



# SUNNYVALE ALLIANCE SOCCER CLUB



## CONSTITUTION

### **ARTICLE I NAME**

The name of this organization shall be SUNNYVALE ALLIANCE SOCCER CLUB (hereafter "SASC" or "Club").

### **ARTICLE II MISSION STATEMENT, PURPOSE, COLORS AND BOUNDARIES**

- A. SASC Mission Statement: The mission of SASC is to provide a high quality soccer program at both the recreational and competitive levels of play for boys and girls, independent of their economic or ethnic background. SASC promotes local soccer for the enjoyment and development of local youth, emphasizing skill development, teamwork and sportsmanship, in a positive environment. To this end, SASC offers multiple soccer programs to match the skill level and personal commitment to soccer of each individual youth player.
- B. The purpose of this organization shall be to develop, promote, and administer the game of Association Football, known as soccer, among the youth (boys and girls under nineteen (19 years of age), regardless of race, color, religion, age, sex, national origin, financial situation and/or ability, within the territory of this Club.
- C. SASC colors are Red, White, and Black.
- D. SASC territory includes the City of Sunnyvale and other cities in close proximity.

### **ARTICLE III MEMBERSHIP AND VOTING RIGHTS**

- A. SASC is affiliated and/or may be affiliated with any United States Soccer Federation (USSF) recognized organization.
- B. Members are defined as follows:
  1. Family or guardian of a currently registered player.
  2. Head Coach, Assistant Coach, or Team Manager of a currently registered through the club.
  3. Current member of the Board of Directors or one of its standing committee coordinators.
- C. Voting Rights: Each Member shall have no more than one vote, regardless of the number of qualifying definitions in Section B of this article. No parent or guardian shall have more than one vote, although two parents or guardians from a single family may each vote if they have at least one child per voting family member. This is to prevent a family with many children from having excessive influence.

### **ARTICLE IV GENERAL MEETING**

- A. The President and the Secretary, with the concurrence of the Board of Directors, shall call for a General Meeting (GM) of the membership. An Annual GM (AGM), to be held no later than the first Thursday in November is required, but one may be called at any time during a regular recreational and competitive season if two thirds of the Board of Directors including the President so decide. Notification to all affiliated Teams and



# SUNNYVALE ALLIANCE SOCCER CLUB



members shall be made at least thirty (30) days prior to said GM by electronic or paper mail communication.

B. The order of business at the Annual General Meeting shall be as follows:

1. Call to Order
2. SASC Board Introduction
3. Reading and approval of the Minutes of the Previous AGM
4. Board Member Reports:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
  - e. Recreational Director
  - f. Competitive Director
  - g. Field Director
  - h. Referee Director
  - i. Competitive Registrar
  - j. Recreational Registrar
  - k. Volunteer Director
  - l. Tournament Director
  - m. Fundraising Director
  - n. Director(s) of Coaching
5. Proposals for changes to the Constitution, Rules & Regulations or procedures
6. New Business
7. Election of open Board of Director positions
8. Member questions/issues
9. Good of the Game Statement
10. Adjournment

C. At each GM, each member of the Board of Directors, the Head Coaches of each team registered with this club, and every member shall be entitled to only one (1) vote, regardless of the number of voting positions held with SASC. Voting by proxy shall not be allowed, and only those members of record, and in good standing with the Club, shall be entitled to voting privileges. The President of this Club shall cast a vote only in the case of a tie or a secret ballot. In case of a tie on the secret ballot, the motion shall be discussed further, and the vote retaken.



# SUNNYVALE ALLIANCE SOCCER CLUB



## **ARTICLE IV PARLIAMENTARY AUTHORITY**

Parliamentary law as set forth in "The Standard Code of Parliamentary Procedure," by Alice Sturgis as most recently revised by the "American Institute of Parliamentarians" shall govern all meetings and other procedures not expressly provided.

## **ARTICLE V GENERAL MEMBERSHIP ELECTION PROCEDURES**

- A. A Nomination Committee, appointed and chaired by the Vice President shall provide a slate of candidates for the elective offices to the Board of Directors, (hereafter Board) at the monthly meeting before the occurrence of the Annual General Meeting (hereafter AGM). All current members of the Board of Directors will participate in ongoing recruiting and publicity for the SASC Board of Directors and its associates.
- B. All candidates for office must be current SASC members. Candidate for office must not be a parent, spouse or child of a current or incoming board member.
- C. The AGM of the membership shall be held after the second Wednesday in September and no later than the first Thursday in November. Nominations shall be accepted from the floor for open Board positions at the SASC AGM.
- D. In the case of contested elections, election of Officers must be decided by secret ballot. The ballot will include the names of the official slate of candidates for each office, a place for additional nominations or write in candidates and under each office, a place to write "None of the above". If there is only one nominee for an office, the President may rule for either a voice vote or secret ballot saying aye or nay to the candidate.
- E. If ballots are required, the ballots shall be issued after being checked against a master list of current members and votes tallied by a committee formed and chaired by the Vice President. The Vice President shall return tally results to the President.
- F. The election results shall be announced by the President at the AGM. The new officers shall take office on January 1 and serve for two years.
- G. All board members will be elected by a majority vote of those present.
- H. The terms of elective office shall be two years. No person may be elected to the same office for more than four consecutive terms. An individual may hold more than one office concurrently, but is only entitled to one vote on the board. If a position is shared by two individuals, that position has only one vote on the Board, either at a Board meeting or by email vote.
- I. The following positions will be elected to serve beginning in odd numbered years:
  1. President
  2. Treasurer
  3. Referee Director
  4. Recreational Director
  5. Competitive Registrar
  6. Tournament Director



# SUNNYVALE ALLIANCE SOCCER CLUB



J. The following positions will be elected to serve beginning in even numbered years:

1. Vice President
2. Secretary
3. Competitive Director
4. Recreational Registrar
5. Field Director
6. Volunteer Director
7. Fundraising Director

## **ARTICLE VI VACANCIES ON THE BOARD**

- A. Vacancies on the Board, other than the President and Vice President, shall be filled by a nomination from the membership or by a member of the Board, and approved by a majority vote of the Board.
- B. The Vice President's position shall be filled by a nomination from the existing Board or by a member of the Board, and approved by a majority vote of the Board.
- C. The President's position shall be preferentially filled by the Vice President. If not filled by the current Vice President, the President's position must be filled by a current member of the SASC Board of Directors.
- D. If any board member fails to attend meetings of the board for 3 consecutive months, the president may appoint a replacement subject to ratification by the Board of Directors.
- E. These appointed officers shall serve out the remaining time of the vacant office.

## **ARTICLE VII RECALL**

Any member of the Board may be recalled after charges have been filed in writing to the Board. A special Board meeting shall be held to hear these charges. A two-thirds vote of the full Board members at the next regularly scheduled Board meeting shall accomplish a recall.

## **ARTICLE VIII AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

- A. Proposed amendments to the SASC Constitution must be presented to the Board in writing.
- B. All Board members shall be notified of proposed amendments to the Constitution at a regular Board meeting prior to the AGM meeting at which the proposed amendment(s) will be considered for approval for membership vote.
- C. The Board shall vote approval of the amendment to the Constitution by a two-thirds (2/3) majority of a quorum at which time, if approved, a general meeting shall be called and the amendment shall be put to the membership for a vote.
- D. The proposed amendment to the Constitution must be ratified by a three fourths (3/4) majority of ballots cast by the membership present at a GM in order to become part of the Constitution.



# SUNNYVALE ALLIANCE SOCCER CLUB



- E. Any and all Amendments to the SASC Constitution adopted at the AGM shall become effective immediately upon adjournment of the General Meeting.

## **ARTICLE IX DISBURSEMENT OF FUNDS**

- A. The Board shall approve by a majority vote a budget for the club for the year beginning with the regular fall playing season. Any expenditures above those set in the budget will require a two-thirds (2/3) majority of the quorum of the Board of Directors.
- B. The various Directors (including but not limited to, Competitive, Recreational and Referee Directors) with financial needs shall submit individual budgets based on expected player registration and current club needs. If the budget is exceeded purely because registration exceeds that expected (for example 100 more players than expected need 100 more uniforms), the Directors shall inform the Board, but may make purchases as required with the approval of the Treasurer so as not to delay purchases of needed equipment.
- C. All disbursements must have original receipts attached for audit purposes.
- D. Budgets shall be submitted by April 1 of the year preceding that of the budget. If the budget is not approved by the Board prior to September 1, then it shall take effect at the discretion of the Treasurer with the concurrence of the President.

## **ARTICLE X NON GAME RELATED PROTESTS**

- A. Protest and complaints against SASC procedure and personnel, excluding red or yellow card disciplinary action and game related protest (see GUIDELINES, Section II), shall be presented to the Vice President of the SASC Board in writing at least five days prior to a regular Board meeting.
- B. The Board at its discretion may convene a special meeting of the Board to hear the matter.
- C. The Board shall review the issue and attempt to resolve it within its authority. Any action taken by the Board shall be in accordance with CYSA and USSF rules. Decisions on all matters shall be in writing and made part of the next Board minutes.
- D. Appeals of any decision may be made in accordance with CYSA and USSF rules.
- E. All game and coach or team related complaints or protests must adhere to the SASC Disciplinary Procedure guidelines.

## **ARTICLE XI BOARD OF DIRECTORS AND VOTING RIGHTS**

- A. The Board of Directors consists of the following positions:
  - 1. President
  - 2. Vice President
  - 3. Secretary
  - 4. Treasurer
  - 5. Competitive Registrar



# SUNNYVALE ALLIANCE SOCCER CLUB



6. Recreational Registrar
  7. Referee Director
  8. Recreation Director
  9. Competitive Director
  10. Field Director
  11. Volunteer Director
  12. Fundraising Director
  13. Tournament Director
  14. Director(s) of Coaching – non-voting member(s)
- B. In the event that a position is shared by two people, each person shall be considered a board member; however there will be one main contact for the Board, and only one full vote for the position by one of the members. No more than two people can share a position. The presence of either one counts as 1 person only for quorum purposes.
- C. All members of the Board shall have one vote except the President, who shall have no vote except when a tie-breaking vote is required.
- D. All issues governing the operations of SASC, other than those described in Article III, shall be decided by a quorum of the Board. A simple majority of the current membership of the Board, excluding vacant positions, shall constitute a quorum. Non-voting members do not count toward the quorum.
- E. Voting by proxy shall not be allowed. Voting by email is allowed. E-mail votes will require a quorum of 8 board members with five votes in favor to pass any motion. Any e-mail vote taken must be open for at least a week (7 full days), or until a quorum is reached, so as to allow for reasonable discussion and action. Board Members who do not explicitly vote or announce their presence for that motion will not count toward the quorum.

## **ARTICLE XII EXECUTIVE AND AD HOC COMMITTEES**

- A. The Executive Committee shall consist of four (4) members. Three permanent members comprised of:
1. President
  2. Vice President
  3. Treasurer
  4. Another Director as decided by the President.
  5. If any of the aforementioned members are not available, the President shall appoint a replacement.
- B. The Executive Committee shall serve between regular Board meetings for emergencies, to prepare for Board meetings, consider director and club member proposals and votes, or to dispose of duties bestowed upon it by the Board. All actions of the Executive



# SUNNYVALE ALLIANCE SOCCER CLUB



Committee must be ratified by the Board at the next scheduled meeting after such Executive Committee meeting.

- C. President can appoint Ad Hoc committee when necessary to serve between regular Board meetings to perform duties bestowed upon it by the board. All actions of the Ad Hoc committee must be ratified by the Board at the next scheduled Board meeting.

## **ARTICLE XIII MEETINGS OF THE BOARD OF DIRECTORS**

The Board shall meet regularly once each month at a time and place designated by the Secretary and at other times as deemed necessary by the President and/or Vice President. The Secretary shall publish an agenda of the next meeting prior to the meeting. The Board meetings shall be open to the membership with open discussion scheduled, and closed sessions scheduled for interim elections and confidential Board business.

## **ARTICLE XIV RESPONSIBILITY AND AUTHORITY OF THE BOARD**

- A. The Board acting together shall constitute the administrative management of SASC, insuring that the club operates within the framework and intent of its Constitution.
- B. The Board must approve any procedure, appointments and interpretations of SASC policy made by any committee of this organization not provided for in the Constitution.

## **ARTICLE XV DUTIES OF THE BOARD OF DIRECTORS**

The responsibilities of the members of the Board of Directors includes, but is not limited the following descriptions. Additional functions or actions may be required to meet the needs of the club.

### **A. President**

1. Shall preside over and approve agenda items for all board and Executive Committee meetings.
2. Shall provide leadership and direction for SASC and its programs. The President is responsible in insuring that all Board of Directors members are adequately fulfilling their duties as directed by the Constitution and agreed upon by the Board.
3. Shall appoint Ad Hoc committees when necessary.
4. Shall be the only spokesperson for SASC in interactions with the City of Sunnyvale, outside agencies and other CYSA organizations except as designated by the Board or appointed by the President.
5. Shall preside over a General Meeting at least once per year to fulfill the elections procedure of Article V.
6. Shall have an audit of the Treasurer's report conducted at least once per year.
7. Shall be responsible, along with the Treasurer and Vice President, to produce the yearly budget and submit it to the Board for ratification.
8. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the next President upon expiration of the term of office.



# SUNNYVALE ALLIANCE SOCCER CLUB



9. The president is strongly encouraged to attend and be spokesperson for SASC at all FYSL and District II meetings.
10. Shall sign checks in the Treasurer's absence.
11. Shall sign all contracts on behalf of the club after financial review and approval by the Treasurer.
12. Shall be responsible for the management of on-field discipline. This includes communicating with the playing leagues, coaches, managers, & players with regards to send-offs and red cards.

## **B. Vice President**

1. Shall assist the President in the operation of SASC, and shall act for the President in their absence.
2. Shall appoint and chair a Nominating Committee once per year to nominate individuals as candidates for office in SASC.
3. Shall receive nominations from the floor at the AGM, preside over the voting procedure and vote tally and report the election results according to election procedures.
4. Shall chair the standing Committees as needed.
5. Shall sign checks in the absence of the Treasurer and the President.
6. Shall standardize club tryouts with the advice and consent of the Board and supervise the process and the execution and reporting of club competitive tryouts.
7. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the next Vice President upon expiration of the term of office.
8. Shall oversee the maintenance and field work at Sunnyvale Soccer Complex.
9. Shall be responsible for tracking all reported injuries for all SASC programs and SASC personnel.

## **C. Secretary**

1. Shall keep and maintain minutes of all meetings.
2. Shall distribute copies (either hard copy, email, or web posting) of prior minutes and agenda to all Board members prior to the next Board meeting, as well as a list of follow up action items immediately preceding each Board meeting.
3. Shall handle all SASC correspondence as ordered by the Board.
4. Shall call roll and tally the votes cast during any Board Meeting.
5. Shall be responsible for meeting notifications for the Board Meetings, General Meetings, or any other club-wide meeting.
6. Shall preside over a Board or Executive Committee Meeting in the absence of the President and Vice President.





# SUNNYVALE ALLIANCE SOCCER CLUB



7. Shall be responsible for obtaining a meeting place for monthly Board meetings, Annual General Meetings or other club-wide meetings.
8. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the incoming Secretary upon expiration of the term of office.

## **D. Referee Director**

1. Shall attend all Soccer Referees meetings and report their content to the Board.
2. Shall act a liaison between Sunnyvale Soccer Referees and SASC to arbitrate problems, when possible, before further Board action becomes necessary.
3. Shall provide SASC referee schedules for designated league games and become the liaison with individual field referee coordinators.
4. Shall arrange for referee assignments when required, for tournament and/or cup games.
5. Shall request and provide training of referees.
6. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the incoming Referee Director, in conjunction with job training, upon expiration of the term of office.
7. Shall work together with the Treasurer and Assistant Treasurer to ensure that referees are paid on a timely and consistent basis.
8. Shall be responsible for the workings of the referee scheduling software and education of the system for all referees and assignors as necessary.
9. Shall obtain and keep current USSF Referee Assignor license throughout term of board membership.

## **E. Treasurer**

1. Shall maintain accurate SASC financial records disburse and receive funds and make reports available to the SASC Board on a regular basis.
2. Shall create an annual operating budget for SASC for each soccer year (September-August) with input from the financial sub-committee and all Board Members. Player costs for both recreational and competitive leagues will be estimated and used as a basis for future registration charges.
3. Shall insure that all Non-Profit Tax Reports and other tax filings are prepared and filed annually with the State and Federal Government as directed by laws.
4. Shall maintain Non-Profit Organization records, and make them available to concerned parties. Will prepare financial reports and presentations as necessary for District II, FYSL, City of Sunnyvale, AGM, and financial grant applications.
5. Shall be primary signor on SASC checks and be responsible for verifying accuracy of charges and adequacy of documentation.
6. Shall have responsibility for the fiscal soundness of the SASC Financial Aid program together with the Financial Aid manager. Treasurer shall have final responsibility for



# SUNNYVALE ALLIANCE SOCCER CLUB



the program. Shall ensure that liability insurance documentation is provided from FYSL with coverage extended to specific SASC lessors (SCUSD, City of Sunnyvale) by the President.

7. Shall maintain, reconcile and document all bank accounts and investment CDs, ensuring that cash is available as needed.
8. Shall be responsible for all cash activity at club events such as, but not limited to, registrations, Fun Day, SASC hosted tournaments, and club asset sale events.

## **F. Competitive Director**

1. Shall coordinate licensing classes for both competitive and recreational coaches and coaching training for competitive coaches. Will also oversee and recruit for all programs that benefit competitive players, such as, but not limited to, Competitive Preparedness Program, Competitive tryouts, and player clinics as offered by SASC.
2. Shall appoint someone to attend or personally attend for SASC (the club) all FYSL and District II meetings and report all pertinent information to the SASC Board.
3. Shall act as a liaison between the competitive coaches, the Club and the League. Will actively enforce the SASC Mission Statement and Principles, Disciplinary Policy, and PCA mantra. The Competitive Director is primarily responsible for ensuring that all Comp coaches strictly comply with these Club directives and to impose discipline and penalties as necessary.
4. Shall assist the Tournament Director in Division 1 and 3 tournaments available to SASC teams and hosted by SASC.
5. Shall work together with the Equipment Coordinator and Field Director to ensure that adequate fields, field conditions and equipment are available for all competitive teams.
6. Shall ensure that SASC can develop sufficient competitive teams to meet the needs of Sunnyvale players. Will also ensure that all competitive teams play in the correct division and level and that the Club supports a fair balance of teams within each level, gender, and age group.
7. Shall communicate and distribute to all Competitive Coaches any lock combinations or keys necessary to access field equipment. Will also communicate to Coaches the responsibility for field set up or closing and any penalties associated with non-compliance.

## **G. Recreational Director**

1. Shall organize the game schedule for all recreational teams and field schedule for recreational team games and practices.
2. Shall recruit, train and be the information source for all age-group coordinators and the liaison between age-group coordinators and the Registrar.
3. Shall recruit, and train coaches and assign teams.



# SUNNYVALE ALLIANCE SOCCER CLUB



4. Shall enforce the rules of fair play and fair and equal treatment of all players. The Recreational Director is responsible for player and coach clinics during each season and the dissemination of club information to all recreational coaches.
5. Shall set the team size, field dimensions, and playing rules with the approval of the Board.
6. Shall work together with the Equipment Coordinator and Field Director to ensure that adequate fields, field conditions and equipment are available for all recreational teams.
7. Shall ensure that every recreational team is provided with complete equipment for each season, including but not limited to, balls, cones, bags, first aid kits and complete documentation.
8. Shall arrange for the distribution of medals or trophies, as well as team and player pictures for Recreational teams as necessary.
9. Shall communicate with all Recreational Coaches field procedures for set up and closing, including goal set up and storage procedures, opening and locking procedures and codes, and field preparation procedures.

## **H. Competitive Registrar**

1. Shall prepare team packets for all competitive teams prior to each season (fall and spring).
2. Shall be responsible for registration for SASC competitive teams in any United States Soccer Federation (USSF) recognized organization. Depending on the organization, player registration portion may be left for the teams to manage.
3. Shall be responsible for informing comp team coaches and managers of changes in the registration paperwork and process as dictated by CYSA-North and CYSA District II.
4. Shall serve as liaison with upper organizational levels in areas concerning player registration and shall communicate this information to the Board.
5. Shall inform Treasurer of team and player counts and amounts due to the League.
6. Shall work together with Treasurer and Financial Aid Manager to ensure that all players are aware of SASC Scholarship and Financial Aid programs. Shall assist Treasurer with Financial Aid issues as they arise and other financial issues impacting competitive players.

## **I. Recreational Registrar**

1. Shall be responsible for the computer based registration of all Class 4 players, coaches and teams. Will work together with the Recreational Director and the Recreational Age Group Coordinators to create teams and to appropriately assign players and coaches to teams.



# SUNNYVALE ALLIANCE SOCCER CLUB



2. Shall prepare team packets for all Class 4 Teams. Will deliver and retrieve finished team packets to and from the League Registrar and forward them to the recreational coaches.
3. Shall serve as liaison with upper organizational levels in areas concerning player registration and shall communicate this information to the Board.
4. Shall inform treasurer of team and player counts and amounts due to the League.
5. Shall be responsible for planning, organizing and conducting open registration events for recreational players and coaches in all seasons in which the club participates.
6. Shall be responsible for notifying Publicity regarding seasonal flyers to announce the registration events.
7. Shall work together with Treasurer and Financial Aid Manager to ensure that all players are aware of SASC Scholarship and Financial Aid programs. Will work together with Treasurer in any financial issues that arise.

## **J. Field Director**

1. Shall organize and coordinate the schedule of competitive team games, tournaments, practice fields and events. Shall include field striping duties to corresponding field caretakers. Will work together with the Recreational Director to ensure that the recreational teams have adequate playing and practice fields.
2. Shall schedule all games necessary for play-through teams.
3. Shall be responsible for coordinating and managing leasing of SSC (all year) for camps, tournaments, etc.
4. Shall be responsible for coordinating all post-season field shut downs.
5. Shall be responsible for working with Recreational and Competitive Directors to ensure that field requests are submitted by President to the city to meet demands of the season.

## **K. Volunteer Director**

1. Shall oversee volunteer recruitment, coordination and communications on behalf of the Board when activities of the club require additional human resources.
2. Shall collect volunteer signup sheets from registration events for future in staffing.
3. Shall be fully responsible for working with the appropriate Board Member to staff registration events, Fun Day, tournaments, club asset sales events and other activities requiring one-time helpers.
4. Shall assist the Vice President in recruiting for open Board positions using information gathered in volunteer recruitment.

## **L. Tournament Director**

1. Shall oversee the fulfillment of obligations of SASC toward hosting of portions of the CYSA District II Cup coordinated with rest of Foothill Youth Soccer League,



# SUNNYVALE ALLIANCE SOCCER CLUB



- coordinated with other members of the board with adequate notice (Referee Director, Competitive Director, Fundraising, etc.).
2. Shall inform the Board of obligations as determined by Foothill Youth Soccer League and CYSA District II.
  3. Shall provide input to Foothill and CYSA District II as to the preferred hosting obligations as coordinated with the Board, such as hosted teams age, division of play, sex as appropriate for the club membership, and hosting resources (fields, volunteers, etc.).
  4. Shall coordinate efforts for all tournaments hosted by SASC, in addition to District Cup.

## **M. Fundraising Director**

1. Shall organize and work with different corporate companies and vendors to raise funds for SASC.
2. Shall develop and launch programs to generate funds/income to assist in the maintaining of Sunnyvale Soccer Complex (SSC).
3. Shall develop and launch programs to generate funds/income to assist in the maintenance of the Club scholarship player program to cover registration fees and expenses for those in financial need.
4. Shall provide proposals to Corporate Companies for sponsorship. Outline different programs to provide funds to SASC. Will apply for grants from various organizations or foundations.
5. Shall work together with Treasurer in the above and provide necessary information to send out a club acknowledgements and receipts for tax purposes.
6. Shall work together with Fun Day Coordinator and Volunteer Director to maximize activities and fundraising opportunities for SASC Fun Day. Is responsible for the management and scheduling of club pictures in conjunction with Fun Day and for recruiting and overseeing the duties of the Picture Day Coordinator.
7. Shall be responsible for assisting the Tournament Director with all tournament related activities.

## **N. Director(s) of Coaching**

1. Shall work with the Recreational and Competitive Directors to run and develop a successful youth soccer program.