

MELROSE YOUTH SOCCER

BY-LAWS

(September 2011)

ARTICLE I - NAME

This organization shall be known as Melrose Youth Soccer hereinafter referred to as MYS.

ARTICLE II - OBJECTIVE

Section 1. The objective of MYS shall be to promote the playing of soccer by the youth of Melrose, to instill a love of soccer to the children of the community and to encourage teamwork, honesty, good sportsmanship and fair play. MYS' goal is to help young players aged 5-18, improve their skills, improve tactical and strategic ability, increase physical fitness and develop a positive attitude towards soccer.

Section 2. To achieve this objective MYS will provide a supervised program under the rules and regulations of MYS (the details of which are found in the MYS Rules and Regulations document). MYS is a non profit organization and therefore no part of the net earnings shall benefit any private individual or group.

Section 3. Notwithstanding any other provision of these purposes, the association shall not carry on any other activities not permitted to be carried on by an organization, contributions to which are deductible under Section 170(c)(2) of the internal Revenue Code of 1954 for the corresponding provision of any future United States Internal Revenue Law.

ARTICLE III - MEMBERSHIP

Section 1 - Eligibility. Any person sincerely interested in active participation to further the objectives of MYS may apply to become a member.

Section 2 - Classes. There shall be the following classes of Members:

(a) **Player Members:** Any player candidate meeting the requirements of MYS who resides within the authorized boundaries of Melrose shall be eligible to participate in the League but shall have no rights, duties or obligations in the management or in the property of MYS. Players residing outside of Melrose may be eligible to participate in MYS with the approval of MYS and with the permission granted from their town or club soccer team, if appropriate.

(b) **Regular Members:** Any person 18 years or older actively interested in furthering the objectives of MYS may become a regular member upon election and submission of a CORI form.

Section 3 - Suspension or Termination. Membership may be suspended or terminated by resignation or by action of the Board of Directors under the following procedures:

(a) Player Members: The Board of Directors shall, in the case of a Player Member, give notice within 48 hours of the alleged improper action to the coach of the team of which the Player Member is a member. Said coach shall appear, in the capacity of an advisor, with the Player Member and his/ her legal guardian before a duly appointed committee of the Board of Directors, which shall have full power to suspend or revoke such Player Member's right to future participation.

(a) Regular Members: The Board of Directors, by a two-thirds vote of those present in person or by proxy at any duly constituted meeting, shall have the authority to discipline, suspend or terminate the membership of any Member of any class when the conduct of such person is considered detrimental to the best interests of MYS. The Member involved shall be notified of such meeting and the general nature of the charges and given an opportunity to appear at the meeting to answer such charges.

Section 4 – Regular Member in Good Standing. A Regular Member in Good Standing shall:

(a) Attendance: Each Member shall have attended not less than two-thirds of the Regular Meetings during the past 12 months.

(b) Conduct: Each Member shall have advanced the activities of MYS and has not, by his/her actions or words or inaction, displayed conduct that is considered by a majority of the Board of Directors to be detrimental to the best interests of MYS or its Members.

Section 5 - Background Checks. All coaches, on field personnel and other adult members of MYS shall have a background or CORI check performed by Massachusetts Youth Soccer each year. Any person refusing to participate in said check will not be allowed to participate as coach, referee or regular member of MYS. The results are kept by the State unless there is a questionable issue; all checks are to be kept in strict confidence. Any coach, referee or regular member failing a background check will not be eligible to participate in MYS.

ARTICLE IV - MEETINGS

Section 1 - Annual Meeting. The Annual Meeting of the Members of MYS shall be held each year for the purpose of electing a Board of Directors. The Annual Meeting shall be held prior to the end of June.

Section 2 - Regular Meetings. In addition to the Annual Meeting, regular meetings of the Members of MYS shall take place monthly from January to November. Anyone wishing to address the board will be afforded time at a regular meeting. This time slot is to be determined by the board and arranged ahead of time.

Section 3 - Special Meetings. Special meetings of the Members may be called by any Member of MYS Board of Directors with an agenda to be approved by the President(s).

Section 4 - Quorum. A quorum at a meeting of the Board of Directors shall be a majority of the Board members in person.

ARTICLE V- BOARD OF DIRECTORS

Section 1 – Board. The management of the property and affairs of MYS shall be vested in the Board of Directors. The Board shall consist of the following positions: (voting board members noted with an *, where any member may be serving in two voting positions only one vote is granted to that person per issue)

President*, Past President, Vice President*, Secretary*, Treasurer*, Travel Administrator*, Travel Coordinator (Boys)*, Travel Coordinator (Girls)*, Munchkin Coordinator*, U10 City Coordinator*, U8 City Coordinator*, Referee Coordinator*, Director of Coach Development*, Registrar*, Field Coordinator*, Field Manager*, Equipment Manager*, Child Protection Officer*, Communications Director*, Webmaster, Volunteer Coordinator, Tryouts Coordinator, and General Board Members. (See Appendix B for Board of Directors List)

Section 2 - Annual Election and Term of Office. At each Annual Meeting, the Members shall elect the individual Members for each Board seat for the ensuing year. In order to be considered for a specific Board seat each candidate must have met all of the following criteria:

- (a) The Member has been a Member in Good Standing in the League for the full fiscal year
- (b) The Member has been nominated by another Member of the board
- (c) The Member has stood before the Board and confirmed his/her willingness to serve in the designated capacity

Section 3 - Vacancies. If any vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Members at any Regular Meeting or at any special meeting. Until such time as the vacancy is filled, the President shall assume the role of the vacated seat. If the vacancy is the President, then the Vice President shall assume the role until a new President is elected.

Section 4 - Duties and Powers.

- (a) The Board of Directors will adopt and create the Rules and Regulations document for the direction and management of the league, but will not conflict with the rules and regulations dictated by Middlesex Youth Soccer League
- (b) The Board of Directors will rule over all suspension, termination and discipline actions taken by the league
- (c) The board will receive an annual report from the Treasurer in relation to the fiscal health of MYS
- (d) Each person serving on the board will have one vote in board decisions
- (e) A quorum shall consist of at least 50% of the voting members of the board

ARTICLE VI -EXECUTIVE COMMITTEE

Section 1 - Members. The Executive Committee shall consist of the President, Vice President(s), Secretary, Treasurer, and Registrar.

Section 2 - Duties and Powers. The Executive Committee shall have the power to appoint sub-committees, rule over disciplinary actions, call special meetings and initiate changes and additions to the Rules and Regulations document of MYS.

ARTICLE VII - OTHER COMMITTEES

Section 1 - Grounds and Fields Committee. The Executive Committee may appoint a Grounds and Fields Committee that shall be responsible for the care, maintenance, repair and improvements of the playing fields.

Section 2 – Capital Planning Committee. The Executive Committee may appoint a committee that will conduct studies and related activities to advance long -term improvements to the playing fields, practice areas, or other MYS related projects.

Section 3 - Special Events and other Committees. The Executive Committee may appoint a committee which activities will advance any ideas and suggestions for fundraising events, community relation events and any other activity that will promote MYS.

ARTICLE VIII - OFFICERS, DUTIES AND POWERS

(See Appendix A)

ARTICLE IX - COACHES AND REFEREES

Section 1 - Appointments. Team Coaches shall be appointed annually by the group coordinators, and be approved by the Board of Directors.

Section 2 - Referees. Referees shall be recruited, trained and managed by the referee coordinator.

ARTICLE X- AFFILIATION

Section 1.

MYS is affiliated with the Massachusetts Youth Soccer organization, which serves as MYS' connection to the United States Youth Soccer Organization. Massachusetts Youth Soccer assists MYS with insurance and risk management responsibilities, and provides assistance to coaches through its training courses. MYS Travel team players are affiliated with either the Middlesex Youth Soccer League or the Massachusetts Premier League for the purposes of providing a range of competitive opportunities for the MYS players.

ARTICLE XI - FINANCIAL AND ACCOUNTING

Section 1 - Maintenance of Funds. The Board of Directors shall decide all matters pertaining to the finances of the League and shall place all income in a common league treasury.

Section 2 - No Favoritism. The Board shall not permit the contribution of funds or property to individual teams but shall solicit some for the common treasurer of the League, thereby, to discourage favoritism among teams and to endeavor to equalize the benefits of MYS.

Section 3 - No Salary, Compensation or Emolument. No Director, Officer or Member of the League shall receive, directly or indirectly any salary, compensation or emolument from MYS services rendered as Director, Officer or Member. Persons refereeing any MYS game shall be paid in accordance with the established rate set by MYS, as applicable.

Section 4 - Bank Institution. All monies received shall be deposited to the credit of the "Melrose Youth Soccer" into a Melrose Cooperative Bank account and all disbursement shall be made by check.

Section 5 - Fiscal Year. The fiscal year of the League shall begin on the first day of July and shall end on the last day of June.

Section 6 - Distribution of Property upon Dissolution. Upon dissolution of MYS and after all outstanding debts and claims have been satisfied, the Members shall distribute the property of MYS to such other organization or organizations maintaining an objective similar to that set forth herein.

Section 7 – MYS Address. MYS’s permanent address shall be P.O. Box 761056, Melrose, MA 02176. Locations for meetings shall be decided at the will of the Board of Directors of MYS.

ARTICLE XII - MISCELLANEOUS

Section 1 - Boundaries. MYS shall serve the entire City of Melrose, Massachusetts

ARTICLE XIII - AMENDMENTS

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

This constitution was approved by the Melrose Youth Soccer Board of Directors.

President’s Name _____

President’s Signature _____

Date _____

APPENDIX

Appendix A

Section 1 - Officers. The Officers of MYS shall hold office for the ensuing year or until their successor is duly elected.

Section 2 - President. The President shall:

- (a) Conduct the affairs of MYS at the Annual Meeting
- (b) Present a report of the condition of MYS at the Annual Meeting
- (c) Appoint an Auditing Committee annually to go over the Treasurer's books to certify the financial status of MYS

Section 3 – Past President. The past President shall:

- (a) Conduct the affairs of MYS in the long term absence of both the President and Vice President

Section 4 - Vice President. The Vice President shall:

- (a) Succeed to the powers of the President, in his/her absence
- (b) Perform such other duties and render such assistance as may be directed by the President

Section 5 - Secretary. The Secretary shall:

- (a) Be responsible for notifying all Members of any upcoming meetings and events and provide agendas for meetings
- (b) Record the minutes of all meetings, attend to all correspondence, and keep the records of MYS

Section 6 - Treasurer. The Treasurer shall:

- (a) Collect all registration fees and other monies derived from the activities of MYS and make timely deposits of same
- (b) Keep a detailed account of income and expenditures of MYS
- (c) Pay by check all bills properly passed upon; checks must require the signature of any two of the President, Vice President or Treasurer
- (d) Submit a formal financial report two times per year
- (e) Submit a detailed Annual Financial Report, audited by the appointed auditing committee

Section 7 – Registrar. The Registrar shall:

- (a) Interface with Mass. Youth Soccer

- (b) Schedule player and coach registration for fall and spring sessions
- (c) Send registration notices to schools, newspaper and MMTV
- (d) Collect registration forms
- (e) Manage registration and refund disbursements
- (f) Maintain registration database
- (g) Maintain birth certificates on players
- (h) Assist City and Travel Coordinators with information regarding registered players and adults

Section 8a –Travel Coordinator (Boys). The Boys Travel Coordinator shall:

- (a) Provide local support for Travel Administrator
- (b) Prepare rosters and other material to be submitted to the league
- (c) Manage database of Travel players
- (d) Collect and process tryout information
- (e) Coordinate coaches evaluations
- (f) Coordinate player ID cards

Section 8b –Travel Coordinator (Girls). The Girls Travel Coordinator shall:

- (a) Provide local support for Travel Administrator
- (b) Prepare rosters and other material to be submitted to the league
- (c) Manage database of Travel players
- (d) Collect and process tryout information
- (e) Coordinate coaches evaluations
- (f) Coordinate player ID cards

Section 9 –Travel Administrator. The Travel Coordinator shall:

- (a) Act as liaison to Middlesex League
- (b) Chair meetings with travel coaches to determine teams

- (c) Recruit and orient coaches
- (d) Represent MYS to players and parents

Section 10 –Equipment Manager. The Equipment Manager shall:

- (a) Determine and fill organization equipment needs including:
 - a. Uniforms for City and Travel
 - b. Player equipment
 - c. Field requirements (nets, flags, etc.)

Section 11 –Volunteer Coordinator. The Volunteer Coordinator shall:

- (a) Work with coordinators to determine volunteer needs for MYS
- (b) Place volunteers in positions of need

Section 12 –Webmaster. The Webmaster shall:

- (a) Maintain Fall and Spring season updates for coach, team and MYS information on the website
- (b) Manage website news items for MYS
- (c) Provide information on use of the website to MYS members
- (d) Maintain registration of the website with the web hosting company and domain registrar
- (e) Manage website users and permissions
- (f) Make updates to the site as required by MYS

Section 13 –Communications Director. The Communications Director shall:

- (a) Publicize MYS to the Melrose community
- (b) Distribure notices regarding tryouts and registration deadlines to schools, newspapers and MMTV (assist Registrar)
- (c) Coordinate and submit Articles to Newspapers
- (d) Coordinate a photographer for team/individual photos
- (e) Post game summary articles from coaches on the web site

Section 14 –Field Coordinator. The Field Coordinator shall:

- (a) Work with the city officials to maintain access to fields
- (b) Organize and coordinate fields with practice schedules and game schedules. Create shell schedule for all leagues, directly manage travel needs

Section 15 –Field Manager. The Field Manager shall:

- (a) Coordinate with the Equipment manager to supply fields with goals, flags, medical kits and sand bags
- (b) Coordinate lining of fields
- (c) Evaluate field conditions in inclement weather

Section 16 –Referee Coordinator. The Referee Coordinator shall:

- (a) Recruit referees for MYS
- (b) Organize referee clinics for new referees
- (c) Organize referee assignments for all games in the Fall and only City games in the Spring

Section 17 –Tryouts Coordinator. The Tryouts Coordinator shall:

- (a) Recruit coaches and helpers to run tryouts
- (b) Publicize tryouts
- (c) Work with Fields Coordinator to secure tryout field
- (d) Prepare evaluation forms and equipment for tryouts

Section 18 –Director of Coach Development. The Director of Coach Development shall:

- (a) Promote organizational philosophy to coaches
- (b) Coordinate coaching clinics for MYS coaches
- (c) Promote clinics to coaches
- (d) Develop material for coaches meetings
- (e) Coordinate Travel tryouts with Tryouts Coordinator
- (f) Have as a minimum a D license or an Advanced National License.

Section 19 –U10 City Coordinator. The U10 City Coordinator shall:

- (a) Promote MYS organizational philosophy to coaches and parents
- (b) Recruit and orient coaches
- (c) Build teams from registered players
- (d) Create schedules for practices and games
- (e) Schedule make up games
- (f) Coordinate schedule with Referee Coordinator
- (g) Distribute uniforms and equipment to coaches
- (h) Promote sportsmanlike behavior from coaches and players
- (i) Ensure the rules of MYS are adhered to by coaches and players
- (j) Represent the needs and desires of U10 coaches and parents to MYS Board of Directors

Section 20 –U8 City Coordinator. The U8 City Coordinator shall:

- (a) Promote MYS organizational philosophy to coaches and parents
- (b) Recruit and orient coaches
- (c) Build teams from registered players
- (d) Create schedules for practices and games
- (e) Schedule make up games
- (f) Coordinate schedule with Referee Coordinator
- (g) Distribute uniforms and equipment to coaches
- (h) Promote sportsmanlike behavior from coaches and players
- (i) Ensure the rules of MYS are adhered to by coaches and players
- (j) Represent the needs and desires of U8 coaches and parents to MYS Board of Directors

Section 21–Munchkins Coordinator. The Munchkins Coordinator shall:

- (a) Recruit adult coaches to serve as on field coordinators

- (b) Distribute schedule to parents
- (c) Manage uniforms and equipment
- (d) Oversee all onfield activity

Section 22 –Child Protection Officer. The Child Protection Officer shall:

- a) Maintain the Child Protection Policy of the organization
- b) Ensure the policies outlined in the Child Protection Policy are adhered to, namely:
 - a. All Board Members have attended a Child Protection Program
 - b. All Coaches, Assistant Coaches and other volunteers are fully screened
 - c. Educational materials are handed out to each screened volunteer
 - d. Ensure that all volunteers have read and acknowledged the Child Protection Policy and maintain records to ensure compliance with policy
 - e. Investigative and Disciplinary Processes are adhered to

Section 23 –General Board Members. The General Board Members shall:

- (a) Assist MYS Board as necessary

Appendix B

President	Rich Altonaga
<i>Past President</i>	<i>Steve Binari</i>
Vice President	
Secretary	Krissy Carter
Treasurer	Janice Mancini
Registrar	Paula Vaughn
Travel Administrator	
Travel Coordinator (Girls)	Bob Lynch-Galvin
Travel Coordinator (Boys)	Andrew Valente
Munchkins Coordinator	Gina McKinnon
U8 City Coordinator	John Flynn
U10 City Coordinator	Charlie Rhuda
Referee Coordinator	Mark Donahue
Director of Coach Development	Gary Smith
Field Coordinator	David Valade
Field Manager	
Equipment Manager	Bill DeSimone
Child Protection Officer	Sean O'Brien
Communications Director	Peter Mortimer
Webmaster	Krissy Carter
Volunteer Coordinator	
Tryouts Coordinator	Christine Thorsteinsson
General Board Members	