

THE BYLAWS OF THE NORTHBRIDGE YOUTH SOCCER ASSOCIATION



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The term “Corporation”, shall mean the Northbridge Youth Soccer Association Inc.

I. *Board of Directors*

The Corporation’s Board of Directors shall consist of the 7 Officers of the Corporation: The President, Vice-President, Treasurer, Registrar, Secretary, Town Rep, U12 and Above Coordinator, Director of Player and Coach Development, and Immediate Past President. The specific duties of the Officers are outlined below.

II. *Duties of Officers*

President – The President is responsible for implementing the policies set forth in the Corporation’s Articles of Organization and its By-Laws. The President is also responsible for implementing policies set forth by a majority vote of the Corporation’s Board of Directors, but only to the extent that the Board’s policies do not conflict with the policies set forth in the Corporation’s Articles of Organization or By-Laws.

The President is also responsible for implementing any other policies of the Corporation which have not been specifically set forth by a majority vote of the Corporation’s Board of Directors. The President is responsible for all decisions regarding issues that pertain to the day to day operations of the Corporation that have not been specifically set forth in the Corporation’s Articles of Organization or By -Laws or which have not been addressed by a majority vote of the Corporation’s Board of Directors.

Specific duties of the President include, but are not limited to, assisting the Vice-President in recruiting, selecting, and assigning coaches; and personal for responsibilities affecting the operation of the Corporation, i.e. League Coordinators, Equipment Manager, Uniform Manager and Sponsor Manager, assigning representatives to the leagues in which the Corporation participates and any other positions that are deemed

necessary for the effective operation of the Corporation. The President shall also have the authority to act on any other issue not specifically set forth in the Corporation's Articles of Organization or By-Laws, or specifically addressed by a majority vote of the Corporation's Board of Directors, if such action is in the best interest of the Corporation.

Vice-President - The Vice-President is responsible for assisting the President in recruiting, selecting, and assigning coaches and personnel for responsibilities affecting the operation of the Corporation, i.e. League Coordinators, Equipment Manager, Uniform Manager and Sponsor Manager, assigning representatives to the leagues in which the Corporation participates; and, any other positions that are deemed necessary for the effective operation of the Corporation.

The Vice-President shall take over the duties of the President when the President is unable to perform those duties.

Treasurer - The Treasurer has general charge of the financial affairs of the Corporation. The Treasurer shall keep, or cause to be kept, an accurate accounting record of the Corporation. The Treasurer shall submit a financial statement at the Corporation's Annual Meeting using generally accepted accounting principles. The Treasurer shall have custody of all funds and valuable documents of the Corporation and perform all duties incident to the office of Treasurer.

Registrar - The Registrar performs all duties incident to the office of Registrar and shall act as Registrar for the Corporation and carry out all related tasks in regard to the Corporation and the Massachusetts Youth Soccer Association. These duties include, but are not limited to, registration of participants (players) each fall and spring season, submission of all applicable forms to the leagues in which the Corporation participates, and development of team rosters by age group.

Secretary - The Secretary performs all duties incident to the office of Secretary. These duties include, but are not limited to, recording of minutes from all meetings of the Corporation's Board of Directors, recording of minutes from the Annual Meeting of the Corporation, notification of the Corporation's Annual Meeting through use of broadcast, print, and

internet based media, anti submitting all appropriate updates with the approval of the President, to the internet web site of the Corporation.

The Secretary shall distribute a copy of each meeting's minutes to all meeting attendees within 15 business days after said meeting, and maintain a copy of all minutes recorded for future reference.

Town Rep – Responsibilities include the primary contact between MAYS, Mass Youth Soccer and Northbridge Youth Soccer. All coach inquiries need to be forwarded to the Town Rep for escalation if needed. The Town Rep will respond to all inquires and send a detailed follow-up to all impacted parties as soon as administratively possible. The Town Rep will also attend town or league meetings as needed which may included by not limited to Park and Recreation meetings, Board of Selectmen meetings, MAYS meeting and Mass Youth Soccer meetings. Other Board positions may also attend these meeting along with the Town Rep or in the Town Reps place if needed. Town Rep will also have voting league rights as needed.

U12 and Above Coordinator - Responsibilities include the primary contact for all U12 and above teams, primary contact for the player placement program, and coordinates the practice and flag matrix for both the fall and spring seasons. The U12 and above coordinator will also have voting league rights as needed.

Immediate Past President – The Immediate Past President shall be a member of the Board of Directors and may also be elected and serve in any other position after his/her term as President. In the event that the positions of President and Vice President are both vacant, the Immediate Past President shall assume the leadership of Northbridge Youth Soccer until such time as an Annual Meeting of the membership shall elect a new President and/or Vice President. The Immediate Past President shall have such duties as may be assigned to him/her from time to time by the President or by vote of an Annual Meeting. The term of the sitting Immediate Past President shall continue only so long as his/her immediate successor occupies the position of President.

Director of Player and Coach Development - Duties would include organizing member clinics, camps, and instructional programs as needed along with implementing an on-going player developmental process and placement program. This position would be responsible for coordinating coach license courses along with on-going developmental clinics as needed. This position would also include coach recruitment and annual assessments.

Directors/Officers-Term of Office

The Board of Directors of NYSA will be elected annually by the members of the Corporation as stated at its annual meeting in June of each year. Each Officer will serve two year terms alternating positions each annual meeting. The President, Secretary, Town Rep, and U12 and above Coordinator will be up for election in one year then the Registrar, Treasurer, and Vice President the following year. This process will ensure the Association has ample time to transition Corporation knowledge, duties, and responsibilities.

Annual meeting:

Prior to the annual meeting a notification of not less than 30 days will be given to all Corporation members along with postings to the local newspapers and cable access channels of the Annual meeting and any open items to be discussed including but not limited to: vacant board positions or positions at the end of their term, applicable voting amendments, and open issues items. The annual meeting will be held at the end of the Spring season but before June fifteen of that year.

Election process:

Board of Directors elections will be held annually for applicable positions by the process of completing and submitting a nomination election form (can consist of a letter of intent or qualifications document) to the Corporation's Secretary (paper or email version will be accepted) seven days prior to the Annual Meeting. Any Corporation member can nominate either himself/herself or another member of the Corporation.

If the Board position is uncontested, then a motion by the Corporation's President or Vice President in attendance with a majority vote of the board will elect the board nominee to the Corporation. If two or more nominees are up for the same position, a ballot election will take place to all members in attendance at the Annual Meeting and submitted in a predetermined container and counted by the Corporation's Secretary or officer that is not up for election. Members consist of those registered as coaches, Board members, and parents or legal guardian (all of age 18 years or older) of a child that was registered with the Association during one or both of the past two seasons (previous Fall and current Spring season – this constitutes a full Soccer season). Members will be checked in at the start of the meeting and handed a ballot form during the election process to submit. All non-members will not be able to vote but are more than welcome to attend the annual meeting. A majority vote will be counted that day and motion to elect will be granted by the Corporation's President or Vice President. A visual recount can be requested by any nominee before meeting end (a request for an independent review of the recount can also be requested).

Resignation of Board Member(s)

If at any time a Board of Director wishes to resign for any reason their request must be submitted in writing or via an approved electronic format (E-mail / faxed request) to the Corporation's Board of Directors. The Corporation's Board of Directors will then nominate with a two an interim replacement with a majority vote and a permanent replacement elected during the Annual meeting in June of that year. A Board member may be removed for the following reasons but not limited to: excess absences from board meetings, conduct that the Board deems to be inappropriate to either Corporation members, sponsors, or the community, conducting their duties outside the bylaws of the league after given appropriate feedback, and other instances that the board agrees upon with receiving a majority Board vote.

If a Board member is requested to step down from their position by a majority vote, the Corporation's Board will provide a formal resignation / removal letter or through an acceptable communication format (E-mail or

Fax) that their resignation or removal has been approved and finalized. The Board member that has been requested to be removed may request a Board appeal meeting where he/she can state their objection to be duly noted in the Board's meeting notes and if approved by the Corporation's President another motion to vote can be heard for the removal to be finalized.

Duties if a Board of Director resigns or is removed:

President resigns or is removed – Vice President takes on duties until the Annual Meeting election

Vice President resigns, or is removed – President takes on duties until the Annual Meeting election.

Registrar resigns or is removed – Secretary takes on duties until the Annual Meeting election.

Secretary resigns or is removed – Registrar takes on duties until the Annual Meeting election.

Treasurer resigns or is removed – Registrar or takes on duties until the Annual Meeting election.

III. *League Play*

The Corporation will field teams in both the fall and spring soccer seasons. In both of aforementioned seasons, the Corporation will participate in the Midland Area Youth Soccer League. The Corporation will follow all rules as presented by each of these leagues. The Board of Directors, by majority vote, will determine the playing environment for participants in the Mighty Mites program, the Pee-Wee program, and players under the age of 8.

IV. *Age Groupings*

The Corporation will follow the age guidelines accepted by the Massachusetts Youth Soccer Association. In addition, the Corporation will form teams within single age groupings whenever the number of participants allows such a grouping. Exceptions to the rules set forth in the

preceding two sentences of this Article may be allowed by the Corporation's President, subject to approval by a majority of the Board of Directors. However, any exceptions to age placement is subject to the provisions set forth in Article VII of these By – Laws.

V. *Gender Grouping*

When participating in a League which provides for team breakdown by gender. The Corporation will place players by gender except in the case when there are not enough players of any one gender group to form a team.

VI. *Minimum Age*

Players can start the Mighty Mites Program at a pre-school age with Parent's permission during registration.

VII. *Player Placement*

At the end of each registration deadline, players shall be placed in the appropriate age groupings as defined by Mass Youth Soccer and the guidelines set forth by MAYSL. Players will be placed according to ability, coaches' recommendation as determined from their evaluation, and space on a roster. Any player who signs up late will be placed according to skill level and space needs. No player shall be placed on a team above their age grouping without the written request from their parent or coach and the approval of the Board.

VIII. *Coaches*

VIII.a *Behavior*

Coaches are expected to follow the behavioral guidelines outlined in the Massachusetts Youth Soccer Association's Code of conduct. Coaches are also expected to follow the behavioral guidelines mandated by the various leagues in which the Corporation participates and to follow the

general expectations society places on a person working with youth in the community. The Board of Directors will review all incidents involving coaches. Any decision by the Corporation concerning a coach must be made by a majority vote of the Board of Directors. The Board can then direct the President of the Corporation to take whatever action the Board deems necessary. If the President refuses to act, then any other Officer of the Corporation i.e. the Vice-President, the Treasurer, the Registrar, or the Secretary will have the authority to implement the action mandated by the majority of the Board of Directors.

VIII.b *Licenses*

Coach licenses (payment for all license levels will be reimbursed by the league) are either recommended or required for the following age groups:

- Mighty Mites: G License recommended but not required
- Pee-wee: G License recommended but not required
- U8 and U10: G License is required and F License is recommended
- U12 up to U14: G and F license are required and E License is recommended
- U16 and above: G, F, E Licenses are required

The NYSA Board has the discretion to make an exception as to coaching positions based on the need, timing, and situation as needed.

IX. *Fees*

Fees for registration and uniforms shall be set by a majority vote of the Board of Directors before the sun or me Tall registrations in any particular soccer year. The soccer year begins at the start of the fall season and ends at the conclusion of the following spring season. The Board of Directors reserves the right to set registration cutoff date and may assess a late fee of \$15.00 per registration until the rosters are formed. Once the rosters have

been formed and submitted to the league, a \$30.00 late fee per registration will be assessed. Registrations received after the cut-off date are not guaranteed placement and will be placed on a waiting list. No full refunds will be given after the 3rd week before the start date of any season. A refund request after this time must be approved by the Board of Directors and will be refunded at 50% of the collected registration fee, minus late fees.

X. *Amendments to Articles of Organization or By-Laws*

Except as provided for in paragraph 4(e) on Continuation Sheet #4A of the Corporation's Articles of the Organization, any amendment to the Corporation's Articles of Incorporation which affect the Corporation's tax exempt status (but only to the extent that the Corporation is actually granted tax exempt status by the proper authorities) shall be made only after such amendment has been approved by a majority vote of the Corporation's members during an annual meeting of the Corporation. All other amendments of the Corporation's Articles of Organization may be made by a majority vote of the Board of Directors. However, the Board may, by majority vote, decide to submit any proposed amendments to the Corporation's Articles of Organization to the Corporation's members, at the Corporation's annual meeting. The members of the Corporation shall then be allowed, by majority vote to either approve or not approve the proposed amendment, and this vote will be binding upon the Corporation and its Directors unless overturned by the members of the Corporation at a subsequent annual meeting.

The By-Laws of the Corporation can be amended as provided for in paragraph 4(b) Sheet #4A of the Corporation's Articles of Organization.

These By-Laws have hereby been adopted as the By-Laws of the Northbridge Youth Soccer Association; Inc.

Corporation's Board of Directors as evidenced by the signatures below and in accordance with 1(b) on Continuation Sheet #4A of the Corporation's Articles for Organization.

XI. *League Sponsors*

League Sponsors will be sent an invoice for Sponsor Payment (payments determined by the Board on a discretionary basis prior to the fall season invoices) by June 15th of each year. Sponsors will be given a 30 day turn-around time as fall uniforms will be ordered by August 1 of each year. Sponsors that have returned payment will be given team sponsor priority for both the fall and spring seasons. All residual sponsors that do not have either a Pee-wee or U8 team to sponsor will be posted on the back of the Mighty Mite team shirts for both the fall and spring seasons.

XII. *Criminal Offender Record Information (CORI)*

Northbridge Youth Soccer Association will follow the Cori/KidSafe rules of Massachusetts Youth Soccer Association for all leadership positions which include but not limited to coaches, assistant coaches, team bench parents, league directors, league board members, and any other position that has direct contact with Soccer members on a regular basis as determined by the Board. See the specific Cori rules on the Massachusetts Youth Soccer Association's website or contact a Board member for a written version. All Cori checks will be reviewed by the Director of MAYS on an annual basis and will not expire until notified by a MAYS league official. Cori checks given by another entity will not be sufficient as a Cori check with Mass Youth Soccer is needed for participation. Northbridge Youth Soccer Board will mandate the Cori check before participation for any Soccer leadership position.

XIII. *League Uniform*

All players will be expected to wear entire uniform for games this includes the following: Northbridge shirt, shorts, and socks. Required equipment will include shin guards and soccer cleats (no toe cleat). Please note: no jewelry is allowed (i.e. earrings, necklace, rings) eye glasses should utilize a strap, goggles would be recommended but not required.

XIV. *Tournament Play – Financial Support*

NYSA would like to encourage Northbridge soccer teams to participate in tournaments and will provide financial support to offset the tournament fees. NYSA will provide up to \$250 per team over the course of the annual soccer season (Fall/Spring). The team must consist of a majority of players registered with NYSA. A proportionate share of the financial support will be provided in the event that a roster includes players not registered with NYSA. To receive this benefit, the coach must provide the Treasurer with a copy of a completed tournament application and a roster accepted by the tournament organizers. Funding for such tournaments may be altered or even eliminated at any time per the Board's discretion based on the financial stability of the league.

..... Vice-President
.....Treasurer
.....Registrar