

**BYLAWS  
OF  
BLUE RIDGE CLASSIC LEAGUE, INC.**

**ARTICLE I: AFFILIATION**

The Blue Ridge Classic League, Inc. (BRCL) shall be an affiliate of the Virginia Youth Soccer Association, Inc. (VYSA) and the United States Soccer Association (USYSA) as defined in the USYSA Constitution. The BRCL shall be subject to the authority of the VYSA, the USYSA, the United States Soccer Federation (USSF) and the Federation Internationale de Football Association (FIFA).

The BRCL shall exercise through its governing body all such powers as may be required in the furtherance of its stated purpose or purposes, as are not inconsistent with the Constitution, Bylaws, Rules and Regulations of the VYSA, USYSA, USSF, FIFA, and/or the laws of the relevant jurisdictions.

**ARTICLE II: MEMBERSHIP**

**Section 1. Member - Definition.** Membership in the BRCL shall be open to soccer associations and clubs composed of teams formed or existing within the Commonwealth of Virginia, and adjoining states after application to and approval by the Board of Directors of BRCL. These associations and clubs shall conduct inter or intra-league, club or association youth matches on a regularly scheduled seasonal basis. All players in such associations or clubs must be registered with the VYSA or with their respective state association. To be a Member in good standing Members must meet all requirements set forth by the VYSA and BRCL.

**Section 2. Election to Membership.** Each application for Membership shall be on a form approved by the Board of Directors of BRCL, BRCL Articles of Incorporation; its bylaws and written policies adopted by the Board of Directors. The application shall provide that the applicant agrees to abide by the BRCL Articles of Incorporation, these Bylaws and Policies and Procedures. The application form shall be signed by the applicant's principal officer and shall include

- a. The name, address, and telephone number and e-mail address of all officers (at least three officers) of the applicant.

- b. A listing of all association or club teams by age group and name, if available or applicable.
- c. The principal area and seasons of play.
- d. Sponsorship, if any, including that by municipalities.
- e. A statement that all players are or will be registered with the VYSA or with their respective State Association before being allowed to participate in association, club or BRCL activities.
- f. Out-of-state Teams must supply the BRCL Administrator with their current copies of their Permission to Play in Virginia forms approved by their State Association and the VYSA State Registrar.
- g. A copy of the applicant's constitution, bylaws, rules and regulations.
- h. Such other information as may be required by the Board of Directors.

Any Club applying for Membership must abide by all requirements in the application. Each application shall be accompanied by the current application fee.

All applications shall be filed with the Secretary of BRCL who shall immediately acknowledge their receipt in writing. Each application is to be voted upon at the next duly constituted meeting of the Board of Directors or e-mailing voting if recommended by the Vice President of Operations following its receipt. An affirmative vote of a majority of the Board of Directors shall be required for acceptance into the BRCL Membership.

**Section 3. Members, Voting Rights.** In order to have voting rights in the BRCL each Member Club must have a minimum of two (2) teams in the league. Each Member shall have that number of votes that is equal to the number of teams that the Member has registered in the BRCL and paid for as of September 1<sup>st</sup>. and March 1<sup>st</sup>. Each Member shall appoint one (1) representative and an alternate to cast the votes for that Member. A Member may cast its votes only in a block. BRCL Officers cast one (1) vote each, except for the Administrator, a non voting member. All voting will be weighted in this manner.

## **ARTICLE III: ORGANIZATION**

**Section 1. Board of Directors.** The Board of Directors shall be composed of one Representative from each BRCL Member and the BRCL Officers. The Board of Directors shall be reconstituted annually at the June Membership Meeting. In no case shall the BRCL Board of Directors be comprised of less than two (2) members.

**Section 2. Board of Directors, Authority and Responsibilities.** The Board of Directors shall be responsible for and have the final authority, except as otherwise provided for:

- a. Enforcing and interpreting the BRCL Articles of Incorporation, these Bylaws, and any written policies and procedures.
- b. Establishment, enforcement and interpretation of regulations, prescribing rules of play, player eligibility, and conduct of players, team officials, coaches, spectators, teams, clubs, associations and game officials, for matches either conducted or sanctioned by the BRCL.
- c. Approving any intra-district or inter-district competitions.
- d. The establishment of rules and regulations for specific cases not provided for elsewhere, but which are deemed necessary by the Board of Directors to carry out the objectives of the BRCL.
- e. The review of the Member's Constitution, Bylaws, Rules and Regulations, in order to insure substantial consistency and compliance with the provisions of the Constitution, Bylaws, Rules and Regulations, Policies and Procedures of BRCL, VYSA, USYSA and USSF.
- f. The conduct of the day-to-day affairs of the BRCL pursuant to directives of the Membership.
- g. The ratification of appointments made by the President or Officers, Committee Chairpersons and Agents of the BRCL.
- h. The establishment of its Executive Committee comprised of the President, Vice-President of Administration, Vice-President of

### **Section 3. Officers, Voting, and Terms**

The BRCL officers shall be a President, Vice-President of Administration, Vice-President of Operations, Chair of Conduct and Sportsmanship, Secretary, Treasurer, Registrar, Past President, Administrator and such other individuals deemed appropriate by the Board. Officers shall cast one (1) vote each, except for the Administrator a non voting member. The term of Officers shall begin on July 1<sup>st</sup> and continue through June 30<sup>th</sup> of the next calendar year.

The Past President serves on the Board of Directors for a one year term following the election of his/her successor.

### **Section 4. Duties of Officers.**

- a. **President:** The President shall conduct all meetings of the Board of Directors and all General and special meetings of the Membership. The President shall be the BRCL Representative to the VYSA. The President shall appoint Committee Chairpersons after taking office unless otherwise provided for and as future special committee needs dictate. The President is responsible for creating and maintaining a positive League leadership vision and maintaining the forward momentum, quality and focus of the BRCL.
- b. **Vice-President of Administration.** The Vice-President shall assume all duties of the President in the absence of the President. The Vice-President may also represent the BRCL to the VYSA. The Vice President will be responsible for managing, maintaining and changing the BRCL Bylaws and Policies and Procedures as approved by the Board of Directors, and will manage all legal matters of the BRCL. The Vice President shall be responsible for the preparation of the Annual Budget and Annual Report and shall exercise other duties as may be designated by the Board of Directors.

- c. **Vice President of Operations.** The Vice President will oversee the operation of the BRCL. The Vice President shall be Chairperson of the Competition Committee.
- d. **Chair of Conduct and Sportsmanship.** The Chairperson of Conduct and Sportsmanship Shall Head the BRCL Conduct Committee, appoint all of the Conduct Committee members, and be responsible for the timely and fair resolution of all league Conduct matters per the BRCL Rules and Procedures. The Chairperson is responsible for upholding the integrity of SPORTSMANSHIP within the League and enforcing the Leagues Code of Conduct. In addition, the Chairperson is responsible for managing and maintaining the Sportsmanship Reporting Program and posting the results on the BRCL website weekly or appointing someone to do so. The Chairperson of the Conduct and Sportsmanship and Committee is to be creative and proactive in moving the League forward in all matters of Sportsmanship that will highlight the importance of Role Model behavior for all Parents, coaches and Team Officials in the BRCL.
- e. **Secretary.** The Secretary shall handle all correspondence, give notice of meetings and maintain the files of the BRCL. The Secretary shall also prepare and keep a record of all meetings of the Board of Directors and the Membership of the BRCL. Other administrative duties may be assigned as needed by the President or the Board of Directors.
- f. **Treasurer.** The Treasurer shall keep detailed accounts of the BRCL in a suitable manner, liquidate all bills against the BRCL, collect all debts owed to the BRCL and report in writing the state of finances of the BRCL at each of the Board of Directors meetings. Special financial reports can be requested by the President or by the majority of the Board of Directors. The Treasurer is responsible for filing all necessary financial paperwork to satisfy the league's non-profit status, including the preparation and submission of corporate federal and state tax returns.
- g. **Registrar.** The Registrar shall keep a complete record of all teams, players, coaches, and team officials, for the purposes of players, teams, coaches, and team officials registration; team affiliation,

voting, fee assignment; VYSA database; and insurance records. The Registrar shall establish and otherwise provide for the registration of players, teams, coaches and team officials as may be directed by the VYSA and BRCL Board of Directors.

- h. **Past President.** The Past President shall be responsible for assisting the President with the running of the organization as needed and requested by the newly elected BRCL President, especially at the beginning of his/her term of office. The Past President will act in an advisory role as a non-voting member of the Executive Committee for a period of one (1) year following the election of his/her successor.
  
- i. **Administrator.** Execute daily BRCL office duties, including routine correspondence, answer phone/return messages, daily email correspondence as necessary, interface with all League Members, VYSA, webmaster, all league Registrars and Referee assignors' office as necessary to conduct day-to-day business. To conduct all seasonal mailing to all Members as necessary, including paperwork necessary for league scheduling, and collect all league/registration fees and fines for deposit into league treasury. Prepare and present operation reports at BRCL meetings as necessary; maintain league records as necessary. Coordinate efforts with other Members to develop tools for administration. From seasonal Member participation paperwork submitted, generate all league match schedules and distribute all related documents as necessary to all Members in a timely manner. Coordinate match schedule changes with Member contacts. Coordinate inclusion of schedules on BRCL website with Webmaster. Work to constantly make improvements to schedule development process, to include interface with Referee assignor(s) and Team Representatives. Use computer as necessary to complete execution of duties. The Administrator is a non-voting member of the board.

**Section 5. Additional Officers.** The President, with the approval of the Board of Directors, may appoint such other assistant officers and agents as may be deemed necessary who shall have authority and perform such duties in the management of the BRCL as the Board of Directors may provide.

**Section 6. Removal and Vacancies.** Any member of the Board of Directors may be removed as a member of the Board of Directors by a majority vote of the

Board of Directors for missing two (2) consecutive Board of Directors' meetings without excuse, as determined and reported to the Board of Directors by the President. All vacancies among the Board of Directors, however, occurring, shall be filled by a majority vote of the remaining Directors, taking into consideration the representation requirements set forth in Article III, Section 1 of these Bylaws.

## **ARTICLE IV: MEETINGS AND VOTING**

**Section 1. Board of Director's Meetings.** The Board of Directors shall meet on the first Tuesday of the months of January, March, May, June, September, and November unless the Board of Directors directs otherwise, but in all instances on at least a quarterly basis, and at all other times at the call of the President or a majority of the Board of Directors

**Section 2. Special Meetings.** Special meetings of the Membership as may be required from time to time, may be called by the President, with the concurrence of the Board of Directors, or whenever the Secretary is requested to do so by Members possessing 50% of the votes eligible to cast at any meeting of the Membership.

**Section 3. Membership Meetings.** Each summer, there shall be an annual meeting of the BRCL Membership.

**Section 4. Notice.** The Secretary shall provide written notification (e-mail) of the meetings of the BRCL Board of Directors to all Members at least ten (10) days in advance of the meeting date. The notice shall specify an agenda for the meeting; and for the Annual Membership meeting a recommended slate of candidates for BRCL elective Officers.

**Section 5. Agenda.** The order of business and agenda shall be as determined by the President. One-half of the votes eligible to be cast by the Members and Officers in good standing will constitute a quorum to conduct business. All meetings shall be conducted pursuant to Robert's Rules of Order.

**Section 6. Voting.** Each Member in good standing shall be entitled to cast its votes, equal to the number of teams that the Member has registered and paid for as of September 1<sup>st</sup> and March 1<sup>st</sup> at each Board meeting at which such Member is represented in accordance with the provisions of Article II, Section 3 of these

Bylaws. BRCL Officers cast one (1) vote each, except the Administrator. Executive Committee members cannot cast votes for Club's Membership. In the event of a tie vote, the President shall cast the tie-breaking vote. Proxy voting shall not be permitted.

## **ARTICLE V: THE LEAGUE'S YEAR: FISCAL YEAR: ELECTIONS**

**Section 1. The League Year.** The League's seasonal shall begin on the first day of September and end on the 31<sup>st</sup> day of August. The Fiscal year shall begin on the first day of July and ends on June 30<sup>th</sup>.

**Section 2. Nomination.** No person may be a candidate in a BRCL election who has not been nominated. Before or at the May meeting of the Board of Directors, the President shall appoint a Nominating committee consisting of at least three (3) Members of the BRCL for the purpose of nominating Officers of the Corporation. Those nominated for office shall come from those who will be appointed by Members to represent them on the BRCL Board of Directors. Therefore, the nominating process shall include determining from each Member who its appointed representative for the coming league year will be.

The Nominating Committee shall nominate candidate(s) for each office after securing the consent of each person so nominated. The names of those so nominated will be included by the Secretary in the notice to Members of the Annual Membership Meeting. Additional nominations may be made from the floor at the Annual Membership Meeting with the consent of the nominee.

## **ARTICLE VI: COMMITTEES**

The BRCL will have Standing Committees and Ad Hoc Committees. All committees shall be subject to the final authority of the Board of Directors.

**Section 1. STANDING COMMITTEES:** Standing Committees are committees that are deemed necessary for the continuing operation of the League and are continuing committees.

- a. Executive [ BRCL Officers ]

- b. Competition [ Chair: VP of Operations ]
- c. Conduct [ Chair: Chair of Conduct and Sportsmanship ]
- d. Appeals [ Appointed by President as necessary ]
- e. Referee [ Appointed by President ]

### **Section 2. AD HOC COMMITTEES**

The League President, with approval of the Board of Directors, appoint Ad Hoc Committees as needed, to advance the work of the League in such matters as rules of competition, discipline, scheduling, publicity and other areas deemed necessary for the improvement of the League. An Ad Hoc Committee is a temporary committee that is disbanded when its work is completed.

### **Section 3. APPOINTMENTS OF CHAIRPERSONS**

The President shall appoint the Chairperson of any committee, unless otherwise provided for. The President's appointments are subject to Board of Directors approval.

## **ARTICLE VII: ADJUDICATION, ENFORCEMENT AND DISCIPLINE**

### **Section 1. Jurisdiction of the Board of Directors.**

- a. The Board of Directors of the BRCL shall have final jurisdiction over matters relating to the accomplishment of its purposes as set forth in, and the enforcement of its Articles of Incorporation, Bylaws, rules and policies or for other misconduct, the following:
  - 1) any player, coach, manager or other principal of any BRCL member;
  - 2) any official of a BRCL member;
  - 3) any official of the BRCL; and

- 4) any spectator at a function sponsored or conducted by the BRCL or a BRCL member.
- b. Any action taken under this subsection may be based either on an original complaint filed with the BRCL or on the Board of Director's own motion.
- c. Disciplinary action taken by the Board of Directors shall be by majority vote in writing.
- d. A decision of the Board of Directors under this section is a final decision of the BRCL.

**Section 2. Due Process.** In any proceeding before the Board of Directors under this Article, any party in interest shall be afforded the opportunity to appear personally and to submit matter in support, rebuttal, mitigation or extenuation of the charge being considered by the Board of Directors and/or Committee.

**Section 3. Instituting Legal Proceedings.**

- a. No party may invoke the aid of any court without first exhausting all administrative remedies provided for in these Bylaws, Policies and Procedures, and in the rules of the VYSA, USYSA, and USSF.
- b. For violating this section, the offending party is subject to sanctions and fines, and is liable to the BRCL for all expenses the BRCL and its officers, employees and agents incur in defending any court action including, but not limited to: court costs, attorney fees; reasonable compensation for time spent by the BRCL, its officers, employees and agents in the action including responses to discovery and court appearances; travel expenses; and expenses for holding special meetings necessitated by the court action.

**ARTICLE VIII: BUDGET AND FEES**

**Section 1. Setting of Fees.** All fees assessed the Membership shall be determined after presentation of a budget by the Board of Directors and after approval of a majority of the votes eligible to vote at the Annual Membership Meeting at which a quorum is present.

## **Section 2. Membership Fees.**

- a. **Assessment:** Members will be assessed and pay prior to the start of the Fall or Spring BRCL season schedule. Such fees as are established by the Membership each year.
- b. **Effect of Non-Payment:** Unless the Board of Directors grants a waiver of payment, Membership rights and privileges will be suspended unless payment is made prior to the due date established by the Membership.

## **ARTICLE IX: AMENDMENT, REPEAL, OR SUSPENSION**

The Articles of Incorporation and Bylaws may be amended, repealed, or suspended, in whole or in part, by a two-thirds vote of the votes eligible to be cast by the Members in good standing at any duly authorized meeting of the Members of the Board of Directors. Proposal for amendment, repeal or suspension of the Articles of Incorporation or Bylaws must be made in writing and submitted to the Secretary so as to allow thirty (30) days notice to all Board of Directors prior to consideration of such proposal(s) at any meeting.

## **ARTICLE X: DISSOLUTION**

The Board of Directors may be dissolved at any time by the written consent of no less than two-thirds of the members eligible to vote in accordance with provisions of Article II, Section 3 and Article IV of these Bylaws and Article 4.c of the Articles of Incorporation.

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