

Biddeford Youth Soccer Association
By-Laws of the Biddeford Youth Soccer Association
Accepted March 20th, 2016

ARTICLE I: NAME

Section 1 The name of this organization is Biddeford Youth Soccer Association (BYSA)

ARTICLE II: MISSION

Section 1 To develop, promote, serve, and administer the game of soccer in the City of Biddeford.

ARTICLE III: AFFILIATION

Section 1 This organization shall maintain an affiliation with Soccer Maine, the United States Soccer Federation (USSF) and with the United States Youth Soccer (USYS)

Section 2 The USSF and Soccer Maine Articles of Incorporation, by-laws, policies and requirements take precedence over and supersede the governing documents and decisions of BYSA and its members to the extent applicable under Maine state law. BYSA and its members will abide by those Articles, by-laws, policies and requirements of Soccer Maine.

Section 3 The By-Laws of the BYSA and other governing documents will be provided annually to Soccer Maine. BYSA will allow Soccer Maine to review the documents and procedures of the BYSA on request of Soccer Maine, not less than every four years, to determine compliance with USSF and Soccer Maine by-laws.

ARTICLE IV: PURPOSE

Section 1 The purpose of BYSA shall be:

- A. To encourage, support, and assist in the growth and development of competitive traveling teams to participate in soccer matches with other teams affiliated with Soccer Maine.
- B. To provide education, training, and licensing opportunities for players, coaches, and referees who are members of BYSA.
- C. To encourage, support, and assist the growth of all aspects of the game that is soccer within the City of Biddeford.
- D. To encourage fair play, sportsmanship and teamwork throughout BYSA.
- E. To do any and all acts necessary in the furtherance of the foregoing purposes for the good of the game and for the welfare and safety of all children.

Section 2 To affect the foregoing purposes of BYSA, BYSA shall have such powers as are conferred upon by the Maine Non-Profit Corporations Act that:

- A. No part of the earnings of the BYSA shall incur to benefit of any member, Director, Officer, or private individual (except that reasonable compensation may be made for services rendered to or for BYSA affecting one or more of its purposes). No member, Director, Officer or private individual shall be entitled to share in the distribution of any BYSA assets upon dissolution of the BYSA.
- B. BYSA shall maintain its tax-exempt status under the Internal Revenue Code.

Section 3 Division Funding and Membership

- A. No child shall participate on a BYSA team who has not registered with BYSA and Soccer Maine.
- B. No funds shall be raised or expended in behalf of BYSA without approval of BYSA Board of Directors

ARTICLE V: MEMBERSHIP

Section 1 Membership shall consist of member players, coaches, trainers, managers, board of directors, and officials.

- A. BYSA is a soccer club, which is an amateur Maine organization that sponsors one or more soccer teams to compete in one or

more soccer leagues or tournaments but does not provide opportunities for “in-house” competition among its own teams.

Section 2 A member player is a person of seven years of age or older who is admitted by the BYSA.

Section 3 A member coach, trainer, manager, or official is a person who is admitted by the BYSA after completing the application and registration procedures.

Section 4 Requirements for Membership

- A. Players: Before an individual may be admitted as a player, the individual (or the individual’s parent/guardian) must submit a written and signed registration on a form approved by the Board of Directors, pay to BYSA the appropriate fee(s), submit proof of age, and otherwise comply with any additional requirements as shall be established by the Board of Directors.
- B. Coaches, trainers, managers, or officials: Coaches, trainers, managers, or officials are volunteers who have been approved by the Board of Directors by a majority vote.
- C. All member coaches must be approved by a majority vote of the Board of Directors and must comply with Soccer Maine adult registration procedure and meet all Soccer Maine licensing requirements, as well as abide by Soccer Maine Coaches Code of Ethics.
- D. All member coaches must abide by all decisions made by the Board of Directors and must carry out those decisions.
- E. No member coach can arbitrarily place a player on a team or make any decisions on player placement with approval of the Board of Directors.
- F. Member coaches may be suspended from their position by a majority vote of the Board of Directors.
- G. All coaches, trainers, managers, officials, and Board of Directors must submit to a background check every two years.

Section 5 Non- Discrimination

Membership in the BYSA shall not be denied to any individual because of race, color, age, religion, national origin, ethnic identity, parental or marital status, economic status, sex, or sexual orientation. BYSA shall adopt and follow Soccer Maine's policies prohibiting sexual and physical abuse.

Section 6 Rights and Privileges

The rights and privileges of any member may be suspended or terminated by a majority vote of the Board of Directors. Reasons for termination would be any violation of Soccer Maine's Coaches Code of Ethics or violation of any other set of rules, policies, or procedures put forth by the BYSA.

Section 7 Voting Rights

Players, parents/guardians of players, and community members may attend any meeting of the Board of Directors. They are encouraged to do so. They shall not vote on any matter before the Board of Directors, however they may be asked to retire should the Board of Directors choose to address matters of a confidential nature in executive session.

ARTICLE VI: BOARD OF DIRECTORS

Section 1 General Powers and Number of Directors

Its Board of Directors shall manage the affairs of the BYSA. The number of Directors shall be ten, but may be altered by majority vote of the Directors at any time or by majority vote of those adult citizens attending the annual meeting. The Board has the power to create positions by 2/3 majority that have a vote but are not members of the Board.

Section 2 Elections and Terms of Office

Adult community members and parents/guardians of minor players shall elect Directors at the annual meeting. Directors so

elected shall hold office for a term not to exceed one year, via any means decided by the Board of Directors, unless reelected by majority vote at the next annual meeting.

Section 3 Annual Meeting

The annual meeting of the Board of Directors shall take place in the first quarter of the year. The precise date, time and location of the meeting shall be made public in writing by the Secretary of the Board of Directors at least two weeks prior to the annual meeting.

Section 4 Regular Meeting

A majority of the Board of Directors may by resolution establish a time and place for regular meeting of the Board of Directors.

Section 5 Decision-Making

Each Director shall have one vote: as well as each team's head coach receives one vote. The coach must be present to cast a vote, if they are unable to attend, they may send representation, but must notify the President before the meeting. The act of simple majority of the Directors present and/or voting shall be the act of the Board of Directors except where the by-laws require a 2/3 majority. A Director present at any Board meeting may vote on behalf of an absent member provided the absent member has contacted the President and given their consent 24 hours prior. Persons not elected to the Board or by the Board may not vote on any matter before the Board under any circumstances. The Board may also make such rules and regulations concerning the conduct of its business, as it may deem necessary.

Section 6 Special Meetings

A special meeting of the Board of Directors may be called by the President at his/her discretion or at the request of three Directors. The President shall establish time and place for special meetings with 48 hours notice.

Section 7 Meeting By Telecommunications

Regular or special meetings of the Board of Directors or any committees of the Directors may be held by means of a conference, telephone, email, or similar communications equipment enabling all persons in such a meeting to communicate with each other. Participation at such a meeting shall constitute presence of the person at such a meeting.

Section 8 Vacancies

Any vacancies occurring on the Board shall be filled by the affirmative vote of a simple majority of the remaining Directors. A person elected to fill a vacant position shall serve in that position for the balance of the time remaining in the term. A position filled due to expansion of the Board shall be filled by 2/3 majority vote of the Board.

Section 9 Removals

A Director may be removed from office by the 2/3 majority vote of the Board of Directors for actions that would be deemed detrimental to the BSYA.

Section 10 Compensation

Board members shall receive no salaries for their services. They may, however, receive compensation for travel or other expenses incurred on behalf of BYSA if approved by majority vote of the Board of Directors. No moneys, however, may be solicited, collected, or expended on behalf of BYSA or any of its teams or members without the approval of a majority of the Board.

ARTICLE VII: OFFICERS OF THE BOARD OF DIRECTORS

Section 1 Officers

The officers of the Board of Directors shall consist of a President, Vice-President, Director of Coaching Development, Director of Equipment, Director of Fundraising, Registrar, Treasurer,

Secretary, At-Large Director representing the boys' team and At-Large Director representing the girls' team.

Section 2 President

The President shall be the Chief Executive Officer of the BYSA. The President shall represent the BYSA in meetings with other soccer organizations and with City of Biddeford Officials and groups when necessary. The President shall not cast a vote except in the case of a tie when the President shall cast the deciding vote.

Section 3 Vice-President

The Vice-President shall be the Deputy Executive Officer of the BYSA. The VP shall represent the BYSA in meetings with other soccer organizations and with City of Biddeford Officials and groups when the President is unable to attend. The VP will count as one vote except in the case when representing the President at Board meetings. In these cases the VP shall not cast a vote except in the case of a tie when the President shall cast the deciding vote.

Section 4 Director of Coaching Development

The Director of Coaching Development shall be responsible for recruiting new coaches and assist them in obtaining and maintaining the proper licenses in accordance to Soccer Maine requirements, as well as scheduling all coaching clinics.

Section 5 Director of Equipment

The Director of Equipment shall purchase, with the Boards approval, any and all uniforms, equipment and other materials for BYSA. He/she shall maintain an inventory of all BYSA property, including its number, condition and location and report to the Board on such matters or whenever is requested to do so by the Board. He/she is also responsible for field coordination when necessary.

Section 6 Director of Fundraising

The Director of Fundraising shall organize and direct any and all activities, campaigns, and appeals approved by the Board to raise money for the BYSA. Any moneys so raised will be reported and turned over to the Treasurer.

Section 7 Secretary

The Secretary shall keep the minutes of all BYSA meetings, publicize all Board meetings, and perform all business correspondences.

Section 8 Registrar

The Registrar shall maintain and submit all registration/applications of coaches and players for BYSA for Soccer Maine purposes. The Registrar will preside over meetings that the President and Vice President cannot attend.

Section 9 Treasurer

The Treasurer shall be responsible for all BYSA funds and shall keep a detailed accounting of all BYSA financial transactions including expenses and moneys collected, he/she shall report on the financial condition of the BYSA to the Board at every Board meeting. The Treasurer shall with the approval of the Board, arrange for an audit of BYSA funds by an individual party at least one occasion during the year.

Section 10 At- Large Directors

The BYSA shall have 2 Directors that will be at large members. These members will be board members. They will not be coaches. One shall come from the boys' teams and one will come from the girls' teams, if positions cannot be filled in the manner stated above, positions will be open to everyone and the parents who fill the vacant positions may be asked to represent teams that are without representation by 2/3 majority vote.

ARTICLE VII: TEAM SELECTION

Section 1 Skill Evaluations

BYSA may hold annual evaluations for their fall travel teams prior to the end of the school year. These evaluations will be advertised. Informational sheets will be distributed within the schools (contingent upon the superintendent's approval) and advertised.

- A. If a player is unable to attend the evaluation, they must contact the President or Director of Coaching to arrange for another evaluation. No player will be placed on a team that required the eliminating of players (cutting) without being evaluated.
- B. The evaluation format will be decided by majority vote of the Board and will be publicized at the evaluation.
- C. The Director of Coaching and the President of the BYSA will review evaluations. If one or both of those positions are vacant then no more than any two agreed upon board members will review evaluations in order to form teams. Evaluations will be held by the President for one year.

Section 2 Player Elimination (cutting)

It is not the goal of the BYSA to have to eliminate players. If there are more players trying out than there are roster spots available, then players must be eliminated (cut)

- A. First criteria for elimination (cutting) is that no Biddeford Resident shall be cut for a non-Biddeford Resident. Special Consideration will be given to returning non-residential member(s).
- B. Second criteria for elimination (cutting) is the evaluation.

Section 3 Team Formation

After the evaluation, the evaluators(s) and the Director of coaching along with the President will meet to make roster decisions as deemed by policy. The rosters will then be presented to the Board of Directors for approval. After the roster has been

made, the coach will call the prospective players as soon as possible. The prospective player then has 24 hours to commit to being on the team by verbal notification.

Section 4 Playing Up

Players will be allowed to play up one age level with consent of the Board of Directors of BYSA and with an evaluation.

**ARTICLE IX: ADOPTION & MODIFICATION OF THE
BY-LAWS**

Section 1 Adoption

These by-laws shall be adopted, amended, or added to at either the next annual meeting of the BYSA or at a special meeting called by the current Board of Directors. A 2/3 majority of those adult citizens attending either meeting shall be required to amend, adopt, or add to these by-laws.

Section 2 Amendments

Once adopted, these by-laws may be amended, added to, or repealed by a 2/3 majority of adult citizens attending any future annual meeting. There will be no amendments made to the by-laws for a twelve-month period after they are accepted.

Section 3 Readings

There must be two readings of any amendments to the by-laws before the change can take effect.

ARTICLE X: DISCIPLINARY CODE

Section 1 We adopt our governing bodies Disciplining Code and those codes adopted by the Soccer Maine Board.

ARTICLE XI: MISCELLANEOUS

Section 1 Fiscal Year

The fiscal year will be from January 1st to December 31st.

Section 2 Books and Records

- A. The BYSA will keep correct and complete books and records of account and will also keep minutes of the proceedings of its Board of Directors. The original copy of its By-Laws, including amendments to date certified by the Secretary of BYSA, will be kept by the Secretary.
- B. All books and records of the BYSA may be inspected with prior notice by any member, or its attorney or agent, for any proper purpose at regular scheduled Board Meetings.

Section 3 Dissolution

A. Method

The BYSA may not be dissolved except by 2/3 vote of the members present in a meeting called for the purpose of considering its dissolution, providing notice of such meeting shall have been sent to each member thirty days prior to such meeting.

B. Residual Assets

Upon a vote to dissolve the BYSA, all residual assets of the club, after all just debts have been satisfied, shall be given to the Biddeford Recreation Department.