

**FAIRFIELD UNITED SOCCER ASSOCIATION  
BYLAWS**

**(First Revision: December 2007  
Second Revision: January 2008  
Third Revision: March 2008  
Fourth Revision: July 2008  
Fifth Revision: August 2008)**

**ARTICLE I**

**NAME**

This Association shall be known as the Fairfield United Soccer Association, hereinafter called "the Association", "the Club" or "FUSA".

**ARTICLE II**

**OBJECTIVE**

The principal purpose of the Association shall be to promote, stimulate and encourage interest in the sport of soccer; to provide instruction and train players in all aspects of the game. It will provide opportunities for participation in travel soccer, developing skills, fostering good sportsmanship, and promoting healthy competition and mutual respect.

**ARTICLE III**

**MEMBERSHIP**

Members of the Association shall include each parent whose son(s) and/or daughter(s) is/are on the roster of a classic travel or premier team, and who has paid both the current and past required registration fees and team dues.

**ARTICLE IV**

**OFFICERS**

All Officers of the Association must be members as defined in Article III. The officers of the Association shall be, but are not limited to, the following:

A. President or Co-Presidents - The President or Co-Presidents shall be responsible for presiding over regularly scheduled meetings of the Club including membership and the Board of Directors meetings. The President or Co-Presidents shall be the Chief Executive Officer and shall supervise and control all of the business affairs of the Club, including all business with officials and departments of the Town of Fairfield and officials of District, State or National soccer associations. The President or Co-Presidents shall,

along with the Treasurer, be a signatory/ (signatories) of all bank accounts of the Fairfield United Soccer Association.

B. Treasurer - The Treasurer shall oversee, but is not limited to, all of the financial duties of the Club, which include the custody of all funds, the maintenance of the books and financial records of the Club, the depositing and withdrawing of funds and the maintenance of accounts in such banks, trust companies or other depositories as shall be designated by the Board of Directors. The Treasurer shall be responsible for all disbursements as directed by the Board of Directors. The Treasurer shall be responsible for maintaining, securing, issuing and filing all financial transactions and required tax documents. The Treasurer shall make a report concerning the Association's financial status at each regularly scheduled meeting of the Board of Directors and at any regularly scheduled membership meeting. The Treasurer shall perform such other duties as are assigned by the President, Co-Presidents and/or the Board of Directors.

C. Secretary - The Secretary shall record the minutes of each meeting and shall be responsible for any and all correspondence on behalf of the Association as directed by the Board of Directors.. The Secretary shall be responsible for the storage and retrieval of all minutes and correspondence. The Secretary shall see that adequate and timely notices are given as required by the By-laws or pursuant to law. The Secretary shall perform such other duties as are assigned by the President, Co-Presidents and/or the Board of Directors.

## **ARTICLE V**

### **GOVERNMENT**

**Section 1: The Board of Directors** - The Board of Directors shall manage the affairs and business of the Association and shall consist of not less than seven (7) individuals. The Board of Directors will be comprised of, but not limited to, the following positions:

President or Co-Presidents

Treasurer

Secretary

Directors (at least 2)

Coaching and Player Development Director (non-voting)

**Directors** – A Director is a voting member of the Board of Directors and can be a member as defined in Article III or a non-member of the Club. It is suggested, but not required, that one or more of these Directors be the Past President. In the event there are Co-Presidents, then the newly elected Board will determine by a majority vote which outgoing Co-President will be a member of the new Board. It is also suggested, but not required, that one or more of these Directors come from outside of the organization. Qualified candidates could include such individuals as local Athletic Directors, those involved in leadership positions in other youth sports programs or other similarly

qualified individuals. A Director shall perform such other duties as are assigned by the President, Co-Presidents and/or the Board of Directors.

**Director of Coaching and Player Development** – The Director of Coaching and Player Development is appointed to his/her position on the Board by a majority vote of the Board of Directors. He/she shall be a representative of the outside agency/agencies that the Association contracts to oversee the Coaching and Development of all its participants. He/she shall have authority to propose rules and regulations, subject to approval by the Board of Directors, concerning coaching and playing of travel soccer in the Association.

## **Section 2: Meetings**

- A. Of the Board of Directors - The Board of Directors shall meet no less than six times per year and on call by the President, Co-Presidents or the Secretary with at least seven (7) days prior written notice to the members of the Board of Directors. The notice period may be waived if agreed to by two thirds of the Board of Directors. Notice shall be in writing, either by fax, email or regular mail.

A quorum shall consist of a majority of the voting members of the Board of Directors.

At any meeting of the Board of Directors where the President or Co-Presidents are not present, one can be appointed for the duration of that meeting, and that meeting only, by a motion and a majority vote of the members of the Board of Directors present if a quorum set forth in this section has been established.

- B. Of the Membership - In addition to the duties set forth in Article IV, the Board of Directors shall be required to call at least two meetings each year of the general membership of the Association. Notice of such meeting shall be in writing and delivered to the membership at least fifteen (15) days before the meeting is scheduled to take place.
- C. Special Meetings – Special Meetings of the Association may be called at any time by the President, Co-President or at least half of the voting members of the Board of Directors. Also, one hundred (100) of the members as defined in Article III may call a special meeting by notifying the Secretary of such meeting. The call for a special meeting shall set forth the purpose of the meeting and the notice shall be delivered by the Secretary to each member ten (10) days prior to the time of such meeting. No business other than that specified in the call and notice shall be transacted. The special meeting shall be set down on a date to be determined by the Secretary, but such date shall be no later than thirty (30) days after the meeting has been ordered or called.

**Section 3: Committees** – For the better execution of its powers and duties, the President or Co-Presidents shall, with the advice of the Board of Directors, appoint a

Chairman to any and all Standing Committee. While not a requirement, it is suggested that the Association have the following Standing Committees:

Finance  
Communications/Public Relations  
Registration  
Competition  
Tryout  
Coaching

The President or Co-Presidents shall be an ex-officio member of these and all Committees.

The President or Co-Presidents shall also appoint, with the advice and counsel of the Board of Directors, the Chairman of such other Committees as the President or Co-President and the Board require in the execution of their powers, duties, and responsibilities. The duties of all committees, and its appointed Chairman, not specifically enumerated in these By-laws shall have a definition of duties, term and scope outlined in the Minutes of the Board Meeting at which they are created.

**Section 4: Continuity and Succession** – The Board of Directors is a continuing body. It retains its duties and responsibilities until the duly elected and qualified Officer(s) and Director(s) of the new Board take office.

## **ARTICLE VI**

### **ELECTIONS**

**Section 1: Frequency** – Elections will be held once every year. It should be noted that in some years a whole new slate of Board members will be elected whereas, in others, it may only be an election for open Director positions as defined in Article VII.

**Section 2: Establishment of a Nominating Committee** – The Board of Directors will select and announce a Nominating Committee consisting of 3 to 5 members of the Association, as defined in Article III, and it is suggested, but not required, that the structure of said Committee consist of one member of the Association, as defined in Article III and who is not currently serving on the Board of Directors, to act as Chairman of the Committee, one current member of the Board of Directors and three other members of the Association as defined in Article III. The announcement will be made at least thirty (30) days prior to the annual election.

The Nominating Committee shall be responsible for, but not limited to, the following pre-election activities:

- a. Ascertain who is interested in serving on the Board
- b. Solicit each candidate's Biographical information and ensure appropriate availability to the membership

- c. Ensure a public announcement of the annual elections
- d. Prepare a ballot of candidates

No member of the Nominating Committee shall be nominated as a candidate for the Board of Directors.

**Section 3: Election of Officers** – Although not required, it is suggested that the ballot of candidates should reflect the office, as listed in Article V, Section 1, for which the candidate is considering holding. In the event that the ballot does not contain the specific office, officers can be elected at the first meeting of the Board of Directors by a majority of the voting member of the Board of Directors after a quorum, as defined in Article V, Section 2A, is established.

**Section 4: Right to Vote** – Only members of the Association as defined in Article III shall be permitted to vote at any election.

**Section 5: Establishment of Right to Vote** – A certified list of eligible voting members shall be prepared by the Secretary, reviewed by the Treasurer, and certified by the Secretary and the Treasurer to the President/Co-Presidents.

**Section 6: Proxy** – There shall be no election voting by proxy.

**Section 7: Election Results** – Each of the Officers and Directors shall be elected by the highest number of votes received.

**Section 8: Certification of Election** – After each election, it shall be the duty of the Secretary to prepare and sign a certificate giving the names of those elected to office, to record such certification in the Minutes of the next meeting of the Board of Directors, and to notify the members of the Association with the results of the election no later than two (2) weeks after said election.

## **ARTICLE VII**

### **TERMS OF OFFICE**

All officers and Directors shall be elected to their respective position for a term of two (2) years. In an attempt to provide continuity among future Boards of Directors, it is suggested to have, in the year after these By-laws become effective, the ability to have certain Directors elected to serve a term of one (1) year. This will insure that no more than half of the Board of Directors will be changed in any one election year.

No member of the Board shall serve more than eight consecutive years in any capacity on the Board.

In the event any elected office is vacated during the term, a replacement will be appointed by a majority vote of the Board of Directors to serve for the remainder of that term.

An officer may be removed for good cause by a two-thirds vote of the Board of Directors. Good cause shall include, but shall not be limited to, the failure to attend three consecutive meetings of the Board of Directors.

## **ARTICLE VIII**

### **PROCEDURE**

The latest revision of Robert's Rules of Order shall govern the proceedings of all meetings of this Association.

## **ARTICLE IX**

### **FISCAL YEAR**

The fiscal year of the Association shall commence on the first day of January and end on the next succeeding December 31st.

## **ARTICLE X**

### **NOT FOR PROFIT**

This Association shall be operated and maintained as an educational and charitable corporation that is not for profit.

## **ARTICLE XI**

### **DISSOLUTION**

This Association may be dissolved by a two-thirds vote of the full membership at any membership meeting called for the purpose of dissolution, provided notice of the proposed dissolution is delivered to the membership at least fifteen (15) days before such membership meeting.

In the event of dissolution, the assets of the Association shall be distributed at the direction of the membership, to one or more organized, non-profit organizations in the Town of Fairfield, Connecticut dedicated to youth soccer. If, at the time of dissolution, there does not exist any such organization in the Town, then the assets shall be

distributed at the direction of the membership to one or more organized, non-profit organizations in the State of Connecticut dedicated to youth soccer.

## **ARTICLE XII**

### **AMENDMENTS TO THE BYLAWS**

The By-Laws may be amended, altered or repealed and new By-Laws adopted by a two-thirds vote of the members after a quorum has been established. A quorum, in this case, shall be at least 200 members as defined in Article III. The proposed change(s) must be submitted in writing and delivered to the membership at least fifteen (15) days before the scheduled vote.

Technical corrections to the By-laws may be made by a vote of two-thirds of the Board of Directors after a quorum as defined in Article V Section 2 has been established. Such changes would be limited to typographical, grammatical or syntax errors as well as incorrect references to other laws or incorrect punctuations.