

Burnt Hills United Soccer Club Bylaws

Origin Date: March, 1992

Last Review Dates: 10/14,04/14,10/05,8/99, 3/93

Board Approval Date: October 29, 2014

Review Interval: Annual

Article 1- Name

A. The name of the Club shall be the Burnt Hills United Soccer Club, Inc. hereinafter referred to as the Club.

B. All references herein to "he or she" do not reflect a particular gender, but rather should be construed as gender neutral in character.

C. The Club's Official address is: PO Box 243, Burnt Hills, New York 12027

Article 2- Purpose and Objectives

The purposes of the Club are:

A. To teach the game of soccer to the youth of our communities.

B. To operate a youth travel soccer club to help in developing the character of the youth of our community.

C. To foster and engage in competition for the furtherance of the above purposes.

D. To encourage and engage in any other activities which will enhance and improve these stated purposes.

Article 3-Affiliation and Representation

A. The Club is affiliated with the Eastern New York Youth Soccer Association (ENYYSA) along with the Capital District Youth Soccer League (CDYSL).

B. The Club primarily represents the communities of the Burnt Hills-Ballston Lake School District which are Glenville, Ballston, Charlton, and Clifton Park.

C. The Club colors are maroon and white with an alternate trim color at the discretion of the Uniform Committee. Players representing the Club must wear the Board approved uniform at all games and tournaments.

Article 4- Conduct of Business

A. The business of the Club shall be managed by the Executive Board (hereinafter referred to as the Executive Board or the Board). The Executive Board shall consist of the Officers listed herein.

B. No part of the Clubs net earnings shall inure to the benefit of or be distributed to, its members, trustees, officers or to other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.

C. No substantial part of the activities of the Club shall be carrying on of propaganda, or otherwise attempting to influence legislation, and the Club shall not participate in, or intervene in any political campaign on behalf of any candidate for public office.

D. Club business shall not be conducted at an Executive Board meeting unless a quorum is present, a quorum being seven officers.

Article 5-Players

A. Players shall be selected at open tryouts, to be scheduled and evaluated at the end of the CDYSL spring season by the Coaching Coordinators.

1) U8 players will be invited to a meet and greet as tryouts are not sanctioned by CDYSL.

Article 6- Head Coaches, Assistant Coaches and Managers

A. All Head coaching appointments are subject to Executive Board review and approval. Head Coaches interested in coaching for the next year will submit written notice of interest to the VP of Coaches for consideration by June 30th. Head Coaches who have submitted letters of interest will be notified in writing of the Executive Board's decision by August 15th.

1) Assistant Coaches and Managers are subject to Executive Board review and approval.

B. All Coaches must be registered with the Eastern New York Soccer Association (ENNYSA) along with the Capital District Youth Soccer League (CDYSL). (i.e. carded).

C. All Head Coaches are required to have, at a minimum, a F/Y License to be identified as a Head coach by CDYSL (A one year waiver for new Head Coaches is currently in place by CDYSL).

D. All coaches must have a CDYSL Background Check performed prior to being carded.

E. Executive Board approved Head Coaches prior to team formation are responsible for:

- following the tryout process set up by the VP of Coaches
- players selection to designated teams
- informing Players and their Families of their team placement and who their Coach is.

F. Once teams are formed, each Executive Board approved Team Coach is responsible for:

- Informing Players and their Families about registration, league schedule, and Club team practices.
- Coaching team at League games and other scheduled events.
- Recruiting team assistants. Having them approved through the Registrar by the Executive Board.
- Entering Tournaments.
- Accounting for team finances in conjunction with the Club Treasurer for Club membership and for their own team finances for tournaments and other options, they elect to participate in.
- Payment of Referee Officials in conjunction with Club Treasurer.
- Maintain team rosters, players' passes, coaches' player passes, and medical releases in conjunction with the Club Registrar.
- Equipment in conjunction with the VP of Operations and their committees.
- In the event that a Head Coach has not been Executive Board approved, then the Executive Board shall designate a Tryout Coordinator to be responsible for the Head Coach prior to team formation responsibilities.

Article 7-Membership (re: Article 14)

A. Parents and/or guardians of participating players are members upon payment of membership dues. A Players family may hold only one membership vote regardless of how many players are in that family.

B. Persons other than parents and/or guardians of participating players may become members by applying to the Executive Board. Upon acceptance and payment of membership dues they get one membership vote.

C. All Officers, Coaching staff, and Committee persons are members once they are registered with the Eastern New York Youth Soccer Association (ENYYSA) along with the Capital District Youth Soccer League (CDYSL) through our Club Registrar.

D. Members and players must abide by the Bylaws, Policies and Guidelines of the Club, Eastern New York Youth Soccer Association (ENYYSA) along with the Capital District Youth Soccer League (CDYSL).

E. The Club does not have any restrictions or limitations with regard to race, creed, color, sex, or national origin.

F. Membership terms are annual, ending on August 31st.

Article 8- Suspension

A. The Executive Board may suspend any Club Member or Player who:

1) Willfully refuses or neglects to fulfill their obligations, as described in the player commitment, or violates any of the provisions of the Bylaws or Policies of the Club or its affiliate organizations.

2) Has committed any act which is inconsistent with the principles and standards of good sportsmanship and fair play.

B. Suspension shall require a two-thirds vote by the Executive Board. The member/player shall have an opportunity to show cause why such action should not be taken within seven days of written notice from the Club President by mail, using Certified Return Receipt Mail.

C. Reinstatement

- Suspended member/players may petition the Executive Board for reinstatement once per membership term.

D. Suspended member/players shall be considered not in good standing.

Article 9- Voting

A. Each paid member shall have voting privileges.

B. Motions shall be carried by a simple majority, except where otherwise required by these Bylaws.

C. Any member may request a vote by secret ballot.

Article 10- Officers

A. Officers of the Club shall be at least nineteen (19) years of age and a paid Member of the Club.

B. The Officers of the Club are:

1). PRESIDENT

Presides at all meetings, coordinates the Order of Business for all meetings, casts the deciding vote in case of ties, appoints standing and temporary committees (subject to Executive Board approval), and carries out the execution of these Bylaws. The President designates another Officer to act in his stead in the event of his absence. The President is charged with long range planning for the Club.

2) EXECUTIVE VICE PRESIDENT

Assists the President at all meetings by coordinating the Order of Business for all meetings, appointing standing and temporary committees (subject to Executive Board approval), and carrying out the execution of these Bylaws. The Executive Vice President will act for the President in the event of his absence. The Executive VP will serve as the administrative liaison between the board and the coaching staff. Directly working with the VP of Coaches, he or she will supervise coaches/player/team placements, will help coordinate registration activities and will be responsible for field and team commitment duties as it relates to CDYSL interactions.

3) VICE PRESIDENT- FUNDRAISING/SPONSORSHIP

Responsible for the development and recommendations for fundraising projects and for the organization and management of fund raising activities for both the season and for the annual tournament. Identifies and arranges for solicitation of Club sponsors and reports sponsor information to VP Operations, Treasurer, and Secretary. Prepares a program and budget proposal to assist Club Treasurer in budget preparation. The incumbent will coordinate with the treasurer to deposit sponsorship monies and will work with the Club's Communication's/Public Relation's Officer to arrange for proper sponsorship recognition at the tournament and on the Club's website.

4) VICE PRESIDENT- OPERATIONS

Responsible for the availability, scheduling, and coordination of playing facilities for both indoor and outdoor, coordinates and insures the Club has appropriate insurance coverages, prepares the annual indoor practice schedule and coordinates facilities with the VP of Field Operations for a Winter and Spring soccer academy for 4 and 5 year old players. Reviews the CDYSL "master schedule" assuring no conflicts to the assigned League games at our fields. Develops approved committees and recruits operation assistants. Prepares a program and budget proposal to assist Club Treasurer in budget preparation.

5) VICE PRESIDENT- COACHES

Responsible for the recruitment, placement, and evaluation of club coaches. Works directly with the President and Exec VP in the hiring and supervision of the Director of Coaching Development. Works with the VP Operations in scheduling of indoor practice time. Prepares program and budget proposal to assist Club Treasurer in budget preparation.

6) VICE PRESIDENT – FIELD OPERATIONS

Responsible for the maintenance and upkeep of all BH United soccer fields before, during and after the season which includes equipment (nets,goals,paint, tools,flags, med kits,balls, pinnies, cones, etc) inventory and purchase, field set up and breakdown. Responsible for coordinating field closures with coaches and CDYSL and responsible for field setup and breakdown for annual tournament.

7) TOURNAMENT DIRECTOR –

Responsible for all aspects of organizing and running the annual Burnt Hills United Tournament including but not limited to registration, team recruitment, scheduling, concessions, trophies, referees, medical support, trash and restrooms, volunteers, etc...)

8) RECREATION SOCCER DIRECTOR

Responsible for coordinating both winter and fall rec soccer program including securing fields, coaches, referees, equipment and uniforms. Incumbent will advertise via flyers for signups and will coordinate registration and scheduling. In addition, the coordinator will arrange for weekly skills training with BHBL varsity teams for player and coach development, coordinating with the VP Coaches and VP Field Operations

9) PUBLIC RELATIONS/COMMUNICATIONS DIRECTOR

Responsible for upkeep of Club website, distribution of Club flyers and general information. Responsible for public relations and promoting the Club in a positive manner.

10) REGISTRAR

Responsible for Player recruitment and on-line registration of Players, Coaches, Assistant Coaches, Managers, and Club Officers. Responsible for attending annual meetings, learning and executing the current practices of Eastern New York Soccer Association (ENYYSA) along with the Capital District Soccer League (CDYSL). Issues team rosters and game rosters; Player passes, Coach Player Passes, and supervises completion of medical releases along with Coaches. Assists in the collection of Membership and Sponsor monies, uniform orders, team division placement, and Tournament permission forms (Host and Permission to Travel). Prepares a program and budget proposal to assist Club Treasurer in budget preparation.

11) CAPITAL DISTRICT YOUTH SOCCER LEAGUE (CDYSL) REPRESENTATIVE

Represents the Burnt Hills United Soccer Club at all monthly meetings of the Capital District Youth Soccer League (CDYSL). Reports all communications, current practices, revised practices, and all other relevant information received at the monthly meetings of the Capital District Youth Soccer League (CDYSL) to the monthly meetings of the Burnt Hills United Soccer Club. This Representative votes on behalf of the Burnt Hills United Soccer Club as per the direction of the majority of our Club members. Communicates and coordinates Tournament information and scheduling. Prepares a program and budget proposal to assist Club Treasurer in budget preparation.

12) TREASURER

Responsible for the development of a budget, recommendation of annual membership dues, for the collection and disbursement of the Club's demand and savings accounts. The Treasurer shall:

- A) Report to the Membership monthly the state of the Club's finances
- B) Keep accurate and complete financial records in accordance with accepted procedures
- C) Enforce Club rules and regulations regarding fiscal procedures
- D) Expend and deposit monies as directed by the Executive Board
- E) Collect projected budgets from Officers by August 31, and such budget will be submitted at the General Meeting held in November.
- F) Communicate with independent Auditor on an annual basis

13) SECRETARY

Records and maintains the minutes of the Executive Board and monthly Club meetings, distributes copies of the appropriate minutes to the Officers and Club Members for approval. Provides notification of all meetings, files the approved minutes as well as submits to the Club Webmaster for website publication and receives, introduces, and maintains the correspondence of the Club. If the Secretary is unable to attend any meeting, it is their responsibility to designate an appropriate representative to fulfill the duties of secretary for that unattended meeting.

14) PAST PRESIDENT

Serves as a consultant and advisor to the Executive Board, providing continuity of operation from administration to administration. Attends all Executive and Club Member meetings. Serves as a voting member of the Executive Board. Acts as a non-voting member of the Nominating Committee. In the event that the President or the Executive Vice President is unable to fulfill his duties and has not designated an alternative, the Immediate Past President will act as President.

15) MEMBER AT LARGE

There will be (3) Member at Large positions on the Executive Board. These positions will be filled by new members to the Board to learn how the club operates.

OTHER POSITIONS (non-voting)

1) DIRECTOR OF COACHING DEVELOPMENT

The Director of Coaching will be responsible for player and coaching development under the guidance of the VP of Coaches which may include - Develop and maintain Guidelines to assist Age Group Coordinators in player placement. Develop and maintain a "Syllabus for Player Progression" to assist Coaches in structuring their practices and defining their developmental strategies. Prepares a program and budget proposal to assist Club Treasurer in budget preparation

2) TRYOUT COORDINATOR

Responsible for developing a flyer to advertise tryout dates annually arranges tryout evaluators, arranges equipment for tryouts, evaluation tools and secures field space for tryout dates. Also, responsible for setting up the registration system and assigning numbers to each player. In addition, the coordinator will work with the Executive VP and VP Coaches to arrange and coordinate a post tryout meeting for player and coach placement.

3) UNIFORM/APPAREL COORDINATOR

Responsible for ordering and distributing all uniforms, in coordination with the coaches and Registrar. Will also be responsible for setting up the team apparel store during the fall for logowear, working with the Exec VP.

C. Any Officer absenting themselves without cause from three (3) consecutive meetings, or any Officer failing to discharge their prescribed duties, or who resigns, may have his Office declared vacant by two-thirds (2/3 's) vote of the Executive Board.

Article 11- Elections

- A. Officers shall be elected at the Annual General Membership Meeting.
- B. The term of officer shall be one (1) year.
- C. Assumption of office shall be after adjournment at the Annual General Membership Meeting.
- D. The President may not serve more than Four (4) succeeding terms in office.
- E. In the event of a vacancy of an Officer, a special meeting shall be held within thirty (30) days for the election of a replacement. Meeting is called by the President.

Article 12- Committees

- A. The President shall recommend and the Executive Board must approve the Committee Chairs.
- B. The standing committees are:
 - 1) Nominating-Chaired by the Immediate Past President
 - 2) Fields/Maintenance
 - 3) Fundraising
 - 4) Tournament
 - 5) Registration/Tryouts
 - 6) Public Relations

Article 13- Meetings

- A. Annually, there shall be at least three (3) Coaches/Membership meetings
 - 1) Coach/Membership meetings for review and comment on the Annual Program and Budget. This meeting shall be held in November, the date of which shall be established by the Executive Board.
 - 2) Membership meeting for submission and voting on a Final Program and Budget Proposal. This meeting shall be held by December 15, the date of which shall be established by the Executive Board.
 - 3) Annual General Membership meeting for the election of Officers, receipt of the annual reports of Officers and Committees and transaction of other business. The Annual General Membership

Meeting shall be held between June 1st and July 31st . The date of which will be advertised in three (3) periodicals, such as The Gazette, Glenville Weekly, and the Scotia Journal including the Club website and e-mailed to the general membership.

B. The Executive Board shall meet at least six (6) times per year, including the Coach/Membership meetings. Such meetings shall be open meetings.

C. Special Executive Board meetings may be called to consider matters of a confidential nature at the discretion of the Executive Board. Such meetings shall be closed meetings.

D. Notification of all Meetings by the Secretary, setting forth place, date, time and purpose must be made 14 days in advance.

Article 14- Fees and Dues (re: Article 7)

A. Each Player shall be assessed annual Membership dues.

B. Each Member shall be assessed annual Membership dues, with the exception of the Officers and Coaches.

C. Player and Membership dues shall be approved at the Annual General Membership Meeting.

D. Dues are payable and due at Player registration or upon acceptance for Membership.

E. Members in arrears in their dues will be considered not in good standing and will have their card pulled until dues are paid in full.

Article 15- Parliamentary Authority at Coaches/Membership Meetings

A. Robert's Rules of Order shall be the Parliamentary Authority for all matters of procedure not specifically covered by these Bylaws and or Rules and Regulations.

B. The Order of Business shall be:

- 1) Attendance (sign in)
- 2) Silent reading of the Minutes and approval of the minutes by the Membership
- 3) Officer's Reports
- 4) Committee Reports
- 5) Old Business
- 6) New Business
- 7) Communications and comments from the floor
- 8) Setting of the next meeting
- 9) Adjournment of the general public.
- 10) Executive Board Meeting (Closed to Public and general membership).

C. Questions of priority shall be decided by the Chair without debate.

D. The Order of Business may be altered or suspended at any meeting by a majority of the members present.

Article 16- Policies and Guidelines and Rules and Regulations

A. Policies and Guidelines may be established, changed or rescinded at any Executive Board meeting, by a quorum.

Article 17- Amendments

A. The Bylaws may be amended at the Annual General Membership Meeting, or at a meeting called for that purpose, by a two-thirds (2/3's) vote of the members present.

B. Proposed Amendments must be presented to the Members in writing at least 14 days prior to the meeting.

Article 18- Dissolution

A. The dissolution and liquidation of the Club requires a three-fourths (3/4's) vote of the Membership.

B. Upon dissolution, the Executive Board shall, after paying or making provision for payment of all liabilities, dispose of the remaining assets exclusively for religious, charitable, scientific, testing for public safety, literacy or educational purposes, or for the prevention of cruelty to children or animals; or to such organizations operated exclusively for one or more such purposes: as shall at the time qualifies as exempt organizations under Section 501(c) (3) of the Internal Revenue Code of 1954: or to the Federal Government, a State or Local Government for a public purpose.