



Prairie Cities Soccer League, Inc.
By-Laws
Updated January 2014

Organization

Section 1: Definition of the PCSL Organization

- A. The PCSL shall be made up of the Board of Directors, including at-large board members and elected officers of the President, Vice-President, Treasurer, and Secretary. The Board of Directors shall consist of 9-12 members.
- B. The elected officers and at-large Board of Directors members shall be voting members.
- C. The Board of Directors shall be in charge of funds, policies, properties, programs and any other affairs connected to the PCSL league.
- D. Roberts Rules of Order shall be followed for all PCSL Board of Directors meetings.
- E. Any motion has to receive a majority vote of the Board of Directors to pass.
- F. Any article of the bylaws, policies, rules, and/or handbook may be amended by a majority vote of the Board of Directors.
- G. The Board of Directors will serve as the Disciplinary Committee outlined in the by-laws for any situation that requires review of disciplinary action.

Board of Directors

Section 1: Definition of Election; Term; Resignation; Removal; Vacancies of the Board of Directors

- A. **Election/Appointment:** Members of the Board of Directors will be elected or appointed by the Board of Directors at any regular designated Board of Directors meeting.
- B. **Term:** Each member of the Board of Directors will hold their seat for 2 year(s) or until his or her successor has been duly elected/appointed and qualified, or until their death, resignation or removal in the manner hereinafter provided. Following the conclusion of the member's term, they will be consulted as to whether they would like to proceed in office or step down and open up the position for a new board member to be elected.

- C. **Resignation:** Any Board of Directors member may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of PCSL.

Effective Date: A Board of Director's resignation will take effect when the notice is delivered unless the notice itself specifies a future date. Unless it is otherwise specified in the notice, the acceptance of such resignation will not be necessary to make it effective.

- D. **Removal:** Any PCSL Board of Directors member may be removed by the Board of Directors with or without cause. However, any Board of Directors removal will be without prejudice to his or her contract rights, if any.



Election of a Board of Directors member will not of itself create any contract rights.

- E. **Vacancies:** The Board of Directors will fill any vacancy because of death, resignation, removal, disqualification, or any other cause at a regular meeting of the Board of Directors or at a special meeting called for the purpose of filling the vacancy. Any vacancy can be filled by a majority vote by the Board of Directors.

Officers

Section 1: Definition of Designation; Election; Term; Resignation; Removal; Vacancies for Officers

- A. **Designation:** The Officers of the Corporation will include a President, one Vice President, a Secretary, a Treasurer, and any other Officers or assistant Officers authorized by the Board of Directors.
- B. **Election/Appointment:** The Officers will be elected or appointed by the Board of Directors at its Annual or Special Meeting. The Annual meeting will be held in June of each year.
- C. **Term:** Each Officer will hold office for 2 year(s) or until his or her successor has been duly elected/appointed and qualified, or until their death, resignation or removal in the manner hereinafter provided. Following the conclusion of the officer's term, they will be consulted as to whether the officer would like to proceed in office or if another board member would like to run for the office.
- D. **Resignation:** Any Officer may resign at any time by giving written notice to the Board of Directors, the President, or the Secretary of the Corporation.

Effective Date: An Officer's resignation will take effect when the notice is delivered unless the notice itself specifies a future date. Unless it is otherwise specified in the notice, the acceptance of such resignation will not be necessary to make it effective.

- E. **Removal:** Any Officer of the Corporation may be removed by the Board of Directors with or without cause. However, an Officer's removal will be without prejudice to his or her contract rights, if any.

Election of an Officer will not of itself create any contract rights.

- F. **Vacancies:** The Board of Directors will fill any vacancy in any office because of death, resignation, removal, disqualification, or any other cause at the Annual Meeting, a regular meeting of the Board of Directors, or at a special meeting called for the purpose of filling the vacancy. Any vacancy can be filled by a majority vote by the Board of Directors.



Section 2: Duties of the Officers

A. Duties of the President

1. To attend all board meetings and represent the special interests of this office as well as the best interest of PCSL by presenting motions for board consideration, by promoting or critiquing motions on the floor, and by voting on all motions before the board.
 - a. To be prepared to inform the Secretary as to which existing section of the constitution, by-laws, and/or standing rules would be amended by his/her motion so that proper notation can be made in the special minutes book or so that the Planning Committee can properly update the PCSL Handbook.
 - b. To attend other meetings and league functions.
2. To open sessions on time (call to order).
3. To announce business before the assembly.
4. To recognize members entitled to the floor.
5. To state and put to vote all questions which are properly brought before the assembly.
6. To announce the results of the vote.
7. To protect the assembly from annoyance from frivolous or dilatory motions by refusing to recognize them.
8. To assist the expediting of business in every way compatible with the rights of the members.
9. To restrain the members when engaged in debate, within the rules of order.
10. To enforce on all occasions, the observance of order and decorum among members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt, the President prefers to submit the question for the decision of the assembly.
11. To inform the assembly, when necessary or when referred to for the purpose, on the point of order or practice pertinent to pending business
12. To authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands.
13. To participate, if he/she so desires, in the discussion before the assembly.



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14. To vote to break a tie or to cause a tie and thus defeat a motion.
 15. To serve as ex-officio member of all committees.
 16. To serve as chairman of the Disciplinary Committee.
 17. To oversee appointments of all committee members
 - a. To appoint or reappoint all standing committee members at the first official board meeting of each year.
 18. To declare the assembly adjourned.
 19. To be custodian of the incorporation papers of the league (to be in charge of the proper updating when necessary) to make available upon request in order to serve the best interest of the PCSL.
 20. To determine on match days in consultation with the Fields Coordinator, if weather conditions are such that matches should be cancelled.
 - a. To direct the League Administrator to contact the local radio stations if the decision was made to cancel the day's matches.
 21. To assist and supervise the preparations of an annual budget for the league.
 22. To chair the Operations Committee and oversee all their activities, reporting back to the Board of Directors.

B. Duties of the Vice-President

1. To attend all board meetings and represent the special interests of this office as well as the best interest of PCSL by presenting motions for board consideration, by promoting or critiquing motions on the floor, and by voting on all motions before the board.
 - a. To be prepared to inform the Secretary as to which existing section of the constitution, by-laws, and/or standing rules would be amended by his/his motion so that proper notation can be made in the special minutes book or so that the Planning Committee can properly update the PCSL handbook.
 - b. To participate on special committees or ad hoc committees as directed by the President.
 - c. To attend other meetings and league functions.
2. To preside over meetings in the case of the absence of the President.
3. To replace the President when that position becomes vacant for any reason for the remainder of the unexpired term.



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4. To serve as ex-officio member of all committees unless appointed by the President to serve as a regular committee member.
 5. To chair one Committee and oversee all their activities, reporting back to the Board of Directors.

C. Duties of the Secretary

1. To attend all board meetings and represent the special interests of this office as well as the best interest of PCSL by presenting motions for boards consideration by promoting or critiquing motions on the floor, and by voting on all motions before the board.
 - a. To be prepared to inform the Board of Directors as to which existing section of the constitution, by-laws, and/or standing rules would be amended by his/her motion so the proper notation can be made in the special minutes book or so the Planning committee can properly update the PCSL Handbook.
 - b. To participate on special committees or ad hoc committees as directed by the President.
 - c. To attend other meetings and league functions.
2. To keep a register or roll of the members and to call the roll when necessary.
3. To notify officers, committees, and delegates of their appointment, the end of their 2 year term, and to furnish committees with all papers referred to them, and delegates with credentials.
4. To serve as custodian of the records of the assembly except such as are specifically assigned to others, such as the treasurer's books.
5. To keep one PCSL Handbook in which the constitution, by-laws, rules of order, and standing rules should all be written, leaving every other page blank. Whenever an amendment is made to any of them, in addition to being recorded in the minutes, it should be immediately entered on the page opposite the article/item amended, with a reference, in red ink, to the date and page of the minutes where it is recorded.
6. To send/publish a copy of the Board of Directors meeting minutes.
7. To conduct all correspondence of the assembly except where otherwise provided.
8. To keep a list of all standing committees and such special committees as are in existence at any given time (along with the members of each).
9. To call the session to order (if there is no Vice-President present) in the absence of the President, and to preside until the election of a president pro tem, this should take place immediately.



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10. To endorse the written reports of committees, the date of their reception, and note what further action was taken upon them. (The endorsed written report is made a part of the minutes).
 11. To chair the Planning Committee and oversee all their activities, reporting back to the Board of Directors.

D. Duties of the Treasurer

1. To attend all Board meetings and represent the special interests of this office as well as the best interest of PCSL by presenting motions for board consideration, by promoting motions for board consideration, by promoting or critiquing motions on the floor, and by voting on all motions before the board.
 - a. To be prepared to inform the Secretary as to which existing section of the constitution, by-laws, and/or standing rules would be amended by his/her motion so that the proper notation can be made in the special minutes book or so the Planning committee can properly update the PCSL Handbook.
 - b. To participate on special committees for ad hoc committees as directed by the President.
 - c. To attend other meetings and league functions.
2. To prepare next year's budget for the approval of the Board and presentation at the annual meeting.
3. To serve as custodian of all league contracts.
4. To prepare all necessary league records for an annual audit.
5. To be responsible for all monies received and credited to league accounts.
6. To issue and sign all checks (The Treasurer and President shall both be authorized to write checks. The President shall issue checks only in the absence of the Treasurer).
7. To prepare a written monthly report of income and expenditures for each board meeting.
8. To prepare a written quarterly report at the close of each calendar-year quarter including expenditures per budgeted category.
9. To submit Tax Form 990 to the IRS by October 15 of each year or such date as approved by the IRS (The league's Tax ID number is 37-1107941).
10. To renew by August of each year, the league's general liability insurance.



11. To keep a supply of scholarship forms (see Appendix G)
 - a. To make these forms available upon request.
 - b. To be custodian of completed forms in compliance with IRS regulations.
12. To chair the Finance Committee and oversee all their activities, reporting back to the Board of Directors.

Section 4: Definition of the League Administrator

- A. The Board of Directors has the power to employ and, in accordance with applicable law, to terminate the employment of a League Administrator.
- B. The League Administrator has the responsibility of managing the day-to-day affairs of the Corporation and administering the programs and policies of the Board of Directors.
- C. The League Administrator will report directly to the Board of Directors and will keep the Board of Directors fully informed of his or her activities.
- D. The League Administrator does not have any authority to act for or on behalf of the Corporation without the express authorization of the Board of Directors.
- E. The Board of Directors will stipulate the terms and conditions of employment for the League Administrator.
- F. Subject to budgetary constraints the Board of Directors, may appoint and employ any professional and support staff or agents necessary to serve the Corporation. This support staff will be overseen by the League Administrator.

G. Duties of the League Administrator:

1. To attend all board meetings and represent the special interests of this office as well as the best interest of PCSL.
2. To participate on special committees or ad hoc committees as directed by the President.
3. To attend other meetings and league functions as directed by the President.
4. To send out proper notice of all called meetings and of other meetings, when necessary.
5. To coordinate formal registration.
 - a. To develop and print all documents needed for registration.
 - b. To organize all promotions in regards to registration (electronic, school flyers, newspaper, etc.)
 - c. To set-up and attend registration if held in person.
 - d. To answer member questions (emails or phone calls) in regards to registration.
6. To form teams after each formal registration
 - a. To develop official team rosters.
 - b. To follow league approved format.



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- c. To follow PCSL procedure.
 7. To secure Head Coaches for each team formed
 - a. To attend pre-season coaches meeting(s)
 - b. Pre-season meetings should be designed to help prepare coaches for the season ahead.
 - In League Philosophy
 - In Soccer How-Tos
 - In Basic Rules of Soccer (laws of the game)
 - In Care of Equipment
 8. To prepare fall and spring schedules
 - a. Fall schedules should be randomly developed on assigned fields.
 - b. Spring schedules shall be prepared with consideration of fall win/loss records as well as subjective judgment about each teams' abilities.
 - c. To provide a copy of schedules to Fields Coordinator each week.
 - d. To publish Recreational schedules of field assignments.
 - e. To coordinate any uniform handling.
 9. To inform Disciplinary Committee designee of any issues for further action.
 10. To mediate questions and problems about league rules and policies among coaches, players, and their families. If escalated, responsibility includes bringing the issues to the board for resolution.
 11. To determine on match days in consultation with the President, if weather conditions are such that all matches should be cancelled.
 - a. When directed by the President, to notify the local radio stations regarding cancellations.
 12. To communicate league information to membership:
 - a. Use email and website notification whenever possible.
 - b. Write coaches at season-end to thank them for their time and effort.
 - c. Responsible for drafting a fall and spring newsletter to be distributed via email to all PCSL membership. Including contacting resources for information.
 13. To secure referees
 - a. To compile a list of potential referees from registration.
 - b. To contact persons who served as officials in the previous season.
 - c. To appeal to coaches if sufficient volunteer are not found.
 14. To coordinate training sessions for referees and lines-persons in conjunction with the Coach/Player Development Committee.



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15. To ensure consistency of quality in officiating at all age levels in conjunction with the Coach/Player Development Committee.
 16. To schedule officials for matches.
 17. To keep records of games officiated and present to Treasurer for compensation when applicable.
 18. To refer complaints about coaches and referees to the Disciplinary Committee through the President.
 19. To prepare a budget for this office and forward it to the Treasurer.
 20. Other duties may be included as assigned by the President and/or Board of Directors.

COMMITTEES

Section 1: Definition of Committees

- A. The Board of Directors may create one or more committees and/or other such persons as the Board of Directors designates to serve on the committee or committees.
- B. Each committee must contain at least one Board of Directors member as the chair of the committee, and the majority of the other members can be selected by the chair of the committee to aid the Board of Directors with specified work outlined and approved by the Board of Directors.
- C. All committee members will serve at the pleasure of the Board of Directors.
- D. To the extent specified by the Board of Directors, each committee may create plans and/or ideas for the organization, but the authority of the approval of the plan or idea will reside with the Board of Directors.
- E. Committees may not:
 1. Adopt a plan for the distribution of the assets of the PCSL;
 2. Have the ability to vote on any Board of Directors matters;
 3. Fill vacancies on the Board of Directors or on any committees designated by the Board of Directors;
 4. Elect, appoint or remove any Officer or Director, or any member of any committee;



5. Adopt, amend, or repeal the Bylaws or the Articles of Incorporation of PCSL;
6. Adopt a plan of merger or adopt a plan of consolidation with another organization;
7. Authorize the sale, lease, exchange, or mortgage of all or substantially of the property or assets of the PCSL; or
8. Take any action inconsistent with any resolution or action of the Board of Directors.

Section 2: Designated Committees and Responsibilities

1. Operations - Provides direction and support to the league administrator regarding day to day league operations including personnel decisions, contracts, and technology. Also responsible for organization and oversight of annual registration, scheduling and team formulation. Oversee the care of the PCSL complex & field equipment, develop a long term plan for the complex and work to implement said plan while managing relationships with those associated organizations. (City of Bloomington & CIRA). The Operations committee may be responsible:
 - a. To install and replace goal posts, as necessary.
 - b. To oversee acquisition of portable toilets at fields where needed.
 - c. To maintain all fields (contact help if necessary):
 - To fertilize and reseed fields as conditions dictate.
 - To recommend the rotation and resting of fields, when possible.
 - To ensure that all goal posts are properly secured and maintained and that dimensional standards for each age division are followed.
 - To keep all fields in the best possible conditions for league play.
 - To provide an inventory of available fields and dimensions to the Field Scheduling Coordinator.
 - d. To secure a ground crew
 - To hire ground crew (contact service).
 - To instruct ground crew as to how things are to be done.
 - To supervise ground crew to ensure that assignments are done properly and on time.
 - To utilize Parks and Recreation labor where necessary and when possible.
 - e. To document field usage by non-PCSL soccer teams so that the league-approved maintenance assessment can be made.
 - To work with the City of Bloomington in PCSL field coordination.
 - To maintain inventory of PCSL equipment in compliance with bidding policy (SR 7.5)
 - i. Nets
 - ii. Paint
 - iii. Paint Machines



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- iv. Locks/Combinations
 - v. Field boxes
 - vi. Balls
 - vii. Other supplies
 - f. To purchase necessary equipment in compliance with bidding policy (SR 7.5).
 - g. To stock field boxes with nets, stakes, ladder, hammer, string, first-aid kits, match report forms, corner flags, linesman flags, and cold packets in a protected container.
 - h. To be responsible for keeping field boxes and painting machines in good repair (contract help if necessary).
 - i. To be responsible for keeping storage garages in order (All PCSL equipment is to be stored in storage facility at end of the season).
 - j. To collect balls and other equipment for repair or replacement.
 - k. To coordinate the distribution and collection of equipment (contract help if necessary)
 - Balls and practice jerseys to coaches.
 - Required equipment to field boxes.
 - Field boxes to assigned fields.
 - l. To prepare a budget for equipment and supplies to be distributed for the Annual Board of Directors meeting.
 - m. Other duties as determined by the PCSL Board of Directors.
 2. Advertising/Sponsorship - Primary responsibilities are the development of marketing plans for perspective sponsors of PCSL, fundraising activities for the league, volunteer coordination and community outreach. The Advertising/Sponsorship Committee may be responsible:
 - a. To create and maintain a Sponsorship levels document.
 - b. To maintain relationships with new and existing sponsors.
 - c. To develop fundraising ideas for Board of Directors approval.
 - d. To coordinate and manage any fundraiser hosted by PCSL or in conjunction with PCSL.
 - e. Other duties as determined by the PCSL Board of Directors.
 3. Coach/Player Development - Responsible for the oversight, organization and education of parents, coaches, and referees. Will also maintain playing rules for the league and



team equipment. Liaison to other soccer organizations and other sports related affiliations within the community. Responsible for establishing and executing a player/coach development roadmap or plan. The Coach/Player Development Committee may be responsible:

- a. To plan and coordinate clinics for coaches and players
 - To secure clinic personnel.
 - To secure locations.
 - To advertise events.
 - b. To secure appropriate speakers for PCSL functions in conjunction with the League Administrator.
 - Annual/bi-annual coaches meeting
 - c. To maintain PCSL Library
 - To maintain checkout system of literature available locally through public libraries and other sources.
 - Provide bibliography of literature available locally through PCSL website library and other sources.
 - d. To coordinate educational and recreational functions
 - To be willing to serve as liaison between PCSL and soccer community.
 - To help coordinate educational and instructional events.
 - e. To select and purchase educational and instructional books for coaches each year and distribute them.
 - f. To help coordinate the referee clinics in conjunction with the League Administrator.
 - g. To be an advocate for the referees.
 - h. To ensure consistency of quality in officiating at all age levels in conjunction with the League Administrator.
 - i. To prepare a budget for supplies to be presented at the Annual Board of Directors meeting.
 - j. Other duties as determined by the PCSL Board of Directors.
4. Finance - Primary responsibilities are to provide oversight and direction in the area of budgeting, risk management and reporting of financial information. Working in conjunction with the Advertising/Sponsorship Committee on establishing new and existing sponsor relationships and evaluating fundraising opportunities.
- a. To create a sponsorship levels portfolio.
 - b. To create a working budget for PCSL.
 - c. Other duties as determined by the PCSL Board of Directors.
5. Planning - Primary responsibilities are to combine the actions plans created from PCSL committees (Finance, Coach and Player Development, Advertising/Sponsorship, Operations) to provide one overall direction and/or plan for PCSL.
- a. To create a three to five year plan for PCSL incorporating information from the committees and Board of Directors.



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- b. To review and update the bylaws, policies, and handbook on an annual basis as needed.
 - c. Other duties as determined by the PCSL Board of Directors.

Recreational League

Section 1: Definition of Recreational Division

- A. There shall be one division within the league: recreational. They shall be organized by the age of the player on August 1.
- B. These age groups are considered recreational divisions: Under 6 boys and girls, Under 7 boys and girls, Under 8 boys and girls, Under 9 boys and girls, Under 10 boys and girls, Under 12 boys and girls, Under 14 Co-ed boys and girls, and High School Co-ed boys and girls.
- C. Players in recreational divisions shall receive primary emphasis on learning to play soccer. Each player having demonstrated his/her interest in the game by attendance at practice and following reasonable instructions of the coach shall play at least half of each scheduled match.

Section 2: League Season

1. The league season shall run from August through May for the recreational divisions.

Section 3: Players and Teams

1. Recreational shall follow these guidelines:
 - a. Number of players per team:
 - Under 6 – 9 players
 - Under 7 – 14 players
 - Under 8 – 14 players
 - Under 9 – 11 players
 - Under 10 – 11 players
 - Under 12 – 13 players
 - Under 14 Co-ed – 13 players
 - High School Co-ed – 13 players
 - More players may be added if necessary, to accommodate all persons desiring to play. Agreement of the coach to take more than the required number is desirable but not required.
2. All players must be listed on the team roster prepared by the League Administrator.
3. Neighborhood teams are desirable and will be the basis for team formation. After initial team formation, geographic area may not always be followed. Teams needing players will be given preference in handling late registrants.



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4. The responsibility for team formation rests solely with the League Administrator.
 5. Players may play in a higher age group, but not a lower age group unless special permission has been given by the league President or Vice-President. The Board of Directors shall be the judge of the physical and mental development needed to function effectively in the older group.
 6. Coaches are ultimately responsible for the education, sportsmanship, and conduct of the team.

Section 4: Coaches

1. To plan practices to ensure skill development of all players.
2. To inform players and parents of PCSL coaching philosophy.
3. To keep with them at all game days a copy of each player's medical release, parent contact information, and any applicable player insurance information.
4. To have a working knowledge of the "Laws of the Game" (see page 5.2) and the PCSL constitution, by-laws, and standing rules so that the league philosophy is demonstrated in all aspects of the coach's conduct.
5. To devise a "game plan" so that all team members (of a recreational division team) in good standing can play at least half of the match.
6. To conduct team meetings when necessary.
7. To support all decisions of the referee.
8. To display good sportsmanship at all times and demand good sportsmanship from players and parents
 - a. To compliment all players often, shake hands, and demand good sportsmanship from players and parents.
 - b. To file a written report with for any disciplinary issues or medical emergencies during a PCSL game.
 - c. To appear before the Discipline Committee as requested.
 - d. To file a written report with the Discipline Committee in the event that both coaches agree the match referee was unacceptable or if an official did not follow the "Laws of the Game".
9. To secure helpers for team administration.
 - a. To get assistant coaches.
 - b. To get refreshment chairman/team parent.
10. To sign match report form at end of every match.



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11. To return all PCSL equipment at the end of the season per PCSL guidelines. The coach will suffer no liability in regard to lost, stolen, or damaged equipment. Return damaged or flat balls for possible warranty reimbursement.
 12. To practice in an area that is conveniently located for the team.
 - a. To see that no more than two assistants are with him/her on the coach's side of the field.
 - b. To rotate all players throughout the game.
 - c. To ensure that goalkeepers (U9 and older) only play a maximum of two quarters of any game.
 - d. To call off practice when there is a severe thunderstorm warning or tornado watch (refer to Standing Rule 4.5F&G).

Section 5: Officials

1. The board shall ensure that reasonably trained officials are available for each scheduled match.
 - a. The league may work through an existing referees association in the recruiting, training, and scheduling of officials.
 - b. Payment to officials shall be determined annually by the Board.
 - c. The published Code of Conduct shall be followed in all matters dealing with officials. Officials may be subject to a board of review if written complaints are filed by both coaches of the same game.
 - d. All games shall be started on time.