8). He/she shall work with the Travel Team Coordinator with respect to schedule changes and makeup games affecting their divisions. He/she shall be a member of the coach's selection committee. Intramural Director U5 & U6, will be responsible for the overall operation for the U5 and U6 Divisions. Intramural Director U7 & U8 will be responsible for the overall operation of the GU7, GU8, BU7 & BU8 divisions.

Interleague Director: The Interleague Director shall be responsible for the overall operation of the Interleague Division (U8-U19). He/she shall work with the Travel Team Coordinator with regards to schedule changes and make up games affecting their division. He/she shall be a member of the coach's selection committee.

Standing Committees

Standing Committees shall be formed by newly elected Board. The President shall appoint a chairman. These committees shall be chaired by a board member and consist of volunteers from the general membership. The make up of these shall be the chairman (board member), with no more than four (4) but no less than two (2) volunteers from the general membership (except in the Coaches Selection Committee). In the event that there are not enough volunteers, then and only then, shall additional board members be allowed to sit on the committee. All committees will answer to the board through their chairperson. They shall adhere to Robert's Rule of Order and shall have as many meetings as necessary to carry out their functions. The chairperson will have the power to vote in committee, except the chairperson of the Arbitration Committee, who will not be allowed to vote in committee, but will be allowed to vote in board meetings.

Standing Committees are as follows: **Rules & Regulations Committee, Arbitration Committee, Awards Committee, Nominating Committee, Scholarship Committee, Coaches Selection Committee**, and any other committee the Board may see necessary to form in order to keep the "League" functioning. These committees shall be formed for a period of one (1) year.