

OTERO COUNTY YOUTH SOCCER LEAGUE

BY-LAWS

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BY-LAWS

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**OTERO COUNTY YOUTH SOCCER LEAGUE
BY-LAWS**

1.01 NAME

This League shall be known as the Otero County Youth Soccer League and may be referred to as “OCYSL”

1.02 PURPOSE

The purpose of this League shall be to develop, promote, teach, and administer the game of soccer for youth (boys and girls under the age of nineteen (19)) within the boundaries and territorial description of this League. This League shall offer its soccer program without restriction to race, color, religion, sex, or national origin.

1.03 BOUNDARIES AND TERRITORIES

The boundaries of this League shall be a geographical subdivision of the territory of the State of New Mexico as created by the New Mexico Youth Soccer Association (NMYSA) and known as District 8.

1.04 COLORS

The representative colors of this League as established by the NMYSA for the purpose of identifying District 8 select teams shall be royal blue and white.

1.05 AFFILIATIONS

This League shall be affiliated with and comply with the authority of the New Mexico Youth Soccer Association (NMYSA), the United States Youth Soccer Association (USYSA), and the United States Soccer Federation (USSF).

1.06 AUTHORITIES

1.06.01 OCYSL GOVERNING AUTHORITIES AND DOCUMENTS

This League shall be governed by its By-Laws, General Procedures and Rules, and any other document adopted by the Board of Directors, except when superseded by the USSF, USYSA or NMYSA.

1.06.02 BOARD OF DIRECTORS

The governing authority of this League shall be vested in the Board of Directors. The members of the Board of Directors and the powers and responsibilities of each member are designated in Paragraph 2.02

2.01 UNAFFILIATED ORGANIZATIONS

All teams, clubs or leagues not holding membership in NMYSA shall be considered “Unaffiliated Organizations”. Any OCYSL-registered team playing games with unaffiliated teams within District 8 must have approval of the District 8 Commissioner. Games played with affiliated teams from other districts or from outside New Mexico must have approval of the responsible District 8 Commissioners and/or the NMYSA Board of Directors.

2.02 BOARD OF DIRECTORS

2.02.01 ORGANIZATIONAL CHART

See last page of the By-Laws.

2.02.02 RESPONSIBILITIES AND AUTHORITY OF THE BOARD OF DIRECTORS

The Board of Directors shall be responsible for and have sole authority for the following:

- a. Establishing, amending, interpreting and enforcing the League By-Law, General Procedures and Rules and any other governing documents.
- b. Establishing fees and approving the collection of income and the payment of bills associated with the operation of this League.
- c. Establishing procedures for the formation of non-club teams and district select teams.
- d. Approving club procedures for the formation of club teams.
- e. Approving and registering all teams affiliated with this League.
- f. Establishing minimum qualifications for League referees and coaches.
- g. Approving all persons serving as referees or coaches within this League.
- h. Approving all soccer clinics or camps conducted for the benefit of players, coaches and/or referees of this League.
- i. Purchasing, maintaining and issuing uniforms and equipment for non-club teams and qualifying clubs.
- j. Purchasing and maintaining and field equipment (nets, corner posts, lining equipment, etc.).
- k. Working with appropriate parties and agencies to secure and properly maintain for League use game and practice fields within Otero County.
- l. Preparing practice schedules for all recreational and select teams and allocating practice fields in Otero County.
- m. Approving the use of game fields located in the communities of affiliated clubs, but which have been made available to the League.
- n. Scheduling all games involving League-registered teams or fields allocated to League use.
- o. Assigning referees to all games involving League-registered teams playing on fields allocated to League use.
- p. Establishing procedures for making fields game-ready.
- q. Maintaining current files on team records and age-group standings.
- r. Approving the formation and operation of tournaments sponsored or sanctioned by this League.
- s. Establishing procedures for and approving participation of League teams and/or district select teams in games or tournaments sponsored by the state or any other organization.
- t. Approving all fundraising projects conducted for the benefit of this League or any of its affiliated clubs or teams.
- u. Making temporary rules, procedures or regulations for the specific cases or occasions not provided for in the By-Laws, General Procedures and Rules or other governing documents, but which are deemed necessary by the Board of Directors to carry out the objectives of this League.

- v. Reviewing and approving the By-Laws and policies of affiliated clubs and ensuring consistency of their operations with the governing documents of the USSF, USYSA, NMYSA and OCYSL.
- w. Suspending, barring completely or otherwise disciplining for just cause any player, coach, referee, team assistant, League or club officer, or other person who are affiliated or associated with any member team or club; or any team or club within the League.
- x. Requiring any League official leaving office for any reason to turn over all equipment, materials, documents or other items belonging to the League to the Chairman or presiding officer within 15 days of departure from office.

2.02.03 DUTIES OF OFFICERS

- a. **CHAIRMAN.** Shall, subject to the control of the Board of Directors, exercise general supervision, direction and management control over the business activities of the Board of Directors. He/she shall preside over all meetings of the Board of Directors and the Executive Committee. He/she shall appoint at the beginning of each season or as the need arises, subject to the approval of the Board of Directors, the members and /or chairpersons of any standing or ad hoc committees. He/she shall be an ex-officio member of all standing and ad hoc committees. He/she shall have such other powers and duties as may be prescribed by the By-Laws or the Board of Directors.
- b. **VICE-CHAIRMAN.** Shall, in the absence of the Chairman, preside over and conduct meetings of the Board of Directors and the Executive Committee. He/she shall be the Alamogordo real-property manager, working with the City of Alamogordo and Alamogordo Public Schools to secure and properly maintain game and practice fields within the city. He/she shall maintain the field equipment for all Alamogordo fields. He/she shall prepare practice schedules for all Alamogordo fields. He/she shall regularly report game scores, team standings and similar information to the news media.
- c. **SECRETARY.** Shall keep an accurate record of all meetings of the Board of Directors and the Executive Committee, and give notice and agenda of meetings. He/she shall prepare League correspondence as directed by the Chairman or presiding officer. He/she shall maintain the files of the League and be responsible for the preparation of the annual report to be submitted at the Annual General Meeting.
- d. **TREASURER.** Shall give receipt for all monies received which shall be deposited in a recognized bank in the name of the League. All accounts shall be paid by check and shall bear two (2) signatures. The Chairman, Vice-Chairman and Treasurer shall be the recognized signatures of checks issued by the League. The Treasurer shall properly balance the receipt book and vouchers for accounts (savings/checking) according to the bankbook or statement, whichever is currently up-to-date, and produce these documents when required by the Board of Directors. He/she shall be responsible for preparation of all papers pursuant to and maintenance of the Articles of Incorporation and tax-exempt status of the League. He/she is responsible for developing the budget and planning expenditures of the League.

- e. REGISTRAR. Shall be responsible for the training of League and club personnel to ensure proper registration of players and teams within the League. He/she shall be responsible for the registration of players and teams with the NMYSA. He/she will certify the registration data for each player and will serve as the authority for this data for insurance and other purposes. He/she shall prepare passcards for all registered players. He/she shall prepare the rosters of League teams playing in NMYSA sponsored tournaments. He/she shall prepare and certify the rosters of League teams playing in non-NMYSA sponsored tournaments. He/she shall serve as chairman of the Credentials Committee for any tournament sponsored or hosted by this League.
- f. SCHEDULER. Shall schedule all games, both home and away, played by teams registered with this League and all games played on fields allocated to League use, whether or not they involve League-registered teams. He/she shall print and distribute original or revised schedules to all affected teams as needed. He/she shall compile and maintain current files of all teams' scores and age group standings.
- g. REFEREE ADMINISTRATOR. Shall schedule referees and assistant referees for all games involving League registered teams played on fields allocated to League use. He/she shall maintain complete and accurate records of all games worked by each referee and assistant referee to ensure proper payment of referee fees. He/she shall maintain accurate records of scores for all games U-10 and above.
- h. CLUB COMMISSIONERS. Shall represent the interest of their respective affiliated clubs before the Board of Directors and shall ensure that their respective organizations adhere to League rules and policies.
- i. AGE GROUP COMMISSIONERS. Shall represent the interest of non-club (recreational) teams within their respective age groups before the Board of Directors and shall administer the League's governing documents among those teams. Within their respective age groups, each commissioner shall be responsible for carrying out the following activities in accordance with League policies and procedures:
 1. Distribution of League uniforms and equipment at the start of seasonal year.
 2. Assist the Registrar with formation of teams and selection of coaches.
 3. Regular field supervision during periods of game play.
 4. Collection of scores of all games involving club or non-club teams, playing at home or away. Collection of scores for U-10 and above teams from winning coaches. Timely reporting of these scores to the League Vice-Chairman and League Scheduler.
 5. Notifies all parties of any schedule changes.
- j. RISK MANAGEMENT MANAGER The Risk Management Manager will ensure that background disclosure forms are received for all board members, coaches, assistant coaches, team parents and/or any adult dealing with children in an official capacity with OSCYL. He/she will be responsible for the completed forms to reach the state office for official background check.

He/she will also be responsible for the distribution of returned approval cards. As risk manager, he/she will be responsible for taking part in the Riner Steinhoff Tournament as Field Marshal in charge of all risk management issues related to said tournament. The Risk Management Manager will be responsible for the safety maintenance of all OCYSL equipment according to NM state regulations. He/She will be responsible for administrative paperwork concerning league related accidents or injuries.

2.03 STANDING AND AD HOC COMMITTEES

2.03.03 STANDING COMMITTEES

The following standing committees and others as needed shall be appointed yearly by the Chairman with the concurrence of the Board of Directors:

- a. Tournament
- b. Fund Raising
- c. Clinics and Camps
- d. Uniforms and Equipment

2.03.04 AD HOC COMMITTEES

Ad hoc committees required to assist in attaining the goals of this League shall be appointed by the Chairman on an annual basis with the concurrence of the Board of Directors.

2.04 ELECTION, REMOVAL AND RESIGNATION OF OFFICERS

2.04.01 ELECTION REQUIREMENTS AND PROCEDURES

- a. The election of officers, excluding Club Commissioners, shall be conducted at the Annual General Meeting.
- b. Voting shall be by individual members in good standing who are at least 18 years of age.
- c. Each member in good standing present at the Annual General Meeting shall have one (1) vote. No proxy votes will be accepted.
- d. Election to an office will be by majority vote. In the event a candidate does not receive a majority vote, a runoff of the top two candidates will determine the winner.
- e. The candidates for the offices of Vice-Chairman, Registrar and Age Group Commissioners shall be Otero County residents.
- f. The election or appointment of Club Commissioners shall be as prescribed by their respective clubs.

2.04.02 TERMS OF OFFICE

- a. An individual may serve no more than two (2) consecutive terms in the same elected office.
- b. The Chairman, Secretary, Registrar and Referee Administrator shall be elected in even numbered years. The Vice-Chairman, Treasurer, Scheduler, and Risk Manager shall be elected in odd numbered years. Age Group Commissioners shall be elected annually.

- c. Upon approval of these By-Laws by the general membership, all elective offices will be voted upon, with the Vice-Chairman, Treasurer, Risk Manager and Scheduler being elected to a one-year (1) term.
- d. The terms of office of Club Commissioners shall be as prescribed by their respective clubs.

2.04.03 REMOVAL OF ELECTED OFFICERS

- a. Requests for removal of an elected official shall be made in writing to the Chairman of the Board by at least three (3) persons who are members of the Board, defining why such action is necessary. Specific charges and supporting data must be provided with the request. If the Chairman is the subject of the removal action, the request shall be made in writing to the Vice-Chairman.
- b. The motion for removal shall be voted upon by the Board of Directors (except the subject member) at a special meeting of the Board of Directors to be held within two weeks of receipt of the written request.
- c. A two-thirds (2/3) majority vote of the Board of Directors shall be required to remove a member.
- d. A special election by the Board of Directors to fill a vacancy shall be held within 30 days of the vacancy. A simple majority vote of the Board of Directors shall be required to elect a replacement.
- e. Any officer elected according to 2.04.03d shall fill the unexpired term of the removed officer. If the remaining term of office exceeds one (1) year, the elected official may serve only one (1) additional term in that elected office.
- f. A member of the Board of Directors missing three (3) consecutive meetings without being excused by the Chairman (or presiding officer) may be removed from office by a majority vote of the Board of Directors.

2.04.04 RESIGNATION OF OFFICERS

- a. The resignation of any officer shall be made in writing to the Chairman or the Board of Directors at large.
- b. When filling a vacancy due to a resignation, the procedures of 2.04.03d and e shall apply.

2.05 MEMBERSHIP

2.05.01 CLUB TEAM AND INDIVIDUAL MEMBERSHIP

Membership in this League shall be by affiliated select teams and clubs meeting the requirements as specified in the By-Laws. Players shall be organized into teams, which shall be registered with the League. Membership shall also accrue to any individual who meets one of the following criteria:

- a. Is a properly registered player with the League, who's registration fee is paid for the seasonal year and who is a member of a registered team.
- b. Is the parent or guardian of a player described in Paragraph 2.05.01a.
- c. Is an elected or appointed official of the League, a coach or assistant coach of a registered team, or a referee or assistant referee actively engaged in working League games.

2.05.02 LEAGUE AFFILIATION REQUIREMENTS

Clubs desiring to apply for affiliation in OCYSL shall consist of team(s) and submit the following to the League Chairman:

- a. Letter requesting permission to become affiliated with the League, including the names of the Club officers, and attaching a copy of the Club Constitution and By-Laws.
- b. Complete projected annual budget.
- c. The required number of competed NMYSA team rosters for each team in the Club.
- d. Full payment of all League, NMYSA, and USYSA dues and fees for each team in the Club.
- e. A completed League player registration form for each player in the Club.
- f. Proof of age for each registered player as specified by NMYSA rules. The Club shall be responsible for having such proof of age in its possession in the event a team travels to tournaments or the player's age is challenged by another club.

2.05.03 SEASONAL YEAR REQUIREMENTS

Member clubs and teams or new clubs or teams applying for membership shall annually submit properly completed player and team registration forms prepared in accordance with correct registrations and procedures, along with appropriate registration fees.

2.05.04 NOTICE OF CLUB LIABILITIES

Each club, upon acceptance as an affiliate of the League, shall be furnished with a copy of the League Constitution, By-Laws, and General Rules, Appeals and Disciplinary Procedures. This shall be deemed sufficient notice of their liabilities. By acceptance, the affiliate club shall agree to abide by their provisions.

2.05.05 REQUIREMENTS OF MEMBERSHIP

All members shall abide by the By-Laws, General Procedures and Rules and other governing documents of this League, and all applicable rules and regulations set forth by the USSF, USYSA and NMYSA.

2.06 DISTRICT COMMISSIONER

2.06.01 DUTIES OF THE DISTRICT COMMISSIONER

The District commissioner shall represent this League and District 8 to the NMYSA and shall represent NMYSA to District 8 and this League. He/she has such authority as prescribed by the By-Laws of the NMYSA. He/ she shall be an ex-officio, non-voting member of the UYSL Board of Directors.

2.06.02 ELECTION OF THE DISTRICT COMMISSIONER

The District Commissioner shall be elected in accordance with the provisions of 2.04.01. The election shall be held not later than 31 May in even-numbered years.
Refer to 2.06.01 of the NMYSA By-Laws.

2.06.03 REMOVAL OF THE DISTRICT COMMISSIONER

The District Commissioner may be removed from office in accordance with the **provisions of 2.06.03 of the NMYSA By-Laws.**

2.07 MEETINGS

2.07.01 ANNUAL GENERAL MEETING NOTICE AND DATE

The Board of Directors shall call for an Annual General Meeting of the League. The date of the meeting will be on or before 31 May of the stated seasonal year. The League Secretary shall publish written notification of the meeting in the local newspapers serving the communities served by OCYSL. Such notification shall be published not later than 14 days prior to the meeting. Public service announcements (PSAs) on local radio and television stations should also be considered. The announcement shall contain the meeting date, time and location.

2.07.02 VOTING PROCEDURES AT THE ANNUAL GENERAL MEETING

The voting procedures shall be in accordance with Paragraph 2.04.01 of these By-Laws.

2.07.03 ORDER OF BUSINESS AT THE ANNUAL GENERAL MEETING

The order of business at the Annual General Meeting shall be the following:

- a. Call to order
- b. Credentials
- c. Introduction of guests
- d. Acceptance/modification of minutes from previous AGM
- e. Presentation of annual report
- f. Approval of budget for next seasonal year
- g. Unfinished (old) business
- h. Election of Officers
- i. New business
- j. Items for the good of the game
- k. Adjournment

2.07.04 BOARD OF DIRECTORS/EXECUTIVE COMMITTEE

Regular meetings of the Board of Directors shall be held monthly during the League season or more frequently if deemed necessary by the Chairman or Executive Committee. Regular meetings of the Executive Committee shall be held monthly during the League season or more frequently if deemed necessary by the Chairman or Executive Committee. The suggested agenda for Board of Directors and Executive Committee meetings shall be provided in advance of the meeting and shall be as follows:

- | | |
|---------------------------|-------------------------------------|
| a. Call to order | j. Risk Management Manager's Report |
| b. Roll call | k. Referee Administrator's Report |
| c. Introductions | l. Commissioner's Report |
| d. Acceptance of minutes | m. Committee Reports |
| e. Correspondence | n. Unfinished business |
| f. Treasurer's Report | o. New business |
| g. Registrar's Report | p. Good of the game |
| h. Vice-Chairman's Report | q. Adjournment |
| i. Scheduler's Report | |

2.07.05 CALL FOR SPECIAL MEETINGS OF THE BOARD OF DIRECTORS/EXECUTIVE COMMITTEE

The Board of directors shall meet whenever the Chairman or Executive committee deems it necessary, or if they are directed to do so by four (4) or more

members of the Board of Directors. The Executive Committee shall meet whenever the Chairman deems it necessary, or if he/she is directed to do so by three (3) or more members of the Executive Committee. Whenever possible, 48 hours notice will be provided.

2.07.06 VOTING AT BOARD OF DIRECTORS MEETINGS

The following members of the Board of Directors shall have one (1) vote each:

- a. Vice-Chairman
- b. Secretary
- c. Treasurer
- d. Registrar
- e. Scheduler
- f. Referee Administrator
- g. Each Commissioner
- h. Risk Manager

The Chairman shall vote only in the event of a tie.

2.07.07 VOTING AT EXECUTIVE COMMITTEE MEETINGS

Each member of the Executive Committee shall have one (1) vote with the Chairman voting only in case of a tie.

2.08 QUORUM

At all meetings of the Board of Directors and/or the Executive Committee, two-thirds (2/3) of the votes of said Board or Directors shall constitute a quorum for the transaction of business.

2.09 SEASONAL YEAR

The seasonal year for this League shall be from September 1 through August 31. Insurance coverage shall be for the same period of time.

2.10 PROTESTS AND APPEALS

2.10.01 PROTESTS

Rules and procedures for protests are defined in the General Procedures and Rules.

2.10.02 APPEALS

Every decision rendered by a team, club or the Board of Directors may be appealed to the next higher ruling authority. The rules and procedures governing appeals are defined in the General Procedures and Rules.

2.10.03 RESTRICTIONS ON MEMBERSHIP (AID OF COURTS)

In the matter of protest and/or appeals, no person(s) associated with the operations of this League at any level may invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within the OCYSL, NMYSA, USYSA and USSF, including final appeal to the USSF National Council at its Annual General Meeting.

2.10.04 VIOLATION OF 2.10.03

For violations of Section 2.10.03, the offending party (ies) shall be subject to the sanctions of suspension and fines, and shall be liable to OCYSL/NMYSA/USYSA/USSF for all expenses incurred by OCYSL/NMYSA/USYSA/USSF in defending each court action, including but not limited to the following:

- a. Court costs
- b. Attorney fees
- c. Reasonable compensation for the time spent by OCYSL/NMYSA/USYSA/ USSF officers in responding to and defending against allegations in the action, including responses to discovery and court appearances.
- d. Travel expenses
- e. Expenses for holding special OCYSL/NMYSA/USYSA/USSF meeting necessitated by the court action.

2.11 RESPONSIBILITIES

2.11.01 MEMBER CLUBS AND TEAMS

All member clubs and teams shall be responsible for governing those persons associated with their operations. Clubs and teams shall abide by OCYSL rules. In the event of conflict or disagreement among league/district/state/ regional/national procedures, requirements, and rules during play outside the League, the higher authority shall govern.

2.11.02 FALSIFICATION OF RECORDS

Falsification of records shall be grounds for prohibition from future participation and/or membership in this League.

2.11.03 PLEAS OF IGNORANCE

A plea of ignorance to the By-Laws, General Procedures and Rules or other governing documents of this League is not sufficient defense, and violators may expect appropriate action by the Board of Directors of the League.

2.11.04 INVESTIGATION OF MEMBERS

The Board of Directors shall be empowered to conduct such review of League members that will establish that its members are in compliance with all financial obligations, policies, rules and any additional items as covered by the Articles of Incorporation, By-Laws, General Procedures and Rules or other governing documents, and the fair and equitable promotion, development and administration of soccer within the territory assigned to this League. If such investigation reveals that the member has not complied with the League rules, policies, financial obligations, etc., imposed on the member, the Board of Directors shall adjudge the member to not be in good standing and shall impose such penalties and sanctions designed to bring that member into compliance with the policies and rules of the League.

2.11.05 VIOLATIONS

Any person found guilty of violating the By-Laws, General Procedures and Rules or other governing documents of this League may be asked by the Board of Directors to appear before the Board in order to explain his/her action.

2.11.06 GOOD STANDING

To be in good standing with this League, the affiliated member must meet all requirements defined in the By-Laws, General Procedures and Rules and other governing documents of this League. Failure to comply may result in penalties being levied by the Board of Directors on the affiliated involved.

A club or team in bad standing may lose the following privileges:

- a. May not be allowed to participate in League-sponsored tournaments or games.
- b. May not be allowed to compete outside the League.
- c. May lose all voting privileges at the Annual General Meeting.

An individual member in bad standing may lose the following privileges:

- a. A player may lose the privilege of participating in the League's soccer program.
- b. An adult member 18 years of age or older may lose his/her right to vote at the Annual General Meeting.
- c. An elected or appointed official, a coach or assistant coach, or a referee or assistant referee may lose his/her right to hold his/her position.
- d. Any member may lose the privilege to be present at League activities

Notification of bad standing shall be made in writing to the member involved by the Board of Directors.

2.12 FINANCIAL RESPONSIBILITY

2.12.01 LIABILITY FOR DEBTS

This League shall neither assume, nor be liable for, the debts or the financial responsibilities, either implied or incurred, of any player, coach, team manager, referee, club official, League official, or any other person affiliated or associated with any team or club of this League or with the League itself.

2.12.02 FINANCIAL DISCLOSURE BY AFFILIATES

Upon receipt of written request from any member of this League (players, parents, team, club or League officials, or other interested parties), all affiliates of this League will provide an accounting, in writing, of their financial activities/status. Failure to provide adequate financial disclosure may result in disciplinary action by the Board of Directors.

2.13 LIABILITY PROTECTION

All officers of this League and officials of affiliated teams and clubs shall be covered by NMYSA against personal liability claims while performing acts and duties directly related to activities of this League.

2.14 DISSOLUTION

Should this League be dissolved, all assets remaining after payment of all debts shall be disposed of exclusively for the purposes of this League in such a manner, or to such an organization or organizations organized and operated exclusively for charitable or educational purposes as shall at that time qualify as an exempt organization or organizations under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not to be disposed of shall be disposed of by a

court of competent jurisdiction of the county in which the principal office of this League is located, exclusively for such purposes or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.

2.15 CHANGES/ADDITIONS TO THE BY-LAWS OR GENERAL PROCEDURES AND RULES

Changes shall be made by providing written description of the proposed change(s) to the Board of Directors 15 days in advance of the date such changes could become effective. A two-thirds (2/3) vote of the attending Board of Directors is required for the change to be adopted. Any additions shall require a majority vote of the attending Board of Directors with the same written notification procedures required for changes.

2.16 RULES OF ORDER

Robert's Rules of Order shall be followed at all meetings of the League unless otherwise agreed to by the participants.

2.17 RULES FOR PLAYING-UP IN OCYSL

- 2.17.1 Playing-up will be allowed up to one age group and must be agreed upon both by coach and parent.
- 2.17.2 In order to play up, individuals must try-out with a coach or coaches from the higher age group and show appropriate skills and maturity in order to qualify for a higher age group.
- 2.17.3 If/when a player has been accepted to a higher age group and at a later time decides to return to his or her own age group, for whatever reason, he/she will not be allowed to play-up again in that current playing season.