

Massac Co. Soccer Booster Association By-Laws

2019 -20 Version

SECTION 1 CHARTER

The Massac Co. Soccer Booster Association (MSBA) is organized to serve, support, and promote soccer for all youth levels from recreational, competitive, and scholastic.

SECTION 2 BOARD ORGANIZATION

Section 2-0 Business Meeting Quorum Requirement

- A. A quorum requirement must be satisfied in order to allow Board Business Meetings to officially conduct business.

A quorum requirement exists when the attendance to a business meeting meets either: (a) 50% or greater of the active organization members are in attendance OR (b) 50% or greater of the elected board office holders are in attendance.

NOTE: Any and all references within these by-laws in conducting elections or meetings must meet this requirement in order to conduct official business. Meetings within committees or sub-groups that have been pre-authorized to conduct certain business previously by the Board or President are exempt from this requirement.

Section 2-1 Board Membership Requirements

- A. Board membership is OPEN to any and all adults who meet the MSBA requirements. Only Board Members are eligible to vote at meetings, hold offices, or serve on committees within the Association.
- B. Initial Membership Requirements (all must be met):
 - (a) Read, agree to abide by, and sign the MSBA By-Laws & Code of Conduct Statement.
 - (b) Be in attendance to the meetings and receive an 80% confirmation vote from the existing Board Membership in attendance for the membership into the organization.
 - (c) Pass initial criminal background check as stated in Section 7 of this document. The requirement to successful pass the criminal background check is delayed 6 months after initial preliminary acceptance onto the board in order to process the paperwork associated with the background check application.
- C. Renewal of Annual Membership Requirements:
 - (a) Be a member that is in good-standing from the previous MSBA year and indicate to the Board either through active attendance at scheduled meetings or otherwise verbally indicate by the board annual election of that year the willingness to serve and participate for the upcoming active year.
- D. Expiration of Annual Membership:
 - (a) Previous years members will be declared as inactive if the provisions in Section 2-1 (C) are not met. In order to be re-instated as a member, persons will be required to fulfill the initial membership requirements once again in order to be reinstated as a member with the Association.

Section 2-2 Removal and Suspension Policies of persons with any official capacity with the Association

A. Reasons to Consider Removal or Suspension Process

Removal or suspension of an individual from any official volunteer or paid capacity associated with the Association can be formally conducted. Removal or suspension from the property during Association organized practices or games can also be performed and officially conducted.

The entire process can be circumvented temporarily and an individual can be removed on-site by any active board member or assigned referee from a facility for the day until the board can officially respond and act. This if at any time person(s) safety are considered endangered or there is a threat of violence, actions are considered grossly disruptive to the organized activities, or damaging or a threat to damage property.

The criteria for such official removal process is if, in the majority opinion of the board, that the particular individual's continued participation with the Association is considered to be detrimental to the organizational sole charter and purpose OR that person has been in serious violation of the stated organization's by-laws. The board reserves any and all rights to make reasonable judgement in the majority opinion of the board to assess and process any such a removal or suspension.

The following are possible examples that may prompt consideration of the removal or suspension of an individual from duties or association with the organization. *Note: The below example listing is not intended to be an exclusive list.*

- (a) Considered in the majority opinion by the board, any serious violation of the MSBA By-Laws & Code of Conduct Statement.
- (b) Considered in the majority opinion by the board, conduct or actions that seriously oppose or damage the Association's charter or overall best interest.
- (c) Considered in the majority opinion by the board, past or present-day activities, conduct, or actions that may damage or taint the Association's public image, reputation, and standing within the community.
- (d) Considered in the majority opinion by the board, unauthorized activities in representing the association that grossly exceed that granted by the person's duly elected office, or that was not otherwise granted through special authorization granted by the responsible elected office holder or per meeting discussion/decision.
- (e) Considered in the majority opinion by the board, unauthorized discussing with individuals outside the association's membership sensitive discussions, information, and/or decisions performed within board meetings. Discretion is expected from all members on any information that could be possibly construed as defamatory or damaging to an individual or group.
- (f) Considered in the majority opinion by the board, unacceptable criminal background review per the process has indicated in Section 7-2.

B. Process to Conduct Official Removal and Suspension Process of any Individual with either Official Capacities (Volunteer or Paid) or Not Officially Affiliated with the Association

- (a) It is solely up to the Association's duly-elected President in conjunction with the Vice-President to formally initiate the official removal and suspension process. This process can only begin after discussing key matters with the board and getting a majority approval to begin to address the issue. In cases to where the removal or suspension process may include the President or the Vice-President themselves, then the President or Vice-President can act alone to start the process with the board.
- (b) It is expected that the President/Vice-President, make "best-effort" attempts to privately address the issues and manners at hand with the individual in question in order to obtain either more information, resolution to the matter to the ultimate satisfaction of the board, or if need be, their discreet resignation. In the case of an individual outside of the Association, then this step may be skipped and proceed to step (e.) of this process.

- (c) If after discussion with the individual in question, then it is up to the President/Vice-President to decide to proceed with a closed-door (to the general public) meeting with the existing board membership present at the scheduled meeting for discussion and possible vote for removal.
- (d) Prior to proceeding with such a meeting, “best-effort” attempts should be exerted such that the individual in question will be notified and offered to resign prior to any further proceedings.
- (e) If the need for such a meeting has been determined to proceed then the President/Vice-President, at their sole discretion, may consider whether to allow the person to offer their verbal or written explanation or defense for purposes of fairness to the individual and to the possible removal process.
- (f) Reasonable meeting notification to all active members shall be conducted followed by a closed door meeting to the public and the individual in question with the discussion and subsequent vote for removal or suspension.
- (g) An 80% vote for removal is required from the membership at the particular meeting for official removal or suspension.
- (h) ALL MEMBERS ARE EXPECTED TO BE DISCREET & NOT DISCUSS SUCH MANNERS OF ANY KIND WITH THOSE OUTSIDE THE MEETING’S ATTENDANCE WITH EXCEPTION OF ONLY THE MOST GENERAL TERMS.
- (i) Upon either the resignation or voted removal or suspension from this process, the individual shall be further barred from any matters or duties associated with the Association to the extent determined by the board.
- (j) In the cases of a removal or suspension of an individual for reasons such as child endangerment, violent acts, etc., the board shall determine to also bar the individual from all practices and game fields associated with any of the MSBA registered teams.
- (k) Removal or suspension shall stay in effect and remain active unless specifically denoted with an expiration date through this process by the Board. If an expiration date is not otherwise indicated, then the removal or suspension shall be consider permanent in nature and shall require the individual to petition the Board at a later date for review and board recommendation for vote of re-instatement per an 80% board approval.

Section 2-3 Board Office Election Policies

- A. Board office elections for the Association shall be conducted annually within a 3-month window of October 1st of each calendar year.
- B. The election will be conducted by joint call of meeting from the previous year’s President & Vice-President.
- C. Notification of the previous year’s membership via email, phone, letter, or by announcement within the newspaper shall be conducted to announce the scheduled election. Recruitment of new members is encouraged by existing members to add to the board membership. Any new members to these introductory meetings shall be allowed to go through the process of possibly becoming an official member in order to be eligible to vote and to be eligible for office in the election.
- D. **The Board Offices of President and Vice-President are strictly one-year terms only.** Upon the following year of serving these offices, the member MUST vacate and cannot be re-elected to that particular office for the new MSBA year. The previously elected Vice-President is however eligible to be elected to the President’s office, and vice-versa with the President being eligible for the Vice President position. All other board office holders are eligible to serve and be re-elected into the same office or capacity from the previous year.
- E. Eligible office holders can only be filled by Association Members in good-standing and active for that MSBA year. In addition, only official active members that are in good-standing are able to vote within the Board Office Elections or for any other business at any of the meetings.

- F. Primary method of obtaining nominees for board offices shall be from self-nomination. The secondary method will be in nominating others within the membership.
- G. The vote of election to an office will be required for each office, regardless if only one nominee exists. A greater than 50% majority will be required in the case of only one candidate.
- H. In the case of multiple candidates, then the top vote getter will be declared the office holder for that year.
- I. If no nominees exist, then the President can recruit those within or outside the membership to potentially be a nominee (those outside the membership shall first petition to become an official member before being recognized as an eligible candidate). If the office remains open, then the President will delegate/divide those office responsibilities among the existing membership as he sees fit.

Section 2-4 Association Board Offices

The Association Board Offices & responsibilities are listed in the current approved board document “Massac County Soccer Boosters Association Official Board Office Positions”. This also includes Non-Voting Association positions which are positions that can be active within the board but are not officially granted voting rights within the board.

SECTION 3 SELECT/COMPETITIVE/ALL-STAR TEAM POLICIES

Section 3-1 Name Formats

- A. All select/competitive/all-star teams organized and associated with the Massac Co. Soccer Booster Association (MSBA) shall be **named in similar formats** to serve to properly identify, and promote the local league and community as solely determined by the active board. No team or coach shall take an independent team name unless specially authorized and approved by the board.

Section 3-2 Uniform Policies

- A. All select/competitive/all-star teams organized and associated with the Massac Co. Soccer Booster Association (MSBA) shall have **identical-look uniforms and colors from the same manufacturer** or vendor to serve to properly identify, and promote the local league and community as solely determined by the active board. No team or coach shall take an independent uniform selection or color unless specially authorized and approved by the board.

No modification or additional screen printing of uniforms shall be added or allowed to any of the uniforms without prior authorization and approval by the board. This includes either by the team, player’s family, or corporate sponsorship logos that does not adhere and are previously approved by the board to the standardized uniform look of all MSBA select/competitive/all-star teams.

- B. The Association will coordinate the bulk ordering of all uniforms for select/competitive/all-star teams organized and associated with the Massac Co. Soccer Booster Association (MSBA).
- C. The Association will maintain and manage the MSBA select/competitive/all-star teams uniform inventories. This inventory will include both new jerseys and those typically returned jerseys from the previous season.
 - (a) The Association will coordinate and manage the individual uniform numbering of select/competitive/all-star teams uniform sets.

Section 3-3 Competitive Team Selections & Management

- A. All select/competitive/all-star teams organized and associated with the Massac Co. Soccer Booster Association (MSBA) shall have player selections that meet strict board and specific tournament requirements for its team formation.

Teams are expected to be open to the public and eligible for tryout or consideration who meet that team's gender (if dealing with an all-girls squad) and age requirements.

Restrictions may be placed on dates to require to perform a tryout or answer the invitation to join the particular team. The Association Board in possible consultation with the specific coach can determine specific deadline dates and may deny players based on past deadline requirements. The Association Board and the coach shall consider fairness to those players adhering to the deadline compared to any players wishing to join after any official team formation deadline.

In order to field the best-possible competitive teams, children outside of Massac Co. will also be eligible to tryout, fairly considered, and encouraged (and in some cases recruited) to participate for our select teams.

Selection of players will have no regard or favoritism given children with residency within Massac County. In order to meet the "open to the public" requirement, a public announcement for tryouts or team formation invitation should be conducted prior to official formation of any of the teams. This announcement or advertisement can be coordinated through the Association for all select/competitive/all-star team.

No team shall have separate independent team formations without going through the Association Board management team formation processes and requirements.

The Association Board, in consultation with the particular team coach, reserves the right to determine the general criteria and numbers for selection of players to the team based on each team's particular scenario for that season. By decision by the Association Board, these teams do not necessary have to roster all players wishing to play for the team even when the team does not meet the maximum allowable roster number. Skill and competitive levels of the overall team compared to the individual player may be considered in rostering decisions for these teams. The Association shall act in the best overall interest considering both the team and individual player compatibility.

- B. Players, coaches, and parents for each select/competitive/all-star teams shall conduct themselves for all games and dealings as good sports and in an honest, respectful, and reputable matter. They should understand and be cognizant to the fact that they in many ways they represent the Association and the local community to outside towns. The Association reserves the right to deny or suspend individuals with any activities associated with select/competitive/all-star teams that they deem as detrimental to the spirit of representing the Association and team as being respectful and good sports during competitive games.
- C. No select/competitive/all-star teams organized and associated with the Massac Co. Soccer Booster Association (MSBA) shall conduct independent fundraising or sponsorship activities outside the organization and approval of the Massac Association Board, see Section 4-2.

SECTION 4 ASSOCIATION FINANCIAL MATTERS

Section 4-1 Association Bank Account

- A. The Association will establish and maintain its own bank account separate from any individual members. The Association shall be consider a non-profit entity and pursue all necessary paperwork to be classified as such. The treasurer shall keep track and maintain the transactions and the account in accordance to the by-laws. Separate ledger accounts for various branch programs and select teams will be maintained and

treated as individual and separate accounts. Two individual signatures for the account shall be required for any withdrawals. The determination of these individuals will be determined by the Board membership.

- B. A ledger of the account's activities shall be actively maintained by the Treasurer. Periodical documentation updates to the President and Documentation Coordinator shall be done to keep them and their documents up to date. In addition, semi-annual (or more) reviews of the account and ledger shall be performed by the Treasurer for the Board Membership.
- C. The Association may maintain separate ledger accounts within the main bank account to separately track and perform accounting to formed branch organizations within the MSBA organization. The Association Board reserves the right to move funds by approval vote of the board between ledger accounts.

Section 4-2 Association Bank Account Withdrawal Guidelines & Income Sources

- A. Association Account Withdrawal Guidelines: All financial withdrawals must always be performed in the spirit of the Association's Charter. Withdrawals in excess of \$400 must be either pre-authorized or approved by the Association Board prior to purchase. The pre-authorization by the board can include allowing a designated member to make a purchase within an expected price range or following a competitive bid process. Reimbursements for individual purchases on behalf of the Association are expected to be a routine and typical method of transacting purchases and expenses. Reimbursements back to individuals shall be performed with submittal of the receipt(s) and a short letter stating the nature of expenses with signature approval of the Treasurer or President. Records of transacted reimbursed receipts and documents shall be maintained in duplicate fashion by the Treasurer and Documentation Coordinator.
- B. Association Account Income Sources:
 - (a) The Association shall conduct their own fundraising, corporate sponsorships drives, and donations. These funds will be deposited into the association's own ledger account that is separated from any others within the managed bank account.
 - (b) In addition, the Board shall establish a player seasonal fee for every player playing within the Association system of teams.
 - (1) This per player fee will be determined prior to every season and will be used to support the Association general expenses and activities that support soccer within the community.
 - (2) The income generated will be deposited into the association's ledger account separated from any other accounts.
- C. Coordination of Fundraising/Sponsorship Activities: All Association and Select Team activities for fundraising must be pre-approved by the Association prior to conducting any such activities. Coordination of individual select teams and Association activities shall be done in order to possibly consider the duplication of the same activity, reasonably dividing & coordinating the local businesses/corporations among the various select team sponsorship drives to also avoid duplication, and liability/public image considerations.
- B. The Association may maintain separate ledger accounts within the main bank account to separately track and perform accounting to formed branch organizations within the MSBA organization. The Association Board reserves the right to move funds by approval vote of the board between ledger accounts.

SECTION 5 BY-LAW MODIFICATIONS

Section 5-1 Method for Association By-Law Changes

- A. Any and all changes (additions, deletions, or modifications) to the established by-laws of the Association must go through discussion and vote prior to adoption into the document. An 80% vote of membership in attendance is required to make any official change to the by-laws.
- B. The Association should conduct periodic review on an annual basis to evaluate and petition if any changes are needed to the by-laws.
- C. The by-laws document shall always denote the date of the last change in order to differentiate it from the previous versions along with a sequential version number noted at the title. The Association membership should be supplied with their own personal copy upon making the latest changes.

SECTION 6 RISK MANAGMENT POLICIES

Section 6-1 Organizational Liability Coverage

The MSBA shall obtain and maintain organizational liability insurance coverage for all identified individuals working within or representing MSBA. This can include Board Members, all associated coaches with the competitive and recreational programs, trainers and assistant trainers, contractors, and any other associated person. The organization shall obtain and maintain that the organization is incorporated for legal purposes.

Note: The scholastic program coaches, players, managers, and administrators are considered outside MSBA responsibility and management and will be covered under separate coverage and liability policies. The exception is when these individuals are contracted or volunteers that participate or associate with the recreational and competitive programs under direct MSBA control and management.

Section 6-2 Criminal Background Check Program

- A. MSBA will establish and maintain a criminal background check program and process. The procedure and process for this program shall be contained in the document "Massac Soccer Boosters Association Criminal Background Check Program".

Section 6-3 Goal Safety Protocol Program

- A. MSBA will establish and maintain a goal safety policy for the recreational and competitive teams registered within the organization.
- B. This policy will include at minimum verbal or written notification of these requirements and responsibilities to each assigned head coaches at the beginning of each season.
- C. MSBA reserves the right to institute discipline and enforcement actions to ensure compliance and adherence with the goal safety policy.

Section 6-4 Lightning & Thunder Protocol Safety Program

- A. MSBA will establish and maintain a lightning and thunder safety policy for the recreational and competitive teams registered within the organization.

- B. This policy will include at minimum verbal or written notification of these requirements and responsibilities for each assigned head coaches at the beginning of each season.
- C. MSBA reserves the right to institute discipline and enforcement actions to ensure compliance and adherence with the lightning and thunder safety policy.

SECTION 7 RECREATIONAL LEAGUE TEAM FORMATION POLICY

Section 7-1 Policy

- A. MSBA shall conform and will have policies adhering to the primary principles of US Youth Soccer recreational team formation guidelines. This principle includes that teams will be formed based upon a random basis selection methods.
- B. A MSBA drafted and approved document existing outside the By-Laws (MSBA Recreational Team Formation Policy) will provide a set of methods, rules, and guidelines that will be used in order to meet this team formation principles.
- C. The League Registrar or MSBA board reserves the right to review and modify this policy on a as needed basis that will serve the best interest of both the league and players. Any changes must adhere to the general principles of US Youth Soccer recreational team formation guidelines.