

Stoughton Area Youth Soccer Association

BYLAWS

revised March 2019

ARTICLE 1

Section 1: NAME

The Organization shall be known as the Stoughton Area Youth Soccer Association (SAYSA).

Section 2: PURPOSE

SAYSA is organized to provide opportunities for youth of all skill levels to learn, develop, and play the game of soccer in a fun and safe environment.

Section 4: GEOGRAPHIC AREA OF FOCUS

SAYSA will encourage and serve the interests of youth soccer in the Stoughton community and surrounding areas.

Section 3: VALUES

SAYSA is built on a foundation of respect. In addition, SAYSA is committed to:

- Developing players and coaches in personal, physical and mental growth.
- Creating and fostering a positive environment through teamwork and good sportsmanship.
- Building and maintaining strong community relationships.
- Promoting effective and timely communication.

Section 4: PLAYER ELIGIBILITY

- a. No child shall be prohibited from play on basis of sex, race, national origin, religious preference, sexual preference or physical handicap unless such handicap would present an unusual risk of injury to any player including themselves
- b. SAYSA will use good faith efforts to find a team for all registered youth players.

ARTICLE II

Section 1: DEFINITION OF MEMBER

A member of SAYSA can include any player, team, coach, Board of Directors member or volunteer actively involved with SAYSA during the current soccer season. Members should live within the Stoughton community or surrounding area.

Section 2: ACCEPTANCE OF MEMBERS

The SAYSA Board of Directors (BOD or Board) may approve or reject the membership application of any individual or group.

Section 3: FEES

- a. SAYSA shall establish standard registration fees and procedures for players and shall post

notice prior to registration for the following season.

- b. Payment of fees and assessments are due at the time of registration.
- c. Any coach, parent or guardian may petition the Board for a waiver of a player's fees based on need.
- d. Executive Board members, head coaches, assistant coaches and non-Board positions as outlined in the Appendices may be reimbursed for their child's registration fee as outlined in the Policies and Procedures. Reimbursement will not exceed one child and will not include uniform fees nor any other fees required for SAYSA participation.

Section 4: TEAM FORMATION

- a. Team formation will be conducted by Age Commissioners and Vice-President and others as deemed necessary by the Board.
- b. Once a player has been approved on a team roster, that player may not be approved for any other team roster during the same playing year without the approval of the Age Commissioner.
- c. Teams are formed for a year (which consists of both a Fall and a Spring season).

Section 5: COACHES DUTIES AND RESPONSIBILITIES

SAYSA Coaches have the responsibility to conduct themselves on and off the field in a manner that is consistent with the purpose and values of SAYSA as outlined in Article 2, including good sportsmanship to players, parents and referees and that their conduct will reflect well on SAYSA and the sport of soccer.

- a. SAYSA coaches will provide guidance to players in the game of soccer, teamwork skills and development of individual self-esteem.
- b. SAYSA coaches will provide a positive learning experience, not necessarily a winning experience.
- c. SAYSA coaches will counsel parents of players on objectives and rules of the association.
- d. SAYSA coaches will be responsible for players on their team and their parents/guardians on and off the field during team related activities
- e. SAYSA coaches will enthusiastically lead by example in demonstrating fair play and sportsmanship to all players with enthusiasm.

Section 6: PARENT/GUARDIAN DUTIES AND RESPONSIBILITIES

Parents and guardians of players are active members of the SAYSA and are responsible for assisting in carrying out its objectives by positive reinforcement to their children and others.

- a. Parents and guardians shall assist the coaches, who are volunteers, in carrying out their duties and shall participate in SAYSA activities as needed.
- b. Parents will maintain good standing and adhere to policy and completing forms, and paying fees required for SAYSA participation within requested deadlines.

Section 7: PLAYER DUTIES AND RESPONSIBILITIES

SAYSA players are expected to conduct themselves on and off the field in a manner that is consistent with the purpose and values of SAYSA as outlined in Article 1, Section 3.

- a. SAYSA players will attend practices and games as required by their coaches unless good cause exists to miss.
- b. SAYSA players will listen attentively to instructions given by the coach.

- c. SAYSA players will be courteous to fellow players, referees and coaches.

Section 8: FAILURE TO COMPLY

Failure to comply with parent, coach or player duties and responsibilities as outlined in the Bylaws will result in penalties or forfeitures up to and including:

- a. Suspension from team practice(s) (participation and/or spectating)
- b. Suspension from game(s) (participation and/or spectating)
- c. Removal from SAYSA for the remainder of the season
- d. Lifetime ban from SAYSA participation

ARTICLE III

Section 1: Government and Policy

The governance and policy-making responsibilities of SAYSA are vested in the Board of Directors, which controls SAYSA's property and finances, and directs SAYSA's activities.

Section 2: BOARD OF DIRECTORS

- a. SAYSA is directed by a Board of Directors (BOD). The BOD is comprised of a four (4) member Executive Board and up to five (5) Age Commissioners. Executive Board Members are elected by a majority vote of parents or guardians of players, or any person currently holding a position (Board of Director, coach, assistant coach, team manager, volunteer) within the club in attendance at an annual meeting. Each person will be entitled to one (1) vote. Age Commissioners will be appointed by the Executive Board of Directors.
- b. The Board of Directors consists of up to nine (9) voting Board members:
 - i. President
 - ii. Vice-President
 - iii. Secretary
 - iv. Treasurer
 - v. And up to five (5) Age Commissioners.

Section 3: EXECUTIVE BOARD MEMBERS' DUTIES AND RESPONSIBILITIES

- a. The **PRESIDENT** will preside at annual, regular and special meetings and set the time and place of meetings as prescribed in the Policies and Procedures. The President will act as spokesperson for the Stoughton Area Soccer Association to MAYSA, the City of Stoughton, and any other organization or individual. The President can appoint special or ad hoc committees, subject to Board approval. He/she may serve (or delegate to other Executive Board members to serve) as an ex-officio member of all the Club's committees. The President may sign money disbursements made in the name of the Club. The President may fill by appointment any Board vacancies, subject to ratification by a majority vote by the Executive Board and shall have the authority to resolve any dispute. The Coaching Oversight Committee (COC), Uniform Coordinator and Field Coordinator/Manager report to the President. In the absence of any of these roles, the President and Vice President will work together to fulfill these tasks.
- b. The **VICE PRESIDENT** will preside over all meetings that the President is unable to attend and will fill in for the President as directed by the President. The Vice President will fill a vacancy in the Office of the President; until such time as the Board can elect a new Vice President.

The Vice President will also work with the Registrar and Age Commissioners to supervise roster formations. The Age Commissioners, Fundraising Coordinator and Volunteer Coordinator report to the Vice President. In the absence of any of these roles, the President and Vice President will work together to fulfill these tasks.

- c. The **SECRETARY** will record suitable minutes of meetings and furnish a copy at or before the next meeting to each Board member and will present minutes at the next regular meeting and make any corrections, additions or deletions before acceptance by the Board. The Secretary will reserve a complete set of minutes for each meeting as part of SAYSA records and will maintain contact information of all Executive Board members and coaches. The Secretary will handle correspondence as directed by the President and will compile agenda items for the regular meetings. The Secretary will assist the President in scheduling of meetings, setting agendas and booking meeting rooms. The secretary will monitor coaches' licenses within SAYSA. Marketing/PR and Website Coordinator report to the Secretary. In the absence of either of these roles, the Secretary and the Treasurer will work together to fulfill these tasks.
- d. The **TREASURER** will maintain SAYSA financial records and accounts, report to the Board and membership as required, recommend the annual players fees, receive requests for player fees waivers and authorize disbursements for SAYSA expenses. With the assistance of the Registrar, the Treasurer will collect player and team fees, pay required dues and fees to affiliated organizations and disburse funds to the Equipment Coordinator and coaches for such expenses as may be necessary (to include referees' fees). The Treasurer, with the assistance of the President, will prepare an annual budget for Board consideration and approval. The Registrar and Equipment Coordinator report to the Treasurer. In the absence of either of these roles, the Treasurer and the Secretary will work together to fulfill these tasks.

Section 4: AGE COMMISSIONER BOARD MEMBERS' DUTIES AND RESPONSIBILITIES

The **AGE COMMISSIONER(S)** will serve as a liaison among the Executive Board, coaching volunteers, and parents and address any concerns as needed. The Age Commissioner(s) will work with the Vice President and Registrar to assign players to teams and make roster assignments. The Age Commissioner(s) will also recruit Coach Volunteers.

Section 5: NOMINATION OF EXECUTIVE BOARD MEMBERS

- a. The Board shall nominate not more than two (2) nominees for each vacant position being filled after having ascertained from each such nominee is a SAYSA member in good standing and is willing to serve if elected.
- b. Individuals may self-nominate, provided he/she is a SAYSA member is over the age of 18, in good standing and willing to serve if elected.
- c. Nominations must be submitted to the Secretary in writing two weeks prior to the annual meeting.
- d. All nominations will be presented at the annual meeting either by person, by letter or by representative.

Section 6: ELECTION OF EXECUTIVE BOARD MEMBERS

- a. Votes taken at the annual meeting for the selection of Executive Board members will be decided by a simple majority of the voters present.

- b. Votes will be cast by paper ballot; eligible voters are parents or guardians of players, or any person currently holding a position (Board of Director, coach, assistant coach, team manager, volunteer) within the club in attendance at an annual meeting.
- c. Each eligible voter will be entitled to one (1) vote.
- d. All elected Executive Board members will be seated at the annual meeting at which they are elected, and they will immediately assume full duties and responsibilities as defined in the Bylaws.

Section 7: EXECUTIVE BOARD MEMBER TERMS

- a. The term of each Officer will be for two (2) years and begin at the Annual Meeting and conclude at the beginning of the Annual Meeting following the second year.
- b. The Vice President and Treasurer shall be elected on even years. The President and Secretary shall be elected on odd years.
- c. Executive Board Members may serve up to but no more than three (3) consecutive terms.
- d. The term of the Past President shall continue until a successful transition has occurred.

Section 8: EXECUTIVE BOARD VACANCIES

- a. An Executive Board position that becomes vacant between annual meetings may be filled at any regular Board meeting by nomination and majority vote of the Board of Directors.
- b. Each Executive Board member so elected shall hold office for the unexpired portion of the term such member is elected to fill and until such member's successor is elected and qualified.
- c. A SAYSA Board member who is absent from three (3) consecutive Board meetings will be automatically removed from the Board unless excused by a majority vote of the Board.

Section 9: OTHER POSTIONS – NON-BOARD POSITIONS

SAYSA requires additional positions to function successfully. Refer to Appendix 1 for a complete list of Non-Board Positions to be filled on an "as needed" basis. The term for each non-Board member is one (1) year.

Section 10: COMMITTEES

- a. SAYSA shall have the following standing committees:
 - i. Fundraising Committee
 - ii. Finance Committee
 - iii. Coaching Oversight Committee
- b. The President shall appoint all standing and special committee chairs, subject to Board approval, except that the Treasurer shall serve as the chair of the Finance Committee.
- c. The Chair of the committee may select the other members of the committee.
- d. The President may appoint special committees on an as needed basis, with majority approval from the Board.

ARTICLE IV

Section 1: ANNUAL MEETING

- a. SAYSA shall have an annual general meeting of its members.
- b. The Board of Directors shall determine the date, time and location of that meeting within

the month of March

- c. Written notification by: mail, e-mail, newsletter, or posting at the playing fields of the Club to all Members shall be made at least thirty (30) days prior to the Annual General Meeting.
- d. Members who are Parent(s), Guardians or Representatives of Players that are in good standing with the Club shall have the right to attend and vote at the Annual Meeting as defined in Article III, Section 6.

Section 2: REGULAR MEETING OF THE BOARD OF DIRECTORS

- a. Commencement of any regular meeting shall require the presence of at least ½ of the Board members for any actions requiring a vote.
- b. Each Board member shall have 1 vote.
- c. A majority of those casting shall determine the decision on any motion before the Board.
- d. The President shall vote only in case of a tie.

Section 3: SPECIAL MEETINGS OF THE EXECUTIVE BOARD

- a. The President may call a special meeting of the Executive Board at any such time as the Board President deems necessary.
- b. Commencement of any r special meeting shall require the presence of at least 3/4 of the Executive Board members for any actions requiring a vote.
- c. Each Executive Board member shall have 1 vote.
- d. A majority of those casting shall determine the decision on any motion before the Executive Board.
- e. The President will decide in the case of a tie.

ARTICLE V

Section 1: FINANCES

- a. The SAYSA Treasurer will place all monies paid to SAYSA in such approved financial institutions as designated by the Board.
- b. Funds not used form the current year’s budget will be advanced to successive year’s operations.

Section 2: DISBURSEMENTS

- a. The President, Vice President, Secretary and Treasurer are authorized to make disbursements on accounts and expenses provided for in the budget without additional Board approval.
- b. Disbursements will be made by check or credit account.
- c. All disbursements will require dual signatures of two different Executive Board members.

Section 3: FISCAL YEAR

The fiscal year will be August 1 to July 31.

Section 4: THE BUDGET

- a. The President and Treasurer will prepare a budget for the fiscal year and they shall deliver it to the Board members at least ten (10) days before the fall Board meeting
- b. The Board will consider the budget as part of its regular Board meeting in the fall.

Section 5: DISSOLUTION OF FUNDS

SAYSA will use its funds only to accomplish the objectives and activities of the association. No part of these funds may be distributed to the members of SAYSA except as the by-laws may provide. Upon dissolution of SAYSA, any such funds as may remain unused shall be distributed to one or more regularly organized and qualified non-profit organization(s) as may be selected by the Board.

ARTICLE VI

Section 1: PARLIAMENTARY AUTHORITY

Robert's Rules of Order Newly Revised, most recent edition, shall govern the Club in all cases where they are not inconsistent with these Bylaws and any special rules of order the Club may adopt, as well as State law.

Section 2: AMENDMENTS AND REVISIONS TO THE BYLAWS

- a. Any member of SAYSA may propose an amendment to the constitution or bylaws of the club. Proposed amendments must be made in writing to the President thirty (30) days prior to the club meeting scheduled to discuss the proposed amendment.
- b. Members of the Executive Board must be notified individually and in writing prior to a regular scheduled meeting to discuss the proposed amendment.
- c. A notice shall be provided to SAYSA members 20 days prior to the proposed amendment vote.
- d. An amendment shall pass with a majority vote of those SAYSA members present.

Section 3: OTHER POLICIES

SAYSA, and all SAYSA members, shall be subject to *MAYSA Consolidated Policies and Procedures* that can be found at the MAYSA website, www.maysa.org

APPENDICES

APPENDIX I: NON-BOARD POSITIONS

The **REGISTRAR** will provide all necessary forms to members to complete registration for SAYSA, MAYSA and WYSA and install data in appropriate databases as necessary. The Registrar will organize and conduct player recruitment and registration activities and will work with the Vice President and Age Commissioners to assign players to teams and make roster alignments in cooperation with MAYSA. The Registrar will make in-season roster changes if necessary in coordination with MAYSA and will maintain records and medical release waivers for each player and team. The Registrar will also generate statistical reports as requested by the Executive Board. The Registrar is required to attend at least six (6) SAYSA meetings per soccer year including three (3) Board meetings (for spring/fall registration discussions), the Annual Meeting and two (2) Coaches Meetings.

The **EQUIPMENT COORDINATOR** will maintain adequate supplies necessary to meet individual team and overall Club needs. Prior to each season, or as requested by the President, the Equipment Coordinator will provide to the Board with a written inventory of all supplies assigned to teams and in reserve. The Equipment Coordinator will procure supplies subject to written approval of the Treasurer and approval of the board to the extent of a predetermined annual budget approved dollar figure. The Equipment Coordinator is required to attend at least five (5) SAYSA meetings per soccer year including two (2) Board meetings (February and August) as well as the annual meeting and two (2) Coaches Meetings.

The **FIELD COORDINATOR/MANAGER** will confirm availability of a field for a requested rescheduled game by comparing game schedules on the MAYSA website and will coordinate the use and marking of fields with the school district and park commissioners. The Field Coordinator/Manager will prepare and paint the fields on a weekly basis or as necessary and will maintain a safe playing surface on each field in cooperation with the school district and park commissioners (as appropriate). The Field Manager/Coordinator will coordinate major projects such as goal and/or field repairs and will procure supplies subject to written approval of the Treasurer and approval of the Board to the extent of an annual budget approved dollar amount. The Field Coordinator/Manager will assess field conditions on game day and determine if field conditions are such that play will be detrimental to the field long term and will notify MAYSA and referee assignor if games cannot be played on a specific field or all fields for a given period of time. The Field Coordinator/Manager is required to attend at least seven (7) SAYSA meetings per soccer year including four (4) Board meetings (February, June, August and November), the Annual Meeting and two (2) Coaches Meetings.

The **UNIFORM COORDINATOR** will purchase uniforms for the league and review pricing of uniforms on an annual basis prior to Annual Membership meeting. The Uniform Coordinator will ensure uniform fees are collected from teams/players, coordinate numbering of jerseys and distribute uniforms to coaches. The Uniform Coordinator will coordinate any return/s exchanges internally and will review uniforms every three years. The Uniform Coordinator is required to attend at least six (6) SAYSA meetings per soccer year including three (3) Board meetings (February, April and May), the Annual Meeting and two (2) Coaches Meetings.

The **FUNDRAISING COORDINATOR** will oversee a fundraising committee to raise capital for field development and operation. The Fundraising Coordinator will organize, delegate and execute the tasks necessary for successful fundraising events in coordination with the Executive Board including the solicitation of major sponsorships to underwrite Club costs such as programs, trophies, and referee expenses. The Fundraising Coordinator will keep

detailed notes on fundraising efforts for future use and report monies earned to the Treasurer. The Fundraising Coordinator is required to attend at least three (3) Board meetings per soccer year, to be determined by the fundraising schedule.

The **MARKETING AND PUBLIC RELATIONS COORDINATOR** will create a regular newsletter and send to SAYSA membership as well as working with the Website Coordinator to maintain and add information to the website and social media sites as needed. The Marketing and Public Relations Coordinator will create and submit ads to local media and design logos, banners, posters, and other promotional items and have them printed.

Working in coordination with the Marketing and Public Relations Coordinator, the Registrar and other Board members, the **WEBSITE COORDINATOR** will create and maintain all web pages for SAYSA, updating as SAYSA events, news and schedules warrant and will ensure timely and effective SAYSA internal and external communication. The Website Coordinator will create and send weekly newsletters along with additional news updates as needed, linking as appropriate to the website. The Website Coordinator will also stay up to date on social media trends, adjusting the SAYSA online presence as needed to stay current with trends.

APPENDIX II: STANDING COMMITTEE(S)

The **COACHING OVERSIGHT COMMITTEE (COC)** will consist of Age Commissioners and other SAYSA Board members as identified by the Board. The COC shall assist in the recruitment and selection of coaches. The COC shall improve the quality of coaching at all levels by overseeing coach and player development for SAYSA by providing training hints, ideas and information. The COC shall train coaches by providing educational resources as needed as well as feedback from practice and shall oversee tryouts and team formations. The COC will report to the Board at each regular meeting.