



Article I - Name

The name of the organization shall be Los Gatos United Soccer League (CYSA), otherwise known as “Los Gatos United” or the “League”. Los Gatos United Soccer League is a non-profit organization dedicated to the promotion of public youth soccer.

Article II - Purposes and Boundaries

1. The purpose of the League is to promote and provide nonprofit, public, educational soccer for youth of all skill and competitive levels with the following objectives:

- A. To maintain a broad-based recreational program and to provide a competitive program to the community's youth;
- B. To provide education in the rules and skills of soccer;
- C. To provide additional soccer opportunities;
- D. To assure a wholesome enjoyment of the game of soccer;
- E. To develop youth physically;
- F. To develop all-around athletic skills;
- G. To develop good character and sportsmanship.

2. Boundaries

As illustrated on the attached map, the League area consists of: from the intersection of Hwy. 17 and the common boundary between the Santa Clara and Santa Cruz counties, southeasterly to the intersection of a north/south line representing the prolongation of the Mt. Diablo Meridian, then north along the Mt. Diablo Meridian to the intersection of Harwood Ave. and Blossom Hill road, easterly on Blossom Hill Road to the Almaden Expressway, northerly on the Almaden Expressway to Branham Lane, then westerly along Branham Lane to Elester Drive and westerly along Samaritan Drive to Los Gatos Blvd., northerly on Los Gatos Blvd, to Wanda Lane, westerly on Wanda Lane to Hwy. 17. On the westerly side of Hwy. 17, the League boundaries are congruent with the north and westerly boundaries of the Los Gatos Elementary School District to a point of intersection with Santa Clara/Santa Cruz County line, then southeasterly to the intersection of Hwy. 17 and the common boundary between Santa Cruz and Santa Clara counties.

Article III - Membership and Voting Rights

1. General Membership in Los Gatos United shall consist of registered players, their parents/guardians, coaches and officials who are involved in one or more of the following soccer groups:

A. Recreational Program: consisting of all area youth wishing to play soccer on balanced teams with an emphasis on fun.

B. Competitive Program: consisting of those area youth chosen to play on competitive teams within CalNorth District II (CYSA), or NorCal Premier Region 2 (US Club).

2. Each member-family in attendance and residing within the league boundaries as defined in Article II Boundaries, shall receive one vote on any issue brought forth before a League General Meeting.

3. Membership privileges may be withdrawn by the Executive Committee for violation of a rule or purposeful conduct not in the best interests of youth soccer in the community.

4. There shall be at least one (1) General Membership Meeting per year. The place and time of this meeting shall be made public at least two (2) weeks prior to the meeting date. Additional meetings may be called as deemed necessary by the Board of Directors or when a petition bearing a minimum of five percent (5%) of signatures of member families is presented to the Board.

Article IV - Government

1. The management of the property and affairs of Los Gatos United shall be under the direction of the Board of Directors. The Board shall be held accountable to the General Membership for their actions.

2. The Board of Directors shall be elected annually at a General Membership Meeting to be held between January 2 and February 28. Term of office for all members of the Board shall consist of one year. No individual shall serve on the Board for more than three (3) consecutive years as its President or Treasurer.

3. Committees - both temporary and standing committees may be appointed by the Board of Directors and/or the President, to handle duties not covered under defined offices.

4. The Board of Directors may contract with third parties to satisfy any responsibility herein defined or, in the Board's judgment, is in the best interest of the League. No employee of a contracted third party vendor or a relative of an employee of a third-party vendor, may have a vote regardless of Board position. A Voting Board member may not have an ownership stake in a contracted third party vendor doing business with the Los Gatos United Soccer League.

Article V - Officers, Duties, and Responsibilities

1. Board of Directors - General Responsibilities

A. Directors.

The Board shall consist of the following: President, Vice President-Administration, Vice President-Operations, Secretary, Treasurer, Recreational Registrar, Competitive Registrar, Chief of Referees, Director of Recreational Coaching, Director of Competitive Coaching, Recreational Program Director, Competitive Program Director, Play-Through Program Director, Public Relations Director, Webmaster, Bookkeeper, Field Scheduler, and Special Events Director.

B. Any position can be occupied by more than one individual; however, in the case of voting positions, only one vote may be cast on behalf of the position regardless of the number of individuals serving in that capacity. In the event more than one Member of the Board of Directors is serving in a position above, the vote goes to the uncompensated Member.

The following positions on the Board of Directors shall have one (1) vote. The President will vote only in case of ties.

- Vice President-Administration
- Vice President-Operations
- Secretary
- Treasurer
- Recreational Program Director
- Competitive Program Director
- Director of Recreational Coaching
- Recreational Registrar
- Competitive Registrar
- Public Relations Director
- Special Events Director

C. Responsibilities - The Board of Directors acting together shall constitute the administrative management of the League. They shall be responsible for:

1. Insuring that the League operates within the framework and intent of the Constitution and By-Laws.
2. Insuring the fair and equitable treatment of the players, regardless of age or sex, by all personnel associated with Los Gatos United.
3. Promoting youth soccer, and soccer for all ages in the community.
4. Authorizing any fundraising campaigns for the benefit of the General Membership.

5. Recording, publicizing, and promoting all League activities and endeavors.
6. Appointing or hiring the necessary staff to run the League effectively and supervising their activities.

D. Meetings

The Board of Directors shall have scheduled meetings once each month except December. These meetings shall be publicized to the General Membership and open to all those interested in attending. Ample opportunity to discuss all issues and present one's viewpoint shall always be provided prior to all votes by the Board.

E. Special Board Meetings shall be called by the President within seven (7) days of receipt of a petition bearing the signatures of fifty percent (50%) or more of the Members of the Board.

F. Special Board Meetings may be called by the President should he/she deem such meetings necessary for the proper management of the organization.

G. Quorum - Fifty percent (50%) of the voting members of the Board of Directors shall constitute a quorum. This quorum is necessary to consider all issues requiring a vote. A simple majority of those present shall carry a vote unless otherwise noted in the Constitution and By-Laws.

H. All board members are expected to attend all Board Meetings and all General Membership Meetings. Should an officer be absent from three (3) consecutive meetings without a valid excuse, his/her position shall be declared vacant. The Board shall, by a 2/3 majority vote, fill any vacancy for the remainder of the term. (The only exception to this rule is the case of the President, whose position, if declared vacant, shall be filled by the Vice-President-Administration.)

I. The Board of Directors shall review the Audit Committee's Report and approve a budget prior to the end of February of each year. After approval, the League shall have the discretion to make changes to the budget if said changes are equal to or less than ten percent (10%) of the gross budgeted expenditures for that fiscal year. After approval, the Board shall have the authority to disburse funds as budgeted, for the operation of the League.

J. Revisions to the operating policies may be made by the Board with a 2/3 majority vote. These revisions should then be communicated to the General Membership, and be published via a website if available.

2. Board of Directors - Specific Duties

A. President

1. Shall preside at all meetings of the Board of Directors and at General Membership Meetings. At these meetings the President's vote shall break any ties.
2. Shall automatically be an ex-officio member of every committee established within the League, but shall not act as its Chairperson. The President must be advised of the date, time, and place of any and all committee meetings.
3. Shall be responsible for the day-to-day operations of Los Gatos United Soccer League.
4. Shall act as League representative, or shall appoint, with approval of the Board, a LGUSL representative to attend all appropriate CYSA meetings. This representative shall cast votes as needed at these meetings.
5. Shall coordinate the activities of the League.
6. Shall have the authority to take disciplinary action as prescribed by League Rules and Regulations, against any coach, assistant coach, player, referee, parent/guardian, or contracted third party vendor. This authority is subject to the appeals procedures as prescribed in the League Rules and Regulations.
7. Shall have the authority to authorize non-budgeted expenditures of up to \$500.00 per occasion without the prior approval of the Board of Directors.
8. Shall schedule all Board Meetings as necessary and prepare and make available an agenda for every meeting.
9. Shall be responsible for the training of the President-elect. Shall continue to act as advisor to the Board-elect during transition period.
10. Shall, in conjunction with the Vice-President-Operations and Chief of Referees, determine the continuation of play affected by inclement weather.

B. Vice-President-Administration

1. Shall have the same powers and duties as the President when the President is absent.
2. Shall assess, budget and supply the league with necessary equipment for the running of the Recreational and Competitive program subject to approval by the Board of Directors.
3. Shall assume any other duties and responsibilities delegated by the President.

C. Vice-President-Operations

1. Shall keep records of any property of the League;
2. Shall have the same powers and duties as the President when both the President and the Vice-President-Administration are absent.
3. Shall have the same duties as the Vice-President-Administration when the Vice-President-Administration is absent.
4. Shall establish the following committees:
 - Fields/Safety
 - Field Equipment (Goals, nets, field marking equipment, etc.)

Shall be an ex-officio member of each committee, but shall not act as the chairperson of any committee.

5. Shall assume any other duties and responsibilities delegated by the President.
6. Shall, in conjunction with, the League President and Chief of Referees, determine the continuation of play affected by inclement weather.

D. Secretary

1. Shall keep an accurate record of all Board and General Membership meetings.
2. Shall submit minutes of each meeting to each Board member, no less than five (5) days prior to the next Board Meeting, for review and approval.
3. Shall see that the dates, times, places, and agendas of all meetings are communicated to all Board Members.
4. Shall maintain a Secretary's Handbook, consisting of the above records. This handbook shall be given to the Secretary-elect at the end of term.
5. Shall act as League Insurance Coordinator and handle all responsibilities thereof.

E. Treasurer

1. Shall, upon request, issue a receipt for monies paid to Los Gatos United Soccer League. All money paid to Los Gatos United Soccer League shall be deposited in a recognized bank in the name Los Gatos United Soccer League. Expenditures paid by check shall bear two (2) of the

following signatures: Treasurer, President, Vice-President-Administration, Vice-President-Operations, or Bookkeeper. Checks for less than \$1,000 (one thousand dollars) may bear the signature of only one (1) such person.

2. Shall use a recognized accounting software to keep record of all League transactions, up-to-date, properly balanced, and in agreement with the associated bank statements. This record ledger shall be produced on demand of the Board of Directors. Treasurer may delegate this to the bookkeeper.
3. Shall regularly submit a report at Board Meetings, and give an oral report at all General Meetings on the financial status of the League.
4. Shall prepare an annual draft budget for review by the Audit Committee in a time frame adequate to get Board approval before the end of February of the budgeted year.
5. Shall prepare a final financial statement at the end of the term of office, in accordance with typical bookkeeping practices.
6. Direct and oversee the work of the bookkeeper.
7. Shall act as the liaison between the League and the League's Certified Public Accountant, and verify the preparation and filing of taxes annually on behalf of the League by the Certified Public Accountant.

F. Recreational Registrar

1. Shall be responsible for the registration process of all players and teams.
2. Shall be responsible for overseeing volunteer registration and background checks.
3. Shall keep up-to-date records of registration and current rosters. Shall keep current mailing lists.
4. Shall act as liaison between the Board and individual players.

G. Competitive Registrar

1. Shall be responsible for the registration process of all players and teams.
2. Shall keep up-to-date records of registration and current rosters. Shall keep current mailing lists.
3. Shall act as liaison between the Board and individual players.

H. Chief of Referees

1. Shall be currently licensed by the United States Soccer Federation as a referee.
2. Shall be responsible for the development and training of qualified youth and adult referees to officiate scheduled games for the League.
3. Shall schedule qualified referees for all Los Gatos United games.
4. Shall be the official League spokesperson regarding all areas of officiating and game rule interpretation.
5. Shall be the liaison between the Los Gatos referees and the Board.
6. Shall organize and chair a three-person Rules Committee, approved by the Board, to be responsible for dealing with rules interpretation and infractions during the playing season. This committee shall develop and be the final authority in regards to the LGUSL deviations to F.I.F.A.
7. Shall be the final authority concerning game control on all fields under his/her jurisdiction.
8. Shall be responsible for advising the Board on matters pertaining to the Laws of The Game, game schedules, and all other matters affecting the game of soccer.
9. Shall, in conjunction with the League President and Vice-President-Operations, determine the continuation of play affected by inclement weather.
10. Shall keep an accurate record of events and procedures in a Chief of Referees Handbook, which shall be given to the Chief of Referees-elect at the end of term.

I. Director of Recreational Coaching

1. Shall manage and train all of the League's volunteer recreational coaches. Shall provide directly, or with other knowledgeable persons, guidance and counseling to coaches.
2. Shall preside over the annual Recreational Coaches Meeting each August with input from the Recreational Program Director and other members of the Board.
3. Shall provide clinics to recreational coaches focused on teaching volunteers how to run training sessions.
4. Shall provide literature with age specific handouts for coaches identifying drills, activities, and tips for the League's volunteer based recreational coaching pool.

5. Shall act as a liaison between recreational coaches and Board relative to concerns articulated by parents.

4. Shall organize Recreational clinics as deemed necessary by the Board, and one or more pre-trial clinics for U8 players interested in moving to the League's Competitive Program.

J. Director of Competitive Coaching

1. Shall develop a training program for all league coaches. Shall provide directly or with other knowledgeable persons, guidance and counseling to coaches.

2. Shall coordinate the development and maintenance of a Coaching Manual for the League.

3. Shall be responsible for the retention of an adequate number of qualified coaches for all competitive teams and direct their compensation.

K. Recreational Program Director

1. Shall oversee the activities of the Recreational Program.

2. Shall be responsible for managing Age Group Commissioners, including the organization of at least one (1) training meeting prior to the start of the season, and detailed email communications of AGC duties throughout the season

3. Shall, in coordination with the Director of Recreational Coaching, appoint all Recreational League coaches.

4. Shall establish guidelines, in coordination with the Chief of Referees, to determine roster sizes and game schedules.

5. Shall oversee all player placements in all Recreational Leagues.

L. Competitive Program Director

1. Shall organize tryouts for all Competitive teams sponsored by Los Gatos United.

2. Shall oversee all aspects of the Competitive Program.

3. Shall chair the Competitive Committee, which has been approved by the Board,

4. Shall serve as liaison with any Competitive playing league organization and the Board, e.g. District II.

5. Shall serve as liaison between all competitive players, coaches, and the Board. The Competitive Program Director shall serve as the agent for the players and their respective families and shall work with the Director of Competitive Coaching and Technical Director(s) to resolve any conflicts between the league or its coaches and competitive players.

M. Age Group Commissioners

The Board of Directors, through the recreational Program Director, shall specify for each year the number of Recreational Age Group Commissioners to be appointed. There shall be a minimum of five and maximum of fifteen Age Group Commissioners appointed to represent the various age/gender groups within the Recreational program.

All Age Group Commissioners, under the guidance of the Recreational Program Director, will have the following duties:

1. Shall organize their age group divisions by recommending coaches and initiating player placements.
2. Shall be responsible for seeing that all players in his/her division are treated fairly and play at least 1/2 of every game.
3. Shall distribute uniforms, equipment, photos, and trophies to coaches in their age group.
4. Shall act as liaison between the Board and the players, coaches, and parents involved with his/her division throughout the entire season.

N. Public Relation Liaison

1. Shall coordinate communications within the organization. Shall establish working lines of communication between the General Membership and the Board.
2. Shall see that a newsletter is published during the season, and publicize all Los Gatos United Soccer League activities, both in and out of season.
3. Shall be responsible for finding and organizing volunteers, as per the needs of other board members, and the League in general. May include coordinating volunteers for the distribution of registration leaflets to the schools, field maintenance, uniform/equipment management, assistants to board members, and special projects.

O. Play-Through Program Director

1. Shall oversee the activities of the Play-Through Program, which is a subdivision of the Recreational Program.

2. Shall assist Recreational Commissioner in organizing clinics as deemed necessary by the Board.
3. Shall establish guidelines, in coordination with the Chief of Referees and Recreational Director, to determine roster sizes and games schedules of Play-Through teams.
4. Shall submit to the Board for final approval, all Play-Through team rosters. Shall oversee all player placements in Play-Through teams.
5. Shall, with Board approval, appoint all Play-Through team coaches.
6. Shall keep up-to-date records of all designated duties in a Play-Through Program handbook. This handbook shall be given to the Play-Through Program Director-elect at the end of term.

P. Special Events Director

1. Shall oversee all special events during the year, including tournaments and Fun Days.
2. Shall organize direct a Recreational tournament as dictated by the Board.
3. Shall organize any community events associated with LGUSL happenings, such as Photo/Fun Day or Opening Day events.
4. Shall coordinate any promotional events with local professional and amateur soccer teams.
5. Shall coordinate volunteers for the inter-league tournaments and other special events indicated above.

Q. Bookkeeper

1. Shall record all monies paid to the League;
2. Shall maintain a detailed account of the income and expenditures thereof;
3. Shall deposit all funds, upon receipt, in a bank account in the name of the League;
5. Along with the Treasurer, shall submit all required fees to CYSA or US Club Soccer when due;
6. Shall present an independent audit to the Board of Directors when requested.

R. Webmaster

1. Shall publish information as directed by the Board of Directors to the League's website;
2. Shall maintain all updates with the web provider as necessary;
3. Along with the Public Relations director, shall keep League webpage up to date with current events involving the League's teams, coaching staff, Board contact information, and fields.

S. Field Scheduler

1. Shall determine a fair and appropriate use of the League's fields by all Members;
2. Shall coordinate with the Recreational and Competitive Directors of Coaching appropriate field assignments for training purposes;
3. Shall maintain a master index of teams and field allocations available upon request by the Board.

Article VI - Recall of Board Members

1. The President shall call a General Membership Meeting for the specific purpose of a recall vote, within two (2) weeks of a receipt of a Recall Petition bearing the signatures of at least twenty-five percent (25%) of the membership.
2. A 2/3 majority of the voting members in attendance shall constitute a recall of the specific Board member.

Article VII - Committees

1. Nominating Committee

Shall be appointed by the Board at the October Board Meeting, and shall consist of three (3) people who shall gather names and present a slate of nominations at the November Board Meeting.

2. Audit/Budget Committee

Shall consist of the League Treasurer, Bookkeeper, and a third member selected by the Board of Directors. This committee shall have the duties of inspecting, auditing, and investigating financial transactions of the League during the previous year, and preparing a budget of expenses for the current year. A written report of Audit findings and a written budget will be submitted to the Board at the March meeting.

3. Rules Committee

This committee shall be set up by the Chief of Referees, to consist of three (3) members including him/herself, the Recreational and Competitive Program Directors, and one other selected by the Board of Directors. This committee shall make all decisions concerning any deviation from the Laws of Soccer (as defined by CYSA and NorCal) that the League chooses to make, and submit them to the Board. This committee shall also screen all rules interpretations and handle all disciplinary actions concerning players and coaches. All such actions must be presented to the Board for final approval.

4. Fields/Safety Committee

The Vice-President of Operations shall establish this committee in order to handle all League responsibilities regarding acquisition, maintenance, and pre-game set up of all the League fields. This committee shall be not be limited to any set number of members.

5. Equipment Committee

This committee shall be established by the Vice-President-Administration in order to handle all League responsibilities regarding purchasing and distribution of all League equipment to include, but not limited to: jerseys, shorts, socks, balls, goals, practice cones. This committee shall be headed by one (1) General Member and not be limited to any set number of members.

6. Competition Program Committee

This committee shall be established by the Competitive Program Director to handle all Competitive Program responsibilities. This shall be comprised of the President, Competitive Registrar, Technical Director and the Director of Competitive Coaching at a minimum.

7. The Executive Committee

The Executive Committee shall be comprised of the President, the Vice President of Administration, the Vice President of Operations and either the Recreational or Competitive Program Director, depending upon the league in which the incident affected.

Article VIII - Amendments to the Constitution

1. Proposed amendments to the Constitution must be presented by a Board Member in writing.
2. All officers shall be notified of the proposed amendments at least two (2) weeks prior to the Board Meeting at which they shall be considered for approval.
3. The Board shall vote approval of the amendment by a two-thirds (2/3) majority, after which, if approved, it shall be presented to the General Membership for ratification.

A. The Board-approved amendment must then be ratified by a two-thirds (2/3) majority of the voting members in attendance at a General Meeting, held within two (2) weeks of Board approval, At this point, the amendment becomes a part of the Constitution.

Article IX - Enforcement

1. Any Member, who infringes upon the Constitution or rules of the League, or brings the League into disrepute, may be fined, censured, reprimanded, suspended or expelled from the Club after a hearing by the Executive Committee. A majority of the Executive Committee shall determine whether the affected member's conduct was in the best interests of youth soccer in the community or violates of one or more rules of the League.
2. The Executive Committee shall provide notice no sooner than five (5), no later than twenty (20) days, of a hearing at which the Member is entitled and encouraged to attend. Members shall be notified, in writing, of their discipline by the Executive Committee within five (5) to seven (7) business days of the Committee's decision. The notice shall include reason(s) for discipline and any related suspension of membership and shall be signed and dated by the President of the League.
3. In the matter of protests and appeals, no person(s) associated with the operation of this League at any level (team, league, district, state) may invoke the aid of the courts of the state or of the United States without first exhausting all available remedies within CYSA/USYSA/USSF, including a final appeal to the USSF Council at the Annual General Meeting.
4. For violation of the above section, the offending party(ies) shall be subject to the sanctions of suspension and fines and shall be liable to CYSA/USYSA/USSF for all expenses incurred by CYSA/USYSA/USSF in defending each court action, including, but not limited to the following:
 - Court costs.
 - Attorney fees.
 - Reasonable compensation for time spent by CYSA/USYSA/USSF officers and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.
 - Travel expenses.
 - Expenses for holding special CYSA/USYSA/USSF meetings necessitated by the court action.
5. Whenever a member or an affiliate member of the Association makes a ruling or renders a decision which is in violation of or conflicts with a rule of this Association and which results in litigation involving this Association as a defendant, that member or affiliate member shall be responsible for the league costs incurred by this Association in defending the law suit.

Certificate

The undersigned President and Secretary of the Los Gatos United Soccer League, a California non-profit corporation, do hereby certify that aforesaid Constitution, consisting of thirteen (13) pages, was duly adopted by the requisite number of Board and Members of the League on or about February 25, 2019, and constitutes the governing Constitution for said League.

DATED: _____

PRESIDENT: Mathew Lopez

BY _____

DATED: _____

SECRETARY: John Curtis

BY _____

Approved February 25, 2019