



# *Futsal San Jose*

## **Constitution**

**February 10, 2010**

### **1.0 NAME**

This League, incorporated within the State of California as a non-profit organization, shall be known as **Futsal San Jose** (FSJ).

### **2.0 PURPOSE**

- 2.1 The purpose of this League shall be to develop, promote and administer the game of Futsal among youth (under nineteen (19) years of age) within the general south San Jose area.
- 2.2 This League shall offer, regardless of race or creed, a competitive futsal program to all youth (boys and girls under nineteen (19) years of age).

### **3.0 AFFILIATION**

- 3.1 This League shall be an affiliated branch of and comply with the authority of the United States Futsal Federation (USFF) under the local jurisdiction of the California Futsal Association North (CFAN).

### **4.0 AUTHORITIES**

- 4.1 This League shall be governed by its Constitution, By-Laws and Rules and

Regulations, except when these are superceded by USFF.

- 4.2 The governing authority of this League, whose powers shall be designated in the By-Laws, shall be vested with the Board of Directors of this League.

## **5.0 MEMBERSHIP**

- 5.1 Membership in this League shall consist of one head coach, one assistant coach, all registered players, and all Board of Directors through an affiliated League.
- 5.2 All member teams, their players, coaches, parents and referees shall abide by the Constitution, By-Laws and Rules and Regulations of this League as set forth by the Board of Directors, and all applicable Rules and Regulations of the Associations with which this League is affiliated.

## **6.0 ANNUAL MEETING**

- 6.1 The President of this League, with the concurrence of the Board of Directors, shall call for an Annual General Meeting of the membership, once a year. Written notification to all registered coaches shall be sent at least thirty (30) days prior to said Annual General Meeting.
- 6.2 The order of business at the Annual General Meeting shall be as follows:
  - A. Call to Order
  - B. Roll Call
  - C. Introduction of Guest(s)
  - D. Acceptance of Minutes of previous AGM
  - E. Reports:
    1. President
    2. Treasurer
    3. Secretary
    4. Registrar
    5. Committees
  - F. Unfinished Business
  - G. Proposal for Changes of Constitution, By-Laws, and/or general procedures and specific rules.

- H. New Business
- I. Election of Board of Directors
- J. For the Good of the Game
- K. Adjournment

- 6.3 Each registered team, via its USFF-registered head coach or registered assistant coach, shall be entitled to one (1) vote. Voting is restricted to those teams, which have been registered during the current season. Voting by proxy shall not be allowed and only those members of record, in good standing, shall be entitled to voting privileges at the AGM. The President of this League shall cast a vote only in the case of a tie. Each member of the Board of Directors of this League shall have a vote. Under no circumstances shall an individual have more than one (1) vote.
- 6.4 Special meetings may be called by the President or any three (3) Board of Directors' members. Any action taken must be ratified by the Board of Directors at their next scheduled meeting. In addition, special meetings of the members for the purpose of the removal of Officers and election of their replacement may be called by twenty-five percent (25%) or more of the members.

## **7.0 CHANGES**

- 7.1 Amendments to this Constitution, By-Laws, and Rules and Regulations of this League shall be made at the Annual General Meeting of the membership, except in such cases as specified in the By-Laws of the League. Changes may be submitted in the following manner:
- A. Proposed changes with arguments are to be presented to the League Board thirty (30) days prior to the AGM. Proposed changes may be submitted by League affiliated teams.
  - B. Proposed changes submitted by the Board.
- 7.2 An amendment shall be deemed adopted by an affirmative vote of two thirds (2/3) of the voting members at the Annual General Meeting. Adopting of changes that were temporary changes shall become effective immediately.



## By-Laws

### 8.0 BOARD OF DIRECTORS

- 8.1 The Board of Directors shall be elected at the Annual General Meeting and shall take office after adjournment of the Annual General Meeting. The Annual General Meeting is to take place no later than September 30th.
- A. PRESIDENT:**  
Shall conduct all meetings of the Board of Directors and may cast a vote only in the case of a tie. He/she shall appoint at the beginning of each season, subject to the approval of the Board of Directors, the Standing Committee and/or the Committee Chairperson, and other Members-at-large as needed. He/she will be responsible for the day-to-day operation of and shall coordinate the activity of the League. He/she may sign any official USFF forms and will be the League Representative at USFF functions.
- B. VICE PRESIDENT:**  
In the absence of the President, the Vice President shall preside at meetings of the Board of Directors, attend District meetings and will be the League Representative at USFF functions. He/she shall be the Board Coordinator for the operation of all committees. He /she will be Chairperson of the Protest, Appeals and Discipline (PAD) Committee. He/she shall call together a special Board or Committee Meeting to deal with petitions/disciplinary action within 14 days of receipt. He/she shall provide guidance for the League's Tournament Directors. He/she will be Chairperson of the Budget Committee. He/she will organize/plan the League's Annual General Meeting (AGM).
- C. TREASURER:**  
The Treasurer shall give receipts for all monies 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 Treasurer and/or the President, Vice President, or Secretary. The receipt book and vouchers shall be produced when required by the Board of Directors; properly balanced according to the bankbook or statement, whichever is up to date. He/she shall also be responsible for preparing any and all papers pursuant to the Articles of Incorporation and Tax Exemption status of this League. In the event the Treasurer becomes unavailable for fifteen (15) days, the President and one of the other authorized signatures will be required. At no time shall any related parties be the two (2) signatures on a check, regardless of to whom the check is payable. The Treasurer will be a member of the Budget Committee.

**D. SECRETARY:**

The Secretary shall keep an accurate record of all meetings, handle correspondence, give notice of meetings, and maintain the files and Post Office Box of the League. He/she shall also be responsible for accomplishing the Credential check at the Annual General Meeting and organizing public relations and advertising needed to meet the League's registration goal together with the PR Director.

**E. REGISTRAR DIRECTOR:**

The Registrar Director shall keep an accurate record of all registered players and teams and comply with all of the affiliated federations registration procedures. The Registrar Director shall also be Chairperson of the Annual League Registration Process.

**I. REFEREE DIRECTOR:**

Shall be a qualified Futsal referee. Shall have the authority to appoint other referees to help coordinate the requirements within the Competition and Development Divisions. Shall coordinate the assignment of referees to games within the League's jurisdiction. Shall coordinate the initial and upgrade training of referees and shall be responsible for the referees appearance and conduct of all referee game report forms and forwarding of the forms to the Treasurer for the payment of fees. Shall be responsible for scheduling and coordinating referees for all league games, and tournaments.

**K. COACHING DIRECTOR:**

Shall develop a program to educate Futsal coaches. Provide, recommend, and communicate coaches training and clinics to the Board and all coaches. Organize all Club coaching functions and activities. Be responsible for the education of all coaches.

**L. FACILITIES AND EQUIPMENT Director:**

Shall be responsible for securing the required permits and insurance coverage for all playing facilities. Shall coordinate the preparation of all facilities and be responsible for the visual check and assignment of all playing surfaces. Shall appoint and supervise all facility coordinators. Shall be responsible for developing a season field schedule for all games. Shall also be responsible to work with school officials for the maintenance and use of those facilities. Shall work with teams that require insurance coverage for practice facilities.

**M. TEAM Director:**

The team director manages the teams, creates the age groups and playing brackets, and schedules all games, taking into account as far as possible scheduling requests by teams.

**N. U8 Director:**

The U8 Director is responsible to recruit and manage U8 and younger teams. If required shall appoint a U8 committee that he/she will chair to support the U8 program.

**O. COMMUNICATION, ACTIVITY & PROMOTIONS DIRECTOR:**

Shall coordinate the newsletter, pictures, and any special activities. He/she shall organizing public relations and advertising needed to meet the League's registration goal

**P. TOURNAMENT DIRECTOR:**

Shall be responsible for coordinating with the affiliated federations Tournament Directors. Will be responsible for proper submission of tournament applications and fees. Shall coordinate with the appropriate coordinators the selection and procurement of all tournament, jamboree, Cup and League awards (trophies, pins, medals, ribbons, etc).

**Q. SUMMER LEAGUE DIRECTOR:**

Shall be responsible to organize, advertise and run the Summer league. Shall appoint a summer league committee that he/she will chair to support said program.

**N. PAST PRESIDENT:**

The Past President shall be an advisor to the current President without voting privileges.

- 8.2 The Board of Directors shall be responsible for and sole authority for the following:
- A. Enforcing and interpreting the Constitution, By-Laws, General Procedures, and Specific Rules of this League. USFF and USSF.
  - B. Shall, from time to time, make temporary rules or regulations for specific cases or occasions not provided for in the Constitution, By-Laws, General Procedures or Specific Rules, but which are deemed necessary, by the Board of Directors, to carry out the objectives of this League or to comply with the rules and regulations of the USFF, or USSF
  - C. Insuring proper registration of all players, coaches and teams.
  - D. Approving procedures for the formation of registered teams to provide opportunities for various levels of play.
  - E. Establishing a common set of administrative rules.
  - F. Establishing a common set of playing rules.
  - G. Setting up and administrating the open sign-ups for player registration each year.
  - H. Functioning as a Rules and Revision Committee.
  - I. A Code of Conduct for players, coaches and spectators.
- 8.3 Any board member failing to attend 3 consecutive meetings, OR failing to meet their responsibilities, may be removed by a two-thirds majority of the board. A board member can appeal and may remain in their position with a simple majority vote from the board.

## **9.0 MEMBERSHIP**

- 9.1 Any applicant for membership in this League, shall submit, with the appropriate fee(s):
- A. Properly completed Player and Team Registration Forms, prepared in accordance with the current registration instructions and procedures.
  - B. Submit upon initial registration of each player, proof of place and date of birth (Birth Certificate or Pass-port).
  - C. Session fees for players/teams shall be payable prior to a Player's first Team or League game. Teams are not considered registered until

ALL of that team's player fees are paid.

- D. Hardships cases will be evaluated on an individual basis, and approved by the President or Registrar and one other board member.
- E. At no time will an older player be allowed to play on a team formed of younger players. The cut-off date for determining player's ages will be July 31. However, there are no limits to the number of younger players participating on older teams.

## **10.0 MEETINGS**

10.1 Regular meetings of the Board of Directors shall be held monthly during sessions, and as needed any other time of the year. The Agenda for regular meetings shall be as follows:

- A. Call to order
- B. Roll Call/Verification of Quorum for Meeting
- C. Introduction of Guest(s)
- D. Agenda Approval
- B. Acceptance of Minutes
- F. Correspondence
- G. Board Member's Reports
  - 1. President
  - 2. Vice President
  - 3. Treasurer
  - 4. Secretary
  - 5. Registrar
  - 6. Referee Director
  - 7. Referee Scheduler
  - 8. Facilities Director
- H. Committee Reports
- I. Unfinished Business
- J. New Business
- K. For the Good of the Game
- L. Adjournment

10.2 Action by unanimous consent with meeting.

- A. Any action required or permitted by the Board of Directors under any provision of Law may be taken without a meeting if a simple majority of the Board shall individually or collectively consent to such action. Such consent shall be filed with the minutes of the proceedings of the Board.

## **11.0 QUORUM**

- 11.1 At all meetings of the Board of Directors, fifty percent (50%) of the Board of Directors membership shall constitute a quorum for the transaction of business.

## **12.0 SEASONAL YEAR**

- 12.1 The seasonal year shall start on October 1<sup>st</sup> and end on September 30<sup>st</sup>.

## **13.0 PROTEST AND APPEALS**

- 13.1 In the matter of Protest and Appeals, no person(s) associated with the operations of this League may invoke the aid of the courts of the State of California or the United States without first exhausting all remedies within the USFF/USSF, including a final appeal to the USFF Council at the Annual General Meeting.
- 13.2 For Violation of 13.1, the offending party(ies) shall be subject to the sanctions of suspension and fines, and shall be liable to USFF/USSF for all expenses incurred by FSJ/USFF/USSF in defending each court action.
- 13.3 Whenever a League Officer or appointed Committee Chairperson or member makes a ruling or renders a decision which is in violation of or conflicts with a rule of the FSJ/USFF/USSF and which results in litigation involving any of these Associations as defendant, that person shall be responsible for the legal cost incurred by any of the Associations in defending the lawsuit.

## **14.0 RESPONSIBILITIES**

- 14.1 The League is responsible for governing those persons associated with its operations. Teams shall abide by the League rules under which they are registered and in which they are playing.

- 14.2 The League may remove any Coach that has broken League, USFF, or USSF rules. They may also be removed for these reasons:
- A. The League is petitioned by at least fifty percent (50%) of a team's parents for a hearing and the parents are sustained in their petition to remove the coach before an impartial committee.
  - B. The coach verbally abuses and threatens the players, officials, board members or spectators on a regular basis.
  - C. The coach has not demonstrated good coaching skills as determined by an impartial committee.
  - D. The coach is unable to adequately handle his/her coaching responsibilities.
- 14.3 Falsification of records shall be grounds for disbarment from future participation and/or membership in this League.
- 14.4 A plea of ignorance to the Constitution, By-Laws, General Procedures and Specific Rules of this League and the USFF is not sufficient and violators may expect appropriate action by the Board of Directors of this League. Copies of the FSJ Constitution and By-Laws are available on the League website. Coaches may receive a copy of the FSJ Constitution and By-Laws in printed form upon request from the League Secretary.
- 14.5 Any person found guilty of violating the Constitution, By-Laws, General Procedures and Specific Rules of this League or USFF, may be asked to appear before the Board of Directors of this League in order to explain his/her actions.

## **15.0 FINANCIAL RESPONSIBILITY**

- 15.1 This League shall not assume, nor be liable for, the debts and/or financial responsibilities, either implied or incurred, of any Player, Coach, Manager, Team Assistant, League Official or Referee from any Member Team.

## **16.0 LIABILITY PROTECTION**

- 16.1 All officials of member Leagues and Teams shall be covered against personal liability claims by the United States Futsal Federation for performing acts and duties directly related to the work of this League or USFF.

## **17.0 DISSOLUTION**

- 17.1 The property of this League is irrevocably dedicated to charitable purpose and no part of the net income or assets of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Should this League be dissolved, all assets remaining, after full payment of all debts, shall be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for the purpose of the development of youth futsal and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

## **18.0 RULES OF ORDER**

- 18.1 The rules contained in Robert's Rules of Order shall govern this League in all cases to which they are not inconsistent and Specific Rules of this League or any organization with which this League is affiliated.