

MIDDLESEX YOUTH SOCCER ASSOCIATION, INC.

CONSTITUTION & BY-LAWS

Table of Contents

Section	Title
1	Name
2	Purpose
3	Affiliation
4	Registration Fees
5	Fund Raising Requirements
6	Volunteer Requirements
7	Membership
8	Governing Body
9	Officers
10	Finance
11	Fund Raising
12	Standing Committees
13	Team Coaches
14	Rules of Play
15	Disciplinary Authority and Grievance Procedure
16	Meetings
17	Amendments to Constitution and By-laws

Document Version Information

This document was originally created in August of 1998 and published as a Microsoft Word (MS Word) document to members of the Middlesex Youth Soccer Association (MYSA) who requested a copy. In November of 2012, it was republished as a PDF available through download from the MYSA official website: www.middlesexyouthsoccerassociation.com and as a reformatted Microsoft Word document. The content of this document has not been changed since its original writing in 1998. Its format has been changed to accommodate easy access from the MYSA website, and to reduce its printed length as an MS Word document. Changes in format included changes to the numbering of subsections. Primary section numbers, however, remain the same.

Article 1: Name

This Association shall be known as the Middlesex Youth Soccer Association, Inc., hereinafter referred to as MYSA or the Association, a private, non-profit organization.

Article 2: Purpose

The purpose of this Association shall be:

1. To develop and promote the game of soccer in the area of the Borough of Middlesex.
2. To foster the athletic skills, the discipline of teamwork, and the ideals of good sportsmanship necessary for the enjoyment of the game among the youth of the Middlesex area.
3. To design a Club program that best serves youth players in placing each at a level of competition whereby they will compete with comparable levels of their peers and, in the long term, improve their level of ability with the hope of placement and enhancement of the various levels of youth soccer with the Association and educational soccer programs.
4. To teach and instill in the youth players of the Association a sense of fair play and sportsmanship.
5. This is Club philosophy as adopted in June 2006 and posted on the MYSA website: www.middlesexyouthsoccerassociation.com.

Article 3: Affiliation

This Association shall be an affiliated branch of, and comply with, the authority of the New Jersey State Youth Soccer Association (NJSYSA), the United States Soccer Federation (USSF), FIFA, and any other such youth soccer association as may be deemed appropriate by the General Membership. This Association will have no political affiliation, nor engage in partisan politics, nor use funds for the political advancement of any individual or organization.

Article 4: Registration Fees

This Association requires the payment of membership and registration fees for individuals who wish to participate in its programs in an amount to be determined by the Board of Directors, who may increase or decrease the amount of such fees as the need arises.

Membership or registration fees may be waived upon application by the member, player, or coach to the Board of Directors on the basis of financial hardship subject to the Board's ability to verify such hardship. Such decision of the Board of Directors shall be final and binding on the member or player applying.

Those person(s) qualifying for waiver of registration fee under the hardship provision of this constitution shall be required to perform additional volunteer and/or fund raising duties as determined by the Board of Directors.

Registration fees are refundable upon notification to the Registrar prior to the player being carded before the start of the season.

Registration fees may be refunded for players who drop due to injuries or other circumstances after the player is carded, subject to Board approval.

At the initial General Membership Meeting of each season, the General Membership may opt by majority vote to increase registration fees; however, such changes shall not become effective until registration of the following season.

Registration fees may only be increased once in a 12-month period.

Article 5: Fund Raising

This Association requires members or players to assist in fund raising efforts as deemed appropriate by the Board of Directors in order for the member or player to receive all of the benefits of Regular Members as set forth in the By-laws.

All Fund Raisers, whether individual, team, or Association, must be approved by the Board of Directors prior to the beginning of such event.

Article 6: Volunteer Requirements

This Association requires its members to volunteer a certain amount of time per season, which is necessary for this Club to function. Said time can be in the form of club officer, coach or assistant coach, team manager, committee member, field

maintenance worker, or any other position deemed necessary to the Club by the Board of Directors. Failure by a Regular Member to volunteer his/her service during the course of one year may jeopardize his/her player's future involvement in the Middlesex Youth Soccer Association.

Those person(s) serving as Members of the Board of Directors of the Association shall receive dispensation from fund raising efforts for one (1) player per position held per season. Such dispensation shall be good for only that person(s) family and cannot be transferred to give credit to any other member.

Article 7: Membership

1. ELIGIBILITY

Any youth residing in the Middlesex area and demonstrating an interest in soccer and who meets the age requirements of the Association shall be eligible for membership as a player.

2. AGE REQUIREMENTS

The term "youth" as applied to the Middlesex Youth Soccer Association, shall mean an amateur player who has not attained his/her 19th birthday before the first day of August of the seasonal year in which he/she applies for registration. Age groupings shall be the same as those established by U.S.S.F. and N.J.S.Y.S.A.

3. CLASSES OF MEMBERSHIP

- a) **PLAYERS IN GOOD STANDING** are those players who fulfill their obligations, as required under the provision of the Constitution and By-laws, in addition to whatever other requirements may be set forth in amendments to these By-laws. Such members shall be entitled to any and all benefits, awards, etc., that may be approved by the Board of Directors for such membership standing. They shall, however, have no voting privileges.
- b) **REGULAR MEMBERS** are those parents and/or guardians of current Players in Good Standing for one (1) seasonal year (which is defined as two (2) consecutive seasons Fall/Spring or Spring/Fall) who have been accepted as members subject to the approval of the Board of Directors. Regular Members shall have full voting privileges and shall be eligible to hold office.

Article 8: Governing Body

1. BOARD OF DIRECTORS

- a) The Governing Body of the Middlesex Youth Soccer Association shall be the Board of Directors, which shall consist of the following officers: President, Vice President, Secretary, Treasurer, and League Contact.
- b) The Board of Directors shall be responsible for the enforcement of the provisions of the Constitution and By-laws. All decisions made by said Board shall be duly recorded by the Secretary, distributed to the Board of Directors within ten (10) days. Any corrections of errors, amendments to include missing agenda items or questions shall be submitted, in writing, to the Secretary within five (5) days by any member of the Board questioning same.

Article 9: Officers

1. ELECTED OFFICERS

- a) President
 - i) Presides at all meetings; serves as Chief Executive Officer of the Association; serves as Ex-Officio member on all committees; in general, ensures the rules, policies, principles and provisions of the By-laws of this organization, as well as any affiliated association, are adhered to by the members.
 - ii) Appoints all chairmen of standing or temporary committees where necessary and/or prescribed in the By-laws. Delegates authority to carry out any and all Association functions whenever necessary.
 - iii) Serves as secondary liaison with any and all affiliated associations and organizations; and principal liaison with Borough organizations, governmental and/or educational bodies, agencies, or representatives. Has the responsibility to report back to the Board of Directors any and all discussions and/or decisions resulting from these meetings, as well as to the General Membership at the next regularly scheduled General Membership Meeting.
 - iv) Serves in the capacity of tie-breaker in all matters that require a majority vote, by abstaining from said vote, unless same should result in a tie, and then by casting a vote to break such tie.
 - v) Carries out such duties as are prescribed by the By-laws and

- ensures all Officers of the Association fulfill their prescribed duties and responsibilities.
- vi) The President may vote on any issue that requires a two-thirds (2/3) Plurality and in Election of Officers.
 - vii) Inspects and evaluates field conditions and makes final decisions on cancellations of Association games due to poor or dangerous, field conditions.
 - viii) Makes and submits recommendations, on a seasonal basis, to the Board of Directors on the appointment, or reappointment of Coaches and Assistant Coaches, Referees, Public Relations Coordinator, and Internet Coordinator. Such appointments are subject to Board of Directors approval.
 - ix) Makes and submits any and all recommendations to the Board with respect to field conditions, equipment, or other modifications or improvements, including rules of play, which are deemed appropriate subjects to be addressed either internally or through an Affiliate Association in the best interest of the Club.
 - x) Serves as camp coordinator and camp liaison
 - xi) Serves in the capacity of Association Equipment and Uniform Purchase Chairperson or delegates such authority to another person, responsible for supplying all uniforms and team and player equipment as required.
- b) Vice President
- i) Functions as replacement for the President in absence of said Officer.
 - ii) Carries out such duties as are designated by the By-laws.
 - iii) Serves as a member of the Board of Directors.
 - iv) Ensures tryouts and team selection are conducted in accordance with club's purpose.
 - v) Receives all registration applications and registration fees for the upcoming season; and has the authority to appoint a committee to assist with these duties.
 - vi) Sets up a registration deadline for each season in conjunction with the Board of Directors. Said deadline can be changed only by a majority vote of the Board of Directors.
 - vii) Turns over all registration fees to the Treasurer within thirty (30) days of Registration Deadline.
 - viii) Ensures the maintenance of all registration forms and applications for membership. Prepares a list of registered players for each division.
 - ix) Ensures club level support assignments are made each season and provides list to Board of Directors.

- x) Solicits professional training proposals as required; provides recommendations to Board of Directors for approval. Coordinates training schedule, and ensures training contract requirements are met.
- c) Secretary
- i) Records minutes and attendance at all formal meetings. Distributes copies of the minutes to each member of the Board of Directors within ten(10)days of a meeting. Shall publish an annual schedule of all Board of Director and General Membership Meetings on a seasonal basis (Fall or Spring) and issue to all Association Members. Handles all details for meetings, including arrangements for locations and notice to members.
 - ii) Maintains copies of all correspondence and/or prepares such correspondence with appropriate bodies and agencies.
 - iii) Prepares and distributes any pertinent information to the General Membership.
 - iv) Fulfills all such duties as are prescribed in By-laws, obtaining any and all assistance needed, either by direct action or delegation of authority to ensure the best interest of the Association.
- d) Treasurer
- i) Signs all checks and dispenses all Association funds for approved expenditures. The signature of one other officer designated by the Board for checks that exceed \$100.00 is necessary for any item or expense that has not received prior Board of Directors approval, either by individual item or budgetary approval.
 - ii) Keeps financial records of the Association, including receipts and vouchers that can be reviewed upon direct request by the Board of Directors and the General Membership.
 - iii) Prepares a financial statement for each meeting of the Board of Directors and/or General Membership.
 - iv) Prepares and submits to the board a proposed budget projecting operating expenses for each upcoming season of play at least six (6) weeks prior to the season start up.
 - v) Serves as a member of any and all committees that are charged with authorizing expenditures of Association funds or with the raising of Association funds and is accorded all rights and privileges of members of such Committees.
 - vi) Receives and makes appropriate distribution of all financial assets of the Association in accordance with the By-laws or decisions of the Board of Directors.
 - vii) Shall ensure, either by direct action or delegation of authority, the

financial records be audited at the conclusion of the each fiscal year.

viii) Shall recommend to the board of directors requirements for fund raising for the seasonal year.

e) League Contact

- i) Serves as liaison with any and all affiliated associations and organizations, including the Mid-New Jersey Youth Soccer Association.
- ii) Reports back to the Board of Directors and the General Membership on any and all decisions, discussions, and meetings of affiliated associations.
- iii) Administers the insurance program, files accident reports, and submits recommendations for such changes as may be deemed appropriate to the Board of Directors.
- iv) Ensures that the Association's operations are consistent with the requirements of affiliated associations and organizations.

2. TERMS OF OFFICE AND ELECTION PROCEDURE

a) Election of Officers

- i) Elected Officers shall serve for one year, commencing July 1st and ending June 30th of the following year. Elections will be held at the Final General Membership Meeting of the Spring season. Notice of said election of Officers shall be provided by the Secretary to Regular Members at the Mid-Spring Season General Membership Meeting. Nominations must be made in writing to the Secretary at least ten (10) days prior to the Final General Membership Meeting of the Spring season. Candidates seeking office must be or have been Regular Members of this Association as defined in Article 7. The Board reserves the right to grant exceptions.

b) Voting Procedure

- i) The Officers shall be elected by a simple majority of the General Membership present at the Final General Membership Meeting of the Spring season.
- ii) Additional nominations can be made from the floor.
- iii) The Secretary shall cast one vote for each uncontested office.
- iv) Contested offices shall be voted by secret ballot.
- v) In the event of a tie vote, a re-vote will be taken that night by ballot.

3. VACANCIES IN OFFICE AND DELEGATION OF AUTHORITY

- a) In the event that any Office of the Board of Directors becomes vacant, the Vice President will hold that Office until it can be filled by a pro-temp person appointed by a majority vote of the Board of Directors, such an appointment to be made within thirty (30) days of said vacancy.
- b) If the position of Vice President becomes vacant, the Secretary will hold that office until it can be filled by a pro-temp person appointed by a majority vote of the Board of Directors, such appointment to be made within thirty (30) days of said vacancy.
- c) Eligible members for office are prohibited from holding more than one office, except on an interim basis pending an election at the next Final General Membership Meeting of the Spring season.
- d) In the event any office of this Association should become vacant for any reason, whether resignation, removal from office, or the inability of any Officer to temporarily perform such duties, the following line of authority shall be followed:
 - i) Vacancy for President—Vice President assumes duties of President.
 - ii) Vacancy for Vice President—Secretary assumes duties of Vice President.
 - iii) Treasurer, Secretary, or League Contact—President to appoint a replacement for said Office.
- e) In the event any Officer is unavailable for a meeting, said Officer may delegate a temporary replacement or may have any other Member of the Board of Directors give their respective report and/or perform the duties of said Office.

4. REMOVAL FROM OFFICE/LOSS OF MEMBERSHIP

No Officer or Member of this Association shall be permanently removed or suspended from office or membership unless they are brought before either a Disciplinary Committee or the Board of Directors and afforded the opportunity to present their version, including any and all witnesses, and are advised in writing in advance of the specific nature of the conduct charged that has resulted in the institution of such attempt to remove

Article 10: Finance

1. The fiscal year of this Association shall begin on the first day of July and end on the thirtieth day of June.
2. All monies deposited or received from any source by the Association or any

of its Members or Officers shall be turned over to the Treasurer as quickly as possible. Anyone receiving any monies for the Association, unless exempted from doing so by the Treasurer, shall turn over such funds within thirty (30) days of receipt thereof.

3. Expenditures of Association funds shall be limited to uniforms, equipment and supplies for players and fields, awards, or any other expenditures that are deemed appropriate by the Board of Directors.
4. Expenditures of less than \$100.00 may be authorized by any Member of the Board of Directors.
5. All expenditures of the Association in excess of \$100.00 shall be approved by the Board of Directors.
6. RESERVED.
7. Expenditures of funds by individuals on behalf of the Association shall be reimbursed only upon presentation of appropriate documentation.
8. Vendor expenses in excess of \$100.00 must be invoiced.
9. Expenditures of any amount, for any purpose sanctioned by the Board of Directors, may be authorized in advance by the utilization of a line item budget approved by the Board of Directors with the total expenditure not to exceed the total budget approved.
10. Expenditures for referee fees will be provided to all Team Coaches or their designated representative prior to the first game of the season.

Article 11: Standing Committees

1. REGISTRATION COMMITTEE

A Registration Committee or Registrar may be established by the Vice President to assist in the performance of the duties of said Office, as he/she deems appropriate.

2. FUND RAISING COMMITTEE

A Fund Raising Committee shall be appointed as needed on a seasonal basis by the Treasurer as stated in Article 5 of this Constitution and By-laws.

- a) This Committee shall determine and recommend to the Board of Directors the source of such fund raising that will be required of the members of the Association.
- b) This Committee shall further obtain any and all material or equipment to implement said fund raiser, including but not limited to any and all Township, County, State, or Federal Licenses or Permits required for such fund raiser.
- c) This Committee shall receive all funds raised as a result of such fund raisers, and shall turn over, within 30 days, to the Treasurer, all

- funds received, together with a financial report of such efforts.
- d) Can Day fundraising will be conducted each season to visually promote soccer in Middlesex area, unless the Board of Directors votes to discontinue for a specific season.

3. TRYOUT COMMITTEE

- a) A Committee, composed of a Chairman appointed by the Vice-President and a minimum of five (5) and a maximum of nine (9) members approved by the Vice President and the Committee Chairman from the Team Coaches and Regular Members, shall administer the guidelines for tryouts and team selections, in addition to any other membership duties required by the Constitution and By-laws. The Committee shall submit recommendations on the number of teams for each division. Said Committee shall have the right to:
 - i) Recommend which divisions have open tryouts.
 - ii) Recommend the nature and functions of open tryouts.
 - iii) Recommend a scoring and evaluation system.
- b) Said Committee shall submit same to the Vice President for input, acceptance, modification, or rejection, prior to submission to the Board of Directors for approval.

4. TEMPORARY COMMITTEES

The President may appoint any and all temporary committees that the Board of Directors deems appropriate to complete and fulfill the expressed purpose of the Association as set forth in the Constitution and By-laws as such need may arise.

Article 12: Coaching

1. TEAM COACHES

The Team Coach shall be a volunteer appointed by the President and/or the Board of Directors on a seasonal basis.

- a) The Team Coach is responsible for training and coaching to ensure that the club's purpose and coaching philosophy for the appropriate age is adhered to.
- b) The Team Coach shall obtain a minimum National or State License "F" Level within the first season (either Spring or Fall) for which they accept such responsibility, or as prescribed by the Affiliate League Rules of Play.
- c) The Team Coach shall select his/her team according to the current rules and guidelines approved by the tryout committee and/or Board of Directors.

- d) The Team Coach shall select, subject to approval of the Board of Directors, an Assistant Coach(es), Team Manager, and/or any other team parent or guardian whose assistance might be required to manage the team or whose participation might be required on the Committees set forth in this Constitution and By-laws.
- e) The Team Coach shall attend, or send a designated representative to, all required Committee Meetings and General Membership Meetings, as required and specified in this Constitution and By-laws. Failure to do so may be justification for removal by the Board of Directors.
- f) The Team Coach can be removed by a majority vote by the Board of Directors. Prior to dismissal, a hearing shall be conducted by the Board of Directors in which the Coach, all parties involved, members of the team in question or their respective parent or guardian shall have the right to be heard and voice their opinion. Team Coaches shall be removed from their capacity during a season only for conduct that is deemed to be a detriment to the expressed purpose of the Association.

Article 13: Rules of Play

The Board of Directors shall publish (or duplicate) Rules of Play as prescribed by FIFA and/or modified by the Affiliate Association. Such Rules of Play shall be separate and apart from the Constitution and By-laws and may be amended, modified, or added to by a majority vote of the Board of Directors, except where such change has not been accepted by the Affiliate Associations. No Rules of Play shall be adopted that is contrary to the Constitution and By-laws, which supersede Rules of Play.

Article 14: Disciplinary Authority and Grievance Procedure

1. AUTHORITY OF THE BOARD OF DIRECTORS

- a) The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, coach, team assistant, parent, or other member from any member team.
- b) No sanctions shall be imposed by the Association prior to affording the member, player, coach, or other party the right to be heard. This provision shall not detract from the right of an Affiliate Association to impose sanctions in accordance with their Constitution and By-laws.

2. PROTESTS AND APPEALS

- a) The Board of Directors shall deal with all protests arising out of the Association. Protests shall be in writing, typed or printed, and submitted to the Secretary of the Board.
- b) Only violations of the Constitution and By-laws of the Middlesex Youth Soccer Association, its rules and regulations, misapplication of these laws, or any issue or matter of concern that may have a detrimental impact on the potential to fulfill the stated purpose of this Association shall be proper subjects to consider for protest.
- c) Any regular member of the Association shall have the right to lodge a complaint or grievance with the Board of Directors. When the Secretary receives said complaint or grievance, he/she shall, within seven (7) days, notify the President of the Association who, in turn, will notify the Board of Directors to hear such complaint or grievance.
- d) Should the grievance be valid as outlined above, the Board of Directors shall, within ten (10) days of receipt of the grievance or complaint, convene a meeting with the grievant and the source of the grievance, as well as all persons having knowledge of same.
- e) The Board of Directors shall afford the grievant and the source of the grievance the opportunity to discuss the matter informally in an attempt to resolve the issue.
- f) Failing such mutual resolution, the Board of Directors shall hear and weigh all information given to them by any individual having knowledge of same, conduct additional investigations where warranted, and review the Constitution and By-laws.
- g) Decisions of the Board of Directors shall be final and binding on all parties except where same are within the jurisdiction of the appeal process of the Affiliate Association.
- h) Any penalties or sanctions recommended by the Board of Directors shall be implemented immediately and the affected party shall serve such penalty or sanction (including suspensions) during any appeal process.

Article 15: Meetings

1. GENERAL MEMBERSHIP MEETINGS

- a) There shall be a minimum of six (6) General Membership Meetings per calendar year and they shall be convened as follows per season:
 - i) Pre-Season.
 - ii) Mid-Season.

iii) End-of-Season.

- b) These meetings shall be called by the President and Board of Directors, with notice of such meetings being posted on www.middlesexyouthsoccerassociation.com prior to said meeting.
- c) As part of the General Membership Meeting for the start of each season, the President shall issue a written report and go over same, setting forth any changes in past or current rules, etc. and also setting forth specific concerns on parental/spectator behavior.
- d) Each team must be represented either by the Team Coach, Assistant Coach(es), Team Manager, or a parent or guardian designated to represent their respective team at all General Membership Meetings. It will be the duty of the team representative to disseminate any and all information to their respective teams.

2. BOARD OF DIRECTORS

- a) The Board of Directors shall meet a minimum of six (6) times per year.
- b) Said meetings shall be called by any member of the Board of Directors. Such call may be based on subject matter brought to the attention of said Board Member by a Team Coach, Regular Member, or other person.

3. COMMITTEE MEETINGS

All committees shall meet as required and as deemed appropriate by the Committee Chairman to fulfill their specific task and duties.

4. RULES OF ORDER

This Association shall be governed entirely by the Constitution and By-laws herein enacted or hereafter amended. In any matter not included in this Constitution and By-laws of the Association, the matter shall be determined by a majority vote of the General Membership. Roberts Rules of Parliamentary Procedure shall govern this Association in all cases in which they are applicable and in which they are not in conflict with these By-laws. Constitutions and By-laws of Affiliate Associations are expressly limited to rules of play required for such affiliation membership.

5. QUORUMS

A Quorum shall be considered present at any General Membership Meeting where at least ten (10) Regular Members and/or a majority of all Association teams have at least one member present, and where a majority of the Board of Directors are present; except where such quorum is set by specific provision of the Constitution and By-laws of the Association, or in the case of either Boards or Committees, in which case a quorum shall constitute either in accordance with the Constitution

and By-laws or by a majority of the members of said Board or Committee being present at a regularly scheduled meeting.

6. MAJORITY VOTE

Except as otherwise provided for by the Constitution and By-laws of the Association, all matters or decisions of the Club, Membership Boards, or Committees shall be by majority vote of the members present.

7. ORDER OF BUSINESS AT MEETINGS

The following procedure will be the Order of Business under which meetings will be conducted:

- a) Board of Directors
 - i) Attendance
 - ii) Review of prior Minutes
 - iii) Report of Officers
 - iv) Concerns of Teams
 - v) Concerns of Members
 - vi) Unfinished Business
 - viii) New Business
- b) General Membership
 - i) Roll Call of Officers
 - ii) Roll Call of Teams/Attendance
 - iii) Questions regarding previous General Membership Meeting minutes.
 - iv) Report of Officers
 - v) Unfinished Business
 - vi) New Business

Article 16: Amendments to Constitution and By-laws

This Constitution and By-laws, having been duly and properly accepted by the General Membership of the Association, in whole or in part, may only be amended by a two-thirds vote of the Membership in accordance with the guidelines set forth below:

1. This Constitution and By-laws may be amended at any General Membership Meeting, but will not be in effect until the next season.
2. Suggested amendments to the Constitution and By-laws may be submitted by any Regular Member, the Coaches and Referees Committee, or Committees that are in good standing with the Association.
3. Suggested amendments shall be submitted in writing to the President at least forty-five (45) days prior to a General Membership Meeting to be

considered for adoption.

4. The Association Board of Directors shall review any and all suggested amendments to the Constitution and By-laws and, by majority vote, submit a recommendation to the General Membership on such amendments.

Article 17: Additional Guidelines

The Association utilizes several documents to guide its members through various activities. These guides are working documents and are intended to be continuously updated by Board and Committee Members to achieve the clubs purpose.

- Club Philosophy—guidelines for the development of the Middlesex Youth Soccer Association.
- Team Selection Process—a description of how the tryouts and teams are selected.
- Tryout Timeline—a step-by-step guide to prepare for tryouts.
- Club Position Assignments—a guide for how the club level positions are assigned based on team age group (i.e., Tryout Committee, Field Committee).