

# **Sterling Youth Soccer Association: Bylaws**



## **Article I – Name and Purpose**

### **Section 1 – Name**

The name of this association is **Sterling Youth Soccer Association (SYSA)**.

### **Section 2 - Purpose**

The purpose of this association is to:

- Promote the sport of soccer in Sterling, MA.
- Establish and maintain a soccer training and education program.
- Affiliate with and cooperate with other similar organizations for the purpose of advancing soccer.
- Enter teams into competition by participating in organized leagues and/or other competitive programs.

## **Article II - Membership**

### **Section 1 – Eligibility**

Membership is granted to any person, which includes players, coaches and parents/guardians, who is registered to participate in any soccer program that is managed by SYSA and who supports Article 1, Section 2. Voting membership is limited to members of the Board of Directors.

### **Section 2 – Annual Dues**

Annual dues are the established fees to participate in SYSA soccer program. The fees are determined on an annual basis by the Board of Directors. There are no regular membership dues to be a member of the Board of Directors.

### **Section 3 – Rights of Members**

Members, in good standing, are welcome to attend regular meetings of the Board and to participate in discussions on matters before the Board, but without a vote on matters before the board.

Members, in good standing, are welcome to attend the annual meeting of the Board and may participate in the election of board members and coordinators.

### **Section 4 – Suspension or Termination**

The Board of Directors, by a two-thirds vote of those present at any duly constituted Board meeting (quorum is required), shall have the authority to discipline, suspend or terminate the membership of any Member, including parents and coaches, when the conduct of such person is considered detrimental to the best interests of Sterling Youth Soccer. The Member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

The Board of Directors shall, in case of a player, give notice to the coach of the player's team. Said coach shall appear, in the capacity of an adviser, with the player before the Board of Directors or a duly appointed committee of the Board of Directors. The player's parent(s) or legal guardian(s) may also be present. The Board of Directors shall have full power to suspend or revoke such player's right to future participation by two-thirds vote of those present at any duly constituted meeting (quorum is required).

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## **Article III – Meetings of Members**

### **Section 1 – Regular Meetings**

Regular meetings of the board shall be held monthly (at a minimum), from February to October, at a time and place designated by the President.

### **Section 2 – Annual Meeting**

An annual meeting shall take place in February, the specific date, time and location of which will be designated by the President. At the annual meeting, the board shall elect board members and coordinators for the coming year as outlined in Article 4.

### **Section 3 – Special Meetings**

Special meetings may be called by the President or a simple majority of Board of Directors. Notice of special meetings shall state the matter being considered.

### **Section 4 – Notice of Meetings**

Meeting notification shall be provided to Board members (most commonly via email) per the schedule below.

- A minimum of 2 week notice for the Annual meeting. Notification must be provided to all members of Sterling Youth Soccer. Potential communication methods may include, but not limited to:
  - Email blast to all registered members from the previous season.
  - Notification through social media
- A minimum of 1 week notice for Regular meetings.
- A minimum of 1 day notice for emergency meetings.

### **Section 5 – Quorum**

A quorum for a meeting of the board shall consist of at least 50% of the Board of Directors.

### **Section 6 – Voting**

All issues to be voted shall be decided by a simple majority of the Board of Directors present at the meeting in which the vote takes place, except as otherwise noted in these bylaws. Each member of the Board of Directors, including the President, has one vote, regardless of the number of offices he/she holds. The President votes to break a tie.

- Voting by Proxy shall not be allowed at any meeting of the Board of Directors.
- Voting by teleconference, or other similar electronic method, is allowed provided the following:
  - Board member must indicate his/her intent to vote by teleconference prior to the meeting.
  - Board member is on the line during discussion of the issue to be voted, such that all members of the Board may simultaneously hear and speak with each other during the discussion.

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## **Article IV – Board of Directors**

### **Section 1 – Board Size and Responsibility**

The Board of Directors is responsible for overall policy and direction of the association, and delegates responsibility of day-to-day operations to the coordinators and committees. The Board of Directors consists of the *Executive Board* and *Coordinators*. The board shall have a minimum of 10 members.

The members of the Board are expected to be present at all regular and special meetings of the Board. If any member is unable to attend a meeting, she/he shall inform the President or the Secretary of this inability prior to the meeting.

### **Section 2 – Board of Directors Election and Terms**

Candidates for the Board must be nominated by an existing member of the board. All board members shall be elected by voice vote or ballot at the Annual Meeting. All members serve one-year terms that begin at the close of the Annual Meeting at which they are elected.

### **Section 3 – Board of Directors, Executive Board**

There shall be a maximum of five, and a minimum of four, members of the Executive Board and they shall be President, Vice President, Secretary, Treasurer and Registrar. Their duties are as follows:

*The President* shall:

- Convene and chair all meetings of the Board of Directors.
- Develop meeting agendas.
- Represent SYSA to all organizations of which SYSA participates, or appoint an alternate official representative.
- Appoint chairpersons of standing and special committee.
- Authorized to sign checks.
- Be an ex-officio member of all committees.
- Be eligible for a yearly stipend of \$350.

*The Vice President* shall:

- In absence of the President, shall be vested with all the powers and perform all the duties of the President.
- Chair committees on special subjects as designated by President or the Board of Directors.

*The Secretary* shall:

- Keep minutes of all meetings of the Board, including a record of attendance.
- Distribute meeting minutes to all Board members within 1-week of the meeting.

*The Treasurer* shall:

- Have general charge of the Association's financial affairs and shall report on the condition of the same at all Board meetings.
- Prepare a yearly financial statement of operations for the Annual General Meeting covering the prior year's activities.
- Be authorized to sign checks.
- Be the chair of the Finance Committee.
- Coordination of annual fees and taxes.
- Be eligible for a yearly stipend of \$350.

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*The Registrar shall:*

- Keep accurate records of all members of Sterling Youth Soccer Association who are players, coaches and/or members of the Executive Board.
- Ensure timely rostering of teams with Mass Youth Soccer in order to ensure insurance coverage for players, coaches and administrators.
- Be eligible for a yearly stipend of \$350.

## **Section 4 – Board of Directors, Coordinators**

Additional members of the Board of Directors shall be coordinators. There must be sufficient Coordinators to ensure the Board of Directors has a minimum of 10 members. These positions shall perform the duties prescribed by these bylaws and other special articles the association may adopt on a yearly basis through the Board of Directors.

Sterling Youth Soccer is divided into the following divisions: U6 (coed), U8 (coed), U10 Boys, U10 Girls, U12 Boys, U12 Girls and U14+/HS Boys and U14+/HS Girls. Each division is required to have a coordinator. One person can serve as the coordinator for multiple divisions with specific assignments determined at the Annual Meeting. Division coordinators can also hold other roles within the organization, other than the Executive Board.

*Division Coordinator shall:*

- Primary point of contact between the Board and the members from the division, including coaches and parents.
- Recruit coaches and assistant coaches.
- Participate as a member of the Division Draft Committee.

Additional roles will be designated at the Annual Meeting. These roles may be combined with other coordinator responsibilities or may be shared between multiple people.

*The Field Coordinator shall:*

- Be the primary point of contact for Sterling Recreation and Sterling DPW
- Maintain condition/organization of equipment and storage locations.
- Organize field setup at the beginning of the season and field breakdown at the end.
- Coordinate field scheduling for practice times.

*The Player / Coach Development Coordinator shall:*

- Schedule/coordinate summer camps, player clinics, coach clinics, license courses, and any other events aimed at development of player/coach skills.
- Be the primary point of contact for any organizations or individuals contracted to perform camps and clinics.
- Ensure all events are communicated to the Association and its members.

*The Uniform and Equipment Coordinator shall:*

- Order uniforms and other clothing that the Board agrees to supply to Association members.
- Ensure sponsor information is provided for uniforms, as applicable.
- Provide all necessary equipment required for season, including uniforms, game balls, goalie gloves, and other team equipment (pinnies, cones, etc.)

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## **Section 5 – Resignation, Termination and Absences**

Resignation from the Board must be made in writing and received by the Secretary.

A Board member may be terminated from the board due to excess absences, more than two **unannounced** absences from Board meetings in a given year. The President shall notify the Board member that his/her membership is about to be terminated. If no response is made to that notice, the individual shall be considered to have resigned unless formal Board action is to the contrary.

Any Board member may be terminated for any reason, with or without cause, by a three-fourths vote of the Executive Board. An Executive Board member may be terminated for any reason, with or without cause, by a three-fourths vote of the remaining Board of Directors. No member of the Board of Directors shall be terminated without an opportunity to be heard and notice of at least 14 days shall be given in writing prior to the meeting where the vote to terminate will be made.

## **Section 6 – Vacancies**

Whenever a vacancy occurs on the Board of Directors, it shall be temporarily filled, until the next Annual Meeting, by a majority vote of the remaining Board of Directors at a regular meeting.

## **Article V - Committees**

### **Section 1 – Committee Formation**

The Board may create committees, standing or special, to carry on the work of the association and shall be appointed by the President or the Executive Board. The President shall be an ex-officio member of all committees. A member of the Board of Directors must chair all committees. Committees may include members of the Association that are not members of the Board. Committees may be disbanded by the President.

### **Section 2 – Finance Committee**

The Finance committee shall be a standing committee chaired by the Treasurer and shall include the Field Coordinator and at least one other member of the Board. The committee is responsible for developing and reviewing the fundraising plans and the annual budget with the Board. The Board must approve the budget and any major change in the budget. The fiscal year shall be the calendar year. The financial records of the organization are public information and shall be made available to the Board and the membership.

### **Section 3 – Jamboree Committee**

The Jamboree Committee shall be a standing committee dedicated to the planning and execution of the End-of-Season Jamboree. The responsibilities include planning the events, coordination of setup and break-down of the event, coordination of the snack shack, and communication with the Association about the event. The committee chair shall be determined at the annual meeting and the committee chair shall determine the size of the committee.

## **Article VI – Amendments to the Bylaws**

These bylaws can be amended when necessary by a two-thirds vote of the Board of Directors with a minimum of two-thirds of the Board members present. Proposed amendments must be submitted to the Board in writing with a minimum 1-weeks' notice.

## **Sterling Youth Soccer Association: Bylaws**

These Bylaws were approved by vote of the members of the **Executive Board** at a meeting of the Sterling Youth Soccer Association held on March 18, 1993.

These Bylaws were amended by vote of the members of the **Executive Board** at a meeting of the Sterling Youth Soccer Association held on June 13, 1995.

These Bylaws were amended by vote of the members of the **Executive Board** at a meeting of the Sterling Youth Soccer Association held on August 31, 1995.

### **Modifications of the SYSA By-Laws to be considered in 1999.**

Proposed amendments to the bylaws are made for consideration by the incoming Executive Board for the 1999 term. The proposed changes are above and depicted in **red** and **blue**.

Previous Article VI (Executive Board) was moved to become Article IV (to be closer to officer definitions etc) and as a result previous Articles IV (Officers) and V (Meetings) were moved to Articles V and VI respectively.

### **Modifications in 2017: Total re-write.**

These bylaws were amended by vote of the members of the Board of Directors at a meeting of the Sterling Youth Soccer Association held on July 10, 2017.