

# CONSTITUTION OF THE CHELMSFORD YOUTH SOCCER ASSOCIATION

Last amended: By public vote at the Annual General Meeting, 9 November 2016

## ARTICLE I

### **Name**

The name of this Association shall be Chelmsford Youth Soccer Association (CYSA). The Association is a Massachusetts incorporated non-profit youth athletic organization.

## ARTICLE II

### **Purpose**

The purpose of the Association is to aid the development of young people by giving them the opportunity to play soccer. Goals are to offer training in the development of individual skills, fitness, teamwork, and fair play.

## ARTICLE III

### **Membership and Dues**

**Section 1: Membership** - All registered players, coaches, and administrators are considered members. Any resident of Chelmsford, 18 years or older, interested in the development and promotion of youth soccer shall be eligible to apply for membership. Non-residents of Chelmsford may become members of CYSA by a majority vote of the Executive Board. All members with membership duration greater than 1-month are eligible to place one vote at the annual or special general meeting. A parent of an underage player may cast a vote on behalf of the player.

**Section 2: Dues** - Dues may be established by a majority vote of the Executive Board.

## ARTICLE IV

### **Officers**

**Section 1: Officers** - The officers shall be President, Vice-President, Secretary, Treasurer, Registrar, Boys Travel Director, Girls Travel Director, Information Director, Equipment Manager, Field Manager, Community Outreach Director, Referee Director, Intramural Director, Clinic Director, Training Director, Member-at-Large (1) and Member-at-Large (2). These officers shall perform the duties prescribed by these Articles of the Constitution and the By-Laws.

**Section 2: Election of Officers** - The officers, with the exception of Members-At-Large, shall be elected at the Annual General Meeting (AGM) to serve immediately for a period of three years. Members-At-Large are optional positions that are appointed by the elected Executive Board to serve a one-year term. The rotation of elections shall follow the transition and recurring terms defined as follows:

<b>Election of the CYSA Board of Directors</b>							
<b>Service Year</b>	2016	2017	2018	2019	2020	2021	2022
<b>President</b>	-	3	-	-	3	-	-
<b>Vice President</b>	3	-	-	3	-	-	3
<b>Secretary</b>	-	-	3	-	-	3	-
<b>Treasurer</b>	-	3	-	-	3	-	-
<b>Registrar</b>	3	-	-	3	-	-	3
<b>Information Director</b>	-	-	3	-	-	3	-
<b>Training Director</b>	-	3	-	-	3	-	-
<b>Clinic Director</b>	3	-	-	3	-	-	3
<b>Intramural Director</b>	-	-	3	-	-	3	-
<b>Girls Travel Director</b>	-	3	-	-	3	-	-
<b>Boys Travel Director</b>	3	-	-	3	-	-	3
<b>Referee Director</b>	-	-	3	-	-	3	-
<b>Field Manager</b>	-	3	-	-	3	-	-
<b>Equipment Manager</b>	3	-	-	3	-	-	3
<b>Community Outreach Director</b>	-	-	3	-	-	3	-
<b>Member at Large 1*</b>	1	1	1	1	1	1	1
<b>Member at Large 2*</b>	1	1	1	1	1	1	1

Note: The numbers in the table above denotes the year in which the elected term begins. Each elected position begins a three-year term at the AGM election in November.  
 \* Members at Large are Executive Board-appointed positions, and are not elected at the AGM.

**Section 3: Vacancies** - Vacancies in any office shall be filled by a two-thirds vote of the Executive Board members present at an Executive Board meeting. Vacancies shall remain open until a candidate is appointed. No Board member shall serve in multiple seats of the Executive Board.

## **ARTICLE V**

### **Annual General, Executive Board and Special Meetings**

**Section 1: Annual General Meeting** - The Annual General Meeting (AGM) of the Association shall be for the purposes of electing officers, receiving reports of officers and committees, and for any other business. The Vice-President shall give the report of the Nominating Committee and run the election of officers, allowing additional nominations from the floor.

**Section 1a: Notification of Annual General Meeting** - Notice of the intent to hold the AGM must be given to the public at least two weeks in advance by listing the time, date and location. Notification shall appear in local newspaper(s), Association's website and the Chelmsford Public Library.

**Section 1b: Special General Meetings** - A Special General Meeting may be called by a majority vote of the Executive Board. Notification shall be the same as for the AGM.

**Section 2: Executive Board Meetings** - Executive Board meetings will be held monthly. Special Executive Board meetings may be called by the President upon the request of members of the Executive Board. A maximum of 2 monthly meetings annually may be dismissed by the President. .

**Section 3: Special Electronic Voting** - Electronic discussions and voting may be utilized for decision making between Executive Board meetings on a limited and critical need basis. The Board shall follow the normal parliamentary procedures in holding formal discussion and binding voting. No vote shall be accepted or considered binding until the presiding officer calls for voting, in accordance with parliamentary procedures. The Vice-President shall act as presiding officer if the President is not reachable by email or telephone. The Secretary shall act as the presiding officer if both President and Vice-President are not reachable.

## ARTICLE VI

### The Executive Board

**Section 1: The Executive Board** - The Officers of the Association shall constitute the Executive Board.

**Section 2: Authority of the Executive Board** - The Executive Board shall have general supervision of the affairs of the Association; make recommendations to the Association, and shall perform such other duties as are specified in the By-Laws. The Board shall administer the By-Laws, possess final authority and discretion to appoint coaches, and arbitrate disagreements.

**Section 3: Suspension and Expulsion of Coaches and Players** - The Executive Board, by two-thirds vote of those members present at the meeting may suspend or expel any coach, assistant coach or player from his/her position. Prior to taking this action, a hearing shall be conducted by the Board at which the individual involved is asked to present oral or written statements to the Board.

**Section 4: Expulsion of an Executive Board Member** - For conduct in serious conflict with the Constitution or By-Laws the Executive Board may expel an Executive Board member by a two-thirds vote at a regular or special Executive Board meeting. An Executive Board member may be expelled for any of the following reasons: 1) failure to perform time critical functions required of his/her position, 2) absence of three consecutive Board meetings, 3) absence of three Board meetings in one year without notification to the Secretary or President. Prior to taking this action, a hearing shall be conducted by the Board at which the individual involved may present oral or written statements to the Board.

## ARTICLE VII

**Section 1: Auditing Committee** - An Auditing committee of three Executive Board members or independent auditor shall be appointed by the President at the June Board meeting whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year. The audit shall occur annually. A report of the latest audit shall be given at the AGM.

**Section 2: Special Committees** - Special committees shall be appointed by the President of the Association or the Executive Board when deemed necessary to assist the work of the Association. Special committees may include the Nominating Committee, which shall nominate a slate of candidates to the offices to be filled at the Annual General Meeting, the Finance Committee, which shall establish a budget and the Coaches Selection Committee, which shall present lists of proposed coaches to the Executive Board for approval.

## ARTICLE VIII

### Finance

**Section 1: Appropriations** - Funds will be raised by player fees and/or dues from Members, by fund raising activities, and donations. Methods of appropriating funds must meet the conditions for maintaining non-profit and volunteer supported status.

**Section 2: Allocation of Funds** - Association funds shall be allocated by the Executive Board with delegation to the Treasurer for operational expenses and capital expenditures as submitted in approved seasonal budgets. Funds for major capital acquisitions must be specifically earmarked and held in protected account(s).

**Section 3: Player Fees** - Player fees will be determined on a seasonal basis by the Executive Board. In case of financial hardship player fees may reduce or eliminated.

**Section 4: Disbursement of Funds** - Funds may be withdrawn or disbursed from the bank or banks in which they are on deposit by the signature of the Treasurer and/or President. Checks for more than \$5000 shall be co-signed by both the President and Treasurer.

**Section 5: Fiscal Year** - Association fiscal year shall run from January 1 to December 31.

## ARTICLE IX

### By-Laws

The Executive Board shall establish and maintain By-Laws within the confines of the Constitution. These By-Laws shall be binding on the Association. Changes to the By-Laws must be adopted and modified by a majority vote of the Board.

## ARTICLE X

### Duties of Officers

**Section 1: Officers** shall carry out duties as specified in the Articles of Constitution and By-laws. Officers shall also carry out all duties customarily associated with that office or specified in the parliamentary authority adopted in these by-laws.

**Section 2: The President** shall preside at meetings of the Association and Executive Board; appoint

committees as required; coordinate activities of the Association, prepare meeting agendas, call meetings of the Association and Executive Board; retain an attorney with Executive Board approval on legal matters pertaining to the Association and its operation; set policies for his/her term of office; act as member ex-officio of all committees except Nominating Committee.

**Section 3: The Vice President** shall act in the absence of the President; appoint and chair the Nominating Committee; and serve as parliamentary of the Association. The Vice-President shall serve as the town representative to the league of the travel program. An alternate member (Executive Board or otherwise) may be assigned by the Vice-President to serve as town representative. The Vice-President or designated town representative shall vote at league meetings on behalf of the Association's Executive Board. The Vice President shall also be responsible for defining strategies to fill vacancies or absent fulfillment of duties by other Board members or their appointees.

**Section 4: The Secretary** shall keep a record of all proceedings of the Association; keep on file all committee reports; notify all officers and committee members of their appointment or election; maintain record books in which the Constitution, By-Laws, special rules of order and minutes are entered with any amendments to these documents properly recorded; notify members of the Executive Board of each meeting; conduct Association correspondence; in the absence of the President and Vice-President call the meeting to order and preside until the election of a chairperson pro tem..

**Section 5: The Treasurer** shall keep financial records of the Association; accept and deposit funds paid to the Association; disburse funds; submit to the Executive Board a final financial statement at the end of each season; and submit to the Association a final financial statement at the AGM. Interim reports and financial data shall be made to the Board upon its request. The Treasurer shall also prepare or have prepared necessary financial reports for submission to Federal and State governments as required and advise the Board on matters relating to the non-profit and incorporated status of the Association. The Treasurer is authorized to engage the services of a Certified Public Accountant as required to assure that protection.

**Section 6: The Registrar** shall administer all player registrations and disseminate information regarding registration and tryouts in the event automated methods are not available; receive and account for the transfer to the Treasurer all registration funds received; authorize refunds to be made by the Treasurer; maintain a file of all players having played the four previous seasons; maintain a back up active age document file for all players having played on traveling teams the past four seasons; provide lists of players by program; maintain final team lists from Directors; maintain a volunteers list, and submit all required registration information to MYSA.

**Section 7: The Travel Directors** (Boys and Girls) shall plan travel activity of the spring and fall seasons; coordinate with current travel leagues in which the Association participates; recruit and provide a list of coaches prior to season start; coordinate creation of player rosters: meet with coaches before, during and after the season to disseminate policies and procedures; prepare a summary report of seasonal results for the Executive Board; coordinate with the Equipment Manager to ensure return of all equipment at the end of the season.

**Section 8: The Information Director** shall manage the Association's information infrastructure to include the web site, online registration system and electronic records; make all necessary public announcements; publicize registration periods and other Association events; arrange for Association publicity; notify the public of Association meetings; and administer CORI Check process

**Section 9: The Equipment Manager** shall distribute equipment to coaches; establish seasonal purchasing requirements; replace equipment as necessary; collect and store equipment at the end of the season; account for all Association equipment; inspect and accept or reject all purchased equipment.

**Section 10: The Field Manager** shall secure required field permits as determined by the Executive Board; act as liaison to town agencies in planning sensible field use and maintenance; supervise the development of present and potential fields; provide proper maintenance of fields, goals, nets, and field lines and provide a listing of fields available for season use to the Field Assignor. The Field Manager shall prepare and submit for Board approval detailed plans for major field development and/or acquisition.

**Section 10a: The Field Assignor** is a non-voting Executive Board appointed position. Under the direction of the Field Manager the Field Assignor shall develop field assignments for each season of play for practices and games; coordinate the field utilization requirements with individual program directors. The assignments will be given to coaches prior to each season. No changes in field assignments can take place without approval of the Field Assignor. In the absence of a Field Assignor, the Field Manager shall fulfill or enable the functions of the Field Assignor to the Vice-President who shall then determine the strategy for a given season. This is a non-voting position.

**Section 11: The Community Outreach Director** shall solicit and initiate fund raising ideas and policies; prepare and execute programs and support the fundraising activities around any tournaments organized by the organization. All fund raising programs and policies require approval of the Executive Board. In addition to fundraising, the Community Outreach Director shall initiate and execute programs that establish or maintain programs which provide opportunities for the Chelmsford soccer community. Examples could include discounted tickets for the NE Revolution or Boston Breakers and other similar community-centered events and activities

**Section 12: The Referee Director** shall recruit referees; plan and implement referee training programs; inform interested members / players of courses offered leading to certification as United States Soccer Federation referee or any other appropriate certification and assign referees where appropriate.

**Section 13: The Intramural Director** shall oversee all Grades 1 through 4 intramural activities for the fall and spring which may include but is not limited to recruiting coaches, creating team rosters, establishing game and practice schedules, providing coaches with policies and procedures and any other information required during the season, coordinating with the Equipment Manager the distribution of and return of equipment in a timely manner.

**Section 14: Clinic Director** shall oversee all Kindergarten and Pre-Kindergarten and younger intramural activity for the fall and spring which may include but is not limited to recruiting coaches, creating team rosters, establishing game and practice schedules, providing coaches with policies and procedures and any other information required during the season, coordinating with the Equipment Manager the distribution of and return of equipment in a timely manner.

**Section 15: The Training Director** shall make available and arrange for coaches' training, seminars, certification and any other events to advance the knowledge, development and growth of coaches and players; serve as a mentor for coaches; provide external coaching resources as authorized by the Executive Board.

**Section 16: Member at large (1), (2)** shall serve in a need-based capacity. The duties of the Member-at-Large shall be defined each season to meet the specific needs at the time. He/she shall be a full voting member; be available to lead and participate in committees, special projects and assignments to reflect defined needs of program directors and managers.

## **ARTICLE XI**

### **Parliamentary Authority**

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Association in all cases to which they are applicable.

## **ARTICLE XII**

### **Amendment of the Constitution**

The Articles of the Constitution may be amended at any Annual General or Special General Association meeting by a two-thirds vote, provided notice of the amendment has been included in the publication of notice of the meeting and the proposed amendment(s) have been posted online on the CYSA web site.