

# Naugatuck Youth Soccer BYLAWS

## **ARTICLE I NAME**

The name of the corporation is Naugatuck Youth Soccer League, Inc. The principle office of the corporation shall be at Naugatuck, Connecticut, or such other place as the directors shall designate.

## **ARTICLE II MEMBERS**

The corporation shall have two classes of voting members, individual members and League members. Individual members shall be those persons constituting the Board of Directors. League members shall be the parent(s) or guardian(s) of a player who is currently registered and in good standing with the league.

## **ARTICLE III MEETINGS OF MEMBERS**

1. Annual Meeting: The Annual General Meeting of the membership will be used to:
  - a. Hold elections of the expired terms of the Board of Directors
  - b. Present a current year-end review
  - c. Answer questions from the league membership.
    - i. The meeting shall be held before the end of the current calendar year, unless there is an issue with weather, the meeting may be held in January of the next calendar year
  - d. Notice of meeting:
    - i. Written notice of the annual meeting shall be published:
      1. In the local newspaper at least seven days prior to the meeting
      2. On the league website
      3. Send as an email blast to all email address on file with the league

## **ARTICLE IV DIRECTORS**

1. Members of the Board of Directors: The Board of Directors shall consist of the persons occupying the positions of President, Executive Vice President, Secretary, Treasurer, Purchasing Agent, Registrar, Publicity/Activities Director, and a maximum of six (6) Age Division Directors.
2. Powers: The activities, property, and affairs of the corporation shall be managed by the Board of Directors. Subject to the provisions of the certificate of incorporation and of these by-laws, the Board of Directors shall have the powers conferred on by statute. The Board of Directors is empowered to adopt and enforce such rules and regulations not in conflict with those adopted by the general membership, as it shall deem necessary to regulate the operation of Naugatuck Youth Soccer League, Inc., the relationships among its members, and the rules of play.

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3. Meetings: The Board of Directors shall hold a minimum of one regular meeting a month. Special meetings of the Board of Directors shall be called at the written request of three (3) Directors or by the President.
4. Elections: At the annual general meeting, eligible voting members shall elect the following:
  - a. The President, Executive Vice President, Secretary, Treasurer, Registrar, Age Division Directors, Purchasing Agent and Publicity/Activities Director who are in office for three(3) year terms.
    - i. No more than five (5) Board positions will be up for election in any one year.
    - ii. The President and Executive Vice President will never be up for re-election in any one year.
    - iii. If the Board appoints a person to an open position, that person will serve out the remaining term before that position goes up for election.
    - iv. Only parents or guardians of registered NYS players will be eligible to vote. A registered NYS player is a player who is registered as of November 1st of the current seasonal year.
  - b. The following matrix explains when Board positions are open:
    - i. 1994 Registrar  
Secretary  
2 of 6 Age Division Directors
    - ii. 1995 President  
Publicity/Activities Director  
2 of 6 Age Division Directors
    - iii. 1996 Vice President  
Purchasing Agent  
2 of 6 Age Division Directors
  - c. In 1997 the rotation starts over as in 1994.
5. Procedures for running for a Board position: The positions that are up for re-election at the next annual meeting will be announced in the newsletter.
  - a. All candidates must announce their intention to run for a Board position in writing, to the Vice President by November 1st.
    - i. A questionnaire will be sent out to each candidate within three (3) days after receipt of notification to run for a board position.
  - b. All candidates will be given a questionnaire to state their views, reasons for running and experience. This questionnaire must be completed and received by the Vice President by November 10th or the name will be removed from the ballot.

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- c. A newsletter of all candidates will be published and distributed at the Fall banquets.
- d. On the night of the annual meeting, each voter must sign in and be verified as a parent/guardian of a registered NYS player.
- e. All voters in attendance will be given a ballot of all available positions and who is running for the position.
- f. Ballots are filled out and dropped into the ballot box.
- g. Ballots will be tallied after all annual meeting agenda items are complete by a member of the Advisory Committee and the Vice President.

## **ARTICLE V PHILOSOPHY**

The philosophy of the organization is to promote and develop a soccer experience

We provide both recreational and competition/travel play for our players.

We will attempt to offer individuals an opportunity to participate in this game and have fun while they learn to enjoy the finer points and skills.

Adults directing these programs should keep in mind that we are emphasizing fun for all the players on the field.

Conclusively, our goals are:

1. To teach the basic principles of soccer.
2. To give the players an enjoyable recreational experience.

In order to achieve these goals, the following must be maintained:

1. The quality of the playing fields and the equipment used should be the best available to Naugatuck Youth Soccer.
2. The adult volunteers must be the most dedicated, capable group that can be obtained.
3. All volunteers must be aligned to the Naugatuck Youth Soccer League philosophy.
4. The organizational by-laws and playing rules must reflect this philosophy.

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## ARTICLE VI ADMINISTRATION SECTION 1

1. **PRESIDENT:** The President shall preside at all meetings of the Board of Directors and the general membership, but shall vote only to break a tie. The President shall appoint/approve all non-elected committees and shall serve as ex-officio on all committees.
2. **EXECUTIVE VICE-PRESIDENT:** The Executive Vice President shall succeed to the powers of the President in the President's absence. The Executive Vice President shall chair the Disciplinary Board and is empowered to control the scheduling of field space. He will also chair the Nominating Committee.
3. **SECRETARY:** The Secretary shall record all minutes of the meetings of the Board of Directors and the general membership, and shall distribute copies of the minutes to all Board members. The Secretary is also responsible for maintaining a directory of all motions passed, and is responsible for informing the Board of Directors of a motion status at the time a motion is made.
4. **TREASURER:** The Treasurer shall have charge of all monies of the league, and shall keep a detailed account of the income and expenditures of the league. The Treasurer shall be bonded for an amount deemed necessary by the Board of Directors. The Treasurer shall submit a statement of financial condition of the league quarterly, and at the Annual General Meeting. The Treasurer shall chair the budget committee, and be responsible for the filing of all local, state and federal business forms.
5. **PURCHASING AGENT:** The Purchasing Agent will be in charge of ordering the equipment and uniforms to run the league. The Purchasing Agent is also responsible for keeping an inventory of equipment and supplies in the league. The Purchasing Agent will forward all invoices to the Treasurer.
6. **PUBLICITY/ACTIVITIES DIRECTOR:** The Publicity/Activities Director is responsible for announcements in the local newspaper as directed by the Board. The Director is responsible for gathering and submitting for publication to the newspaper weekly league write-ups. This person shall act as liaison with the CJSA Newslines and other soccer publications. The Publicity/Activities Director will organize committees for all league special events (i.e. banquets, picnics, Soccer Ball, tournaments, etc.) This Director is also responsible for publishing the NYS newsletter a minimum of 3 times per season.
7. **DIVISION DIRECTOR:** The duties of the Division Director may include but are not limited to; acquiring coaches, forming teams in their age groups that are as equal as possible, scheduling games, keeping an inventory, and coordinate with person in charge of field and/or facility space for practice and games.
8. **REGISTRAR;** The Registrar is responsible for the registration of all players and adults of the league with the District and State. Responsibilities include but are not limited to reviewing all rosters and registrations, transmitting information to the district and/or state association and shall maintain appropriate records pertaining thereto.
9. All board positions, except President and Executive Vice President, are encouraged to have a board approved assistant. The assistant will attend Board of Director's meetings in the absence of the Director to represent that board position. The assistant will count towards the attendance quorum and have full voting power for the duration of that meeting only.

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Members of an immediate family may not serve on the Board at the same time.

Any member of the Board of Directors absent from three consecutive meetings without cause shall have his/her/their office and directorship declared vacant at the discretion of the Board of Directors, who shall appoint a successor as provided for above.

## ARTICLE VI BOARD OF DIRECTOR MEETINGS SECTION 2

There will be three types of Board of Directors Meetings:

1. Monthly Meetings:
  - a. Will be held either once or twice per month.
  - b. Must have at least one per month unless there is agreement from 50% of the NYS Board Members to cancel that month.
  - c. Notice of these meetings must be done at least 48 hours in advance
    - i. Posting the meeting on the league's website will be an accepted way of giving notice
    - ii. An Email, to all NYS board Members, is another acceptable way of giving notice
  - d. One-half (1/2) of the NYS Board Members being present shall constitute a quorum.
  - e. All matters brought to the attention of the board will pass on a simple majority vote except to override a previously accepted motion, which will require an affirmative vote by three-fourths (3/4) of the Board Members present or as noted elsewhere in these by-laws.
  - f. An Agenda will be created and Minutes will be taken for these meetings
    - i. The minutes will be voted on, at future meeting, to get acceptance from the NYS Board
2. Special Meetings:
  - a. These are meetings that need to be scheduled outside of the normal Monthly Meeting schedule.
  - b. Are called only by the President, their Designee or with Letters/Emails from no less than three (3) NYS Board Members.
    - i. This letter can be either mailed to each Board Member's home address or can be sent via email to all Board Members.
    - ii. The letter must be addressed to the entire NYS Board of Directors
  - c. Two Thirds (2/3) of the NYS Board Members must be present to constitute a quorum
  - d. Notice of these meetings must be done at least 48 hours in advance
    - i. Posting the meeting on the league's website will be an accepted way of giving notice
    - ii. An Email, to all NYS board Members, is another acceptable way of giving notice.
  - e. All matters brought to the attention of the board will pass on a simple majority vote except to override a previously accepted motion, which will require an affirmative vote by three-fourths (3/4) of the Board Members present or as noted elsewhere in these by-laws.
  - f. An Agenda will be created and Minutes will be taken for these meetings

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- i. The minutes will be voted on, at future meeting, to get acceptance from the NYS Board
3. Email Votes:
- a. These are used to vote on one motion that needs immediate attention outside of the normal Monthly Meeting schedule.
  - b. Are called only by the President or their Designee
  - c. Notification of this vote is done via email
    - i. The vote will stay open for 48 hours to ensure that everyone has a chance to vote.
    - ii. The vote may be closed early if all NYS Board Members have cast their vote.
  - d. Two Thirds (2/3) of the NYS Board Members, that cast a vote, shall constitute a quorum
  - e. All matters brought to the attention of the board will pass on a simple majority vote except to override a previously accepted motion, which will require an affirmative vote by three-fourths (3/4) of the Board Members present or as noted elsewhere in these by-laws.
  - f. A detailed description of the Motion will be created along with what the rules are for the vote and the acceptable voting responses.
    - i. This will be sent in the notification email.
  - g. An email will be sent out with the results of the email vote and this will be used as minutes for this vote.
    - i. The minutes will be voted on at future meeting to get acceptance from the NYS Board.

## ARTICLE VII ADVISORY BOARD

The purpose of the Advisory Board is to provide continuity between the old and new Board members. The Advisory Board will help guide the Board of Directors and will be there for consultation and interpretation of these by-laws.

The Advisory Board will consist of five (5) willing past Board members and one (1) current member of the Board of Directors to serve as a liaison to the Advisory Board. With the exception of the liaison, each Advisory Board member will serve a three (3) year term. The liaison will be appointed each January. If an Advisory Board member is unable to fulfill their term, the Board of Directors shall appoint a new member as soon as possible to complete the remainder of the term. Vacancies on the Advisory Board will be filled by the Board of Directors in January.

It is recommended that one member of the Advisory Board be a past President. Excluding the position of liaison, no more than one third (1/3) of the terms will expire each year.

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## **ARTICLE VIII PLAYER PARTICIPATION**

Naugatuck Youth Soccer League, Inc. will not discriminate against any person because of sex, race, religion or ethnic background. If a player is deemed to be socially or physically incapable, and there is a question to whether the player may risk injury to themselves or another player, the player will be evaluated by the Board of Directors in consultation with the parent(s) if the player is a minor, to determine if the player should be allowed to play.

Fee: The registration fee shall be set by the Board of Directors.

Player Removal: The decision to remove a player from the program will be made by the Board of Directors in consultation with the parent(s) or guardian(s) if the player is a minor, and the coach involved. A player may be removed from the program if:

1. The player is physically or socially incapable of participating.
2. The player is detracting from the quality of the program for the other players.

All recreational players will play for a minimum of one-half game. If prior to a game a coach knows that a game attending player is not going to play at least one half a game due to any reason including disciplinary, medical, etc., the coach must get Director or representative concurrence. When play is governed by another authority, i.e. district, state, tournament etc., the rule of the governing body will prevail. In any case, every effort should be made to afford each player playing time in each game.

There will be no district recreational teams if there is an in-house recreation league available for that age group unless approved by the Board of Directors.

Practice Time: Practice time will be determined by the Board. Age-groups and field space availability will be considered to determine practice schedules.

Team Size: The maximum amount of players per team will be eighteen (18). If there is any reason to put more than the specified numbers of players on one team, the Director for that team must bring the request before the Board for approval.

## **ARTICLE IX TOURNAMENTS**

Naugatuck Youth Soccer League, Inc. will provide funds for one (1) tournament plus one (1) Cup competition per season, Fall and Spring, for each team entered in District league play. All tournaments and Cup competitions must be approved by the Board.

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## **ARTICLE X ADULT PARTICIPATION**

**Parental Responsibility:** It is the responsibility of the parent or guardian to know the times of practices and games and to accept total responsibility for their players at the time of dismissal.

**Participation:** At least one (1) family member must be willing to assist the league at a game or practice at least one time during the season.

## **ARTICLE XI PROHIBITED ACTIONS**

The following actions are not consistent with the philosophy of Naugatuck Youth Soccer League, Inc. and are expressly prohibited:

1. Alcoholic beverages at games or practices.
2. Youth players shall not participate in any fund raising activities that put a burden upon the youth (i.e. door to door sales etc.).
3. Use of foul or abusive language by anyone.

## **ARTICLE XII COACHES**

**General:**

1. All coaches should provide additional instruction to their teams through the use of area colleges, high schools and soccer instructors, with the approval of their Director.
2. Coaches are expected to create organization and discipline, to exhibit knowledge of the game, and to be patient with the players. Coaches and assistant coaches must conduct practices in accordance with league requirements and are responsible to notify their director in case of their absence. If the coach and assistant coach can not make a practice or game, it is their responsibility to notify their director.

**Recreation:**

1. Each season, all coaches and assistant coaches must be selected by his/her Director and reviewed by the Board of Directors.
2. It is recommended that Recreation coaches have a minimum of an "F" license to coach ages 4-11 and an "E" license to coach ages 12-19.

**Competition:**

1. Coaches are required to have a minimum of an "F" license to coach ages 9-11. An "E" license is required to coach ages 12-19.
2. Coaches are required to follow all competition rules and guidelines provided at the time they are accepted.



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## **ARTICLE XIII VOLUNTEERS**

Any volunteer, Board Member, Advisory Board Member, coach, referee, or any affiliate of Naugatuck Youth Soccer League, Inc., who in the opinion of the Board of Directors is not aligned with the philosophy or by-laws of the league may be dismissed with a two-thirds (2/3) vote of the Board of Directors.

## **ARTICLE XIV RULES AND REGULATIONS**

Rules and regulations of Naugatuck Youth Soccer League, Inc. will be governed by CJSA but can be modified for various age groups with a two-thirds (2/3) Board approval and recorded in the Naugatuck Youth Soccer League Inc. rules and regulations.

## **ARTICLE XV AMENDING THE BY-LAWS**

Amendments to the by-laws may be proposed by any member of the Board of Directors or the Advisory Board. An amendment must be approved by a two-thirds (2/3) vote of the Board of Directors and a two-thirds (2/3) vote of the Advisory Board.