

**Milpitas P.A.L. Soccer (MPALS)
Constitution / ByLaws
2022**

ARTICLE I – NAME

The name of the organization shall be the Milpitas P.A.L. Soccer, hereinafter referred to as MPALS.

ARTICLE II – PURPOSE

The purpose of MPALS is to promote mental and physical fitness, develop self and community pride, teach sportsmanship, and provide all skill and competitive levels of organized youth soccer, within the territory of the City of Milpitas Ca, including but not limited to Santa Clara and Alameda County boundaries.

ARTICLE III – AFFILIATIONS

The MPALS is an affiliated branch of the Metro P.A.L. Youth Soccer League. Other affiliations may be approved by the Board of Directors to assure MPALS teams' participation in youth soccer.

ARTICLE IV – MEMBERSHIP AND VOTING RIGHTS

Each Board Member shall have one (1) vote in elections, recall of officers, and in approving Constitutional amendments and any other issues the Board (defined below) shall deem necessary.

ARTICLE V – GOVERNMENT

- A. The management of the property and affairs of the MPALS shall be under the direction of the Board of Directors. The Board shall be held accountable to the general membership for their actions.
- B. The Board of Directors and/or the Commissioner may appoint temporary committees to handle problems or duties not covered under other defined offices.

ARTICLE VI – OFFICERS, DUTIES AND RESPONSIBILITIES

A. Board of Directors (Executive)

- 1) Members – The Board shall be comprised of the following volunteer/elected officials. Elections will occur in November of each year for all Board positions, for an annual term of December 1st through November 30th of the following year. Newly elected Board officials are encouraged to attend all remaining board meetings for the prior year.

Commissioner
Secretary-Treasurer
Registrar
Referee Coordinator
Fields and Equipment Coordinator
Public Relations Coordinator
All Age Group Coordinator
Board of Directors Advisor

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- 2) In any case an election is not able to take place in November of each year, a vote will be held to extend the concurrent board members to the following term. At least fifty percent (50%) or more of the Board Members must be present to constitute a quorum at Board of Directors meeting to hold such vote.
- 3) In the event that all positions are not filled, a Board Member may volunteer and be appointed by the Commissioner to fill the additional seats. Each position one person holds, will constitute a vote.
- 4) Responsibilities
 - a) The Board of Directors, acting together, shall constitute the administrative management of MPALS. They shall be responsible for:
 1. Ensuring that the MPALS operates within the framework and intent of the Constitution.
 2. Insuring the fair and equitable treatment of the players and all personnel of MPALS
 3. Ensuring that each team receives equal treatment insofar as is reasonable regardless of age of sex.
 4. Promoting youth soccer.
 5. Authorizing any fundraising campaigns proposed by the board.
 6. Recording, publicizing, and promoting the MPALS activities and endeavors.
 7. Appointing the necessary staff to run MPALS effectively and supervising their activities.
 - b) The Board of Directors shall meet at least once during each quarter of the year. These meetings shall be publicized.
 - c) Special Board meetings shall be called by the Commissioner, as deemed necessary, within seven (7) days of receipt of a petition bearing the signatures of fifty percent (50%) or more of the Board members of MPALS.
 - d) At least fifty percent (50%) of the members of the Board must be present to constitute a quorum at any Board of Directors meeting.
 - e) Vacancies on the Board shall be filled by appointment of Commissioner and volunteers. The Board shall, by a majority vote, fill any vacancy for the remainder of the term.
 - f) The MPALS budget shall be made available for viewing by any board member.
 - g) The Board shall have the authority to make temporary rules or regulations for specific cases or occasions not provided for in the Constitution. Such temporary rules or regulations must be presented to the MPALS Board of Directors at the next board meeting for possible inclusion into the Constitution.
- 5) Duties of the Board Members
 - a) Commissioner
 1. Shall preside at all meetings of the Board of Directors and at General Meetings.

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2. Shall automatically be a member of any committee established within the organization but shall not act as its chairperson. The commissioner must be advised by committee chairpersons of the date, time, and place of any such meetings.
 3. Shall be responsible for the day-to-day operation of the MPALS.
 4. Shall represent or appoint a representative of this association at all Metro P.A.L. Youth Soccer League meetings and will be authorized to cast votes on any subject which comes before the body.
 5. Shall coordinate the activity of the total organization.
 6. Shall have the authority to take disciplinary action as prescribed by the rules and guidelines against any board member, coach, assistant coach, player, referee or parent. His/her decisions in these matters may be appealed to the MPALS Board of Directors.
 7. Shall have the authority to authorize expenditures of up to \$500.00 per occasion without the prior approval of the Board of Directors.
 8. Shall call a special Board meeting upon receiving written appeals to disciplinary action by the Commissioner. All such appeals must be received within seventy-two (72) hours after disciplinary action is pronounced. This meeting shall be held within forty-eight (48) hours after receipt of the appeal.
 9. Shall be responsible for the managing of appointed and volunteer Field Marshalls.
 10. Shall be responsible for the purchase of all player and team equipment as budgeted and approved by the Board.
- b) Secretary-Treasurer
1. Shall keep an accurate record of all Board and General Membership Meetings.
 2. Shall submit minutes of each Board of Directors meeting to the Board at the next scheduled Board Meeting.
 3. Shall publish an agenda for each Board Meeting.
 4. Shall have a receipt for all monies, which shall be deposited in a FDIC insured account in the name of the MPALS. All accounts shall be paid by check with signature of Treasurer and approval of Commissioner. The receipt book and vouchers shall be produced upon demand of the Board of Directors, properly balanced and up to date.
 5. The Treasurer shall give a report at every Board Meeting.
 6. Shall prepare a final financial statement by December 31st of each year.
- c) Registrar
1. Shall be responsible for the registration process.
 2. Shall recommend modification, additions and/or deletions to the team selection process such that the process remains workable and useable each year with Public Relations Coordinator.
 3. Shall co-administer registration system and team formation process with the assistance of the Public Relations Coordinator.
 4. Shall coordinate the distribution of uniforms and equipment to teams on an equal basis.

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- d) Referee Coordinator
 1. Shall be responsible to locate, evaluate and obtain referees for MPALS
 2. Shall coordinate the assignment of referees to games within MPALS jurisdiction.
 3. Shall coordinate the training of referees in the rules of the game and shall be responsible for the referee's proficiency on the field.
 4. Shall be a qualified referee, registered with Metro P.A.L.
 5. Shall be responsible for the collection of all referee game cards and forwarding information to the Treasurer for payment of fees.

 6. Shall not be a coach for a MPALS team.

- e) Fields & Equipment Manager
 1. Shall be responsible for securing all playing fields from proper authorities.
 2. Shall coordinate the preparation of fields.
 3. Shall be responsible for all field equipment.
 4. Shall keep accurate records of all equipment belonging to the MPALS.
 5. Shall coordinate the collection and storage of all MPALS equipment at the end of the playing season.
 6. Shall submit to the Board of Directors a report of equipment not returned to MPALS at season end.

- f) Public Relations Coordinator
 1. Shall collect all game scores from the Age Group Coordinators and forward to Commissioner for scheduling purposes as needed.
 2. Shall assist the Registrar during player registration and team formation processes.
 3. Shall prepare publicity posters or advertisements as needed by MPALS.
 4. Shall engage in ALL external MPALS Sponsorship activities
 5. Shall be responsible for the content of the MPALS Website and Social Media Platforms.

- g) Age Group Coordinator
 1. Shall be responsible for collecting game scores for teams in all divisions.
 2. Shall be responsible for communications between the Board of Directors and the coaches for all age divisions.
 3. Work with volunteer assistant age group coordinators as needed.
 4. Assist board in coach/assistant coach recruitment.

ARTICLE VII – COACHES

- A. Responsibilities
 1. All Coach and Assistant Coaches must be licensed through Metro P.A.L. Youth Soccer League licensing process to include but not limited to volunteer form, code of ethics form, life scan and coaches' clinics.

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2. Shall be responsible for the complete operation of their teams. The coach may elect to appoint an assistant coach if he/she so chooses.
3. The coach is responsible for setting practice days and practice time.
4. The coach has the authority to bench a player who violates the MPALS Code of Conduct rules and/or who becomes a disciplinary problem.

ARTICLE VIII – MEETINGS

- A. All meetings shall follow Roberts Rules of Order.
- B. General Coaches Meeting
 1. The MPALS shall call at least three (3) General Coaches meetings annually, Coach Clinic, Equipment Meeting and Metro End Of Season Meeting.
 2. Those coaches present shall constitute a quorum.
 3. An attempt must be made to notify all coaches at least 72 hours prior to the meeting.
 4. The Commissioner shall call a General Coaches meeting on any issue presented to the Commissioner in the form of a petition carrying at least 25% of the coaches.

ARTICLE IX – RECALL OF BOARD MEMBERS

- A. The Commissioner shall call a Board of Directors meeting for the specific purpose of a recall vote upon the receipt of a recall petition carrying at least 50% of the Board members.
- B. A two-thirds vote of the Board Members present at this meeting will constitute a recall of the Board member.
- C. The Commissioner may call a special Board meeting for the purpose of recalling an appointed member of the Board. A two-thirds vote of the Board is required to recall the officials.

ARTICLE X – CONSTITUTIONAL AMENDMENTS

- A. Proposed amendments to the Constitution must be presented to the Board in writing.
- B. All Board members shall be notified of the proposed amendments two (2) weeks prior to the Board meeting at which the proposed amendments will be considered for approval for membership vote.
- C. The Board shall vote approval of the amendment by a two-thirds majority to become part of the Constitution.

ARTICLE XI – PLAYER REGISTRATION

- A. All players must register yearly by completing a player registration form.
- B. MPALS fees are to be payable at the time of registration.
- C. Proof of age must be submitted at the time of initial registration.

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- D. Refund of player registration fees shall be in accordance with the following dates, regardless of the reason for the refund request. Any exceptions must be reviewed by the MPALS Board of directors.
1. Prior to August 01, 100% of the fees will be refunded.
 2. After August 01, and prior to the distribution of uniforms (generally occurs mid-August), players will be given their uniform, and the balance of their registration fee less the uniform cost and the MPALS admin fee
 3. After the uniforms have been distributed refunds will be approved at the discretion of the board
 4. The Board of Directors reserves the right to review any refunds requested after August 01.

ARTICLE XII – TEAM FORMATION

The following criteria will be applied in the specified order:

- A. Teams are encouraged to remain intact over the years. Recruiting of players from other MPALS teams is not encouraged.
- B. Teams are encouraged to limit their size to 15; U6/U8 teams are encouraged to limit their size to 10 players. In no case can a team exceed 18 players; U6/U8 teams cannot exceed 12 players. U10 shall not exceed 13 players.
- C. Returning players will be assigned to any open team unless a coach and/or team is requested by the player's parents during the registration process. All change requests must go through the assigned Age Division Coordinator.
- D. New players who have requested a specific team will be placed on that team.
- E. New players who have not requested a specific team, or returning players who have specifically requested not to be placed on the prior year's team, will be placed on teams according to the following criteria:
 1. First come first serve.
 2. Random. Player names must be drawn from a pool of available players. Date of registration must be considered if there are an inadequate number of teams on which to place the player.

ARTICLE XIII – COACHING REQUIREMENTS

- A. All coaches should have:
 1. Good rapport with players and parents.
 2. Ample time for the team.
 3. A knowledge of the physical, mental, and psychological make-up of the age group to be coached.
 4. Good teaching abilities.
 5. A complete understanding of the philosophies of the MPALS.
- B. Coaches are responsible for returning all MPALS issued equipment at the end of the season. Such equipment includes the practice balls, goalie shirts, pinnies, cones and bags.

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ARTICLE XIV – DISCIPLINARY RULINGS AND ACTIONS

- A. Players guilty of fighting before, during or after games shall be removed for the remainder of the season.
- B. Players guilty of using profanity, either by word or sign, against other players, coaches, spectators, or referees, or any league official shall be ejected for the game and receive a one (1) game suspension.
- C. Players guilty of making threatening gestures against other players, coaches, spectators, or referees, or any league official shall be ejected from the game and receive a two (2) game suspension.
- D. Players guilty of pushing or striking any players, coaches, spectators, or referees shall receive a one (1) year minimum suspension.
- E. Coaches or team officials who make threatening gestures or use threatening language to other players, coaches, spectators, or referees shall be disciplined according to the following schedule:
 - 1. First time: Shall be suspended for one (1) game and placed on probation for one (1) year.
 - 2. Second time: Shall be suspended for one (1) season minimum.
 - 3. Third time: The offender shall be suspended for life.
 - 4. For fighting at any time: The offender shall be suspended for life.

ARTICLE XV – RULES AND REGULATIONS

The rules and regulations of the Metro-P.A.L. Youth Soccer League will govern all plays.

ARTICLE XVI – EFFECTIVE DATE

This Constitution shall become effective as soon as approved at a physical or remote online Board of Directors meeting.

ARTICLE XVII – PROCESSING OF COMPLAINTS

- A. Whenever problems arise which cannot be resolved informally, the complaint must be put in writing and submitted through three successive levels for resolution. If the problem cannot be resolved at one level, it will be submitted to the next level for resolution.
 - 1. The related Age Group Coordinator
 - 2. The Commissioner(s), to be resolved.
 - 3. The Board of Directors, to be resolved at the next scheduled Board of Directors meeting.
- B. Special review committees will be established as necessary to review complaints and to recommend any disciplinary actions to the Board of Directors.