

BC United Soccer Association

BYLAWS OF THE

(1) BC United Soccer Association (Here in referred to as The Association)
(1) PO Box 7235, Endicott, New York 13760-7235

PREAMBLE

The objective of this organization is to promote Soccer through the establishment of a competitive travel team program by:

- a. Developing youth from the local area and surrounding towns to include areas not represented by other travel team programs.
- b. To encourage a competent staff of adult volunteers (coaches, referees, board members, etc.) through the support of and exposure to continual developmental and training methodology.
- c. To promote and encourage single-age groups at every level as established by FIFA Guidelines so to promote a program suited to individual needs.
- d. To promote sportsmanship among players, coaches, volunteers and parents.

The USSF articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the BC United Soccer Association to the extent applicable under state law, and the BC United Soccer Association will abide by those articles, bylaws, policies, and requirements. (Bylaw added September 2000)

The BC United Soccer Association will abide by the USSF's articles, bylaws, policies and requirements of interplay. (Bylaw added September 2000)

ARTICLE I. MEMBERSHIP

Section 1.

Membership in The Association will be defined as a Family membership consisting of a parent/guardian and player(s) who have paid an annual membership fee as set forth by the governing body of The Association and shall have all membership privileges. Membership, other than family, will be extended to other interested parties who volunteer in some capacity for the better of the Association.

Section 2.

BC United Soccer Association

The membership of the BC United Soccer Association shall be open to any soccer players, and coaches, trainers, managers, administrators, and officials as approved by the Board of Directors and not subject to suspension under Section 4 of the Bylaw 241 of the USSF Bylaws. (Bylaw added September 2000)

Section 3.

Membership in the Association shall be made available without regard to race, color, creed, gender, age, national origin or physically or mentally challenged and no rules or regulations will be made in conflict with these policies.

Section 4.

The Association membership year shall be from September 1 through August 31 inclusive. Coaches will submit a Team roster to the Registrar prior to a team's first practice to ensure that all membership obligations are met by team members.

Section 5.

Membership will be extended to any new family or player throughout the year with dues payable before the first practice the player attends.

Section 6.

The BC United Soccer Association will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, the NYSWYSA, and the BC United Soccer Association may be appealed to the USSF's Appeals committee in accordance with NYSWYSA bylaws and policies. The Federation's Appeals Committee shall have jurisdiction to approve, modify or reverse a decision.

A decision rendered by the BC United Soccer Association or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the Federation's Appeals Committee unless the committee otherwise orders. The decision made by the BC United Soccer Association or the NYSWYSA may be upheld, revised or reversed and remanded. (Bylaw added September 2000)

ARTICLE II. DUES

BC United Soccer Association

Section 1.

The amount of the annual dues shall be determined by the Executive Committee of The Association at the time the budget is signed for the following year.

Section 2.

Annual dues shall consist of a fee for each player payable at time of tryouts. The Registrar will notify members whose dues are not paid, and a player will not be allowed to play or practice with his/her team until dues are paid in full. Those who receive membership and have no players will not be charged a membership fee.

ARTICLE III. OFFICERS and BOARD OF DIRECTORS

Section 1.

The officers of The Association shall consist of the Board of Directors who shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by The Association. The Board of Directors, in total, will consist of the Executive Committee, the Coaching Coordinators, and all committee members, as well as one representative from each team. No person may have more than one vote. The team will be considered absent if no other representative from the team is present.

Section 2.

The Executive Committee will consist of the President, Vice President, Secretary, Treasurer, Registrar, and the three Division Coordinators (Recreation, Club, Premier elected by their respective divisions), which are “elected at large” positions.

Section 3.

Additional Board members will include: three Coaching Coordinators (Recreation, Club, Premier), who will be selected by the Executive Committee.

Section 4.

The Board of Directors will be elected by the General Membership at the Annual Meeting. The Board of Directors shall consist of a minimum of 15 members. Such persons in The Association shall be in good standing, and will serve at the discretion of the General Membership.

Section 5.

BC United Soccer Association

There shall be a nominating committee selected by the Board of Directors consisting of no less than 3 members appointed from the General Membership who will nominate the members to the Board of Directors in June.

Section 6.

The nominating committee must report its nominees to the Annual meeting in October at which time additional nominations may be made from the floor.

Section 7.

The Board of Directors will elect by ballot at the first Board meeting, following the annual meeting, from the General Membership or from its members, a President, Vice-president, Secretary, Treasurer and Registrar of the Association to serve one year or until their successors are elected. The term of office shall begin at the close of the meeting at which they are elected.

Section 8. Duties of Officers

- a. President-- is the Chief Executive Officer of the club and is responsible for all activities of the club. He or she shall conduct all general and special meetings of the Membership, represent the Club at all New York State Youth Soccer Association and all league meetings (Premier or BCSA), and attend as the President(s) of the club any related workshop, dinner, or meeting. The President(s) can appoint a special representative to attend these aforementioned events. The President also shall appoint any committee chairperson after taking office.
- b. Vice President--shall assume all duties of the President in the absence of the President. The Vice-President may also represent BCUSA in any of the meetings or events required of the President(s), shall be Chairman of the Budget Committee, shall be responsible for the preparation of the annual budget and reports in conjunction with the Treasurer, and shall exercise other duties that may be designated by the Membership.
- c. Secretary--shall handle all correspondence, give notice of meetings and maintain the files of the Club.
- d. Treasurer--shall keep detailed accounts of the Club in a suitable manner, liquidate all bills against the Club, collect all debts owed to the club, and report in writing the state of finances of the Club when ever required by the President or by the majority of the Membership.
- e. Registrar--shall work with each team to ensure all players are properly registered. The Registrar shall work directly with the State's District Registrar to ensure that all club registrations, player passes, dual rostering, and payments are consistent with NYSWYSA

BC United Soccer Association

registration policies and procedures, coordinate all travel applications by BCUSA teams and correspondence pursuant to the same, prepare and approve all blue forms for entry into the Snickers NYSW State Cup, prepare and mail all out of state registrations and paperwork, maintain an up-to-date data base for club mailings, and registrations for the club at tryouts both in person and on line.

g. Division Coordinators are responsible for administrative duties for the division, coordination of team managers, coordination of volunteerism for the division, risk management, and rules/bylaws interpretation., as well as other duties assigned by the President and/or Executive Committee.

The following positions are appointed:

f. Coaching Coordinators— A Coaching Coordinator for each division will be appointed by the Executive Committee to preside over all coaches meetings and to report back to the Board the results of such meetings. It is the duty of the Coaching Coordinator to identify coaches for the Association and report this finding to the Board, as well as supply a list of such coaches to the Board.

Coaching Coordinator responsibilities include, but are not limited to, training coaches, assessing coaches, handling grievances and serving on the coaching selection committee, as well as other duties assigned by the President and/or Executive Committee.

h. Marketing Coordinator—is responsible for marketing the club in the soccer community, publication of a monthly newsletter, coordinating the financial marketing of the club, working with sponsors, other soccer clubs, community businesses, NYSWYSA, to promote the BCUSA Soccer Club and premier soccer in the Southern Tier of New York.

i. Equipment Coordinator--is responsible for all club and team equipment in design, ordering, transferring to teams, recording keeping, purchasing, and disposal of any club or team equipment. All BCUSA team or club equipment must be ordered through the equipment coordinator. The club President(s) must approve all vendor selections. All team purchases to be used by the entire club must be approved by the Executive Committee. The President must approve all club purchases. The Executive Committee must approve any purchase over \$300.00.

j. Immediate Past-President--shall serve in an advisory capacity. The Past-President shall not cast a vote with the Membership.

k. Facilities Coordinator--shall oversee an indoor and outdoor field coordinator, and is responsible procurement of indoor and outdoor facilities for team practices, clinics, and training sessions, scheduling each individual BCUSA team for facilities use, requesting Insurance Forms from NYWYSA for each facility in use, procure fields for BCUSA home games as required by affiliated leagues, reserving fields for all tournaments, negotiating all fees for rentals for indoor and outdoor facilities, and reserving rooms for club meetings. The

BC United Soccer Association

President must approve all contracts that must be signed for facilities use before they are signed. Any facilities contract for over a one year the club BOARD OF DIRECTORS must approve period of time.

l. Indoor Field Coordinator will be appointed by the Board to locate and maintain Indoor fields for team use. The Indoor Field Coordinator will work with the facilities coordinator to schedule all indoor field time ensuring equity amongst the various teams in the Association. The Indoor Field Coordinator will also work with the Indoor Tournament Committee to secure gym time for the Tournament.

m. An Outdoor Field Coordinator will be appointed by the Board to maintain outdoor teams for team use. The Outdoor Field coordinator will work with the facilities coordinator to schedule all outdoor field time ensuring equity amongst the various teams in the Association. The Outdoor Field Coordinator will also assist the Outdoor Tournament Committee to ensure that fields are not assigned to teams for use when outdoor tournaments are scheduled.

REWORDED FROM PAGE 9—Article V, Sections 6, 7, 8, and 9

n. A Field Development Chairperson will work with a minimum of two other members to comprise a Field Maintenance Committee. This individual shall be appointed by the Executive Committee. It shall be the duty of this committee to create a yearly plan for the development and maintenance of The Association's fields. Each fiscal year the plan will be voted on at the June meeting of the Board of Directors. The Field Development Committee may from time to time submit amendments to the plan for the current fiscal year, which may be adopted by a majority vote of the board.

o. A Field Maintenance Chairperson, who will work with a minimum of two other members, will comprise a Field Maintenance Committee. This individual shall be appointed by the Executive Committee. It shall be the duty of this committee to maintain the soccer complex and other facilities for the Association. Their objective is to ensure the fields are ready for play at all times and that all teams in the Association are active in meeting this objective.

p. Communications Coordinator—shall be responsible for the communications of the club to include the BCUSA Web Page, mailings to players and parents, preparation and mailing of the monthly club newsletter, and any communications to the press or any other business as designated by the club.

q. Concessions Coordinator--shall be responsible for all concessions of the club to include organizing, buying, selling, and pricing of all items for sale at any function in which the club is selling food and food related items. They are also the only person who is authorized to purchase, rent, or borrow and equipment used in the resale of food at club or designated club events. Any equipment purchased by the club for concession purposes is the responsibility of the concessions coordinator.

r. A Uniform Chairperson will be appointed by the Board whose responsibility it will be to inventory teams for uniform needs and order team uniforms. The Chairperson will also be

BC United Soccer Association

responsible, in coordination with the team coach, to collect necessary uniform fees. The Association will have a designated uniform that all teams must comply with. There will not be any deviations allowed.

Section 9. Additional Officers. The President, with the approval of the Membership may appoint other assistant officers as may be deemed as necessary who shall have authority and perform such duties in the management of the Club as the Membership may provide. These may include but not limited to Assistant Registrar, Publicity Director, Tournament Director, Librarian, or any other position, which the club may so deem as necessary. These officers will hold their position for only one-year and will not have voting rights as a member of the Board of Directors.

Section 10. Removal and Vacancies. Any officer, member, and /or agent of the Club may be removed from office and relieved of his/her duties by a two-thirds vote of the membership at a duly constituted membership meeting provided notice of proposed removal is given in the call of the meeting. Any member of the Membership (except the Immediate past President) may be removed as a member by a majority vote of the Membership for missing two (2) consecutive membership meetings without excuse, as determined by the President. All vacancies among the Membership, however occurring, may be filled by a majority vote of the Membership at a monthly or special meeting. A quorum is not necessary at a regularly scheduled meeting.

Section 11.

No member shall hold more than one Executive Committee office at a time.

Section 12.

The Executive Committee shall have general supervision of the affairs of The Association between its business meetings, fix the hour and place of meetings, make recommendations to The Association and shall perform such other duties as are specified by these Bylaws. The Board shall be subject to the orders of The Association, and none of its acts shall conflict with action taken by The Association or these Bylaws.

ARTICLE IV. MEETINGS

Section 1.

The regular Board of Directors meetings of The Association will be held monthly on the second Wednesday unless otherwise ordered by The Association. Such meetings shall be open to all members of The Association. The board shall meet at least a minimum of 6 times a year. All decisions by the Board of Directors are subject to final approval by the Executive Committee.

BC United Soccer Association

The regular Executive Committee meetings of the Association will be held monthly on the fourth Wednesday, unless otherwise ordered by the Association. The Executive Committee shall meet at least a minimum of 6 times a year.

Section 2.

The Annual General Meeting will be held prior to the third Wednesday of October, which will be known as the Annual Meeting and shall be for the purpose of electing Board Members, receiving reports of officers and committees and for any other business that may arise.

Section 3.

Special Meetings of the Board of Directors may be called by the President at any time necessary. The meeting must be attended by a quorum of the Board of Directors. The Secretary must be notified of the time, place and reason for the special meeting.

Section 4.

One half plus 1 of the total number of Board Members shall constitute a quorum.

ARTICLE V. COMMITTEES

Section 1.

Committees may be designated and Committee Chairpersons appointed by the Executive Committee from among the General Membership or from the members of the Board of Directors, following the Annual Meeting.

Section 2.

A Finance Committee composed of the Treasurer, along with a minimum of two other members, shall be appointed by the Executive Committee. It shall be the duty of this committee to prepare a budget for the fiscal year to be voted on at the June meeting of the Board of Directors. The Finance Committee may from time to time submit amendments to the budget for the current fiscal year, which may be adopted by a majority of the vote. Quarterly reviews of the actual expenses to date versus the budget projects shall be required.

Section 3.

BC United Soccer Association

The Indoor and Outdoor Tournament Committees will be composed of a chairperson and at least 4 members appointed by the Board of Directors. It shall be the duty of these committees to organize the Annual Tournaments in cooperation with the Field Coordinator.

Section 5.

A Registrar will collect from each coach a team roster after the completion of tryouts. The registrar will compile a complete and up-to-date listing of all players and families and report the information to the Board. The Registrar will make sure membership dues are paid. The registrar will also work with the NYSWSA State Registrar to insure all players are properly registered.

Section 6.

There shall be a Nominating Committee selected by the Board whose responsibilities will be to solicit and nominate persons to sit on the Board of Directors. The Nominating Committee will be appointed in June

Section 7.

Such other committees, standing and special, shall be appointed by the Executive Board from time to time as deemed necessary to carry out the work of the Association.

ARTICLE VI. COACHES

Section 1.

The Coaching staff of the Association will be identified by the Coaching Committee, which will be comprised of the President, Vice President, and the three coaching coordinators, and approved by the Board of Directors (SHOULD THIS READ EXECUTIVE COMMITTEE?).

Section 2.

Recreation Coaches will be required to complete the BCUSA Club training program.

Club Coaches will be required to earn a coaching license within two years of accepting a position as a team coach. For coaches of U12 and below teams, a “E” license is required. For coaches of teams above U12, a “D” license is required.

Premier coaches and assistant coaches must have a “D” license, or the equivalent coaching experience as determined by the coaching committee, to be considered for a position.

BC United Soccer Association

Section 3.

The Coaching Staff will be required to agree to and sign the Association's Code of Conduct.

Section 4.

A coach will retain his/her position at the discretion of the Coaches Selection Committee.

Section 5.

Each team will have a coach. A coach may handle more than one team. If a coach decides to coach more than one team, the coach will explain to the parents of the teams his/her objectives during tournament and league play.

ARTICLE VII. TEAM AND PLAYERS

Section 1.

Each team will have a coach and up to two assistant coaches.

Section 2.

Each team can roster up to 18 outdoor players for teams above U10. For modified teams (U10 and below), a roster of up to 14 players is allowed. The number of players on a team will adhere to the USYSA Rules.

Section 3.

All teams in the Association are encouraged to follow the USYSA Age Group Guidelines noting that the Association is committed to promoting and encouraging competitive teams at every age level.

Section 4.

Players entering the organization must tryout for an age appropriate team. A player may request to tryout for an older team—maximum of one age group up. However, it must be mutually agreed by coaches and parents involved, as well as the appropriate Division Coaching Coordinator.

Section 5.

In an effort to allow all interested players the opportunity to play soccer, the Association at the direction of the Board of Directors, will form established and additional teams where sufficient players exist as follows:

BC United Soccer Association

Section 6.

All players and parents of the Association will be required to sign the Code of Conduct.

Section 7.

A parent may at any time remove his/her child from a team. A coach shall not be required, however, to accept a player on his/her team. If the parents are removing their child, the membership for that child is forfeited.

Section 8.

Appeals/grievances to any of the above conditions shall be handled according to grievance procedures.

Section 9.

It is mandatory that each team have one board member and a team manager

Section 10.

A player may withdraw their membership with full refund within two weeks after they have been accepted and rostered on the team. The withdrawal notification must be in writing and mailed to the Association's PO Box. After the two week grace period, no refunds will be given. (Bylaw added February 10, 1999)

Section 11.

A player may not be dismissed from the team they are rostered on unless the Coach has first met with both the Coaching Committee of the Association and the parents of the concerned player. (Bylaw added May 12, 1999)

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Association may adopt.

ARTICLE IX. AMENDMENTS OF BYLAWS

These bylaws may be amended at any regular meeting of the Board of Directors by a two-thirds vote, providing that the amendment has been submitted in writing at the previous regular meeting.

BC United Soccer Association

Not included in this paper, but addendums to the bylaws

USYSA Codes of Conduct

 Parent's Code of Conduct

 Coach's Code

 Player's Code

Teams (Regarding the EUYSA and USA teams & merger of 1998)

Tryouts

Uniform Obligations

Time Obligations

Financial Obligations

Structure of the Association (included: see next page)

Fund Raising