

Approved November 4, 2013

BY-LAWS

Bellingham Soccer Association, Inc.
Bellingham, MA

1.0 NAME

1.1 This organization shall be known as the Bellingham Soccer Association, Inc. (BSA)

2.0 OBJECTIVES

2.1 The purpose of the corporation shall be to provide recreational and competitive soccer for the youth of Bellingham, and to instill in the youth of the community the ideals of good sportsmanship, honesty, loyalty and physical fitness.

2.2 The purpose shall be achieved by providing instruction, safe equipment, adequate field facilities and competitive athletic games. All members of the organization shall bear in mind that team play, the development of soccer skills and the molding of future men and women are of equal importance.

3.0 HEADQUARTERS

3.1 Headquarters of the Association shall be in the town of Bellingham, Massachusetts, at a site chosen by the Board of Directors.

4.0 ORGANIZATION

4.1 The membership of the Association shall be comprised of all coaches, officers, and parents/legal guardians of youths registered in the current year. The current year shall be defined as January 1 - December 31.

4.2 The Association shall consist of:

- (a) Board of Directors
- (b) General Membership

4.3 The activities of the Association shall be directed by the Board of Directors, elected by the entire membership. The Board shall be comprised of:

Elected positions:

- a) President
- b) Vice-President
- c) Secretary
- d) Treasurer
- e) Referee Coordinator
- f) Equipment Manager
- g) Field & Field Schedule Coordinator
- h) Registration Coordinator
- i) Instructional Program Director
- j) Girls In-Town Program Director
- k) Boys In-Town Program Director
- l) Travel Program Director
- m) Coaching and Player Development Director

Appointed position:

- n) Fundraiser
- o) Marketing Coordinator

League Officer Roles and Responsibilities:

4.4 **President** - Shall officially preside at all meetings, shall be the official representative of the Bellingham Soccer Association; shall be authorized to sign checks; shall represent or appoint a representative to attend external meetings of interest or pertaining to the Association; shall appoint chairpersons to all committees deemed necessary to the operation; shall be ex-officio on all committees with vote; shall see that all rules, policies and principles of the Association are understood and observed. Appointments are subject to Board approval.

4.5 **Vice-President** - Shall assume the chair of President in his/her absence, or for the remainder of the term if the office is vacated for any reason. The Vice-president shall be responsible for maintenance and upkeep of the Association's database format approved by the Board of Directors. The Vice President is also responsible for upkeep of the Association's rules and guidelines book. Works as a liaison between Registration Coordinator, Treasurer and President to ensure that all registrations are processed appropriately, and that all outstanding balances are managed in a secure & timely fashion.

4.6 **Secretary** - Shall attend to all correspondence, keep records, keep detailed minutes of all meetings, notify Board members of upcoming meetings, issue notices announcing General and Special Meetings, maintain source file of Association By-Laws, and shall keep an up to date list of all Board members.

4.7 **Treasurer** - Shall be responsible for the organization's finances, shall sign checks, dispense organizational funds, as provided by the Board of Directors, and keep accounting records; shall provide treasurer's report at each regularly scheduled meeting of the Board of Directors and General Membership Meetings. The Treasurer shall be responsible for the administration and compilation of the Association's database disc each season.

Non-League Director Roles and Responsibilities:

4.8 **Referee Coordinator** - Shall be responsible for:

- Training of unlicensed referees
- Keeping the Bellingham-based referees up-to-date with the rules of play associated with each age or level
- Recruitment of referees
- Scheduling of all referees within the Association
- All communications with referees; and the evaluation of performance of such.
- Preparation of Monthly Reports for the Monthly Meeting

4.9 **Equipment Manager** - Shall be responsible for:

- Maintaining equipment and the orderliness and security of the equipment storage areas
- Assessing new and current equipment quality
- Ordering of needed equipment and supplies
- Provision & recovery of needed supplies to the coaching staff
- Keeping of an updated inventory of all equipment owned or used by the Association.
- Preparation of Monthly Reports for the Monthly Meeting

4.10 **Field & Field Schedule Coordinator** - Shall be responsible for:

- Coordination and design of field layouts
- Lining of fields and management of field painting services
- Obtaining of necessary permits for use of such fields
- Scheduling of fields for games and practice times
- Determination of a field's safety, readiness and playability for practices and games and communicating such to the BSA Leadership and Coaches.
- Preparation of Monthly Reports for the Monthly Meeting

4.11 **Registration Coordinator** - Shall be responsible for:

- Registrations and the associated forms and web content.
- obtaining permits necessary to hold registrations. Further responsibilities include:
- Accounts receivable
- The format and hosting of Registrations.

- Coordination of notifications for upcoming registrations to players/parents, schools, news agencies and similar (example notifications may include flyers/postcards, or electronic.)
- Distribution of necessary database data to BSA members in a timely manner.
- Collecting/Tracking of both paper/online registrations.
- Continuous improvement of BSA's digital registration processes.
- Management and submittal of Registration database to MYS.
- Maintenance of the registration database
- Preparation of Monthly Reports for the Monthly Meeting

League Program Directors: Roles and Responsibilities:

4.12 Instructional Program Director - Shall be responsible for:

- Recruiting, recommending and supervising all coaches within the Instructional Program.
- Establishing teams set playing and practice schedules.
- Working with the Equipment Manager and Field Coordinator for equipment and field procurement.
- Investigating, evaluating and recommending programs to BSA for the improvement of the Instructional Program Coaches and Players.
- Preparation of Monthly Reports for the Monthly Meeting

4.13 In-Town Program Directors - Shall be responsible for:

- Recruiting, recommending and supervising all coaches within the In-Town program.
- Establishing teams and setting playing and practice schedules.
- Working with the Equipment Manager and Field Coordinator for equipment and field procurement.
- Investigating, evaluating and recommending programs to BSA for the improvement of the In-Town Program Coaches and Players.
- Scheduling and Managing travel team meetings with coaches when needed such as to update them on all rule changes or other BSA or BAYS associated information.
- Preparation of Monthly Reports for the Monthly Meeting

4.14 Travel Program Director - Shall be responsible for:

- Handling registrations and data for all teams in BAYS,
- Managing the follow-up work for all Bays rosters; handle any changes of players, coaches, etc.; update within time guidelines,
- Scheduling and Managing travel team meetings with coaches when needed such as to update them on all rule changes or other BSA or BAYS-associated information.
- Coordination of travel tryouts by setting dates, scheduling fields, securing evaluators, evaluation scorecards, and publishing results.
- Preparation of Monthly Reports for the Monthly Meeting

4.15 Coaching and Player Development Director - Shall be responsible for:

- Training of the Associations' coaches
- Upkeep of an updated file of what training courses and/or licenses each coach has attained.
- Tracking CORI status of all coaches, assistant coaches and board members.
- Securing CORI information including driver's license photo copies and any additional requirements based on Massachusetts laws and MYS.
- Tracking and Submits CORI's to MYS
- Working with directors to identify and help select the best coaches.
- Is responsible for arranging for clinics and training for players at all levels.
- Coordinating summer camp arrangements.
- Preference to be given to applicants that possess or demonstrate plan to obtain a USSF "E" cert or equivalent within 1st 3 months of appointment
- Preparation of Monthly Reports for the Monthly Meeting

Appointed Positions: Roles and Responsibilities:

4.16 Fundraising Coordinator – Shall be responsible for:

- Designing, evaluating and coordinating fundraising for BSA operations and special approved activities.

4.17 Marketing Coordinator – Shall be responsible for:

- program promotion; sourcing program photography & video for use in promoting the program; writing articles for local news resources; coordinating BSA Facebook and social media marketing presence; representing BSA at appropriate events both in-town and out; drafting plan for increasing program visibility; and creating a BSA Marketing calendar and its' maintenance.

4.18 Standing Committees:

a) **Audit Committee** - Shall be chaired by the Vice-president and two (2) other association members (not Board Members) selected by the Vice-president and approved by a majority of the Board of Directors.

b) **Protest Committee** - Shall be chaired by the Program Director, a second member of the Board and an Association member appointed by the President and approved by a majority of the Board of Directors. This Committee has the primary purpose to review any protest by an Association coach prior to submission to the protest Board of any league to which this Association belongs. The Protest Committee shall present its

evaluation to the Board with any dissenting remark also given. The coach that presented the original protest should also be present to give his/her viewpoint.

c) Disciplinary Committee - Shall be chaired by the Program Director of the program, a second member of the Board of Directors and the President of the Association.

5.0 MEETINGS

5.1 There shall be at least three meetings of the General Membership each year and at least six meetings of the Board of Directors.

5.2 Special meetings of members or of the Board shall be called by the President or by the Secretary at the request of at least three Board members. Such meetings shall be held within seven days of such request.

5.3 At all General Meetings, for the purpose of amendments or changes to the bylaws, each member shall be entitled to one vote.

5.4 At the Annual Meeting, for the purpose of electing officers, all members shall be entitled to one vote.

5.5 The three General Meetings regularly scheduled are:

- a) The Annual General Meeting on the first Monday in November.
- b) The General Meeting on the first Monday of the month preceding the start of the spring season.
- c) The General Meeting on the first Monday of the month preceding the start of the fall season.
- d) Special meetings may be called by the Board, as necessary or indicated in section 5.2.

5.6 All members of the Association shall be eligible for any elected or appointed position and are eligible for re-election.

5.7 A quorum for all meetings of the General Membership shall be five people.

5.8 Order of Business at all meetings of the General Membership shall be as follows:

- a) Minutes of previous meeting
- b) Treasurer's Report
- c) Old Business
- d) New Business
- e) Adjournment

6.0 ELECTIONS

6.1 The Annual General Meeting will be on the first Monday in November.

6.2 At the Annual General Meeting, nominations will be open to all members. Nominations will be accepted from the floor.

6.3 The Board of Directors will be elected by a majority of the General Membership present and voting at the Annual General Meeting.

6.4 The Board of Directors will be elected for a one year term and are eligible for re-election.

6.5 The Board of Directors shall assume their offices December 1st and shall remain in office until November 30th of the following year or until replaced.

7.0 BOARD OF DIRECTORS

7.1 All matters of policy including appropriations shall be decided by a simple majority of those Board members present and voting, five (5) members constituting a quorum for a Board Meeting.

7.2 Final approval of all activities of the Association rests with the Board of Directors. The Board will be responsible for setting policies and procedures of the Association and for the overseeing all activities of the Association.

7.3 The Board of Directors shall be empowered to set registration fees to raise funds by other means as necessary to conduct the Association's business.

7.4 The Board of Directors shall make and amend such rules as necessary to govern the actions of its officials and the activities of soccer leagues formed by the Association, as well as establish Rules of Play for the Association Leagues.

7.5 The Board of Directors shall organize and conduct soccer teams and leagues to play in competition within the Association or in such other competition as deemed to be in the best interest of the youth of Bellingham.

7.6 Each member of the Board may make appointments as necessary to carry out designated responsibilities, except that all such appointments to positions in the Association shall be subject to approval by a majority vote of the remaining Board members.

7.7 Should any member of the Board of Directors (excluding the President), for any reason, be unable to fulfill his/her duties, the President shall appoint a replacement for the remainder of the term of office, subject to the approval by a majority vote of the remaining Board members.

7.8 A member of the Board of Directors can be removed from office by a majority vote of eligible members present and voting at a meeting of the General Membership called for that specific purpose.

7.9 Should the President be unable for any reason, to fulfill the duties of that office, succession will fall to the Vice-president. Failing this, the Senior In-town Program Director will succeed to the presidency.

7.10 Any member of the Association may have any item put on the agenda of the next Board of Directors meeting by submitting a written request to the secretary or President 72 hours prior to scheduled meetings of the Board.

8.0 COACHES, REFEREES, PLAYERS AND/OR MEMBERS OF THE BOARD OF DIRECTORS

8.1 Coaches shall be recommended by the Program Directors and approved by the Board of Directors and shall be subject to its direction and control in matters involving the policies of the Association.

8.2 Referees shall be recommended by the Referee Coordinator and approved by the Board of Directors, other than referees assigned by other leagues, shall be subject to its direction and control in matters involving the policies of the Association.

8.3 Upon substantial evidence of the misconduct of any coach, referee, or player, a Disciplinary Committee (as noted in 4.14 (c) of these by-laws) shall advise the individual(s) by written or verbal notice of possible disciplinary action at the earliest opportunity. The individual(s) that receive notice shall have the opportunity to appear before the Disciplinary Committee no later than five days after receiving this notice. The Committee shall have the authority to recommend the exoneration, reprimand, suspension, or expulsion of the individual right to further participation as a coach, referee, player, appointed officer or member of the Board of Directors shall be by a two-thirds vote, by written ballot, following a hearing at which the individual shall have a right to be present. All minutes of these meetings shall be classified as "confidential" thus will not be read at general meetings except at the written request of the affected individual(s).

8.4 The decision of the Board of Directors shall be binding and written cause for suspension or expulsion must be given by the Board of Directors to the individual.

8.5 Cause for suspension or expulsion shall include:

- a) Drinking of alcoholic beverages at practices and/or games
- b) Foul or abusive language
- c) Playing with the intent to injure another
- d) Recurring acts of violence and such other unbecoming conduct as the Board deems to be in the best interest of the Association.

8.6 Members of the BSA Board & Officers shall be provided no-charge registration fees for their children during the period of their active performance and membership on the BSA Board. This shall be provided for as long as BSA maintains the fiscal viability to do so.

9.0 GROUPINGS

9.1 For the purposes of establishing travel teams, the following age guidelines will be established and cannot be altered.

- a. U16 Players under the age of 16 on Aug. 1 preceding the season
- b. U15 Players under the age of 15 on Aug. 1 preceding the season
- c. U14 Players under the age of 14 on Aug. 1 preceding the season
- d. U13 Players under the age of 13 on Aug. 1 preceding the season
- e. U12 Players under the age of 12 on Aug. 1 preceding the season
- f. U11 Players under the age of 11 on Aug. 1 preceding the season
- g. U10 Players under the age of 10 on Aug. 1 preceding the season
- h. U9 Players under the age of 9 on Aug.1 preceding the season

9.2 For the purpose of establishing travel teams, the following criteria will be considered:

- a. Players must have a completed registration form in the possession of the Association prior to the cutoff date determined by the Board.
- b. Players on the fall travel team are automatically placed on the Spring Travel team as long as 9.2 (a) is complied with.
- c. Players must attend a tryout (unless excused by doctor) to be eligible for any open positions on the team. If excused, consideration will be given by the Board at the next meeting.
- d. The maximum number of players will be decided by the league team size limit and by the number of available qualified players, but not to exceed the maximum.

9.3 For the purpose of clarifying “Playing-Up Rules: Travel playing up above their BAYS age group,” the following criteria will be considered.

- a. The goal is all children will play with their appropriate grade and age group if an age appropriate team exists.
- b. Every effort will be made to keep younger players in their age group each fall as teams are formed.
- c. Greater flexibility will be offered to a younger child with a birth date (prior to 9/1) so they can play with their grade if an opportunity exists and that child can compete at that level.
- d. Playing up should not deny an opportunity for an age appropriate child.
- e. There are situations that may necessitate a child or children required by the travel program to play up to complete a team.
- f. All children requesting or needing to play up will need the travel director’s recommendation and board approval to do so.

9.4 For the purposes of establishing instructional and in-town teams, the following age guidelines will be established and cannot be altered without the approval of the Board of Directors by a majority vote of all members present and voting. Players must have completed a registration form in the possession of the Association prior to the cutoff date determined by the Board.

a) Instructional:

Fall Season: At least 5 by December 1st in the year of the Fall season
Under 7 on October 1st in the year of the Fall season

Spring season: At least 5 by June 1st in the year of the Spring season
Under 7 on June 1st in the year of the Spring season

b) In-Town:

Fall season: At least 7 by September 30th in the year of the Fall season
Under 11 on August 1st in the year of the Fall season

JR -> 6.7yrs-8yrs old U7/U8 (plays 4v4 no keepers)
SR -> 8yrs-10yrs old U10 (plays 5v5 with keepers)

Spring season: At least 7 by May 31st in the year of the Spring season
Under 11 on August 1st in the year preceding the Spring season

JR -> 6.7yrs-8yrs old U7/U8 (plays 4v4 no keepers)

SR -> 8yrs-10yrs old U10 (plays 5v5 with keepers)

9.5 Eligibility for participation in any age group shall be determined during the scheduled registration as outlined in this section.

9.6 It is the intent of the Association to provide a space on a team for which a child is properly registered. It is not the intent to eliminate children from the program, and all efforts will be conducted in a manner to best accommodate the children.

10.0 AMENDMENTS TO THE BY-LAWS

10.1 The Board of Directors may from time to time approve and publish rules and regulations and playing rules, which with the by-laws shall be binding upon all league members and teams.

10.2 It is desirable, however, that the by-laws should represent the wishes of the general membership. Therefore, any new amendments or changes to existing ones whether proposed by a member of the Board of Directors or by any other member of the Association shall be submitted in writing to the Secretary. At the next meeting, after receipt of said proposed changes, the Board shall vote on the proposal and then submit it to the next General Meeting or Special General Meeting as noted in 5.2 with its recommendation. Notice of the proposed changes shall be available. Proposed changes to the by-laws shall be discussed and voted upon, a two-thirds vote for those present and voting being necessary for acceptance of the change.

10.3 A proposed change once rejected by the General Membership cannot be reinstated for a period of one year from the date of rejection.

11.0 ASSOCIATION TAX STATUS

11.1 The organization is organized exclusively for charitable, educational or scientific purposes, including for such purposes the making of distributions to organizations that qualify under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

11.2 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services

rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

11.3 No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf or in opposition to any candidate for public office.

11.4 Notwithstanding any other provision of these bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code or the corresponding section of any future federal tax code.

12.0 DISSOLUTION

12.1 Upon dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code; or shall be distributed to the federal government, or to a state or local government (in this case, the funds remaining shall be given to the "Department of Parks and Recreation" (or its successor) for the Town of Bellingham, Massachusetts. Funds are designated to be used for public recreation purposes. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purpose or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. In the event of the dissolution of the Association,

12.2 Dissolution shall be by a vote of the membership present and voting at a special meeting of the General Membership called for that specific purpose. Each member shall be notified at least one (1) week prior to such meeting by notice published in three (3) newspapers distributed generally in Bellingham.