



Bylaws/Constitution
Effective 06/01/1999
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Article I. - Name

The name shall be the Millville Soccer Association (here forth referred to as MSA). It is divided into two divisions Recreational and Travel.

- A. Non Profit- MSA is organized under NJ Section 501(c)(3) status.

Article II – Objective

The objective of the MSA is to educate youth under 19 years of age in mental and physical fitness, develop self and community pride, teach sportsmanship and teamwork and provide the opportunity for the players to achieve the highest level of soccer success they are willing and/or able to reach.

Article III – Membership

This Association shall be composed of Class I – IV members.

Section 1. Classification of members:

- Class I: Executive Committee Members – may vote on all issues and election
- Class II: Executive Board Members – may vote on all issues at general meetings and election
- Class III: Coaching Members (seasonal year 8/1– 7/31)
 - A. Head coach of recreation team
 - B. Head coach of travel teamVote on election of Executive Board only. If one person is the Head coach of more than one team (recreation and/or travel) they are only entitled to one vote.
- Class IV: General Members - Non-voting.

Section 2. Eligibility:

Individuals are eligible for membership if they agree with the objective in Article II.

- A. Membership becomes void upon:
 - 1. Resignation
 - 2. Sanctions
 - 3. Removal

Section 3. Required Attendance:

- A. Executive Board Members of this Association are required to attend all regularly scheduled meetings which will be held at the call of the Executive Board.
- B. Executive Board Members unable to attend meetings should communicate excuse to the President and/or Secretary at least one day before meeting. Sanctions may be imposed by the Executive Board on those who have two or more unexcused absences and/or not attend 60% of the regularly scheduled meetings.
- C. Coaching Members may attend all meetings, but can only vote at elections when present.
- D. General Members are invited to all meetings.

Section 4. Term of Membership:

Membership terms run from August 1st to July 31st of the following year, providing eligibility requirements are maintained.

Section 5. Discipline of Members:

A member may be disciplined for failure to comply with established authority or regulations of the MSA or its Executive Board for conduct established to be contrary to the objective in Article II.

Section 6. Appeal of Discipline:

Any member sanctioned by the Executive Committee shall have the right of appeal to the Executive Board. See Article XII – Appeals.

Article IV – Seasonal Year

Section 1. Age group determination

The age group determination will run in conjunction with the seasonal year set forth as 8/01 – 7/31 of the following year.

Article V – Titles

Section 1. Executive Committee

The Executive Committee of this Association shall be as follows:

1. President
2. Vice President
3. Recording/Corresponding Secretary
4. Treasurer

Section 2. Executive Board

The Executive Board of this Association shall be as follows:

1. President
2. Vice President - Director of Public Relations
3. Recording/Corresponding Secretary
4. Treasurer
5. Director of Recreation Division
6. Director of Travel Division – Boys
7. Director of Travel Division - Girls
8. Director of Registration
9. Director of Ways & Means
10. Director of Fields & Equipment
11. Director of Coaching & Player Development
12. Member at Large – Recreation Division
13. Member at Large - Travel Division Boys
14. Member at Large – Travel Division Girls
15. Member at Large – Registration
16. Member at Large – Ways & Means
17. Member at Large – Fields & Equipment

Section 3. Terms of Office:

The term of office for the Executive Board shall be for one (1) year. Term year is 8/1-7/31 of the following year.

Section 4. Election

- A. Nominating committee shall contain 5 individuals and will be appointed by the President at the April meeting.

1. The nominating committee will be comprised of one (1) member of the Executive Board, one (1) member of the Travel Boys division, one (1) member of the Travel Girls division, one (1) member from the Recreational division and one (1) member from the previous nominating committee.
2. The committee will present their slate at the June meeting.
3. Nominations from the floor will be presented at the June meeting
4. The election will take place at the July meeting.
5. Executive Board will take their seats August 1st of same year.

B. Voting procedures

1. All uncontested positions may be affirmed by a motion by the President and voice vote from the members present.
2. Contested positions will be voted on by secret ballot with the following procedures.
 - a. Voting will take place in the order of executive board members listed in Article VI section 1.
 - b. With a ballot of two (2) candidates and event of a tie, a vote will be recast. Before revote, a one minute speech will be allowed.
 - c. With a ballot of more than two candidates and the event of a tie of the top two candidates only those candidates that tie will be recast. Before revote, a one minute speech will be allowed.

Section 5. Vacancy

In the case of vacancy(s) between the annual elections, the President may appoint an interim officer from the Class III members (or a Class IV member with approval from the Executive Board.) Upon the vacancy of the President, the Vice President shall assume the Presidency.

Article VI – Duties of the Executive Committee

Section 1. Duties

- A. The Executive Committee shall meet approximately one week prior to the general meeting of the Executive Board to formulate the agenda for said meeting.
- B. The Executive committee shall interpret and execute the Association Bylaws and Guidelines.
- C. To impose such restrictions/sanctions on members as may be considered desirable.
- D. Shall rule on all matters not specifically covered by the Bylaws.
- E. The Executive committee will act on and have the power to remove any member of the Executive Board or Coaching Staff for direct violations of the Bylaws and/or Guidelines. A report of the violation may be sent to the President and signed by any member of the Executive Committee for consideration and disposition.
- F. Executive Committee meetings may be called by the President or petitioned by any two Officers.
- G. The Executive Committee shall serve between regular Board meetings solely for emergencies or to dispose of normal duties specifically bestowed upon it by the Executive Board. The Executive Committee may operate via telephone/e-mail and the Secretary shall keep tally of the Committee member votes. The Executive Board at the next scheduled meeting must ratify all actions of the Executive Committee.

Article VII – Duties of Executive Board Members

Section 1. President:

To acquire a working knowledge of parliamentary procedure (Robert’s Rules of Order) and a thorough understanding of the Bylaws of the Association.

- A. Must preside at all meetings, when unable to attend must contact the Vice President for coverage.
- B. To organize and congregate the meeting agenda in cooperation with the secretary.
- C. To be informed on all matters pertaining to the soccer league, its committees, coaching staff and players.
- D. To be informed on communications from all members of the Executive Board.
- E. To be ex-officio of all committees, except the nomination committee.
- F. To have on hand a list of committees for a guide in naming new appointments.
- G. To have on hand current set of Bylaws and Guidelines at all meetings.
- H. To maintain a master calendar of events of the association.
- I. To create a long term plan of the association to be approved by the Executive Board.

Section 2. Vice President – Director of Public Relations

In the absence of the President, the Vice President will preside and perform the duties of the President.

- A. The Vice President must attend all meetings. Must communicate to the President if unable to attend.
- B. To work with the President to create a long term plan, to be approved by the Executive Board.
- C. To manage the City of Millville’s NYSCA coaches certification program and maintain lists for the Registrar and Treasurer for payment of premiums (Liability Insurance).
- D. To maintain a working relationship with all areas media, providing all information obtained from coaches and Executive Board to the media as needed.
- E. To maintain the league website.
- F. To maintain bulletin board at the Club house, providing information to the parents.
- G. To coordinate with the director of recreation information packets at the beginning of each season include dates of soccer camp, pictures, trophy presentation, etc.
- H. To maintain a history of League consisting of a photograph album and news clippings from the entire year.

Section 3. Recording/Corresponding Secretary:

To keep minutes of all meetings; to have a list of all Class Members attending meetings.

- A. To take roll call and mark absentees at all meetings.
- B. To read all important correspondence.
- C. To record the name of the members who introduced the motion and seconds.
- D. To take charge of all documents belonging to the Association, both hard copy and e-storage.
- E. To sign official documents of the Association when requested.
- F. To notify all members of meetings and provide minutes and agenda seven (7) days prior to the meeting.
- G. To conduct correspondence as directed.
- H. In the absence of the President and Vice President, to conduct the monthly meeting.

Section 4. Treasurer:

To receive and bank all monies due the Association and preside over the finances and report monthly to the Executive Board.

- A. To maintain bookkeeping records of such transaction of funds.
- B. To pay wherever possible by checks, countersigned by the President, or Vice President and Treasurer.
- C. To pay bills for budgeted expenses and other unbudgeted expenses that are approved by the Executive Board and in both instances only when receipts for expenditures are attached.
- D. To give a statement of finances and copies of all most recent bank statements at monthly meetings of the Executive Board.
- E. To give a complete financial report (tax return) which has been completed and submitted to the IRS by May 15th of each year.
- F. Has authority to issue debit cards to proper personnel.
- G. After each election resolution and signature card must be completed for bank.

Section 5. Director of Recreation Division:

To coordinate the recreational division of the MSA.

- A. To coordinate with the Director of Registration for the purpose of determining age divisions before the fall and spring seasons.
- B. To assign teams, players and coaches to their appropriate age classifications.
- C. To coordinate the ordering of uniforms for the recreational divisions with Executive Board approval.
- D. To coordinate with the director of registration the signing up of both new and former players and instruct new and current coaches of the MSA Bylaws.
- E. To appoint coaches and generate schedules for the recreational division.
- F. To arrange from a pool, referees for the respective divisions.
- G. To coordinate with the Director of Fields and Equipment the appropriate fields necessary for each season.
- H. Generate a concession stand schedule to cover recreational games.
- I. Coordinate trophies at mid-season with Executive Board approval.
- J. To oversee and coordinate team photographs for the fall season.

Section 6. Directors of Travel Division:

To attend all respective league meetings (SJSL, SJGSL and/or others) as Club Representative, and to register an alternate representative in their absence.

- A. To give written reports at Executive Board meetings of the status of its affiliation with the South Jersey Soccer League (Boys), the South Jersey Girls Soccer League (Girls) or other league.
- B. To coordinate with the coaches the appropriate date for the signing up of both new and former teams.
- C. To manage their respective coaches for NJSYSA Licensing (minimum F license).
- D. To develop and maintain concession stand schedules for their respective travel divisions, and distribute referee monies.
- E. Each director must remain current with their respective division representative responsibilities. (ie: SJSL and SJGSL)

Section 7. Director of Registration:

To maintain a list of current players and coaches of the Association.

- A. To coordinate registration dates with directors of recreational/travel divisions and to be available for all registrations or provide a designated person to attend registration. Dates should be determined by week 5 of the current season for the upcoming season.
- B. To maintain a list of coaches and players and coordinate with the Treasurer for payment of premiums. (Liability Insurance)
- C. To provide registrations dates to the Director of Public Relations.

Section 8. Director of Ways & Means:

- A. To coordinate with all player divisions (travel and recreational) their involvement with fundraising and sponsorship drives.
- B. To oversee the concessions stand and develop work schedules with the respective directors of travel and recreational divisions for the operation of the concession stand.
- C. To advise Executive Board of existing and forthcoming projects, and to study, review and make recommendations of possible fundraising projects.
- D. To coordinate with Treasurer all incoming monies and expenditures.

Section 9. Director of Fields and Equipment:

- A. To work directly with the City of Millville for the maintenance, lining and cleaning of the MSA facilities.
- B. To oversee all bidding/purchasing of equipment and uniforms.
- C. To maintain an up to date inventory list of all equipment and supplies.
- D. To ensure that all equipment is used and maintained properly.
- E. To oversee all physical conditions of fields and to advise Executive Board of their conditions and if necessary, oversee their maintenance and repair.
- F. To advise Executive Board of inventory status and projected needs.
- G. To Chair the uniform committee.

Section 10. Director of Coaching and Player Development:

- A. Will lead the development and implementation of a unified plan for MSA which will provide the basis to develop the soccer player and soccer coaches' skills and the attitude required to be prepared at all levels of play.
- B. Ensure that all coaches maintain a minimal required training and certifications.
- C. Work with program directors and coaches in development of a well-trained MSA coaching staff.
- D. Provide clear goals and objectives for player and coach development.
- E. Work with MSA program coordinators to distribute parent education programs.
- F. Communicate to players, parents and coaches of MSA's Player Development opportunities.
- G. Uphold the objectives set forth in Article II.
- H. To be the Chair of the Training Committee.

Section 11. Members at Large

- A. Each Member at Large, by title, will be assigned to a Director to assist the Director at the discretion of the Executive Board or by general election.
- B. Members at Large must comply with the attendance requirements set forth in Article III, Section 3.

ARTICLE VIII – MEETINGS

Section 1. Number of Meetings:

There shall be a minimum of ten (10) General Membership meetings; and ten (10) Executive Committee meetings during a seasonal year.

Section 2. Notice of Meetings:

- A. The Recording/Corresponding Secretary by e-mail will notify and supply the Executive Board minutes of the previous meeting one week prior to the General meeting.
- B. All General meetings for the year will be published on the MSA website.

Section 3. Order of Business:

The meeting agenda's will be as follows:

- A. Call to Order
- B. Roll Call
- C. Report of President
- D. Report of Officers
- E. Report of Directors
- F. Report of Committees
- G. Old Business
- H. New Business
- I. Adjournment

ARTICLE IX – PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority

- A. All meetings shall be conducted according to Parliamentary Law as set forth in Robert's Rules of Order, most current edition.
- B. Suspension of these rules may be made for a special meeting of the Association by a two-thirds (2/3) vote of a quorum present at that meeting.
- C. Parliamentary rules need not be used during committee meetings.

ARTICLES X – AMENDMENTS TO THE BYLAWS

Section 1. Amendments

- A. These Bylaws may be amended at any Executive Board Meeting by a two-thirds vote.
- B. Notice of Bylaw changes will be posted on the MSA website and e-mailed to Executive Board members one week prior to the meeting.

Section 2. Temporary Resolution

- A. When a situation arises where the resolution of a problem would conflict with the existing bylaws, the Executive Board, by a two-thirds vote of members present, may draft and pass a Temporary Resolution, which supersedes the bylaws.
- B. All Temporary Resolutions expire at the start of the August meeting.

ARTICLE XI – STANDING COMMITTEES

Section 1. The following committees of this Association shall be recognized as Millville Soccer Association Standing Committees:

- 1. Finance Committee
- 2. Coach & Player Development Committee
- 3. Policy & Discipline Committee
- 4. Uniform Committee
- 5. Ways & Means Committee
- 6. By Laws Committee

ARTICLE XII – APPEALS

Section 1. Procedure for Complaints

The MSA strives to operate an excellent program and develop players. Occasionally, a member of the organization may feel that they have a substantial complaint with regard to a policy, coach, player or parent associated with the Program.

- A. The complaint must be submitted in writing.
- B. Must be submitted to an Executive Board member.
- C. Anonymous complaints will not be addressed.
- D. All complaints will be confidential to all parties involved.
- E. The Executive Board will investigate all complaints brought to its attention and will seek a satisfactory resolution.
- F. Anyone submitting a written complaint will receive a written response from the Executive Board.

Section 2. Procedure for Restrictions/Sanctions

- A. The appeal must be submitted in writing.
- B. The appeal must be submitted to the President and dated upon receipt.
- C. The appeal will be heard by the Executive Board within 30 days upon receipt.
- D. After the hearing you will be notified within 15 days of the findings.
- E. All appeals will be confidential to all parties involved.

Section 3. Penalties

- A. No Executive Board Member, team, coach, referee, or player or their representative, may invoke the aid of the Courts of any State or the United States without first exhausting all available remedies within the appropriate soccer organization as set forth in Section 1 of this rule.
- B. For violations of this rule, the offending party shall be subject to the sanctions, suspension and fines, and shall be liable to the MSA, for all expenses incurred by the MSA, and its Executive Board Members and Coaches, as appropriate, in defending each court action, including but not limited to the following:
 - a. court costs
 - b. attorney fees
 - c. reasonable compensation for time spent by the MSA Executive Board and its Committee Members, and Coaches in responding to and defending against allegations in the action, including responses to discovery and court appearance.
 - d. travel expenses
 - e. expenses for holding special MSA meetings necessitated by court action.

ARTICLE XIII – DISSOLUTION

Upon dissolution of the MSA, the Board, after satisfying all commitments and debts shall donate all cash and any remaining assets to a charitable organization (s) of their choice. There shall be no personal gain or profit by any member upon dissolution of the MSA.