

# **WEST BROOKFIELD YOUTH SOCCER CONSTITUTION**



**ORGANIZATION NAME:** WEST BROOKFIELD YOUTH SOCCER  
**INITIALS:** WBYS  
**PLAYING SEASON:** FALL & SPRING OF CURRENT YEAR  
**AGE YEAR:** 1975  
**ADOPTION DATE:** April 5, 1994  
**REVISION DATE:** November 1996, November 2011

## **ORGANIZATION NAME**

This organization shall be known as West Brookfield Youth Soccer, hereafter referred to as WBYS.

## **OBJECTIVE**

The objective of WBYS is to develop and promote a vital and exciting soccer program within the West Brookfield area. This will be accomplished through programs designed to educate players and parents about the sport of soccer and develop public awareness. These programs will provide the opportunity for training and play for all interested parties and shall be designed to develop individual skills, fitness, teamwork and fair play. Above all the objective of our program is for the kids to have fun.

## **DESCRIPTION AND GOVERNING BODY**

WBYS will be responsible for setting policy objectives, providing for game and field scheduling, game rules, officials, equipment, recruiting and training coaches, and organization.

The governing body of WBYS will be the Executive Board, hereafter referred to as the Board, which shall consist of the following:

- President
- Vice President
- Immediate Past President
- Secretary
- Treasurer
- Equipment Director
- Registrar
- Events Coordinator
- Instructional Coordinator
- Age Division Directors for U6, U8, U10, U12, and U14+
- Website Manager

They shall be nominated and elected at the Annual General Meeting in November. Voting members shall be coaches, assistant coaches, and Board members.

## **OFFICERS - TERM OF OFFICE**

Officers shall hold office for a one year term, and are eligible for re-election.

## **BOARD DECISIONS**

All matters of policy shall be decided by a simple majority vote.

A majority of the current active Board members shall constitute a quorum.

## **BOARD DUTIES AND RESPONSIBILITIES**

Board members are expected to attend all board meetings. A board member that is absent from three consecutive regular meetings may be removed from the Board unless there are sufficient excuses that the Board feels excusable.

The duties and responsibilities of the members of the board shall include, but may not be limited to the following:

### **President**

The President shall officially preside at all meetings; be Chairman of the Board; be the official representative of WBYS; be authorized to sign checks; appoints all coaches in conjunction with the board; designates referees for all home games; may appoint Chairpersons for Ad Hoc Committees (ex. fund raising, special events, etc.). In conjunction with the Treasurer and Equipment Manager, put together a budget and order items for the forthcoming season.

### **Vice President**

The Vice President shall succeed to the office and powers of the President in her/his absence, or for the remainder of her/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. Will work in conjunction with the President and other board members as needed.

### **Immediate Past President**

The Immediate Past President shall be a member of the Board of Directors and may also be elected and serve in any other position after her/his term as President. This position shall be non-voting unless there is a tie, in which case the Immediate Past President cast the tie breaking vote. In the event that the positions of President and Vice President are both vacant, the Immediate Past President shall assume the leadership of WBYS until such time as a General Meeting of the membership shall elect a new President and/or Vice President. She/he shall have such duties as may be assigned by the President or by vote of a General Meeting. The term of the sitting Immediate Past President shall continue only as long as her/his immediate successor occupies the position of President.

### **Secretary**

The secretary will organize and take down minutes at all meetings, will keep all records (except financial) of WBYS, including the Constitution, Bylaws, and minutes of all meetings, will tally votes of all board decisions, and will send out correspondence to sponsors, newspapers, members, etc. when necessary.

### **Treasurer**

The Treasurer shall have charge of the finances of WBYS. She/he shall report on the finances at all Board and general meetings, and shall submit and distribute a full written report of the finances at the Annual General Meeting in November. She/he will pay the bills promptly; will be responsible for keeping records and bank accounts; will assist in fund raising; shall be authorized to sign checks.

### **Equipment Director**

The Equipment Director will be responsible for coordinating the inventory, labeling, organization, distribution, collection, and safe storage of all equipment; will work in

conjunction with the President and the Board for pricing and ordering of new equipment, will work in conjunction with the Division Directors in the preparation, maintenance, and breaking down of fields; will prepare bags for each coach for the forthcoming season.

### **Registrar**

The Registrar will organize and carry out the registration process in the spring and fall, including working in conjunction with the board to determine teams, registering all members (players, coaches, and volunteers) with the MYSA, registering travel teams with MAYSL, performing CORI checks on all adult volunteers, distributing registrations, rosters, and pass cards to all coaches.

### **Event Coordinator**

The Event Coordinator will be responsible for keeping track of and being aware of all major events of WBYS. He/She will insure that any activities are consistent with the intent of WBYS and will not compromise players, parents, coaches or any town interests. He/She may not be directly responsible for managing each individual event but will provide assistance where required and report to the board at regular meetings. Although not mandatory, the Event Coordinator should be responsible for directing one major fund raising effort per fall season.

### **Instructional Coordinator**

The Instructional Coordinator shall be responsible for maintaining all instructional and educational aids of WBYS. He/She will coordinate curriculum guidelines for all ages, summer camps, coaching and player clinics, referee courses and coaching licensing at the approval of the board. He/She will also be responsible for maintaining a current Code of Ethics/Conduct for all parents, coaches and board members.

### **Age Division Directors for U6, U8, U10, U12, and U14+**

Each Age Division Director will help coordinate field setup, field maintenance (painting schedule), field breakdown, and field practice schedule; he/she will help with the creation of teams, appointing of coaches, creation of coach packets, and the running of coach's meetings; he/she will also help with the distribution of uniforms, trophies, equipment, pictures, and registration information for their age division.

### **Website Manager**

The Website Manager will work in conjunction with other board members to create and maintain up to date information on the WBYS website in a timely manner.

### **VACANT POSITION**

In the event that a position is vacant after the Annual General Meeting in November, the president shall delegate duties and responsibilities of the vacant position to other board members or a willing volunteer may be nominated and voted in by the Board.

### **MEMBERSHIP**

Membership in WBYS shall be open to all.

### **CONDUCT**

The Board shall have the authority to suspend or remove any member of the WBYS whose conduct is considered detrimental to the organization. A majority vote of the full Board is needed. A hearing will take place upon request.

### **FINANCIAL POLICY**

**Budget**

A budget for the forthcoming season shall be prepared by the President and approved by the Board.

**Expenses**

Expenses exceeding \$200.00 need approval of the Board. Expenses for less than \$200.00 must be authorized by the President and Treasurer.

**Fund raising**

All fund raising activities will first be approved by the Event Coordinator and Board.

**OTHER MATTERS**

The Board shall have the power to deal with any matters not explicitly covered in the by-laws.

**MODIFICATIONS TO THE CONSTITUTION**

This Constitution may be amended by a two-thirds vote of Board members and coaches at the AGM or a special meeting.

**MODIFICATIONS TO THE BY-LAWS**

The By-laws may be amended by a simple majority vote of the Board members present at a Board meeting. In addition, changes may be approved by a simple majority at the AGM of the voting members present.