

BYLAWS OF GROTON-DUNSTABLE YOUTH SOCCER CLUB, INC.

P.O. Box 438
Groton, MA 01450

1 ORGANIZATION NAME

This organization shall be known as the GROTON-DUNSTABLE YOUTH SOCCER CLUB, Inc, hereafter referred to as the GDYSC. The GDYSC is affiliated with the Massachusetts Youth Soccer Association (Mass Youth Soccer) and Nashoba Valley Youth Soccer League (NVYSL).

2 OBJECTIVE

The objective of the GDYSC shall be to promote, foster, and perpetuate the game of soccer by providing our youth with the opportunity to experience the game, learn and develop skills, and participate in a controlled competitive environment. As an organization we strive to promote sportsmanship and character in our players, coaches, parents, and fans.

3 GOVERNING BODY

The governing body of GDYSC will be the Executive Board, hereafter referred to as the Board, which shall consist of the following Elected Officers:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- NVYSL Representative

and the following appointed officers:

- Referee Director
- Director of Training
- Uniform Manager
- Coach Equipment Manager
- Practice Field Scheduling Manager
- Field Maintenance Manager
- Communications Manager/Webmaster
- U-6 Age Group Coordinator
- U-8 Age Group Coordinators
- U-10 Age Group Coordinators
- U-12 Age Group Coordinators
- U-14 Age Group Coordinators
- U-16/U-18 Age Group Coordinators
- Concessions Coordinator
- Two member-at-large positions

The above Elected Officers shall be elected/appointed at the Annual General Meeting (AGM) which will be held during the second half of the Spring Soccer Season. A specified date will be determined by the Board and publicized at least two weeks in advance of the meeting. Appointed officers shall be elected by the Elected Officers at the AGM by a vote of 50% or more.

A person may become a candidate for an elected or appointed position by submitting his/her name to the secretary at least one week prior to the election at the AGM.

4 OFFICERS - TERM OF OFFICE

Board members elected at the AGM shall take office effective as of July 1 of each year. Elected officers shall hold office for one year and are eligible for re-election. Appointed officers shall hold office for one year and are eligible for re-appointment. The President and Vice-President shall be prior Board members for at least 2 years. This requirement may be waived by an affirmative vote of not less than 2/3 of those present and voting.

5 BOARD DECISIONS

A quorum is necessary for any board meeting. Three (3) of the six of the elected members shall constitute a quorum.

All matters of policy shall be decided by a simple majority vote. Each individual holding an elected or appointed office on the Board except the president shall be entitled to one vote on any and all issues. The president shall carry one vote, which is to be used in the event of a tie only.

6 NOTICE OF MEETINGS

6.1 Board Meetings

The GDYSC Board shall hold monthly meetings and more frequent meetings may be called by the Board as necessary. The purpose of these meeting is to discuss and vote on club business relating to the planning and execution of the responsibilities of each board member. Attendance at these meetings is limited to Board Members and invited guests. Each individual holding an elected or appointed office on the Board shall be entitled to one vote on any and all issues.

6.2 Annual General Meeting

Public notice of the AGM will be announced on the website at least two weeks prior to the meeting. At the AGM, each individual holding an elected office shall have one vote regardless of the number of positions held for the purpose of nomination and election of officers for the coming term. Any club member in good standing present at the AGM shall also have one vote for the purpose of electing and/or appointing board members. Any club member in good standing present at the AGM shall also have one vote for the purpose of electing and/or appointing board members. A club member shall mean an elected or appointed official, a coach age 18 or above, or one parent or guardian of a child currently registered in good standing with the club. In the event two parents cannot decide which one will vote then neither may vote. The President will present a summary of Club accomplishments for the previous year and the Treasurer will present the budget for the coming year for approval.

7 DUTIES AND RESPONSIBILITIES

7.1 PRESIDENT

- 1) Preside at all GDYSC meetings.
- 2) Be the official spokesperson of the GDYSC.
- 3) Form committees by appointment as required or helpful.
- 4) Call Board and General Meetings.
- 5) Appoint Board members in case of vacancies, subject to the affirmative vote of the majority of the Board.
- 6) Has the prerogative of working with individual Board members to develop budgets, programs, etc. for presentation to the Board for approval.
- 7) Sets policies and carries out such policies throughout the term of office.
- 8) Authorized to sign checks.

7.2 VICE-PRESIDENT

- 1) Succeed to the office of President in his/her absence, or for the remainder of term if vacated for any reason.
- 2) Be the liaison between the Parks Commissions and GDYSC.
- 3) Secure the required permits from the Parks Commissions for fields.
- 4) Is authorized to sign checks.
- 5) Be responsible for contacting the town agency responsible for field mowing or repair, when required.
- 6) Coordinate the coordinators and donation requests.

7.3 SECRETARY

- 1) Responsible for all documentation, including record keeping, printing, copying, and distribution.
- 2) Prepare an agenda, record and distribute detailed minutes of all Board meetings.
- 3) Correspond on behalf of the GDYSC only with the knowledge and consent of the president.
- 4) Notify Board members of each upcoming Board meeting.
- 5) Arrange for meeting place for each Board meeting.

7.4 TREASURER

- 1) Maintain the financial record of the GDYSC.
- 2) Monitor the purchasing activities.
- 3) Report on the finances at all Board meetings, and submit a full written report of the financial transactions and the status of the finances at the AGM.
- 4) Prepare balanced budgets prior to each Fiscal Year.
- 5) Is authorized to sign checks.
- 6) Ensures tax filings and other required submittals are made on time.

7.5 REGISTRAR

- 1) Conduct all registrations and distribute all relevant information to appropriate Board members.
- 2) Responsible for the appropriate league registration for all members.

- 3) Authenticate all situations involving refunds due to injury, self-elimination, or in instances where no team play is available, and to authorize such disbursements to be made by the Treasurer.
- 4) Ensure all players, coaches, and Board members have been properly affiliated with the appropriate league associations.
- 5) Authenticate all player cards and team rosters, including subsequent changes, from the Age Group Coordinators and submit to the appropriate league representative.
- 6) Maintain a comprehensive database on all players and coaches.
- 7) Maintain a record of all relevant data contained on the League registration form, in particular date of birth of all players. These records will be made available to the appropriate League officials as directed, for verification of any player's age.
- 8) Ensure payment to League is made in a timely manner.

7.6 NVYSL REPRESENTATIVE

- 1) Coordinate GDYSC participation in the NVYSL.
- 2) Represent the majority interests of the Board at NVYSL General meeting's.
- 3) Submit team rosters and player cards to the NVYSL Registrar.
- 4) Interface with the NVYSL in cases of alleged improper conduct by players, coaches, or officials of the GDYSC.
- 5) Distribute information from the NVYSL to appropriate GDYSC Board members.
- 6) Ensure an alternate Board member attends all NVYSL General meeting's if he/she cannot attend.

7.7 REFEREE DIRECTOR

- 1) Recruit suitable individuals to train as referees for U8 games and above.
- 2) Submit an updated list of qualified referees to the NVYSL Referee Director.
- 3) Work with the NVYSL Referee Director to schedule referees for League games. Schedule referees for non-league games.
- 4) Plan and implement a referees' training program suitable for both new referees and upgrading of existing referees.
- 5) Monitor the performance of all referees. Investigate allegations of substandard performance and report to the Board.
- 6) Schedule fields for TBA and make-up games.

7.8 DIRECTOR OF TRAINING

- 1) Coordinate seminars, courses, clinics, and educational training material for present or potential coaches with a view to upgrading the competence of interested individuals and facilitate qualification or certification thereof.
- 2) Maintain a comprehensive database on all coaches and licenses
- 3) Plan and implement a coaches' training program.
- 4) Plan and implement clinics and other training sessions for players.
- 5) Plan events to stimulate the interest of coaches and players in the game.

7.9 COACH EQUIPMENT MANAGER

- 1) Maintain inventory, order and distribute equipment to the coaches.
- 2) Be responsible for the timely ordering of equipment within Program budgets, follow up on vendor promises, schedules, and keep the Treasurer apprised on moneys obligated and spent.

7.10 UNIFORM MANAGER

- 1) Determine player uniform needs and sizes.
- 2) Order uniforms and distribute them to players in a timely manner.
- 3) Have all contacts/transactions/communications with supplier in writing or fax transmission.

7.11 PRACTICE FIELD SCHEDULING MANAGER

- 1) Be responsible for all scheduling of fields for practices including coordinating with Town agencies.

7.12 FIELD MAINTENANCE MANAGER

- 1) Be responsible during the season for field lining, repair of goals, and ensuring that nets and corner flags are available for each game.
- 2) Be responsible prior to the start of the season for setting up goals and nets on the practice fields.
- 3) Organize the necessary work parties and coordinate cooperative efforts to secure the required tools and supplies to repair, or line fields being utilized, or offering potential use by the GDYSC.
- 4) Be responsible for contacting the town agency responsible for field mowing, repair, care and feeding when required.
- 5) Supervise the overall development of present and potential fields, to include the upkeep and/or installation of goals, and the preservation of playing fields.
- 6) Report to President and Vice-President when field conditions are such that play should not take place on any particular field.

7.13 COMMUNICATIONS MANAGER/WEBMASTER

- 1) Populate the website with general information and resources approved by the Board.
- 2) Update the website frequently to reflect current information
- 3) Input and maintain game schedules for in-town (U6, U8 and U10) programs.

7.14 AGE GROUP COORDINATORS (all levels)

- 1) Plan, organize, and control aspects of their respective age groups, subject to board approval.
- 2) Recruit coaches and create team rosters subject to Board approval.
- 3) Coordinate player placement sessions for upcoming season(s).
- 4) Report to Board on season activities and issues. Collect and report game scores to the League and the Board if required.

7.15 CONCESSION COORDINATOR

- 1) Plan, organize, and control all aspects of the concession activities subject to Board approval.
- 2) Secure the required permits to operate a concession facility.
- 3) Responsible for the financial aspects of the concession activities to include, but not be limited to, inventory, purchasing, pricing, volunteers, equipment.
- 4) Provide to the treasurer, cash receipts for deposit into the GDYSC general account on a timely basis.

7.16 MEMBER(S)-AT-LARGE

- 1) Provide support to the Club by completing assigned tasks as requested.

8 CONDUCT

Resolution of issues of GDYSC members' conduct will be the responsibility of the Board. The Board shall have the responsibility and authority to suspend any individual member of GDYSC whose conduct is considered detrimental to the objective of GDYSC.

A Board member may be removed from office for cause at a regular or special session by a vote of 2/3 of those present and voting.

9 FINANCIAL POLICY

9.1 Budget

A balanced budget for each fiscal year shall be prepared by the Treasurer and approved by the Board before the start of each fiscal year. The budget shall be prepared on an annual basis with registration fees established to ensure the expenses will be covered. The fiscal year operates from July 1 to June 30.

9.2 Non-Budgeted Expenses

Non-budgeted expenses over \$250 from any individual or corporation shall require approval by a majority of the Board.

9.3 Bank Account

All moneys shall be promptly deposited in either a saving or a checking account in the GDYSC's name.

9.4 Long Term Expenses

The budget shall include line items for future expenses that require large amounts of money to be carried over from one fiscal year to the next fiscal year. These items may include but are not limited to the creation of new fields, the installation of irrigation systems, the installation of lighting and the building of structures.

10 DISPOSITION OF FUNDS

Should the GDYSC be dissolved all funds and assets will be donated to a recognized 501 c (3) organization.

11 OTHER MATTERS

The Board shall have the power to deal with any matters not explicitly covered by these By-Laws.

12 MODIFICATION OF BY-LAWS

The By-Laws, or any section thereof, may be amended by a two-thirds vote of the Board members present at the AGM or at a Board meeting. Written notice of any proposed changes

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shall be made to each member of the Board at least two weeks prior to the meeting at which such proposed changes shall be submitted to a vote.

13 MODIFICATION OF GOVERNING DOCUMENTS

Any governing documents for the GDYSC may be amended by a simple majority vote of the Board members.