



# Swansea-Somerset Youth Soccer League

## Bylaws

Revised December 2009

### **Article I: Name**

### **Article II: Philosophy**

### **Article III: Officers**

### **Article IV: Directors**

### **Article V: Members**

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### **Article I: Name**

This Corporation [+] is a Non-Profit Organization and shall be called the Swansea-Somerset Youth Soccer League.

### **Article II: Philosophy**

The philosophy of the Corporation is to provide a program to teach youths of all ages and both sexes good sportsmanship and the game of soccer. In this spirit, all coaches, players, parents and referees shall conduct themselves in a sportsmanlike manner.

The Corporation will not discriminate against any member of the league; due to sex, age, race, religion or national origin.

The Corporation will not tolerate any such discrimination and will take any action deemed necessary to remove any such discrimination.

### **Article III: Officers**

#### **Section 1: Enumeration**

The Executive Officers of the Corporation shall be President, Vice President, Secretary and Treasurer, all of whom shall be members of the Board of Directors. The immediate Past President shall be a member of the Board of Directors for a period of one year.

## Section 2: Election

The Officers shall be elected by ballot at the Annual Meeting of the Members of the Corporation and, shall retain their offices for one year from the date of their election or until their successors are elected. [#] The names and positions for each candidate must be submitted at the November meeting and this list/ballot must be approved by the Board of Directors at the November Meeting in order for it to be brought to the Annual Meeting for election. No write in names to the official ballot will be accepted or considered for Officer & [^] Director positions on the day of the Annual Meeting. Any and all positions that are considered "open" at the Annual Meeting will be filled/voted upon as per Article IV, Section 4 of these ByLaws.

## Section 3: President

The President shall preside at all Meetings of the Members and the Board of Directors, shall have general charge of and control over the affairs of the Corporation, subject to the approval of the Board of Directors, and shall appoint the chairperson of all committees.

## Section 4: Vice President

The Vice President's duties will include; being in charge of all Directors, assisting in coordinating all playing schedules for all divisions and securing fields of play. The Vice President shall also preside at all Meetings of the Members of the Board of Directors in absence of the President.

## Section 5: Secretary

The Secretary shall keep the records of the Meetings of the Members of the Board of Directors. The Secretary shall notify the Board Members of the time, place and date of the Board Meeting.

## Section 6: Treasurer

The Treasurer shall collect, disburse and have custody of all funds of the Corporation, shall sign all obligations of the Corporation, which shall be open to inspection of the Members at reasonable times; shall report in writing at each regular Meeting of the Board of Directors the financial condition of the Corporation, including the balance of money on hand and the outstanding so far as practicable; shall make full and complete report of the receipts and disbursements with recommendations, if any at the Annual Meeting of the Members. The Treasurer must have authorization from the Board of Directors for expenditures greater than \$500.00.

[~] The Treasurer will create a separate checking account for the Director of Referees to utilize in order to pay for the referees during the season(s). The Treasurer will transfer funds to this referee account periodically throughout the season and he will monitor/reconcile the account as needed.

## Article IV: Directors

### Section 1: Enumeration, Election, Term

+~^The Board of Directors shall include the Officers, Past President and nineteen (19) to twenty-three (23) Directors which shall be elected by ballot at each Annual Meeting of the Members by such Members for a term of one year.

+The Director positions shall consist of the following:

• [~] U5 Age Group Director	• Director of Referees [^] (1 or 2 as needed - Spring / Fall)
• [~] U6 Age Group Director	• Registrar
• U7 Age Group Director	• Equipment Director (1 or 2 as needed)
• U8 Age Group Director	• Spring Director
• U9 Age Group Director	• +Director of Fields
• U10 Age Group Director	• +Sponsorship Director
• U11 Age Group Director	• +Fund-Raising Director [^] (if needed)
• U12 Age Group Director	• +Soccer Camp Director
• U13 & U14 Age Group Director	• [~] Coach Education Director
	• [~] Indoor Facility Director
	• [~] Director(s) of League Development (1 or 2)

## Section 2: Management Quorum

The management of the Corporation shall be entrusted to the Board of Directors of whom shall constitute a quorum for the transaction of all business.

## Section 3: Meetings

[+]The Board of Directors will have a monthly [=]General Meeting on the 2<sup>nd</sup> Wednesday of the month throughout the year except in December. The December meeting is replaced by the Annual Meeting as described in Article VI, Section 1. Any change in schedule to the General Meeting will be called by the President or his/her designee. They will inform all Board Members of the change in schedule for that particular month.

## Section 4: Powers

- The Board of Directors shall have the authority to:
  - Appoint special and standing committees;
  - a) Admit or expel Members;
  - b) Make, alter and amend rules for the use of corporate property, the conduct of the Members, and the conduct of their own government and to fix and enforce penalties for the violation of such rules;
  - c) Establish and modify annual registration fees;
  - d) Make purchases and contracts for goods and services; and
  - e) Fill any expired term of office for any Director or Officer.
  - f)[\*~] To vote other members of the league as Directors-at-Large. [+~] These positions and responsibilities will be set by the Board depending on the required need and are not limited in number.
  - g) [+] The Board of Directors has the authority to review infractions or mis-conduct of its fellow Board Members including the Officers. These are in regards to infractions of a Directors/Officers Responsibilities and not infractions with regards to the Rules of Play. Infractions of the Rules of Play by Directors or Officers is subject to review by the Rules Committee.
  - h) [+] Elect Board members to positions during the year if they were vacant due to the lack of interest at the time of the yearly meeting/election.
  - i) Board members are allowed to purchase equipment/supplies for the league without Board approval as long as the total, one time expenditure doesn't exceed \$500. Any purchase that exceeds \$500 must have prior Board approval or the Board member(s) who made the purchase could be responsible for paying the expense if the Board votes in this manner.
- [+] The President, Vice President and Treasurer have the power to write checks without the Board of Directors approval if the value is \$500 or less.
- [+] The President, Vice President and Treasurer have the power to write checks of greater than \$500 with review and approval from the Board of Directors.

Note: If a purchase is made at less than \$500 and the Board decides/votes that the expense was not made in the best interest of the league, the Board member(s) who made the purchase could be responsible for paying the expense if the Board votes in this manner. It is always recommended that Board members review their plans/purchases with the Board before the purchase is completed in order to get their approval.

## Section 5 : Transaction of Business

[+] A motion is made by a Board Member and it must be seconded before a vote can be casted. A minimum of five (5) "voting" Board Members (members who abstain are not included in the minimum count) are required for the transaction of all business and a majority vote of these Board Members shall be sufficient for the transaction of that business, unless otherwise required by law.

## Section 6: Attendance

[+] Directors are required to attend all meeting unless they have another commitment that they need/must attend. If a Director misses three (3) consecutive meetings or a total of four (4) during their yearly term, the Board can vote to suspend that Director for either the remainder of their term or for a specific number of days. The vote to suspend will be completed as per Article IV, Sections 4 & 5 of these ByLaws and not by the Rules Committee.

## Section 7: Age Division Directors

The Age Division Directors shall:

- a) [ @ ] Review, adjust, approve the game schedule prior to the official schedule being published;
- b) [ + ] Be responsible for any re-scheduling of games within their age group as allowed by these By-Laws and the Rules of Play;
- c) Be the first level of appeal for any problems arising within their age group;
- d) Where appropriate, coordinate any season ending events within their age group
- e) Hold mandatory coaches meetings prior to the start of the season to ensure that all coaches are familiar with the SSYSL Rules of Play and their responsibilities regarding sportsmanship and said Rules of Play.
- f) [ + ] Notify all coaches in their age group when games are canceled by the Field Director due to poor field or playing conditions. Age Group Directors can not cancel games due to poor conditions.
- g) [ + ] Distribute and collect MYSAs/SSYSL Membership Forms and <CORI Forms to all coaches and assistant coaches in their Division. These forms are to be forwarded to the Registrar;
- h) [ @ ] Recruit the necessary number of head coaches needed for their division;
- i) [ @ ] Assign players from the registration list to teams for the start of the season and do their best to make the teams as even as possible with regards to skill level in order to have them compete well with one another.

## Section 8: Director of Referees [ ^ ] (1 or 2 as needed – Spring/Fall)

The Director of Referees shall:

- a) Be the official contact between the SSYSL and the Massachusetts Referees Committee and/or appropriate designees;
- b) Be a member of any Protest Board or Technical Appeal;
- c) Keep a record of all infractions and report them to the Board of Directors
- d) Is responsible to assign/schedule referees for all games.
- e) [ ~ ] Be responsible for paying the referees from the special referee checking account that the Treasurer sets up. This includes writing and distributing the payment checks. The checkbook is to be turned over to the Treasurer at the end of the season for reconciling.

[ ^ ] Fall Recreation Payment Policy:

U-8: \$10/gm

[ >= ] U9-U10: \$15/gm

[ = ] U11-U12: \$18/gm for non-certified; \$20/gm for certified

[ = ] U13/14: [ > ] Center Ref: \$18/gm for non-certified; \$20/gm for certified

[ > ] Assistant Ref (side lines): \$10/gm

- f) [ # ] The official referee assignor for the fall and spring seasons will be reimbursed for expenses at the following rates.

Fall Season: [ = ] \$340

Spring Season: \$250

- g) [ # ] The official referee assignor will be reimbursed for the mandatory referee assignor course at a maximum expense of \$50. This reimbursement will be paid to the referee assignor for fall and spring, if they are two different people.

## [ \* ] Section 9: Equipment Director

The Equipment Director shall:

- a) Be the official contact to any suppliers of equipment and uniforms for the league.
- b) Keep the [ + ] Board of Directors informed of all bids on equipment and uniforms.
- c) [ + ] Report to the Board the theft or damage of equipment.
- d) [ + ] Keep an inventory of all equipment and extra T-Shirts for Fall Teams.

## [ \* ] Section 10: Registrar(s)

The Registrars shall maintain a complete listing of all Members in the league, including any pertinent medical history of the players. [ @ ] This medical information will be available to the player's coach on the league's internet database.

## [+] Section 11: Director of Fields

The Director of Fields shall:

- a) Coordinate, with the assistance of the appropriate Age Division Directors, the preparation of all playing fields, both in the Fall and Spring seasons.
- b) [ @ ] The Director Fields, the President and the VP are the only authorized people who can cancel games for the entire day based on field or weather conditions for both Fall and Spring Seasons. If [ @ ] they feel that the conditions are not suitable for soccer that day, he/she will notify each Age Group Director and the Directors will notify the coaches in their respected division.
- c) Report to the Board the theft or damage of field equipment and/or supplies.
- d) Keep an inventory of all equipment and supplies.
- e) Inform the Board, prior to the start of the Fall & Spring Seasons, if any field equipment needs to be upgraded or replaced due to damage or age.

## [+] Section 12: Sponsorship Director

The Sponsorship Director shall:

- a) Is responsible for procuring either personal or corporate sponsors for the Fall Seasons. Each sponsor will have their name/business name printed on the front panel of the team T-shirts and the cost for sponsorship starts at [ > ] \$100/team per year.
- b) Is responsible for procuring either personal or corporate sponsors for the Indoor Soccer Facility. Each sponsor is responsible for supplying their own Banner to the Sponsorship Director which will be hung/displayed inside the Facility. The [ > ] Standard Banner size is 3 ft x 7 ft and [ > ] a charge of \$8.00/sq ft will be applied to all banners that are over the standard size. The cost for sponsorship is \$200 for the first year and \$150 for each repeating year. The year is from January 1<sup>st</sup> to December 31<sup>st</sup>. [ > ] Once a banner is hung for the first time, the costs listed above are guaranteed for the first two years and are subject to change each of the following years.
- c) Keep the Board of Directors informed of all sponsors.
- d) The Sponsorship Director will be [ ~ ] reimbursed for expenses yearly at a rate of [ ~ ] 5% for all returning sponsors and [ ~ ] 10% for the first year of any new sponsors based on the sponsorships raised. The Director is responsible for supplying the Board a written report summarizing/listing all of sponsors for the given year at the November Board Meeting. The Board will review and make a motion to accept the report and pay the commission at the Annual Meeting upon the review/confirmation of the reports accuracy with the Treasurer.

## +Section 13: Fund-Raising Director [ ^ ] (if needed)

The Fundraising Director shall:

- a) Is responsible for gathering information on different types of fund-raisers and reporting to the Board the options for the Fall Season. The Board will then vote on the fund-raiser for the Fall Season which will be based on the Directors recommendation.
- b) Be the official contact with any suppliers and make arrangements for the delivery, invoicing and payments of any supplies needed to conduct the fund-raiser.
- b) Keep the Board informed on the activities of the fund-raiser and supply them with a final report (written or verbal) on the success or failures of the fund-raiser.
- c) Report to the Board anyone who participated in the fund-raiser, but didn't forward the money to the league.
- d) The Fund-Raising Director will [ ~ ] be reimbursed for expenses yearly at a rate of 2.5% for the first \$15,000 raised and 5% there-after based on total funds raised for the given year. The Director is responsible for supplying the Board a written report summarizing/listing the fund-raiser(s) conducted throughout the given year at the November Board Meeting. The Board will review and make a motion to accept the report and pay the reimbursement expense at the Annual Meeting upon the review/confirmation of the reports accuracy with the Treasurer.

Note: If parents do not want their children to participate in the yearly fundraiser, then we ask that the family donate \$25 to the league.

## [ ^ ] Section 14: Open Section (was Director of Kid Safe)

## **[+] Section 15: Soccer Camp Director**

The Soccer Camp Director shall:

- a) Be the official contact between the SSYSL and the organization who will be putting on the soccer camp.
- b) Is responsible for gathering information and quotes on the different camps that are offered in the local area, as per the direction given by the [=] Board, and report back to the Board the options for the camp. The Board will then vote on which camp organization will be used for that year based on the Directors recommendation.
- c) Organize, distribute and collect all sign up sheets and checks for the camp.
- d) Forward all checks to the Treasurer and follow up with the Treasurer to insure that all fees for the camp are paid in the agreed/contracted time periods.
- e) Be the official contact between SSYSL and the town offices to insure that all permits and regulations are completed and met.
- f) Keep the Board informed on the activities of the camp and supply them with a final report (written or verbal) on the success or failures of the camp.

## **[~] Section 16: Coach Education Director**

The Coach Education Director shall:

- a) Be the official contact between SSYSL and MYS and/or any other organization that can supply Coach Education Courses, Clinics, or educational materials for the coaches of league.
- b) Is responsible for gathering coach's education information and forwarding it to the Board and coaches of the league.
- c) Organize, distribute and collect all sign up sheets and checks for the coach's course and clinics.
- d) Forward all checks to the Treasurer and follow up with the Treasurer to insure that all fees for the courses and clinics are paid in the agreed/contracted time periods.
- e) Keep the Board informed on the activities of the MYS and any other organizations with regards to coaches education and supply them with year end report (written or verbal) on the progress of soccer education in the league.

[#] Note: Coach Education Reimbursement Policy – Coaches of SSYSL will be reimbursed at a rate of 100% for Level “F” & “E” of MYS/USYSA Coaching Courses. For all of the remaining courses (D-A) they will be reimbursed at a rate of 50% for all courses that are passed. To be reimbursed for a course the coach needs to submit a copy of the license certificate to the Coach Education Director who will inform the Treasurer that a coach is to be reimbursed for passing a course.

## **[~] Section 17: Indoor Facility Director**

The Indoor Facility Director shall:

- a) Is responsible for renting the facility by the hour to coaches of our league and any other sports teams/league in the area.
- b) To track the times and days that the facility is rented in order to maximize the income of the facility.
- c) Forward all checks to the Treasurer and follow up with the renters to insure that all fees for the facility are collected in a timely manner.
- d) Keep the Board informed on the rental hours of the facility and any payment problems that maybe occurring.

## **[~] Section 18: Director(s) of League Development** (1 or 2 – as needed)

The Director(s) of League Development have the authority to make decisions, negotiate contracts, purchasing or selling deals, etc, with regards to the League's overall growth and development. They are to act with the best interest of the league in mind and all business opportunities and contracts will need to be reviewed/approved by the Board as per Article IV, Section 4 of these Bylaws.

League Development includes such things as:

- Contract Renewals (ie: leases)
- Acquisitions (ie: land, large maintenance type equipment)
- New Soccer Field Development
- Identifying Large Sponsors for Field/League Development and making presentations for raising funds/money for this development.
- Applying for a League Loans/Mortgages with the involvement of the Treasurer.
- Identify/Hiring Fundraising Organizations to raise funds for League Development
- Applying for Grants
- Working with the Town Governments for League/Field Development
- Coordinating/Assigning League members to tasks with regards to League Development

Note: Fellow Board/League Members are not to take it upon themselves to try and create a deal or opportunity without first informing the Directors of League Development. These Directors are in place to coordinate all activities in regards to League Development so that we don't end up with conflicting opportunities with two or more parties. Members are encouraged to help out with the overall development of the league, but we can't have someone creating a deal or opportunity that could jeopardize a bigger or better opportunity.

## **Article V: Members**

- The parents or guardians of any child registered to participate in the activities of the Corporation shall be Members of the Corporation.
- [+] All coaches and assistant coaches who have completed SSYSL registration forms for coaching/playing in the current Fall or Spring Season from August 1<sup>st</sup> of that Fall Season to July 30<sup>th</sup> of the following year shall be Members of the Corporation (i.e.: if a coach completes a SSYSL registration form for the Fall Season in 2001 or for the Spring Season on 2002, they are considered current members of SSYSL from August 1<sup>st</sup> to July 31<sup>st</sup>).

## **Article VI: Meetings of the Members**

### **Section 1: Annual Meeting**

The Annual Meeting shall be held on the first Monday in December. This meeting shall be

- for the election of Officers [+] and the voting time shall be a minimum of one hour. The Board can extend the time needed, if there are members in attendance who are waiting to cast their vote due to the overwhelming turnout of members;
- [+] vote to accept amendments to the ByLaws; [ @ ] (REMOVED - and Rules of Play);
- and the transaction of such business as may come before it.

### **Section 2: Special Meetings**

Special Meetings of the Members may be called by the Secretary, or in the case of death, absence, incapacity or refusal of the Secretary, by any Officer, upon written application of three or more Members to vote thereat.

### **Section 3: Notice**

The Secretary shall send printed notification to all Board Members at least five (5) days in advance stating date, time, place and purpose of such Special Meeting. [+] E-mail can be used for notification, however, if confirmation of receipt is not received 2 days before the meeting, verbal notification needs to be completed.

### **Section 4: Quorum**

[+] A quorum of at least five (5) "voting" Board Members shall be requisite for the transaction of business at any Meeting of the Corporation; except a lesser number may vote to adjourn the Meeting.

## Section 5: Transaction of Business

The transaction of business is completed by Board Members “only” as per Article IV, Section 5 of these ByLaws.

## Section 6: Motions

[+] Motions can only be made by current Board Members and they must be seconded by another Board Member before they can be voted upon.

Any motion or resolution offered for the consideration of the Corporation, shall at the request of any member, be reduced to writing before it is acted upon.

[+] Any member of SSYSL can submit to any Board Member a written Motion. The Motion must include the members name and address in order for it to be read and reviewed by the Board. If the Motion includes this information, it must be read at the next General Meeting and be considered for a vote by the Board. The Member who wrote the Motion must be notified if the Motion was accepted as is and if it was rejected, they should receive a written response from the Secretary summarizing the reasons why it was rejected by the board. The member can then address the issues and re-submit their Motion for consideration.

## Article VII: Amendments

These By-Laws and the Articles of Organization may be amended in whole or part by a two thirds vote of the eligible Members present and voting at any Annual or Special Meeting of the Members. A copy of the present By-Laws and a copy of the proposed changes thereto shall accompany the notice of such Meeting.

[+] Note: The Rules of Play is the only Article of the Organization which can be reviewed, updated and revised during the year since this Article includes rules and information which needs to have the flexibility of being amended throughout the year.

## Article VIII: Rules of Play

[+] The Rules of Play for each Division in the Fall League; Rules pertaining to how the Spring Competition Teams are to be chosen; Players and Coaches conduct during Spring Competition League, Indoor Play; Tournament Play; and Field Dimensions for SSYSL Divisions will be adopted by a vote of the Board of Directors. These rules shall be binding upon all SSYSL Members (Players, Coaches and Directors).

[+] The Rules of Play is written as a separate Article of the Organization and is the only Article of the Organization which can be reviewed, updated and revised during the year since this Article includes rules and information which needs to have the flexibility of being amended throughout the year.

[+] Note: Rules of Play for the Spring Competition Division, Indoor and Tournament Play will be dictated by the league overseeing those soccer events.

## Change/Amendment History

“*” updated on 11/13/96	“#” updated on 12/1/03	“=” updated on 12/4/06		
“+” updated on 12/3/01	“^” updated on 12/1/04	“@” updated on 12/6/09		
“~” updated on 12/2/02	“>” updated on 12/5/05			