

# **MADISON YOUTH SOCCER BOOSTER CLUB**

## **CONSTITUTION AND BYLAWS**

### **ARTICLE I – NAME**

This organization shall be called the Madison Youth Soccer Club (“MYSC”), also known as the Madison Youth Soccer Booster Club.

### **ARTICLE II – OBJECTIVE**

The objective/purpose of the MYSC shall be to provide the best possible experience for boys and girls who choose to play soccer in the Town of Madison, Connecticut.

The Madison Youth Soccer Booster Club consists of recreation teams and competition teams. Recreation teams consist of in-town teams open to all players of all abilities. Competition teams consist of players chosen after tryouts who choose to play against other teams in the State of Connecticut with occasional out-of-state tournaments.

The philosophy of the MYSC is to provide an atmosphere of good sportsmanship within which the players and teams can compete, learn and enjoy the game of soccer. In this spirit all member teams, coaches, managers, players and members of the organization shall conduct themselves in a sportsmanship manner and shall cooperate fully with the letter and spirit of these by-laws and all applicable rules and regulations.

The MYSC shall operate as a non-profit organization providing a supervised program of competitive games and clinics, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954. No part of any net earnings of the soccer club shall inure to the benefit of any member, or officer of the club, or any private individual (except that reasonable compensation may be paid for services rendered to or for the club), and no member or officer shall be entitled to share in the distribution of any of the club’s assets upon dissolution of the club.

Net earnings may be used to develop and maintain fields, and to purchase equipment as needed.

No substantial part of the activities of the club shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501 (h), or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

### **ARTICLE III – MEMBERSHIP**

Section 1 – Members. All persons interested in promoting soccer in the Town of Madison, Connecticut, may be eligible to become a member.

Section 2 – Types of Members. The first type will be the board of directors (“the Board”). The second type will be general members.

The Board shall include, but shall not necessarily be limited to, the following: president, vice-president, treasurer, secretary, web master, registrar, travel competition coordinator(s), training coordinator, boys

recreational coordinator (in-town), girls recreation coordinator (in-town), equipment coordinator(s), referee coordinator(s), field scheduling coordinator(s), field maintenance coordinator, publicity and fundraising coordinator, tournament director, and high school liaison. Additional board members may be added or subtracted with the consent/vote of the board of directors.

The general members shall include players, parents of all registered players, adult players, coaches, managers, referees and ad hoc committee members and chairpersons. Only adult general members (at least 18 years old) shall be eligible to vote at the annual meeting and special meetings.

Section 3 – Suspension or Termination. Membership may be terminated by resignation or action of soccer club board of directors.

- (a) The Board, by a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any player or member of any type when the conduct of such person is considered detrimental to the best interests of the program. The player or member involved shall be notified of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.
- (b) The Board shall, in case of a player member, give notice to the coach of the team of which the player is a member. Said coach shall appear, in the capacity of an adviser, with the player's parents or the player before a duly appointed committee of the MYSC which shall have full power to suspend or revoke such player's right to future participation.
- (c) The Travel Committee shall have authority to impose "immediate suspensions" on coaches, assistant coaches, players and referees for a period not to exceed thirty (30) days.

Section 4 – The Travel Committee. The Travel Committee shall consist of the president, the vice-president, the travel competition coordinator, the treasurer, and the travel registrar, or such members designated in the Travel Regulations, as approved by the Board. The Travel Committee shall be vested with the powers authorized by the Travel Regulations. No person shall be eligible to be a candidate for, or elected to, a Travel Committee position unless such person has served at least two terms (i.e., two years) on the Board within the preceding five-year period, or unless this pre-requisite is waived by a majority vote of the Board with regard to a particular, prospective candidate for a Travel Committee position. In the event that one of the members of the Travel Committee can not fulfill their commitment, the secretary will act in their stead.

#### **ARTICLE IV – DUES**

Section 1. Dues for members may be fixed at such amounts as the Board shall determine prior to the beginning of any membership period, such period to coincide with the club's fiscal year.

Section 2. Members who fail to pay their fixed dues within (30) days from the time the same become due may, by vote of the Board, be dropped from the rolls and shall forfeit all rights and privileges of membership.

Section 3. No dues shall be charged or assessed as a prerequisite to become a member of the soccer club.

## **ARTICLE V – MEETINGS**

Section 1 – Annual Meeting. The annual meeting of the members of the soccer club shall be held in December in each year for the purpose of electing officers, members, receiving reports and for the transaction of such other business as may properly come before the meeting. At the annual meeting, the soccer club shall elect a president, the members of the Board, and other officers required to operate the MYSC. A proposed slate of officers will be submitted to the secretary by the president at the regularly scheduled November meeting or thirty (30) days prior to the December election. Nominations will be accepted from the floor for all elected officers at the regularly scheduled November meeting and must be seconded by at least one current member of the Board. No person shall be eligible to be a candidate for, or elected to, a Travel Committee position unless such person has served at least two terms (i.e., two years) on the Board within the preceding five-year period, or unless this pre-requisite is waived by a majority vote of the Board with regard to a particular, prospective candidate for a Travel Committee position.

Section 2 – Notice of Meeting. Notice of the annual meeting of the members shall be published in The Shoreline Times, The Source, or on the MYSC website, at least ten (10) days in advance thereof, setting forth the place, time and purpose of the meeting, or in lieu thereof, notice may be given in such form as may be authorized by the members, from time to time, at a regularly convened meeting.

Section 3 – Special Meetings. Special meetings of the members may be called by a majority vote of the Board, or the president, at their discretion or upon the written request of fifty members. The president shall issue a notice of the special meeting seven (7) days in advance of the meeting and shall in the notice identify the specific subject to be addressed at the special meeting. No business other than that specified in the notice of the meeting shall be transacted at any special meeting of the members.

Section 4 – Meetings. Regular meetings of the Board shall be held immediately following the annual election on such days thereafter as shall be determined by the Board. At all meetings of the Board, a majority of the whole Board shall constitute a quorum. Any action taken at such meeting shall be by majority vote in person of the whole Board.

Section 5 – Voting. All adult members (at least 18 years old) shall be entitled to vote at the annual meeting and special meetings of the MYSC. Only the Board is entitled to vote at the regular meetings of the MYSC.

Section 6 – Proxies. Each member shall be entitled to one vote in person.

Section 7 – Rules of Order. Roberts Rules of Order shall govern the proceedings of all meetings, unless contrary provisions are specified herein.

Section 8 – Suggestions. Any member may offer a suggestion to the Board of the MYSC in writing, thirty (30) days prior to the next regularly scheduled meeting of the Board. That member may then speak at the next meeting regarding the recommendation.

## **Article VI – Government**

Section 1 – Board and Number. The management of the property affairs of the MYSC shall be vested in the Board. The number of officers shall be not less than six (6). The officers shall upon election

immediately enter upon the performance of their duties and shall continue in office until their successors shall have been duly elected and qualified.

Section 2 – Annual Election and Term of Office. At each annual meeting, the members shall determine the number of officers to be elected for the ensuing year and shall elect such number. The number so fixed may, within the limits prescribed by the foregoing Section 1, be increased at any regular or special meeting of the members. All elections shall be by majority vote of all adult members present at the time of the meeting.

Section 3 – Vacancies. If any vacancy occurs in the Board, by death, resignation, or otherwise, it may be filled by a majority vote of the remaining officers at any regular meeting or at any special meeting called for the purpose.

Section 4 – Duties and Powers. The Board shall have the power to appoint committees, including standing committees, and delegate powers to such committees as the Board deems advisable and in the best interest of the soccer club.

The Board may adopt rules and regulations for the conduct of its meetings and the management of the program as it may deem proper.

The Board shall receive at the annual meeting of the members of the soccer club a report, verified by the president and treasurer, or by a majority of the officers, showing the whole amount of real and personal property owned by it, where located, and where and how invested, the amount and nature of the property acquired during the year immediately preceding, the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date; and purposes, objects or persons to or for which such applications, appropriations or expenditures have been made.

## **ARTICLE VII – OFFICERS, DUTIES AND POWERS**

Section 1 – Officers. The Board shall include, but shall not necessarily be limited to, the following: president, vice-president, treasurer, secretary, web master, travel registrar, travel competition coordinator(s), training coordinator, boys recreational coordinator and registrar (in-town), girls recreation coordinator and registrar (in-town), equipment coordinator(s), referee coordinator(s), field scheduling coordinator(s), field maintenance coordinator, publicity and fundraising coordinator, tournament director, and high school liaison, all of whom shall hold office for the ensuing year or until their successors are duly elected.

The Board may appoint such other directors or officers as it may deem necessary or desirable, and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office. Officers shall be expected to remain in good standing by attending regular, monthly meetings and special meetings of the Board. All Board members must attend at least eight regular meetings of the Board each year. Failure to attend at least eight regular meetings will render a Board member ineligible to serve on the Board the following year. Board members who are absent from a regular meeting should submit a report pertaining to their area of responsibility as soon as practicable. If a Board member misses two consecutive meetings, his or her voting rights shall be suspended until said member attends two consecutive regular meetings. The foregoing requirements may only be waived by a majority vote of the Board.

Section 2 – President. The president shall:

- (a) Conduct the affairs of the soccer club and execute the policies established by the Board.
- (b) Present a report of the condition of the program at the annual meeting.
- (c) Communicate to the Board such matters as deemed appropriate, and make such suggestions as may tend to promote the welfare of the program.
- (d) Be responsible for the conduct of the program in strict conformity to the policies, principles, rules and regulations of the program.
- (e) Designate, in writing, other officers, if necessary, to have power to make and execute for/and in the name of the soccer club such contracts as may have received prior approval of the Board.
- (f) Investigate complaints, irregularities and conditions detrimental to the program and report thereon to the Board as circumstances warrant.

Section 3 – Vice President.

- (a) Serve as Chairperson of the Travel Committee.
- (b) Serve as MYSC's representative to the South Central District ("SCD") and attend SCD meetings.
- (c) Serve as the point of contact for complaints from parents of players.

Section 4 – Travel Competition Coordinator.

- (a) Organize tryouts once a year for travel competition teams for the spring and fall seasons.
- (b) Create travel recreation teams for the fall and spring seasons
- (c) Recruit coaches for travel competition and travel recreation teams, organize scheduling dates, tournaments, and submit forms for state cup and commissioners cup.
- (d) Prepare with the Board a travel budget for both fall and spring seasons.
- (e) Arrange team photos.

Section 5 – In-town Recreation Coordinators (Boys and Girls).

- (a) Schedule registration for the fall and spring seasons and construct teams.
- (b) Recruit coaches, organize coaches meeting for information and equipment distribution.
- (c) Arrange team photos.
- (d) Assign team game schedules, set up with field coordinator practice and game field schedules.
- (e) With other members of the Board, deal with problems and complaints.
- (f) Prepare with the Board a recreational budget.

Section 6 – Secretary. The secretary shall:

- (a) Be responsible for recording the activities of the program and maintain appropriate files, mailing lists and necessary records.
- (b) Perform such duties as are herein specifically set forth, in addition to such other duties as are customarily incident to the office of secretary or may be assigned by the Board.
- (c) Maintain a list of all officers and Board members and give notice of all meetings of the club, the Board and other designated committees as required.
- (d) Keep the minutes of the meetings of the members and the Board and cause them to be recorded in an appropriate fashion.
- (e) Shall conduct all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

Section 7 – Treasurer. The treasurer shall:

- (a) Perform such duties as are herein specifically set forth and other such duties as are customarily incident to the office of the treasurer or may be assigned by the Board.
- (b) Receive all monies and securities, and deposit same in a depository approved by the Board.
- (c) Keep records for the receipt and disbursements of all monies and securities of the MYSC, approve all payments from allotted funds and draw checks thereof.
- (d) Produce monthly reports that include an itemized statement of all monies received and all expenses paid for the period, current account balances, and a year-to-date income statement.
- (e) Prepare an annual budget, under the direction of the president, for submission to the Board at the annual meeting.
- (f) Prepare and coordinate annual tax reports as required by the IRS.

Section 8 – Registrars (Travel Registrar and In-town Recreation Registrars).

- (a) Coordinate the registration of all players, coaches, and administrators for both competition and recreational players.
- (b) Divide all players by age groups and team level.
- (c) Be responsible for collection of all registration documents and fees.
- (d) Record all registration documents, team rosters, and player passes in an acceptable manner for the MYSC and for submittal to the Connecticut Junior Soccer Association (“CJSA”).

Section 9 – Referee Coordinator(s).

- (a) Referees and linesman will be assigned by the referee coordinator for all competition and recreational home games.
- (b) Coordinate the certification of all registered and new referees.
- (c) Coordinate the pay schedule with the treasurer of all referees and linesmen.
- (d) Be responsible for referee actions on the field.
- (e) Be responsible for investigating disciplinary action regarding field incidents.
- (f) Conduct referee meetings as needed.

Section 10 – Equipment Coordinator(s).

- (a) Purchase under the guidelines of each season’s budget all uniforms and equipment for competition and recreational teams.
- (b) Authorize the payment of all bills for the above to the treasurer.
- (c) Coordinate with other Board members an equipment and uniform budget for each season.

Section 11 – Training Coordinator.

- (a) Coordinate the training of all coaches through formal and in-house clinics.
- (b) Coordinate the summer soccer camps held in Madison by in-house and outside camp directors.
- (c) Advise the MYSC of all camps, clinics, and license programs available for the MYSC members

Section 12 – Field Scheduling Coordinator.

- (a) Prepare the game/field schedule with the competition/recreational chairperson(s).
- (b) Prepare the practice field schedule for competition and recreation teams.
- (c) Coordinate with the Town of Madison the fields condition regarding mowing, lining and general playing condition including equipment (goals).
- (d) Coordinate with the Town of Madison, other sports clubs, and other interested parties field availability for present and future use.

(e)Secure insurance certificate for all fields.

Section 13 – Website Coordinator.

(a) Manage website and information technology issues confronted by MYSC.

Section 14 – Publicity and Fundraising Coordinator.

- (a) Coordinate special projects and approved fundraising events.
- (b) Coordinate publicity efforts to promote MYSC and its programs.

Section 15 – Tournament Director.

(a) Coordinate all aspects of MYSC’s annual soccer tournament.

Section 16 – Field Maintenance Coordinator

- (a) Regularly inspect field conditions and goals during the fall and spring seasons
- (b) Install and remove nets on all goals
- (c) Install and maintain sandbags on all goals
- (d) Prepare an annual report of field conditions with recommendations for off-season maintenance

Section 17 - High School Liaison

(a) Coordinate special events and projects between the MYSC and the Daniel Hand High School Soccer Program.

**ARTICLE VIII – RULES**

Section 1 – Rules and Regulations. The official playing rules and regulations, including the Travel Regulations, as published by the Board shall be binding on this club.

Section 2 – Local League Rules. Local league rules shall be adopted by the club for recreation games. Competition games will be played under the rules adopted by the CJSA, South Central District (“SCD”).

Section 3 – Rule Interpretation. Rule interpretation will be the responsibility of the MYSC Board.

**ARTICLE IX – FINANCIAL AND ACCOUNTING**

Section 1. The Board shall by a majority vote decide all matters pertaining to the finances of the MYSC and shall approve all expenditures of the MYSC, consistent with accounting procedures to be adopted by the Board; and the MYSC shall place all income in a common league treasury, directing the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

Section 2. The Board shall not permit the contribution of funds or property to individual teams but shall solicit same for the common treasurer of the MYSC, thereby to discourage favoritism among teams and to endeavor to equalize the benefits of the program.

Section 3. The Board shall not permit the solicitation of funds in the name of the MYSC unless all the funds so raised be placed in the treasury.

Section 4. The Board shall not permit the disbursement of funds for other than the conduct of activities in accordance with the rules and policies of the MYSC.

Section 5. No Board member, officer, member or playing member of the MYSC shall receive, directly or indirectly, any salary compensation from the MYSC for services rendered as officer or playing member, except that, if approved by a majority vote of the Board, a nominal stipend may be paid to the referee coordinator and the travel registrar.

Section 6. All monies received, shall be deposited to the credit of the club in a bank or other financial institution designated by the Board and all disbursement shall be made by check. All checks shall be signed by the treasurer and such other office or officers or person or persons as the Board shall determine.

Section 7. The fiscal year of the club shall begin on January 1 and shall end on December 31.

Section 8. Individual Team Fundraising. The soccer club must approve the fundraising activities of individual teams for the purchase of additional tournament entries, equipment, uniforms or accessories.

Section 9. Distribution of Property, Upon Dissolution. In the event of dissolution and after all outstanding debts and claims have been satisfied, the members shall distribute the property to such other organizations maintaining an objective similar to that set forth herein as shall qualify under section 501(c) (3) of the Internal Revenue Code of 1954, as amended, or to the Town of Madison, or to another organization to be used in such a manner as in the judgment of a Justice of the Supreme Court of the State of Connecticut will best accomplish the general purposes for which this club was formed.

#### ARTICLE X – AMENDMENTS

This Constitution and By-Laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the regular members provided notice of the proposed change is included in the notice of such meeting.

DATE OF APPROVAL:

3/24/2014

Warren Hartmann  
President, Warren Hartmann

M Meghan McGuire  
Secretary, Meghan McGuire