

Hudson Youth Soccer Association By-laws

Article 1-Name and Address

Hudson Youth Soccer Association
P O Box 9
Hudson, MA. 01749
Contact can be made through the website, www.hysa.org

Article 2-Purpose (Mission Statement)

The Hudson Youth Soccer Association (HYSA), is a non-profit organization formed and established to provide for the advancement of amateur soccer in the town of Hudson and neighboring towns. It will arrange, promote, organize and supervise amateur soccer competition involving persons five years of age and older, who reside in Hudson and neighboring towns. The following goals will guide the association in its various activities;

1. To teach the skills of the game of soccer;
 2. To teach the laws of the game;
 3. To provide and encourage constructive coaching;
 4. To gain for each participant the following benefits:
 - A. to learn to work with others in a team endeavor;
 - B. to learn to be gracious in victory as well as defeat;
 - C. the knowledge that winning is not a life or death situation.
- B.** The association will always be willing to explore new ideas and ways of providing an opportunity for boys and girls and men and women to participate in a healthy and active sport.

Article3-Membership (BOD, Directors, Committee members, coaches, assistant coaches, managers, trainers, players and Parents/legal guardians of players).

Player residency requirements will be governed by the appropriate League.

Article 4- Governing Body - The Governing Body of Hudson Youth Soccer Association (HYSA) shall be the BOD.

Section 1- Functions of the BOD

1. Establish and amend by-laws and other club policies.
2. Approve any and every capital expenditure (e.g. field development, field acquisition, field equipment) greater than \$500.
3. Provide counsel and guidance to the President on matters of operations and policy
4. Choose and discharge the President and officers.
5. The Board shall have the authority to suspend any member of HYSA (Board member, officer, Program Director, coach, or player) whose conduct is considered detrimental to the organization.
6. They may at their discretion appoint certain responsibilities to non- voting directors, committees and/or coaches.

Section 2- Board Decisions: - All matters of policy will be decided by a simple majority vote of a quorum of the BOD, except as where noted in specific Articles. Quorum is defined in Article 6 Section 5.

Section 3 – Voting Rights- One vote per member, regardless of the number of Board positions any one person may hold.

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Section 4- Number of voting members: The current BOD for HYSA shall consist of 11 voting Positions as follows,

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. Referee Assignor
7. Equipment Manager
8. Event/Media Coordinator
9. Field Manager
10. The Small Fry Coordinator
11. NVYSL Representative/U10+ Age Group Coordinator

Officers are elected annually at the Annual Meeting of HYSA by a majority vote of a quorum of the BOD.

The number of Directors may be increased/decreased from time to time by action of the BOD. This will require a 2/3 vote of the voting members of the BOD at a scheduled meeting.

Section 5- Board Member Term of office: All Board positions have one-year term limit. There is no limit to the length of any individual's term in the position. Any interested individuals may be voted in by the Board to fill an open position at a scheduled Board meeting during the year.

A Director elected to fill a vacancy shall hold office until the expiration of the term of his/her predecessor and until his/her successor is duly elected and qualified, or until the next Annual General Meeting, whichever shall first occur

Section 6- Nomination Process- A person may become a candidate for office by submitting his/her name to the HYSA Secretary or other committee formed and given the power to secure nominees. Submittal must be at least three week prior to the election. The secretary must give public notice of the names of all qualifying candidates for office. Members of HYSA are allowed to give written or oral comments regarding the candidates to the BOD prior to the vote at the Annual meeting.

Section 7- Removal/Replacement Process- A Current Member of the BOD or Member, as described in Article 3 of the HYSA By-laws, may be removed from the current position or the association for cause, if in the opinion of the BOD this person (s) has been guilty of conduct detrimental to the HYSA Philosophy. A meeting with the BOD will be convened at a regular or special session.

The individual(s) in question must be provided with a written explanation of the reasons for such a vote, being given a hearing before the BOD prior to any vote. If a person is so voted out of office, then that person ceases to hold that office as soon as the vote has been certified by the association secretary, (or, if the officer is the secretary, by a person appointed by the president to act as secretary for this purpose).

A vote of 2/3 of the voting members of the BOD (as outlined) is required to remove any Member or BOD of HYSA.

Section 8- Formation of Committees - From time to time it may be necessary to form committees that will consist of members of the BOD (at least one) as well as other Members of

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HYSA. These committees will not have voting rights. Any actions or recommendations will be subject to approval by the BOD at a scheduled meeting. Each committee shall keep regular minutes of its proceedings and report the same to the Board when required.

Article 5- Board of Directors- Duties and Responsibilities- The Past President shall act in an advisory capacity for policy and procedures, contact liaison for soccer related events, maintain continuity for the board members and attend BOD meetings, but does not have voting rights.

The duties and responsibilities of the voting members of the Board shall be as follows:

President – The President shall officially preside at all meetings unless unavailable (in this case the vice president shall preside).; be Chairman of the Board; be the official representative of the HYSA; be authorized to sign checks; be responsible for appointing members to all non-elected positions.

Vice President – The Vice President, represents, or presides in place of, the president during meetings which the president is unable to attend, shall succeed to the office and powers of the President in his absence, or for the remainder of his term if vacated for any reason. In the event of such a vacancy, the Board shall elect a successor to the post of Vice President. He/She shall resolve the Other Grievances as described in the By-laws. He/She shall be one of those authorized to sign checks.

Secretary – The Secretary shall attend to all correspondence, records and forms for the HYSA, keep detailed minutes of all Board and General Meetings, keep records as necessary and correspond on behalf of the HYSA only with the knowledge and permission of the President.

Treasurer – The Treasurer shall have charge of the finances of the HYSA and is responsible for all fiscal affairs of the association, as directed by the BOD. Such as, but not limited to, issuing payments for approved association expenses and for filing tax forms (State and Federal). The Treasurer shall act as the Chairperson for the scholarship committee.

He/She shall report on the finances at all Board and General Meetings, and shall submit and distribute a full written report of the financial transactions and the status of the finances at the Annual General Meeting. He/She shall be authorized to sign checks.

Registrar – The Registrar shall be responsible for managing all registrations, validating all team rosters with the appropriate leagues, collecting CORI forms, and approving all travel permits. In Addition, the registrar will be responsible for ordering uniforms, ‘10 season’ jackets and their central distribution.

Referee Assignor – The Referee Assignor shall be responsible for recruiting, training and developing referees to officiate at both in-town and out of town league games. He/She shall also be responsible for scheduling the referees at those games and directing the activities of any subordinates assigned to him/her. Ideally this person will have refereeing experience and is willing to be certified as an Assignor.

Equipment Manager – The Equipment Manager oversees all activities related to equipment, supplies, merchandise and uniforms for the organization; obtains and controls storage space; maintains adequate records on inventory; sets minimum and maximum inventory levels; selects vendors and products to provide maximum value for the organization; orders equipment and

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supplies as may become necessary from time to time. He/she is responsible for distributing and collecting equipment and supplies to their respective areas of responsibility.

Event/Media Coordinator –The Event/Media Coordinator shall have the responsibility of determining and carrying out public awareness programs and fund raising, as agreed upon by the board, to further the HYSA and foster soccer in the Town of Hudson. Select and purchase merchandise related to fundraising, contact for news agencies, and coordinates special functions with the help of volunteers.

Field Manager – The Field Manager will have the responsibility of securing sufficient field space to allow for a full schedule of games for both competitive and recreational activities; schedule practice time; assign home fields; make the final determination as to whether a field is to be used for play or practice due to either schedule, weather, wear or other considerations; works with the Town of Hudson Recreation Department, Hudson Public works, Hudson Public Schools and private organizations/individuals to secure playing fields; control the inventory, storage and movement of all field equipment and supplies, including, but not limited to, goals, nets, and line painting equipment and supplies; recruit and schedule parent volunteers to help with the maintenance of fields.

The Small Fry Coordinator - This Age Group Coordinator shall have the responsibility for the administration of the affairs of the HYSA Small Fry division; work with the Director of Coaching to select coaches for teams; work with coaches to form teams in recreational divisions; settle disputes within their respective area of responsibility; keep the board informed of activities within their divisions; manage the business activities of their divisions.

NVYSL Representative/U10+ Age Group Coordinator – The Representative will have the responsibility to attend meetings of the NVYSL League and represent the best interests of HYSA at those meetings; report monthly on activities of the league and their effect on HYSA.

The U10+ age group coordinator will also, work with the Director of Coaching to select coaches for teams; work with coaches to form teams in recreational divisions; settle disputes within their respective area of responsibility

Article 6- Meetings of the BOD

Section 1-. Meetings – Roberts Rules of Order shall be used at all meetings.

Special meetings of the BOD may be called by the President or by any member of the Board of Directors. All members shall be given reasonable notice prior to the meeting.

The Annual Meeting of HYSA shall occur by March 1st of each year.

Regular meeting dates- Prior to the start of each season

Section 2. Place of Meeting . The person or body calling a meeting of members may designate any place, within the Town of Hudson or other acceptable location, as the place of meeting.

Section 3. Notice of Meetings . Reasonable notice of any meeting of members shall be given to each member entitled to vote at such meeting. The purpose or purposes for which a meeting is called shall be stated in the notice.

Section 4. Action by Consent of Members . Any action required to be taken at a meeting of the members, or any action which may be taken at a meeting of members, may be taken by electronic means (i.e. email) without a formal In-Person meeting if agreed upon by a majority of the voting members. A simple majority of the voting members will be required with respect to the subject

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matter of the vote, unless a greater proportion is required by law or by these by-laws.

Section 5. Quorum . For the BOD meetings, voting members of the executive board representing at least 50% of the active board members, one of which must be the association president or vice president, shall constitute a quorum. A quorum must be present for the transactions of any business.

Section 6. Manner of Acting . The act of a majority of the members present at a meeting at which a quorum is present and voting on a matter shall be necessary for the adoption of such matter unless a greater proportion is required by law or by these by-laws.

Article 7 Financial Policy

Section 1 Fiscal year – The fiscal year shall be the calendar year

Section 2- Budget – A balanced budget for the forthcoming year shall be prepared by the Treasurer and be approved by the Board before the fiscal year.

Section 3- Major expenses – Major non-budgeted expenses over \$500 shall require majority approval by the Board.

Section 4- Bank Account – All monies shall be promptly deposited in either a savings or checking account in HYSAs name.

Section 5- Expenses – Expenses shall be paid when due. Checks shall be signed by one of the authorized signers.

Section 6- Expenditures – Funds shall be spent only in the interest of the HYSAs.

Section 7- Reporting and Reconciliation -- The Club Treasurer shall provide a financial report to the BOD at each annual and regular meeting described in Article 6 Section 1 , including a complete bank account reconciliation.

Section 8- Disbursement of Funds under \$500 -- Any disbursement under \$500 requires the approval of the Club President in advance.

Section 9- Disposition of Funds- Should the HYSAs be dissolved, all funds currently in the treasury will be donated to a recognized 501c(3) organization or to the Recreation Departments of the Town.

Article 8- Coaches-

Section 1: The BOD shall have final say in selection of coaches for the HYSAs teams. The BOD shall, in selecting such coaches, use a list of criteria reflecting such requirements as service to HYSAs, knowledge of the game, licenses and clinics, exemplary conduct, and demonstrations of good sportsmanship.

Section 2: Any coach who, in the opinion of the BOD, becomes unsuitable in terms of his/her behavior during the course of the season, shall be replaced. A two-thirds vote of the active voting members of the BOD is necessary to authorize replacement.

Section 3: Coaches and assistant coaches must have a current CORI form on file with the Mass Youth Soccer Association.

Section 4: Coaches and assistant coaches must have a signed and current Hudson Youth Soccer Coaches Code of Conduct prior to the start of the season.

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Article 9- Annual Scholarship Voting and Funds- The BOD will meet during the spring season to review and approve various scholarships to be awarded to former HYSA players. Criteria for these scholarships will include service time of the player and family members to HYSA as a player, coach and/or referee.

Article 10- Other Matters- The Board shall have the power to deal with any matters not explicitly covered by these By-laws.

Article 11- Modifications/Amendments to the By Laws- These By-laws may be altered, amended or repealed and new by-laws may be adopted by the 2/3 vote of the current active voting members of the HYSA BOD. This vote may be taken at a meeting of the BOD, or by an alternate meeting method if agreed by the majority of the BOD.

Article 12- Adoption of the By Laws- These By Laws were approved by the Board of Directors on January 16, 2008 by a majority vote.

Modification/Amendment	Vote	Date	Notes
Bylaws accepted		1/16/2008	Approved by- HYSA B.O.D.