

Boylston Youth Soccer Association

Bylaws

Organization Name:

The organization shall be called ***Boylston Youth Soccer Association*** herein referred to as BYSA. The BYSA is a non-profit organization affiliated with the Massachusetts Youth Soccer Association [MYSA] and the United States Soccer Federation [USSF].

Objective and Philosophy:

The objective of BYSA is to provide the opportunity for boys and girls to learn the game of soccer through the development of individual skills, fitness, teamwork, and fair play. BYSA is to provide an atmosphere of good sportsmanship within which the players and teams can compete, learn and enjoy the game of soccer. It is the organization's wish that all participants develop a lifelong love of the game regardless of their ability. In this spirit, all teams, coaches, and players shall conduct themselves in a sportsmanlike manner, and shall cooperate with the letter and the spirit of the rules and bylaws.

Governing Body:

The governing body of BYSA will be the Executive Board, hereafter referred to as the Board, which shall consist of the following twelve (12) voting members:

- President
- Vice President
- Treasurer
- Age Group Coordinators [U6, U8, U10, U12, U14, HS]
- Registrar
- Referee Director
- Sportsmanship Director

Board Members will serve until their resignation or removal. Upon resignation or removal of a sitting Board Member(s), the remaining Board Members may vote to fill the open Board position(s).

Non-voting BYSA officials and committees include the following:

- Education Director
- Equipment Manager
- Uniform Coordinator
- Field Manager
- Communications Director
- Webmaster
- CORI Officer
- Coaches
- Sportsmanship Committee

The Board will appoint all non-voting BYSA officials and committees.

Duties of the Board (Voting Members):

President: Person responsible for the general supervision of the organization in the performance of its business. He/She shall prepare an agenda and preside at all BYSA meetings. The president shall ensure the Vice President is exposed to all aspects of the organization so that he/she is fully prepared to assume the position of President in his/her absence. He/She is an ex-officio of all volunteer groups or committees within the organization. The President shall be the principal contact to all outside organizations such as MYSA. The President is authorized to sign checks for the organization.

Vice President: In the absence of the President, the Vice President shall be vested with all the powers of the President. In the case of disability, resignation or other long term absence of the President, the Vice President shall assume all duties of the President until a special meeting can be called to appoint a new President.

Treasurer: The Treasurer, subject to the Board, has general charge of the financial affairs of BYSA. This individual shall keep an accurate accounting of the organization's finances and shall, from time to time report to the Board the financial status of the organization. The treasurer is authorized to sign checks for the organization. The Treasurer shall ensure that any applicable federal or state tax-related filings are submitted in a timely manner.

Registrar: The registrar is responsible for ensuring the BYSA complies in a timely manner with all team, player, coach and board member registration requirements of MYSA. He/She shall report registration information the rest of the board and ensure that Age Group Coordinators and coaches have the information they need for team rosters. The Registrar is also responsible for maintaining soft copy player registration information.

Referee Director: The Referee Director is the official representative for all league matters involving referees. The Referee Director shall be a certified Referee Assignor capable of assigning referee's to games at all levels when required. He/She is also responsible for recruiting new referees and ensuring BYSA always has a sufficient pool of referees.

Age Group Coordinator: The Age Group Coordinators are responsible for determining the team compositions within a specific age bracket. If appropriate, he/she will also develop game schedules. Age Coordinators should actively recruit parents for assistant coaching, coaching and BYSA board positions. The Age Group Coordinator is responsible for ensuring the fields for their age group are properly lined and bring any field issues to the boards' attention. The Age Group Coordinator is the first line of recourse for player issues not resolved or resolvable at the team coach level.

Sportsmanship Director: The Sportsmanship Director will oversee the Sportsmanship Committee in reviewing and investigating all written complaints and appeals submitted to the Board concerning non-compliance by BYSA coaches, referees, parents, players, and any other individuals associated with BYSA with all conduct-related rules, policies, and procedures of BYSA, NVYSL, and MYSA.

Duties of the Board (Non-Voting Members):

Communications Director: The Communications Director is responsible for taking, compiling and distributing all meeting minutes and maintaining BYSA records. In the event of the Communications Director's absence from a meeting he/she is charged with responsibility of finding a suitable person to take the minutes. The Communications Director will be responsible for the league communications in their various formats; Web site, newspaper, local access channels.

Education Director: The Education Director shall do research and report to the Board opportunities for coaches, players and referees to further their training. These shall include but not be limited to tapes, books, seminars and licensing classes. He/She shall organize coaches and player clinics or other organizational programs that can help each become better. He/she will also maintain the BYSA coach's manual.

Field Manager: The Field Manager is responsible for acquiring field space, scheduling BYSA field use, and ensuring that fields are properly maintained. It is also the Field Manager's responsibility to close field due to unplayable conditions.

Equipment Manager: The Equipment Manager will have the responsibility of acquiring, distributing and collecting equipment and supplies for both BYSA fields and coaches.

Uniform Manager: The Uniform Manager will have the responsibility of acquiring, distributing and collecting uniforms and other BYSA apparel.

Webmaster: In conjunction with the Communication Director, the Webmaster is responsible for creating, updating, and maintaining the BYSA website.

CORI Officer: The CORI Officer is solely responsible for processing, submitting, and securely maintaining all required CORI forms.

Duties of the Board (Committee(s)):

Sportsmanship Committee: The Sportsmanship Committee will be comprised of the Sportsmanship Director and two additional Board members (voting or non-voting), as appointed by the Board, and will be chaired by the Sportsmanship Director. The Sportsmanship Committee will, in accordance with the BYSA Policies & Procedures, review and investigate all written complaints submitted to the Board concerning non-compliance by BYSA coaches, referees, parents, players, and any other individuals associated with BYSA with all conduct-related rules, policies, and procedures of BYSA, NVYSL, and MYSA. The Sportsmanship Committee will make recommendations to the Board concerning such complaints, including as to any appropriate disciplinary measures and related communications.

Notice of Board Meetings:

The Board shall meet monthly on the last Thursday of the month, at 7:30pm, at the Town Office Building.

Quorum:

A majority of the current **active voting** Board members shall constitute a quorum.

Action by Consent:

All matters of Policy, not covered by the Bylaws, shall be decided by a simple majority vote of the Board members present, assuming the requirements for quorum have been satisfied. Voting rights are assigned to the board member, not the individual board positions, therefore a member holding multiple Board positions, will still only receive a one vote. Any action which may be taken at a meeting of the Board may be taken without a meeting by mail, electronic mail, facsimile, or other similar form of communication, if such action is authorized by the President of the Board in advance of such action and the result of each such action is recorded in the minutes of the subsequent monthly meeting of the Board.

Removal, Resignation and Replacement of Officers and Directors:

Removal

The Board may, by a simple majority vote, remove any Officer or Director whom it judges is not performing the duties of office as herein provided, or whose conduct is, in their opinion, detrimental to the welfare of the Association.

Resignation

Any member of the board may resign from the board upon providing written notice to the board of such resignation. The resignation will be effective as of the date stated in the notice.

Replacement of Board Members

The board will appoint a replacement for any vacant position on the board as soon as practicable. In the event of a vacancy of the board president position, the vice president will assume the duties and responsibilities of the president position until the board names a successor.

Financial Policy:

- Non-budgeted, non-planned expenses under \$300 may be approved by the League President.
- Non-budgeted, non-planned expenses over \$300 shall require the approval of the Board.
- Budgeted/planned expenditures [i.e., league fees, field maintenance, trophies etc] shall be paid when due as determined by the Treasurer.

Volunteer Compensation

BYSA Board Members, Coaches and other volunteers, are truly volunteers and are not compensated for any service[s] they perform on behalf of the association.

Amendments to the Bylaws:

The Bylaws may altered, amended, or repealed by a simple majority vote of the Board. Notice of a proposed change to the Bylaws must be provided in the Board meeting agenda sent to all voting members a minimum of 2 days prior to the meeting of record.

Amendments to the Policies & Procedures

The Policies and Procedures may altered, amended, or repealed by a simple majority vote of the Board. Notice of a proposed change to the Policies and Procedures must be provided in the Board meeting agenda sent to all voting members a minimum of 2 days prior to the meeting of record.

Revision History

Version	Author	Date	Description
1.0	Joe DiCeglie	February 24, 2008	Initial version
2.0	Joe DiCeglie	March 26, 2011	Updated Governing Body section to specify procedures for re-appointment of voting Board members. Added Policy and Procedures to Action by Consent. Added Amendments to Policy and Procedures section.
3.0	Christine Collins	March 27, 2014	• Update Board composition to include non-voting members' duties and committees and duties. • Added board member removal, resignation and replacement section