



# **Georgetown Youth Soccer**

## **By-Laws**

**Voted by the GYSA Members on June 21, 2005**

**Georgetown Youth Soccer Authority**

**Georgetown, MA**

# Table of Contents

1. Name
  - 1.1. Corporate Name
  - 1.2. Purpose
  - 1.3. Affiliation
  - 1.4. Fiscal Year
  - 1.5. Seasonal Year
  
2. Members
  - 2.1. Membership
  - 2.2. Right to Participants
  - 2.3. Resignation, Suspension, Expulsion of Members
  - 2.4. Tenure
  
3. Meetings
  - 3.1. Annual Meeting
  - 3.2. Monthly Meeting
  - 3.3. Special Meeting
  - 3.4. Quorum
  - 3.5. Vote and Proxies
  
4. Board of Directors
  - 4.1. Enumeration
  - 4.2. Age Directors
  - 4.3. Elections
  - 4.4. Tenure
  - 4.5. Qualification
  - 4.6. Resignation, Suspension, Expulsion of Members
  - 4.7. Vacancy
  
5. Duties
  - 5.1. President
  - 5.2. Vice President
  - 5.3. Registrar
  - 5.4. In-Town Director
  - 5.5. Player/Coach
  - 5.6. Communication Director
  - 5.7. Director of Fields
  - 5.8. Treasurer
  - 5.9. Equipment Director
  
6. Records
  - 6.1. Inspection of Records
  
7. Indemnification
  - 7.1. Indemnification

## 1. Name

### 1.1. Corporate Name

1.1.1. The name of this Authority shall be the "Georgetown Youth Soccer Authority" (GYSA).

### 1.2. Purpose

1.2.1. The purpose of the Georgetown Youth Soccer Authority is to promote the game of soccer for the youth of Georgetown, Massachusetts, through organized competitions and through educational programs for the benefit of players, coaches, referees, and public.

1.2.2. Authority shall not be denied to any person by reason of sex, race, creed, color, religion, and national origin.

### 1.3. Affiliation

1.3.1. This Authority shall affiliates all players, coaches, and administrators with Georgetown Athletic Association (GAA), Massachusetts Youth Soccer Association (MYSA), and the United States Youth Soccer Association (USYSA), and shall be bound by rules of those organizations, to the extent that any part of these By-Laws shall conflict with either, local, state, or national regulation, those rules shall govern.

### 1.4. Fiscal Year

1.4.1. The Fiscal Year of this Authority shall start August 1<sup>st</sup> and shall end July 31<sup>st</sup>.

### 1.5. Seasonal Year

1.5.1. The Seasonal Year of this Authority shall start August 1<sup>st</sup> and shall end July 31<sup>st</sup>.

## 2. Members

### 2.1. Membership

2.1.1. The Members of this Authority shall be;

All currently active coaches or assistant coaches, and  
All Board Members, and  
The parents of all affiliated youth players, and  
All currently affiliated youth players

2.1.2. Persons who shall not have attained the age of eighteen (18) years shall not be a voting member of the Authority nor shall such persons be Board Member or a head coach of this authority

2.1.3. Assistant Coaches can be under the age of eighteen (18) years old with majority vote of the Board of Directors

## 2.2. Right to Participants

2.2.1. It is the intent of the GYSA to provide recreational soccer opportunities to the youth of Georgetown, but subject to the reasonable rules that may be promulgated to regulate such participation. **Revised 6-21-05.**

2.2.2. Right to Play; each child who wishes to play in GYSA or a GYSA sponsored event shall be accommodated to, as great extent as possible and no child shall be turned away due to any personal financial disadvantage. **Revised 6-21-05.**

2.2.3. Age Appropriate Play; children playing within the GYSA shall play to as great extent as possible within age appropriate guidelines provided that it will be presumed that underage children will play with their grade if the majority of their classmates are playing at a higher level. Once a player decides (coming out of U10 going into U12) to play with their grade, they are not permitted to play down an age group again. **Revised 6-21-05.**

2.2.3.1. No player shall play for the opposite gender **Revised 6-21-05.**

2.2.3.2. No player shall play up an age group, except by-laws rules 2.2.3. and Operational Rule, Section 14. **Revised 6-21-05.**

2.2.4. All players must play at least 50% of the game barring injury or some unforeseen event

2.2.5. Playing time for all players will be relatively equal at U8 and U10 levels.

## 2.3. Resignation, Suspension, Expulsion of Members

2.3.1. A member may resign at any time by giving written notice to either, the President and/or Vice President. Unless otherwise specified in such notice, the resignation shall take effect upon receipt of the written notice.

2.3.2. A member may be expelled or otherwise disciplined for good and sufficient cause by a majority vote at a special meeting of members called for such purpose. In any such event, the member whose continued membership is at issue shall be afforded a full and fair opportunity to be heard at the special meeting prior to the vote.

2.3.3. A member may be suspended, for a period of up to one year, for good and sufficient cause by unanimous vote of the Board of Directors at a special meeting of the Board of Directors called for such purpose. In any such event, the member whose continued membership is at issue shall be afforded a full and fair opportunity to be heard at the special meeting prior to the vote.

2.3.4. Reinstatement for suspended – a member can apply to the Board of Directors, in writing, for reinstatement after their suspension. Majority vote to reinstate by BOD.

## 2.4. Tenure

All members serve one year Terms.

### **3. Meetings**

#### **3.1. Annual General Meeting**

3.1.1. Annual General Meeting (AGM) shall be held the third Tuesday of June or such other date as the Board may specify, at a time and place within the town of Georgetown, MA

3.1.2. A representative of GAA shall run the elections

3.1.3. The purpose of the AGM shall be the election of Board of Directors for the upcoming Fiscal Year, approval or denial of any By-Laws proposals, and the consideration of any new business

3.1.4. The President shall give notice thirty (30) days of the meeting to be given to the general membership through emails, posting on the GAA web page, [www.georgetownathletics.com](http://www.georgetownathletics.com), and/or at a regular monthly meeting.

3.1.5. All meetings shall be conducted in accordance with Robert's Rule of Order

#### **3.2. Monthly Board Meeting**

3.2.1 The Board shall meet monthly on the 3<sup>rd</sup> Tuesday of each Month. The Board shall have authority to make decisions relative to the Operational Rules of GYSA

3.2.2 Any Member shall have the right to attend a regular monthly Board of Directors meeting and subject to appropriate notice prior matters to the Board for review and vote.

#### **3.3 Special Meeting**

3.3.1 The President or Board of Directors may call a Special Meeting at any time. It shall be the duty of the Communication Coordinator to call a Special Meeting of the members whenever requested to do so by not less than 10% of the members. The call to meeting shall state the time, place, and purpose of the meeting.

#### **3.4 Quorum**

3.4.1 Annual General Meeting; to take effective action on any election, removal or amendment issue, the Membership must have at least 10 members present at the meeting. Lack of quorum shall require postponement of the meeting until such time a quorum can be achieved.

3.4.2 Monthly Board Meeting; a quorum is one-half plus one of the current sitting Board shall be necessary in order to conduct business and where such a quorum is present, a simple majority of the officers present shall be sufficient to pass any motion, unless otherwise specified in these By-Laws.

### 3.5 Vote and Proxies

3.5.1 At the annual, regular and special meetings, each member shall be entitled to one vote. No member shall be permitted to cast a vote by proxy and any proxy vote attempted to be cast shall be ineffectual.

3.5.2 Each member shall have one vote.

## 4. Board of Directors

### 4.1. Enumeration

4.1.1. There shall be one (1) President, one (1) Vice-President, one (1) Communication Director, one (1) Treasurer, one (1) Registrar, one (1) In-Town Director, one (1) Director of Fields, one (1) Equipment Manager, and one (1) Player/Coach Development Director.

### 4.2. Age Directors

Non-voting Members of the Board, Appointed by the President with majority vote of the Board;

4.2.1. U8 Boys

4.2.2. U8 Girls

4.2.3. U10 Boys

4.2.4. U10 Girls

4.2.5. U12 Boys

4.2.6. U12 Girls

4.2.7. U14 Boys

4.2.8. U14 Girls

4.2.9. U16/18 Boys

4.2.10. U16/U18 Girls

4.2.11. U6 – Kindergarten/Clinic

### 4.3. Elections

4.3.1. Board of Directors shall be elected from and by the members at the Annual General Meeting, or at a special meeting called for such purpose

4.3.2. A parent member must have attended, with in the fiscal year, at least one (1) monthly board meeting to be able to vote at the Annual General Meeting.

### 4.4. Tenure

4.4.1. Each Board Member shall serve a term of two (2) years

4.4.2. Election of President, In-Town Director, two (2) at-large Directors to fill Treasurer and Equipment Manager positions shall be held on odd-numbered years.

4.4.3. Election on the Vice President, Director of Player/Coach Development, Registrar and two (2) at-large Directors to fill Director of Fields and Communication Director shall be held on even-numbered years.

#### 4.5. Qualification

4.5.1.No member shall hold more than one (1) GYSA Board of Director position at the same time.

4.5.2.Must be a current member of GYSA

#### 4.6. Resignation, Suspension, Expulsion of Board Members

4.6.1.A Board Member may resign at any time by giving written notice to the President and/or Vice President. Unless otherwise specified in such notice, the resignation shall take effect upon receipt of the written notice.

4.6.2.A Board Member may be expelled or otherwise disciplined for good and sufficient cause by a majority vote at a special meeting of members called for such purpose. In any such event, the Director whose continued membership is at issue shall be afforded a full and fair opportunity to be heard at the special meeting prior to the vote.

4.6.3.A Board Member may be suspended, for a period of up to one year, for good and sufficient cause by unanimous vote of the Board of Directors at a special meeting of the Board of Directors called for such purpose. In any such event, the member whose suspension is at issue shall be afforded a full and fair opportunity to be heard at the special meeting prior to the vote.

4.6.4.Reinstatement for suspended – a member can apply, in writing, for reinstatement after their suspension to the Board of Directors. Majority vote to reinstate by BOD.

#### 4.7. Vacancy

4.7.1.Any vacancy at any time existing in the Board of Directors shall be filled by appointment by the President with majority vote by the Board.

4.7.2.If the office of President shall be vacant, the Vice-President shall become the Acting President of the Authority until the Annual General Meeting (AGM). If the Vice-President refuses to accept the position of President then another Board of Director can be voted into that position with a simple majority of the Board of Directors.

## **5. Duties of the Board of Directors**

### **5.1. President**

- 5.1.1. The President shall be the chief executive officer of the Authority
- 5.1.2. The President shall preside at all Board meetings, Coaches meetings, and the Annual General Meeting (AGM).
- 5.1.3. The President shall attend Essex County Youth Soccer Association meetings and other meetings that relate to GYSA Soccer.
- 5.1.4. For the purpose of Essex County, the President shall be designated as the "Georgetown Town Director".
- 5.1.5. The President may form sub-committees to look at By-Laws and Operational Rules changes. These sub-committees will report to the Board of Directors.
- 5.1.6. Appoints the Age Directors and approved by the BOD.
- 5.1.7. The President shall okay all invoice before being paid by the GAA Treasurer.
- 5.1.8. President shall serve on the GAA Board of Directors

### **5.2. Vice President**

- 5.2.1. The Vice President shall in the absence or inability to act as the President, function as the President.
- 5.2.2. The Vice-President primary function is the Travel Director. The Vice President shall attend all Essex County Youth Soccer Association meeting and other meetings related to GAA Soccer and to report to the Board, any such information gained.
- 5.2.3. The Vice President shall be the Chairman for Team Formation Committee
- 5.2.4. The Vice President shall oversee the Travel Age Directors

### **5.3. Registrar**

- 5.3.1. The Registrar shall be responsible for properly affiliating all players, coaches, and administrators with the Essex County Youth Soccer Association (ECYSA) and Massachusetts Youth Soccer Association (MYSA).
- 5.3.2. The Registrar shall be responsible for properly placing GYSA teams into ECYSA
- 5.3.3. The Registrar is the only person who can register players
- 5.3.4. The Registrar shall collect and deposit all registration fees in a timely matter. Report to the GYSA Treasurer of all the banking transactions.
- 5.3.5. The Registrar shall inform the GYSA Treasurer of any fees associated with registration of players, coaches, and administers to ECYSA and/or MYSA in a timely manner.

### **5.4. In-Town Director**

- 5.4.1. The In-Town Director shall be responsible for Scheduling, Team Formation and Referees for the U8 program.
- 5.4.2. The In-Town Director shall run and oversee the U6 program
- 5.4.3. The In-Town Director shall oversee the In-Town Age Directors



#### 5.5. Player/Coach Development Director

- 5.5.1. The Player/Coach Development Director shall be responsible for creating, contracting, administering and managing all development programs for the players, coaches and referees.
- 5.5.2. The Player/Coach Development Director shall be responsible for Try-Outs and evaluation of players and coaches.
- 5.5.3. The Player/Coach Development Director shall be responsible to make sure that there is at least one (1) annual summer soccer camp in Georgetown.
- 5.5.4. The Player/Coach Development Director shall be responsible to maintain a working relationship with High School, local Colleges, Professional coaching organizations as well as men's & women's Professional Teams.
- 5.5.5. The Player/Coach Development Director shall be responsible to work with the In-Town Director to assign referees to the in-town program.

#### 5.6. Communication Director

- 5.6.1. The Communication Director shall keep a paper copy of all records and information
- 5.6.2. The Communication Director shall be responsible for the upkeep of all records including Minutes, By-Laws and changes, Operational Rules and changes, and yearly calendar of events.
- 5.6.3. The Communication Director shall be responsible for keeping the membership informed on all Authority activities, including but not limited to, monthly/annual/special meeting(s), registrations, GYSA sponsored summer camps, and minutes of the meetings through the website, newspapers, flyers for school distribution.

#### 5.7. Director of Fields

- 5.7.1. The Director of Fields shall be responsible for the upkeep of each field, including but not limited to, fields are mowed, seeding, watering, lining the fields, field usage, and Port-A-Potty (rental).
- 5.7.2. The Director of Fields shall be responsible for securing permits from the town for use of these fields.

#### 5.8. Treasurer

- 5.8.1. The Treasurer shall keep an accurate financial record of GYSA
- 5.8.2. The Treasurer shall create and present an annual report, including a budget, for the GAA and GYSA Annual General Meeting.
- 5.8.3. The Treasurer will keep a log of all Vendors/Suppliers
- 5.8.4. The Treasurer will work closely with GAA Treasurer

#### 5.9. Equipment Director

- 5.9.1. The Equipment Director shall be responsible for all Authority physical equipment
- 5.9.2. The Equipment Director shall create and present a semi-annual report detailing the whereabouts of all GYSA equipment to the Board, and make recommendations on what needs to be purchased for the upcoming season.
- 5.9.3. The Equipment Director will order all equipment through selected Vendors/Suppliers
- 5.9.4. Any purchase over \$250 must have Board of Directors majority approval

**6. Inspection of Records**

6.1. Inspection of Records

6.1.1. Books, accounts, documents and records of the Authority shall be open to inspection by any Director at all times during the usual hours of business. The original, or attested copies of By-Laws and records of all meetings of the members and membership records which shall contain the names of all members and their record addresses, shall be kept in Massachusetts at the principal office of the Authority, or at an office of the Communication Director, and/or Treasurer, and/or the GYSA President. Said copies and records need not all be kept in the same office. They shall be available at all reasonable times for inspection by any member for any proper purpose but no to secure a list of members or other information for the purpose of selling said information or copies thereof or of using the same for a purpose other than in the interest of the applicant, as a member, relative to the affairs of the Authority.

**7. Indemnification**

7.1. Indemnification

7.1.1. The Authority shall, to the extent legally permissible, and only to the extent that the status of the Authority as an organization exempt under Section 501(c)(3) of the Code is not affected thereby, indemnify each of its Directors, Offices or other agents (and the heirs, executors and administrators of such persons) against all liabilities and expenses, including amounts paid in satisfaction of judgments, in compromise of actions, suits, claims, or other proceedings, as fines or penalties, or as counsel fees, which he has reasonably paid or incurred in connection with the defense or disposition of any action or threatened action, suit or other proceedings, whether civil or criminal, in which such person may be involved or with which he may be threatened, while in office or thereafter, by reason of membership in the Authority, on the Boards, or on a committee of the Authority, except with respect to any matter as to which such person shall have been adjudicated in any proceedings not to have acted in good faith in the reasonable belief that such action was in the best interest of the Authority; provided that any payment by way of settlement, compromise, or consent decree shall be indemnified hereunder only to the extent that is shall be determined by the Board to have been made in the best interest of the Authority. Nothing contained in this Section shall affect any rights of indemnification to which Directors, officer and other agents of the Authority may be entitled by contract or otherwise by law.

-----