

**BY-LAWS**  
**OF THE UNITED SOCCER LEAGUE OF BERGEN COUNTY INC.**

***ORGANIZATION OF THE ASSOCIATION***

**NAME AND JURISTRICITION:**

The name of the organization shall be the “UNITED SOCCER LEAGUE OF BERGEN COUNTY, INC.” known hereafter as the “USL”.

**STATUS:**

The USL is an exempt, non-profit membership corporation.

**HEADQUARTERS:**

The headquarters of this league is the State of New Jersey.

**PURPOSE:**

It is the purpose of the USL to promote, organize and sponsor the game of soccer for the benefit of active players, members, and the community.

**THE TRUSTEES:**

The Board of Trustees of the United Soccer League (USL) shall consist of all elected team representatives for the calendar year and shall meet at least once a year.

**DELEGATES (TRUSTEES):**

The Registrar as identified in the above paragraph shall verify all delegates from member organizations to be from members in good standing before being allowed to participate in the business of the meeting. An Alternate Delegate may take the place of a regular delegate upon certification from the member organization if the regular delegate can not attend the meeting.

**ANNUAL MEETING OF THE TRUSTEES:**

A general meeting of team trustees representing participating teams as defined in THE TRUSTEES shall be held annually. Each team will be notified in writing at least 21 days before the meeting. The order of business shall include the election of board members to the Executive Board.

**OUROUM:**

The annual meeting of Trustees shall have a quorum if it has been called in accordance with league rules and provided at least 2/3 of all valid votes are properly represented. Failing this, a new meeting shall be called within one month, which shall possess a quorum regardless of the number of clubs present.

**RULES OF ORDER:**

All meetings shall be conducted using Robert's Rules of Order.

**ORDER OF BUSINESS:**

Roll call, credentials, minutes, communications, committee reports, address of the president of the USL, proposals, elections, new business, good of soccer, closing.

**MEMBERSHIP:**

The Executive Board will approve as members of the USL organization that will, in their opinion, be beneficial in carrying out the stated purpose of the league. All members shall meet acceptable qualifications for membership and abide by the rules of competition. Participation in and / or registration to participate in one or more programs of the USL shall not be construed as acceptance as a member possessing the right to vote on issues and officers of the USL.

**PARTICIPATION IN THE SOCCER PROGRAM:**

Membership in the program as defined herein shall cover teams, clubs, municipal agencies or commissions who have been accepted for participation in the soccer program. Their application for membership indicates their acceptance of all the by-laws and rules that governs the USL and the Soccer Program. A team must have at least 11 active players.

- a) Municipal membership shall consist of municipal organizations engaged in sports activities, including soccer. The local Recreation Department or appropriate subdivision of local government shall sponsor each such member.
- b) Non-affiliated Town Teams-membership or independent team membership requires that such teams contribute their own dues and fees.
- c) Company sponsored teams membership may be offered to teams that can function harmoniously within the framework established by the USL.

**DUTIES AND ADMINISTRATION OF CLUBS:**

Changes in the offices of Trustees or mailing address must be reported immediately to the Secretary of the League. The home club is responsible for the conduct of its players, officials and spectators. It is required to take all precautions necessary to prevent spectators or players threatening or assaulting referees before, during or after the conclusion of games. Clubs wishing to suspend players on account of an infringement of their rules shall notify the Executive Board and Rules Committee giving the nature of the offense and the duration of the suspension.

**ADMINISTRATION:**

An Executive Board elected by the Trustees shall administer the USL. The officers of the league shall consist of the President, Vice-President, Treasurer, Recording Secretary, Corresponding Secretary, Registrar, Game Committee Chairman, Game Conduct Chairman, Referee Chairman and Rules Committee Chairman.

**PRESIDENT:**

The President shall supervise all activities of the League and the work of the officers. He is the general representative of the League in all legal and other matters, as well as chairman at all Executive Board meetings as well as the meetings of the Trustees. If in the opinion of the President of the USL there exists a situation requiring an emergency solution, he shall have the right and is so empowered to call an emergency meeting of the Executive Board at anytime. In such a case three members of the Executive Board including the President shall constitute a quorum.

**VICE-PRESIDENT:**

The Vice-President shall preside at all League meetings in the absence of the President. He shall assume all duties normally the responsibility of the President, in the absence of the President. In the event of the resignation of the President, the Vice-President shall assume the Office for the remainder of the term.

**TEASURER:**

The Treasurer shall have charge of the finances as well as property belonging to the League. He is responsible for keeping accurate financial records and shall present a detailed report of the financial position at each meeting of the Executive Board. He shall submit a full printed report for the season to the Annual Meeting of the Trustees. All disbursements from the funds of the League shall be approved and countersigned by the President. The League shall keep its funds in banks in New Jersey which are under the supervision of the State of New Jersey.

**RECORDING SECRETARY:**

The Recording Secretary shall record the minutes of all meetings. These minutes shall be presented for approval at the following meeting which, if accepted as read, shall be signed by the presiding officer.

**THE CORRESPONDING SECRETARY:**

The Corresponding Secretary shall notify the members of scheduled meetings. The Secretary shall submit to the Executive Board such correspondence as may be received; and maintain proper files and records as pertain to this office.

**REGISTRAR:**

The Registrar shall register participants of the soccer program and issue registration cards. The Registrar shall be the custodian of all player and team information and shall have authority to check the credentials of any player.

**GAMES COMMITTEE CHAIRMAN:**

He will be in charge of the Games Committee and will arrange league and cup games. He will prepare schedules for distribution to all teams in time to start the games properly. He shall coordinate his efforts with the Registrar's for the purpose of including all teams that have been duly registered. In case of conflicts with fields, he has the power to switch home fields or reschedule games within the normal framework of the playing operations. He will maintain all records of the games played until the end of the season when he shall turn them over to the Secretary of the USL for storage.

**GAMES CONDUCT CHAIRMAN:**

The games conduct committee will adjudicate protests and misconduct reports referred to it through referees reports, protests or other permitted means. The chairman of this committee shall be a voting member of this committee.

**REFEREE CHAIRMAN:**

The referee chairman shall coordinate the assignments of referees, their recruitment and training.

**RULES COMMITTEE CHAIRMAN:**

The Rules Committee Chairman shall periodically review the effectiveness of such rules and report on their work to the Executive Board. The duties shall consist of enforcing the rules that will be established to govern the games of the soccer program.

**LEAVE OF OFFICE:**

At the expiration of their office, all officers of the League shall deliver to the Executive Board or to any person duly authorized by it, all monies, securities, books, vouchers, checks, documents and such other property as may have come into his custody or possession. The provision of this paragraph shall apply to all officers or trustees of the USL when resigning or being removed from Office.

**ELECTIONS:**

Elections of officers shall be held at the annual meeting of trustees. Re-election is permissible. Members of the Executive Board shall be elected only if they are personally present. Exceptions to this rule may be made if the meeting so decides. All elections shall be by secret ballot or by voice vote if no objection is raised. A simple majority of votes is necessary for election. The Secretary shall send notices of such meeting in writing to all trustees. He shall provide all candidates for election with relevant information. All candidates shall share equally in the use of the facilities at the disposal of the USL.

**VOTING:**

A member organization (as defined previously) in good standing has the right to one vote. To be in good standing requires of a member organization to be current on all dues and fees. Each team shall have one vote and on trustee. No trustee or delegate shall represent more than one team.

**EXECUTIVE BOARD:**

This board shall be charged with the operation of the soccer program of the USL. It shall be charged with the operation of the soccer program of the USL. It shall initiate all necessary functions to properly execute the program, make all required rules and organize all needed committees to successfully maintain the Soccer Program of the USL. The Executive Board may not institute any rules, laws or additional programs beyond the scope of its purpose, except by permission from the trustees of the USL. It shall protect the USL by carrying liability insurance to cover official games under the program and shall respect all municipal, county and state laws. The Executive Board shall consist of all officers of the USL and the elected chairmen of the soccer program. Such persons as may be held beneficial to the program may be elected by the board members without representing any team, municipality or organization. No one shall use the name of the USL in any way whatsoever unless he has written permission from the Executive Board.

**MEETINGS:**

The Executive Board shall meet at least once a month during the active season and every two month during the off-season period. The President may call additional meetings, if required. They may also be called when a majority of the board members desire such a meeting.

## **ADMINISTRATION OF THE SOCCER PROGRAM**

### **DIVISION OF COMPETITION:**

The Executive Board shall establish a multi-level soccer program comprised of divisions of reasonable size and graduated levels of skill. The winner of the lower division shall rise into the next higher division and take the place of the last place team, which shall descend into the next lower division. The soccer program shall be self-sustaining. A budget shall be required to pay their dues and assessments promptly. The basis of such budget shall be team dues. The collector of team dues shall work closely with the Registrar in controlling the finances of the program. The team dues collector shall be a member of the Executive Board. He shall be responsible to the Treasurer for the funds.

### **COMMITTEES:**

The Executive Board may create additional committees as it sees fit to administer the affairs of the program. Each committee shall consist of members and persons who are affiliated with the USL and / or the soccer program.

### **PLAYER REGISTRATION:**

All active participants must be registered with the USL. An initiation fee determined by the Executive Board must accompany such registration.

### **PLAYER ELIGIBILITY:**

Any player or person who has willfully provided false information to the Registrar will have his pass revoked. His re-registration for the following season shall be subject to approval by the Executive Board. Any game played by a team using an illegal player as described above will be considered forfeited by the offending team. When two opposing teams have used ineligible players neither team shall be credited with points.

### **RIGHTS OF INDIVIDUAL PLAYERS:**

A registered player may enlist the aid of the Executive Board in securing his rights in any matter related to the soccer program.

**REVOCATION OF MEMBERSHIP:**

Registered players and / or member organizations participating in the soccer program of the USL who engage in activities harmful to the best interests of the league may be suspended or expelled at a special meeting called by the Executive Board. A motion of expulsion shall require 2/3 majority of votes cast at this meeting.

**FINANCES**

**FISCAL YEAR:**

The fiscal year of the League begins and ends with the Annual Meeting of Trustees. All rules and regulations are in effect during the entire 12 month of the year.

**FINANCES:**

The USL is a non-profit, tax-exempt organization. No one is allowed to collect any funds or membership fees in the name of the organization unless he has written permission and approval of the Executive Board.

**FUNDING:**

The USL may obtain funding through all sources not prohibited by law for non-profit, tax exempt organizations. Funding, unless determined or supplemented, shall be derived from registration fees and dues from each participant or team who registers. Such fee shall be levied in proper amounts to cover all administrative expenses, including materials used in the registration procedure, for newsletters, printing of all paperwork, payment or reimbursement of expenses according to authorized services and established budgets. All such administrative described shall be supplied by the USL for all programs. The funds received shall be in the custody of the treasurer who shall be authorized by the Executive Board to reimburse and disburse funds upon application from USL programs in which registered participants are members.

**REFUNDS:**

Teams, that have been expelled or suspended, shall not be entitled to refunds of any kind.

**TEAM DUES:**

Team dues are considered funds collected from registered players for the sole purpose of participation in USL supervised activities. Refunds may never be paid to an individual member of a team, a captain, a coach or sponsor individually except by the approval of the Trustees.

**AUDIT:**

The books and the accounts of the USL and all soccer programs shall be made available to the Treasurer of the USL at reasonable times for audits as he requires. The Treasurer shall make the books and accounts of the USL available to any trustee at reasonable times. An audit shall be made by a Certified Public Accountant annually and a copy shall be furnished upon request.

**TERMINATION:**

Upon the termination and expiration of the USL all funds and assets shall be turned over to the United States Olympic Committee for the sole use of promoting and aiding the US Olympic Soccer Team.

**PUBLICITY:**

To publicize the sport of soccer through the news media a publicity person shall present the scores and / or activities of the program to local newspapers. A publicity person may be elected at annual meetings or may be appointed by the President of the USL if no election of a qualified person takes place. The publicity person shall be a member of the Executive Board.

**NEWSLETTER:**

All registered players and members of the soccer program and the USL shall be informed by newsletter of the progress, all activities and matters of interest to all. The newsletter shall be published twice a year under the direction of the President and a newsletter committee selected by him. The cost of the newsletter shall be included in the budget of the financial committee. It is an administrative expense and must be covered through player registration fee.

**TROPHIES:**

The soccer program as well as any other program under the supervision of the USL shall be permitted to offer trophies and / or awards as is deemed necessary or useful. The cost of such awards must be included in the budget or the financial committee.

**BY-LAWS:**

All by-laws of the USL shall be interpreted in accordance with the laws of the state of New Jersey. Amendments to these by-laws may be made by the Trustees on due notice at any time. All proposed rule changes or amendments shall be sent in writing to all member organizations within 21 days of the meeting. An affirmative vote of the majority of trustees will be required for adoption.

**BY- LAWS DISTRIBUTION:**

Excerpts of these by-laws shall be made available to all members upon request for clarification. Complete sets of these by-laws shall be made available at a reasonable cost to cover related expenses.