

Wareham Youth Soccer Club, Incorporated

Bylaws & Constitution

Name:

- 1-1 The name of the association will be, *Wareham Youth Soccer Club, Incorporated*, hereinafter also referred to as the "Club."
- 1-2 The headquarters and principal address of the Club will be in the Town of Wareham, Massachusetts.
- 1-3 The permanent mailing address of the Club will be: *Wareham Youth Soccer Club, Incorporated, PO. Box 764, Wareham Mass. 02571.*

Objective and Philosophy:

- 2-1 The objective of the Club is to provide fun, opportunity and training for the boys and girls to learn the game of soccer through the development of individual fitness, skills, teamwork, and fair play.
- 2-2 The Club will cooperate with all others in the development of soccer.
- 2-3 The underlying philosophy of the Club is to provide an atmosphere of good sportsmanship within which the players and teams can compete, learn, and enjoy the game of soccer. In the spirit of good sportsmanship, all members, coaches, players, and spectators will conduct themselves in a sportsmanlike manner and will cooperate fully with the philosophy of the Club.
- 2-4 The Club will, foster, promote, and advance the cause of soccer within the territory in which the Club is located, but this will not limit the activities of the Club to any specific geographic area, within or outside the *Commonwealth of Massachusetts*, except that the playing activities of the Club will be limited to amateur participation in keeping with the charitable, nonprofit *Massachusetts, Chapter 180 Corporation.*
- 2-5 The Club will develop and promote a soccer program within the *Town of Wareham*. This will be accomplished through programs designed to educate players and parents about the sport of soccer and develop public awareness. These programs will provide the opportunity for training and play for all interested parties.
- 2-6 The Club participates in the MYSA Kid Safe (CORI) program. In accordance with the MYSA Kid Safe (CORI) program, all officers, coaches, referees, and volunteers are required to complete all necessary forms for MYSA.

Membership:

- 3-1 Membership will be open to any person interested in promoting the objectives and philosophy of the Club. The Club will not discriminate against any person according to current Massachusetts and MYSA anti-discrimination policies.
- 3-2 Player participation will be open to any child who **is 4 years old**, and will not have attained the age of nineteen (19) years by August 1 of the year of play, provided there are a sufficient number of registrants in a given division to form a sufficient number of teams within that division as will be determined by a vote of the *Executive Committee.*
- 3-3 The *Executive Committee* reserves the right to limit from time to time the number of registrants.

- 3-4 Travel Team participants' tryouts are open to all children who meet the age and residency requirements. Participants in the Competitive Program must try out for a team at specified times and places, and are chosen for their playing ability and attitude. Placement on these teams is made solely at the Board's discretion. These children play competitive teams from other towns.
- 3-5 Removed
- 3-6 Refunds are not guaranteed. All refund requests shall be submitted in writing to the Executive Committee for review and determination.

Government:

4-1 The *Board of Directors*, (also known as Officers) will consist of:

A. The Executive Committee

The *Executive Committee* also known as Officers of the Club, will consist of:

President
Vice President
Secretary
Treasurer
Registrar
Director of Referees
Director of Coaches
Director of Travel
Past President

B. The following positions are appointees by a majority of the *Executive Committee*:

Age Group Coordinators as determined by age group rosters
Alternate Director of Travel
Fund-raising Coordinator
Uniform Coordinator
TOPSoccer Coordinator

The *Executive Committee* may appoint other positions that they deem to be appropriate, as well as persons to any position left vacant at the end of the Annual Meeting.

- 4-1 To be eligible for the *Executive Committee*, candidates must be residents of the U.S. and over the age of 18.
- 4-2 The *Travel Committee* will consist of:
President
Registrar
Director of Travel Teams
Coach of each Travel Team
Director of Coaches
- 4-3 The *Executive Committee* will be elected by ballot at the Annual Meeting of the Club. They will hold office for one year and will be eligible for reelection. The term of the office for each position will begin on July 1.

- 4-4 The *Executive Committee* will transact all business of the Club and will have the power to enforce the By Laws and Constitution of the *Wareham Youth Soccer Club, Incorporated*.
- 4-5 The *Executive Committee* will have the power to set up rules governing the Club competitions, tournaments, and special competitions within its own structure.
- 4-6 The *Executive Committee* will have the power to ascertain age limits in Club competition.
- 4-7 Any *Executive Committee* members missing (3) consecutive meetings without just cause, may have his/her office declared vacant at the discretion of the *Executive Committee*. Replacement of a person who has vacated a position will be an appointment by a consensus of the remaining members of the *Executive Committee*.
- 4-8 *Executive Committee* meetings will regularly be held in each month at a time to be recommended by the President and confirmed by the rest of the *Executive Committee*.

President:

- 5-1 The President of the Club will preside at all meetings.
- 5-2 The President will submit an annual report on the operation of the Club at the Annual Meeting.
- 5-3 Within 21 days of taking office, the President will recommend an *Auditing Committee* consisting of at least two (individuals), at least one qualified professional and one other individual to review Treasurer's records and to certify his/her Annual Financial Report that must be approved by *Executive Committee*. The President must assure completion of this audit within 60 days of appointing the *Auditing Committee*.
- 5-4 The President will have check signing authority.
- 5-5 The President will appoint a committee to review the Bylaws & Constitution at the beginning of their term.
- 5-6 The President will obtain all necessary permits from the town including field and ground permits.

Vice President:

- 6-1 The Vice President will succeed to the powers of the President in his/her absence.
- 6-2 The Vice President will act as the Director of the Instructional Program. In this capacity the person will be responsible for all aspects of the instructional program.
- 6-3 The Vice President will assist the President in the operation of the Club.
- 6-4 The Vice President will have check signing authority.
- 6-5 The Vice President will be responsible for overseeing the issuance and collection of all Club materials and equipment, and will provide a listing of the inventory after each season.

Secretary:

- 7-1 The Secretary will record the minutes of all meetings, and keep the record of the Club.
- 7-2 The Secretary will assist as necessary in filing all reports that may be required as a result of the Club's affiliation with other soccer organizations.

- 7-3 The Secretary will assist the Executive Officers with correspondence, both within and outside the local Club, which may be required from time to time.
- 7-4 The Secretary will be responsible for notifying the *Executive Committee* members of upcoming and scheduled meetings.
- 7-5 The Secretary will be responsible for the issuing public notices of the Annual and Special Meetings.
- 7-6 The Secretary will be responsible for all publicity, to include registration and Travel tryout notifications.
- 7-7 The Secretary is responsible for the development, printing and distributing of the newsletter.

Treasurer:

- 8-1 The Treasurer will collect all dues and registration fees and have charge of all moneys of the Club and deposit these moneys into the accounts of the Club. The Treasurer will be responsible for depositing into the Club accounts all proceeds from any fund raising done under the name of *Wareham Youth Soccer Club, Inc.*
- 8-2 The Treasurer will maintain a detailed set of records of income and expenditures, and submit an annual report of finances to the *Executive Committee* for presentation at the Annual Meeting.
- 8-3 The Treasurer will report finances at all board and general meetings.
- 8-4 The Treasurer must be bonded at the expense of the Club.
- 8-5 The Treasurer will be responsible for a separate checking account for the Travel Teams, to be established under *Wareham Youth Soccer Club, Inc.* to handle the Travel Team funds.
- 8-6 The Treasurer will be responsible for a separate fund-raising account, to be established under *Wareham Youth Soccer Club, Inc.* to handle the monies obtained through fundraising activities and donations.
- 8-7 The Treasurer will be responsible for a separate scholarship account, to be established under *Wareham Youth Soccer Club, Inc.* to handle the monies obtained through fundraising activities and donations.
- 8-8 The Treasurer may from time to time add or consolidate bank accounts and relationships to benefit the needs of the Club with the approval of the majority of the *Executive Board*. He or she may transfer funds as needed from one account to another with the approval of the *Executive Board*.
- 8-9 The Treasurer will have check signing authority.

Registrar:

- 9-1 The Registrar will be in charge of the registration process for all programs.
- 9-2 The Registrar will be responsible for registering all WYSC players, coaches, directors, and officers, along with the appropriate fee, to MYSA or any other governing body. Registration of officers, directors, and Board members, will be accomplished annually or as necessary.
- 9-3 The Registrar will assist the Director of Travel Teams in the registering of all travel team players.

9-4 The Registrar will be responsible for filing all Kid Safe (CORI) forms with MYSA.

Director of Coaches:

- 10-1 The Director of Coaches will be responsible for recruiting, training and developing [quality] coaches for the Club.
- 10-2 The Director of Coaches will assist the Registrar with establishing rosters.
- 10-3 The Director of Coaches will schedule fields and teams for practices for the instructional season.
- 10-4 The Director of Coaches will assist the Director of Travel Teams with selecting qualified travel team coaches.
- 10-5 The Director of Coaches is responsible for distributing all necessary coaching equipment to each coach.

Director of Referees:

- 11-1 The Director of Referees will be responsible for recruiting, training, and developing referees to officiate in town league matches.
- 11-2 The Director of Referees will be responsible for scheduling referees for all instructional season matches.
- 11-3 The Director of Referees will encourage proper referee conduct and promote professional appearance through the use of official referee uniforms.

Director of Travel:

- 12-1 The Director of Travel will be responsible for all aspects of the competitive program.
- 12-2 The Director of Travel Teams or the alternate will represent the Club at all South Coast Soccer League meetings.
- 12-3 The Director of Travel Teams will schedule the tryouts for the Travel Team season.
- 12-4 The Director of Travel Teams will chair the committee for the selection of players and coaches for the Travel Team season.
- 12-5 The Director of Travel Teams will coordinate schedules with the Director of Coaches for fields for Travel Team practices.

Alternate Director of Travel:

- 13-1 The Alternate Director of Travel will assist [and report to] the Director of Travel in all aspects of Travel team business, and will act as the Director of Travel in his/her absence.
- 13-2 The Alternate Director of Travel will have voting privileges only in the absence of the Director of Travel.

Age Group Coordinators:

- 14-1 The Age Group Coordinators will have the responsibility for the administration of the affairs for their respective age groups.

- 14-2 Age Group Coordinators may make changes to team rosters as needed to keep the teams balanced in terms of roster size in conjunction with the registrar and the Director of Coaches. The coordinators must inform the registrar of any changes to the team rosters.

Coaches and Assistant Coaches:

- 15-1 The Coaches and Assistant Coaches for the instructional seasons will be selected by the Director of Coaches or his designee and will be approved by the *Executive Committee*.
- 15-2 WYSC recommends that all coaches will attend a coaching seminar at least one time per year.
- 15-3 The Coaches and Assistant Coaches will be responsible for teaching the fundamentals of soccer as well as good sportsmanship to the players of soccer. They will adhere to the philosophy of the Club.

Fund-raising Coordinator:

- 16-1 The Fund-raising Coordinator will be responsible recommend fund-raising activities to the *Executive Committee*.
- 16-2 The Fund-raising Coordinator is responsible for overseeing all fund-raising activities of the Club.

Uniform Coordinator:

- 17-1 The Uniform Coordinator is responsible for the overall coordination of uniform distribution for the Club. This includes ensuring that uniforms are available for sale at registration and other times as determined by the *Executive Committee*.
- 17-2 The Uniform Coordinator is responsible for researching uniform prices and making a recommendation to the *Executive Committee*.

Member at Large:

- 19-1 The Member(s) at Large is (are) responsible for the completion of special projects at the request of the *Executive Committee*.

Meetings:

- 20-1 The *Executive Committee* will meet as often as necessary but not less than once per month. This meeting may be concurrent with a full Board meeting.
- 20-2 All members of the Club may attend a *Board* meeting.
- 20-3 The President may extend invitations to nonmember to attend *Board* meetings.
- 20-4 A minimum of five (5) *Executive Committee* members may constitute a quorum at all *Executive Committee* meetings. A majority of votes cast will decide all questions except amendments to the Bylaws and Constitution.
- 20-5 Amendments to the Bylaws and Constitution will require a two-thirds majority vote of the membership present at an Annual Meeting or Special Meeting.
- 20-6 Voting members at the Annual Meeting will be parent or legal guardians of any player registered during the current year, and coaches, assistant coaches, referees, and *Board* members, whether or not they have children enrolled in the Club.
- 20-7 In case of doubt as to procedures at any meeting of the Club, "Robert's' Rules of Order" will govern.

Financial Policy:

- 21-1 The fiscal year of the Club will run from April 1st- March 31st.
- 21-2 A budget for the forth-coming year will be prepared by the treasurer and approved by the *Executive Committee* before fall registration. Registration fees should be established and fund-raising events scheduled to insure that expenses are covered by income.
- 21-3 Expenditures in excess of \$100.00 will require majority approval of the *Executive Committee*. Major purchases over \$250.00 from any one person or corporation will require approval by two-thirds of *Executive Committee*. Any check written in the amount over \$500.00 must be signed by two officers, one of whom must be the Treasurer, and the other must be either that President or the Vice President.
- 21-4 All money will be promptly deposited in the proper checking account maintained in the name of the *Wareham Youth Soccer Club, Inc.* All receipts are to be held by the Treasurer.
- 21-5 Bills for authorized purchases will be paid when due with a valid receipt.
- 21-6 Funds will be spent only in the interest of *Wareham Youth Soccer Club, Inc.*
- 21-7 Should the Club be dissolved, all funds currently in the treasury will be donated to a recognized 501 (3) organization to be chosen by a majority of the *Executive Committee* members at the time the Club is dissolved.

Bylaws and Constitution Amendment:

- 22-1 These Bylaws & Constitution, or any section thereof, may be amended by a two-thirds vote of the members present at the Annual Meeting. Written notice of such proposed amendments will be included in the public notice of the Annual Meeting, published at least two (2) weeks prior to the date of the meeting.
- 22-2 The Bylaws & Constitution may also be amended if required at a special meeting, as described below.

Special Meetings:

- 23-1 General and special meetings may be called by the *Executive Committee* upon public notification, two (2) weeks in advance of the date of the meeting for the purpose of bylaw change, or ratifying an emergency committee action.

Suspension and Expulsion of Members and Participants:

- 24-1 Any action by a member or participants that is unlawful or unethical is ground for suspension or expulsion. If the member or participants of the Club has been involved in said actions they may be suspended or expelled from membership or participation by a resolution passed by not less than a majority of the *Executive Committee*. The member or participant involved will be notified in writing of the intended action and may make a statement to the *Executive Committee* before the resolution is put into vote. The decision of the *Executive Committee* will be binding on the member or participant and reason may only be given to the member or participant suspended or expelled.

Committees:

- 25-1 A *Nominating Committee* will be formed at the October *Executive Committee* meeting each year for the purpose of preparing a slate of nomination of officers and directors to be voted on at the Annual Meeting. The *Nominating Committee* will be chosen by the President and two (2) others from the *Executive Committee*.

- 25-2 The *Executive Committee* may appoint any committee to address an issue or area that is critical to the success and purpose of the Club as it sees fit.
- 25-3 The *Grievance Committee*: a chairperson will be appointed annually by a majority vote of the *Executive Committee*. The chairperson would recruit two additional persons to serve on this committee if a grievance is filed. The *Grievance Committee* will present their recommendation to the *Executive Committee* in Executive Session. The *Executive Committee*, in Executive Session, will determine the final resolution to all grievances.
- 25-4 An *Emergency Action Committee* will consist of the President or Vice President and two (2) additional *Executive Committee* members.
- 25-5 A *Scholarship Committee* will be appointed by the *Executive Committee* by the September *Board* meeting. This committee will include at least one executive board member elected by a majority of the *Executive Committee* and at least three (3) other individuals actively involved in the Club. This committee is responsible for reviewing applications received and making a recommendation to the *Executive Committee*, including the reasons for their choice(s).

Selection of Travel Players and Select Team Players:

- 26-1 The Travel Team rosters must be approved by the *Travel Committee*.
- 26-2 The selection of Travel Team players will be made through tryouts, coaches input, round robins, and the *Travel Committee*.
- 26-3 All Travel Teams, ages U14 and higher, will be same gender teams. Any request by an individual to play on an opposite gender team must be made to the *Travel Committee*. The *Travel Committee* will present their recommendation to the *Executive Committee*. The *Executive Committee* will make the final determination on all requests.
- 26-4 Any member or non-member who would like to bring a team of Club players to a tournament who are registered through the Club (MYSA) must come before the *Executive Committee* for approval.
- 26-5 All travel players will follow MYSA age appropriate play recommendations. Any request by a member to play up or down in age group shall be submitted in writing to the Executive Committee for review and determination.
- 26-6 All travel teams fundraising shall be solely for South Coast Soccer League activities and/or team tournament activities. All fundraising events shall be submitted in writing to the Executive Board for approval prior to fundraising events.

Team Rules:

- 27-1 All Travel Team players must follow the guidelines set by their coach. It is at the full discretion of the coach as to the length of time the player participates during a match. If any player feels he is unfairly treated, that player, parent, or legal guardian, may request in writing a hearing before the *Executive Committee* to address for approval.
- 27-2 Travel Team coaches and players must follow the South Coast Soccer League "Rules of Play" during the travel season.
- 27-3 Any coach, player, or spectator that demonstrates unsportsmanship or unruly behavior before, during, or after a match, may not only be disciplined by the Game Officials and the South Coast Soccer League but may be disciplined by the *Executive Committee* of the Club.

27-4 All players who have been selected for a Travel Team must have their registration paid by the due date set by the *Travel Committee*. Failure to pay registration may result in the forfeiting of their slot on any Travel Team roster.

Submitted for approval at an Annual Meeting of the Wareham Youth Soccer Club Incorporated on August 17, 2003.

Revised and Approved April 17, 2012