



SUNNYVALE ALLIANCE SOCCER CLUB CONSTITUTION

ARTICLE 1 - NAME

The name of this organization shall be SUNNYVALE ALLIANCE SOCCER CLUB (“SASC”).

ARTICLE 2 - MISSION STATEMENT, PURPOSE, COLORS AND BOUNDARIES

- A. 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 SASC 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 SASC.
- C. SASC colors are Red, White, and Black.
- D. SASC territory includes the City of Sunnyvale and other cities in close proximity.

ARTICLE 3 - 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. Current member of the Board of Directors (“Director”).
- C. A paid employee of SASC is not automatically a Member unless they independently satisfy (B)(1) or (2) of this Article.
- D. 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 (1) vote, although two (2) parents or guardians from a single family may each vote if they have at least one (1) child per voting family member. This is to prevent a family with many children from having excessive influence.



ARTICLE 4 - RESPONSIBILITY AND AUTHORITY OF THE BOARD

- A. The Board of Directors (“Board”) acting together shall constitute the administrative management of SASC, ensuring that SASC 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 SASC committee not provided for in the Constitution.

ARTICLE 5 - BOARD OF DIRECTORS AND VOTING RIGHTS

- A. The Board consists of the following positions:
 - 1. President
 - 2. Vice President
 - 3. Secretary
 - 4. Treasurer
 - 5. Competitive Registrar
 - 6. Recreational Registrar
 - 7. Recreational Director
 - 8. Competitive Director
 - 9. Volunteer Director
- B. In the event that a position is shared by two people, each person shall be considered a Director; however there will be one main contact for the Board, and only one full vote for the position. No more than two (2) people can share a position. The presence of either Director counts as one (1) person only for quorum purposes.
- C. All Directors shall have one (1) 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 3, shall be decided by a quorum of the Board. A simple majority of the current Board, excluding vacant positions, shall constitute a quorum.
- E. Voting by proxy shall not be allowed. Voting by e-mail is allowed. Any e-mail vote taken must be open for at least seven (7) days, so as to allow for reasonable discussion and action.



ARTICLE 6 - DUTIES OF THE BOARD OF DIRECTORS

The responsibilities of the Directors include, but are not limited to the following descriptions, with all other responsibilities to be assigned to Directors by annual resolution of the Board.

A. President

1. The President shall preside at board meetings and shall exercise and perform such other powers and duties as the Board may assign from time to time. The President shall also be responsible for the overall operation of SASC and shall supervise, direct and control SASC's activities, affairs and officers. The President shall preside at all Member meetings and all Board meetings. The President shall have such other powers and duties as the Board or the Constitution may require. The President shall also act as SASC's representative on official matters not otherwise delegated to specific Directors.

B. Vice President

1. If the President is absent or disabled, the Vice President shall perform all duties of the President. When so acting, the Vice President shall have all powers of and be subject to all restrictions of the President. The Vice President shall have such other powers and duties as the Board or the Constitution may require.

C. Secretary

1. The Secretary, or their designee, shall be custodian of all records and documents of SASC which are to be kept at the principal office of SASC, shall act as Secretary of all the meetings of the Board and the Members, and shall keep the minutes of all such meetings in books proposed for that purpose. The Secretary shall attend to the giving and serving of all notices of SASC.

D. Treasurer

1. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of SASC, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, retained earnings, and other matters customarily included in financial statements. The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of SASC with such depositories as may be designated by the Board. The Treasurer shall disburse or cause to be disbursed the funds of SASC as may be ordered by the Board, and shall render to the President and Directors, whenever they request it, an account of all of the Treasurer's transactions as Treasurer and of the financial condition of SASC.
2. The Treasurer shall create an annual operating budget for SASC for each soccer year (September-August).
3. The Treasurer shall prepare or cause to be prepared all statements, forms, or returns as may be required by federal, state, or local taxation authorities.



ARTICLE 7 - 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 the Vice President. The Secretary shall publish an agenda of the next meeting prior to the meeting. The Board meetings shall be open to Members with open discussion scheduled, and closed sessions scheduled for interim elections and confidential Board business.

ARTICLE 8 - EXECUTIVE AND AD HOC COMMITTEES

- A. The Executive Committee shall consist of four (4) members. Three (3) permanent members comprised of:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Another Director as decided by the President.
- B. If any of the aforementioned Directors are not available, the President shall appoint a replacement.
- C. The Executive Committee shall serve between regular Board meetings for emergencies, to prepare for Board meetings, consider Director and Member proposals and votes, or to dispose of duties bestowed upon it by the Board. All actions of the Executive Committee must be ratified by the Board at the next scheduled meeting after such Executive Committee meeting.
- D. The President can appoint an 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 9 - GENERAL MEETING

- A. The President and the Secretary, with the concurrence of the Board, shall call for a General Meeting (GM) of the Members. An Annual General Meeting (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 (2/3) of the Board including the President so decide. Notification to all affiliated teams and 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 AGM 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/Key Employee Reports:
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary
 - e. Recreational Director
 - f. Competitive Director
 - g. Competitive Registrar
 - h. Recreational Registrar
 - i. Volunteer Director
 - j. Director(s) of Coaching
 5. Proposals for Changes to the Constitution, Rules and Regulations or Procedures
 6. New Business
 7. Election of Open Board Positions
 8. Member Questions/Issues
 9. Good of the Game Statement
 10. Adjournment
- C. At each GM, each 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 SASC, shall be entitled to voting privileges. A quorum shall consist of any number of Members eligible to vote attending at the GM. The President 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.

ARTICLE 10 - 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 at the monthly meeting before the occurrence of the AGM. All current Directors will participate in ongoing recruiting and publicity for the Board and its associates.
- B. All candidates for office must be current Members. Candidates for office must not be a parent, spouse or child of a current or incoming Director.



- C. The AGM 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 AGM.
- D. In the case of contested elections, election of Directors must be decided by secret ballot. The ballot will include the names of the official slate of candidates for each position, a place for additional nominations or write-in candidates and under each position, a place to write "None of the above". If there is only one (1) nominee for a position, 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 Directors shall take office on January 1 and serve for two (2) years.
- G. All Directors will be elected by a majority vote of those present.
- H. The terms of Board positions shall be two (2) years. No person may be elected to the same position for more than four (4) consecutive terms. An individual may hold more than one(1) position concurrently, but is only entitled to one (1) vote on the Board. If a position is shared by two (2) individuals, that position has only one (1) vote on the Board.
- I. The following positions will be elected to serve beginning in odd numbered years:
 - 1. President
 - 2. Treasurer
 - 3. Recreational Director
 - 4. Competitive Registrar
- 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. Volunteer Director

ARTICLE 11 - VACANCIES ON THE BOARD

- A. Vacancies on the Board, other than the President and the Vice President, shall be filled by a nomination from the Members or by a Director, and approved by a majority vote of the Board.
- B. The Vice President position shall be filled by a nomination from the existing Board or by a Director, and approved by a majority vote of the Board.



- C. The President 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 Director.
- D. If any Director fails to attend meetings of the Board for three (3) consecutive months, the President may appoint a replacement subject to ratification by the Board.
- E. These appointed Directors shall serve out the remaining time of the vacant office.

ARTICLE 12 - RECALL

Any Director 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 (2/3) vote of the full Board at the next regularly scheduled Board meeting shall accomplish a recall.

ARTICLE 13 - AMENDMENTS TO THE CONSTITUTION AND BYLAWS

- A. Proposed amendments to the Constitution must be presented to the Board in writing.
- B. All Directors shall be notified of proposed amendments to the Constitution at a regular Board meeting prior to the GM at which the proposed amendment(s) will be considered for approval by vote of the Members.
- 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 GM shall be called and the amendment shall be put to the Members for a vote.
- D. An amendment to the Constitution shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the Members present at a GM.
- E. Any and all amendments to the Constitution adopted at a GM shall become effective immediately upon adjournment of the meeting.

ARTICLE 14 - 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 15 - DISBURSEMENT OF FUNDS

- A. The Board shall approve by a majority vote a budget for SASC 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.
- B. The various Directors with financial needs shall submit individual budgets based on expected player registration and current SASC 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 16 - NON GAME RELATED PROTESTS

- A. Protest and complaints against SASC procedure and personnel, excluding red or yellow card disciplinary action and game related protest, shall be presented to the Vice President in writing at least five (5) 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 California Youth Soccer Association (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.