

## BYLAWS OF WALTHAM YOUTH SOCCER

### ARTICLE I

#### NAME AND PURPOSE

Section 1- The name of this organization shall be Waltham Youth Soccer.

Section 2 - The Object and purpose of this organization is to foster, promote, teach and advance the cause of youth soccer in Waltham in a safe, and healthy environment.

Section 3 -Waltham Youth Soccer is a member in good standing in the Middlesex Youth Soccer League and will abide by all their rules and by-laws.

### ARTICLE II

#### MEMBERSHIP

Section 1 - All children living or going to school in Waltham, and are eligible per the, Middlesex League guidelines, are eligible to play Waltham Youth Soccer. The fee structure is determined by the Board and is subject to change.

Section 2 -No child will be denied membership because of inability to pay.

Section 3 - Membership entitles one to attend and speak at all meetings of the Board of Directors.

Section 4 -Members are defined as follows: Family or guardian of a currently registered player or players, current Coach or Assistant Coach, Any Board member.

Section 5 -Each member shall have no more than one vote.

Section 6 – All Members must vote, including but not limited to President and Executive Vice President can not abstain. A member can not vote, if member's team is directly impacted by the vote.

Section 7 – Any member is entitled to request a special meeting with a board member to discuss issues that arise during the season.

### ARTICLE III

#### MEETINGS

Section 1 - The annual general meeting of Waltham Youth Soccer in March for the transaction of business and election of members to the Executive Board and general Board Members. When appropriate, nominations to the Executive Board may be made to the current Admin in February at the meeting immediately preceding the annual general meeting. Notice will be posted on Waltham Youth Soccer website and social media.

Section 2 - The Board shall meet at least four times each year at a time and place designated by the President and at other times as deemed necessary by the President. The Admin shall have available minutes of the previous meeting prior to the next meeting.

All Board meetings, except Special Executive Board Meetings (Article V, section 8), are open to the membership With Open discussion scheduled.

Section 3- The first meeting of the Board of will be set by the newly elected President, but not to be later than the first week of September. The President has the right to determine when and where all Board meetings will take place.

Section 4 - Meetings should take place prior to the start of each season, at the end of each season and at least once during the off season. These meetings will be held either at the fields or an outside place.

Attendance will be taken, notes will be taken and these meeting notes will be made accessible to all participants in our program.

Section 5 - Meetings should always include what the expectations of the season are (prior to start meeting), how the season went for the program as a whole (end of season meeting), any impending changes to the program (i.e. team roster numbers, play on field, etc.) or any new agenda items solicited from participants in the program.

#### ARTICLE IV TOURNAMENT PLAY/INDOOR LEAGUE

WYS will pay the fee for the team to participate in any WYS – approved tournament. WYS will provide a list of approved tournaments or any indoor soccer league, with any other suggestions taken into consideration for approval by WYS board.

- Coaches will be responsible for getting any team into a tournament and all registrations for the team.
- Coaches should notify WYS in writing of their intention to enter approved tournament or indoor soccer league.
- WYS will reimburse once registration is completed and a receipt is given to the board.
- WYS will not provide any fees towards the purchase of tournament t shirts, that will be up to the individual team or the team parents to take care of with no reimbursement from WYS.
- Tournament play will be limited to only the teams playing in div 1, 2 or 3 in the MYSL. Teams playing in div 4 or 5 should not be playing in the tournaments and if they ask to participate, will be up to the WYS board for approval prior to registration in any tournament.

#### ARTICLE V BOARD MEMBERS

Section 1 - The general management of affairs of this organization shall be vested in the Board which includes the Executive Board shall have power to set any policy, authorize any expenditure, control any property, resolve any issues, and take all necessary and proper actions to carry out the purpose of this organization.

Section 2 - Members of the Board will be elected at the, annual general meeting, and will service one year terms. All Board members are elected for 1 year terms with each term starting July 1 and going thru June 30 of the following year.

Section 3 - Any individual with an interest in Waltham Youth Soccer is eligible to be elected to the Board. The minimum number of Board Members is seven. There is no maximum number of Board members.

Section 4 -All members of the Board have equal voting rights. A Majority vote decides all issues and seven members of the Board, not including the President, shall constitute a quorum. In case of a tie, the President casts the deciding vote. For purposes of transacting business and elections of members of the Board and Executive Board, at the annual general meeting, a quorum is required.

Section 5 - If a member of the Board resigns; The President, with Board approval, may appoint a replacement who will serve as a Board member until the next annual general meeting when an election will take place.

## ARTICLE VI EXECUTIVE BOARD

Section 1- The Executive Board will consist of: President, Vice-President Travel League and Vice-President Executive League, Administrator, Treasurer Liason, Middlesex League Representative. No member shall hold more than one office at one time, unless lack of participation requires it. The Executive Board will be elected at the annual General Meeting and will serve one year terms starting July 1 and going through June 30 of the following year.

Section 2 - President.

- a. The President provides the agenda and shall preside at all meetings of the Board, and shall sign all documents in the name of the organization. The President, together with such other officials as may be appointed by resolution of the Board shall have authority to sign checks. The President shall be an ex-office member of all committees, and shall perform all other duties incidental to the office.
- b. The President has the authority to spend up to \$500.00 of club monies on equipment or necessary soccer supplies in order to continue the 'normal functioning of the club without previous Board approval.
- c. The President shall not abstain from any vote required during a meeting.
- d. The President is also the liaison with the Waltham Parks and Rec Department and as such should attend their annual meeting. In the absence of the President the Travel Vice President will act as the liaison.

Section 3 –Vice President Travel/Recreational

- a. The Vice-President shall, in the absence of or disability of the President, perform the duties and exercise the powers of the President. The Vice-President shall have such powers and perform such duties as may be delegated by the President or prescribed by the Board.
- b. The Executive Vice President shall not abstain from any vote required during a meeting.

Section 4 – Administrator

- a. The Administrator shall keep a record of all meetings of the Board of Directors, and shall attend to the mailing, posting and publication of notices of such meetings. In the absence of any contrary direction, the Administrator shall conduct all correspondence on behalf of the Board, and shall have charge of such books, records, and other papers as the Board may direct. The Administrator will handle all communication within the Waltham League regarding registration, updates, other items necessary to inform parents of on going matters.

Section 5 – Treasurer Liaison

- a. The Treasurer Liaison is responsible for coordinating the completion any and all reporting for the Waltham Parks and Rec Department, together with the accountant who will prepare the annual report. The Treasurer Liaison shall all other duties and acts incidental to the office of Treasurer. In the event the Treasurer Liaison is unavailable to attend Waltham Park & Rec Meeting, any executive Board Member can attend in their place.

Section 6- Middlesex League Representative.

- a. The Middlesex League Representative will attend all meetings of the Middlesex league and report back to the Board. The Middlesex league representative will represent Waltham's best interest in all areas necessary and/or directed by the President.

Section 7 - The President can call a special meeting of the Executive Board if deemed necessary. In times of emergency, when the Board is not available, or because of tight deadlines, the Executive Board may act without approval of the Board. In these special situations each Executive Board member has one vote and 5 out of the 7 Executive Board members must be in agreement. Executive Board meetings are not open to the membership.

## Article VII VACANIES AND RECALL

Section 1 - Vacancies on the Executive Board, other than the President and Vice President, shall be filled by a nomination from the membership or by a member of the Board, and approved by a majority vote of the Board.

- a. The Vice President's position shall be filled by a nomination from the existing Board and approved by a majority vote of the Board.
- b. The President's position shall be filled by the Vice President
- c. These appointed officers shall serve out the remaining time of the vacant office.

Section 2 - Any member of the Board may be recalled after charges have been filed in writing to the Board. A Special Board meeting shall be held to hear these charges. A two-thirds vote of the Board members at the next regularly scheduled Board meeting shall accomplish a recall.

- a. If any Executive Board member is recalled, the rules of vacancies are invoked.

## Article VIII COMMITTEES

Section 1 - The President, with the approval of the Board, may appoint any and all committees deemed necessary. Committees may include individuals who are not members of the Board. Addendum A attached outlines each Committees' duties

1. Committee's will include:
  - Team / Player Placements/Evaluation Committee
  - Scholarship Committee
  - Any other committee's the President, with the approval of the WYS Executive Board, deems necessary
2. The Committee's members will be appointed by the Executive Board.
3. The Committee's shall have no more than 5 persons or no less than 3 persons.
4. These committees are only advisory and shall not have the final say. These committees are only allowed to make recommendations to the Executive Board.

The WYS Executive Board  
shall have final say on all recommendation

Article IX  
OTHER POSITIONS WITHIN WALTHAM YOUTH SOCCER

Section 1 – Other Non-Executive Board Positions within Waltham Youth Soccer: Addendum A attached outlines each Committees’ duties

Uniform/Equipment Manager  
Director of Curriculum  
Field Assignor (administrator)  
CORI director  
High School Mentor Coordinator  
Travel Liason

Web Master

Rec League/Travel Referee Coordinator-  
Family Liaison (able to translate)

And any other Position deemed necessary by the President and/or the Board. All of these positions make that individual a Board member, whether or not they were voted on in the General Meeting in April.

Section 2 - Any new board positions will be reviewed for job description and necessity by current board members prior to being made available for filling by the public. Any person interested in creating or filling a new position should be prepared to speak with the board about the position.

ARTICLE X  
TEAM STRUCTURE

Section 1 - Roster sizes on each team / age grouping –

- Coaches of all top teams – first team in each travel age grouping – will have the right to limit their team roster to the lowest player roster allowed by our league rules. This means the top team coaching staff can decide to roster no less than the league rule limits. Each age grouping has specific roster limitations for both the lowest and highest number of players allowed on a roster for legal roster approval.

Section 2 - Fees and expenses:

- Any questions from any participant in WYS should have the right to ask any question concerning fees and expenses and be given applicable answers to their questions. As a reminder, any information that would contain personal information will not be released. Questions should be submitted via email or directly to a board member and will be answered in a timely matter.

Section 3 - Player wait lists:

- Once teams are full, registration will be closed down. Anyone who does not get in will be placed on a wait list if they so desire. Any spots that open up will be filled by the date of the wait list – starting at the beginning and not jumping over any player to get them into the program. This is the fairest way to get through the wait list.

#### Section 4 - Registration:

Registration is always done the season prior to play i.e. Spring 2019 is open for registration during Fall 2018 and so on. Once registration is maxed out, the age grouping will be closed. Once teams are full and coaches are assigned, teams are submitted for approval by the league. No team will be approved without proper league standard roster sizes or coach in place.

#### Section 5 - In House age directors or age group monitors:

- Each gender will have a monitor to work as a liaison for their group. This liaison should be a coach or other recommended adult that will be responsible for being available to assist teams with practice space formation or parent questions or coaching concerns. This will only work if the person who fills this role does so on the opposite night of their own practices – so if a BU10 coach is the monitor they would be assigned on T/Th nights and a GU12 coach would be assigned on M/W night. This ensures that adult will be able to be at the fields on a night they are not with their own team responsibilities. They could choose to be made available as best suits them – by appointment, by email or cell. This would be used only during the week night practices M, T, W, TH and not interfere with games on the weekend.

#### Section 6 Player Evaluations:

- A committee will oversee the process for player evaluations to take place each spring in order to create teams for the following fall season of play. The committee will be responsible for creating the eval process, any type of form or eval checklist to be used. They will need to recruit enough adults to run the evals well and obtain the pertinent information needed to formulate player ability.
- All coaches in all travel play will every spring evaluate their players and provide written reports on each player on the team. Whenever possible, no coach should do the eval on their own child. These player evals will be submitted to the board.
- Occasionally, new players come into the program during the winter and will need to be assigned to a travel team for the spring season. When this happens, there may be a skill evaluation made by a board member or other coach to place this new player appropriately.
- It is the goal of WYS to try to place all travel players on the appropriately levelled teams. WYS should expect all travel players to attend any and all evaluations sessions for their age group unless advised by their coach or a Board Member. Players who cannot abide by this rule need to speak with the coach and board regarding reasons why they cannot be in attendance.
- Parents may not make any requests for travel team placement
- Coaches must understand that players may move from a lower team to a higher team without notice to help strengthen the team and allow for player development in the coming season.
- It is the goal of WYS to create a competitive organization allowing player development at the highest level.

#### Section 7 Coaching responsibilities:

- A coach needs to be available for practices and games without unnecessary or multiple absences.
- A coach needs to be available to their parents for any meetings or discussions that need to take place.

- A coach needs to not only abide by the Coaching standards and regulations of both WYS and MYSL but needs to make sure their team parents and players are doing the same.
- Whenever possible, a coach needs to work to resolve any issues with any player or parent – either on their own or with the assistance of a board member or age group monitor.
- A coach needs to bring to the board any issues with their team – player who hasn't ever shown up, a parent who is aggressively cheering on the sidelines or coaching from the sidelines, a problem at a game especially an away venue – anything that may be reported should come directly from the coach to the board first. Coach must email the administrator and request meeting with the Executive Board. If urgent matter can request immediate assistance from any Board Member.
- A coach needs to be accountable for any changes they may request for their team – if they want to drop a player between seasons or reformulate their team structure, they must be willing to meet with parent or team for discussion and the coach needs to be person who acknowledges these changes as necessary and warranted. No board member should be put in this situation of having to answer for a coach who wishes to make team changes.

## ARTICLE XI

### Section 1 – UNIFORMS

- Uniform Kits (shirt, shorts and socks) will be given to every travel player ONE TIME ONLY. After this initial kit is given, any player who needs new items based on sizing or wear issues will be able to request such items during WYS uniform fittings. If a player loses any items it is the responsibility of the parent of the player to contact WYS to request replacement. The cost varies and all fees for replacement for lost or missing items is on the family of the player to cover. WYS will not give out any items free of charge that have been lost or misplaced.
- The issued uniform is required wear from any and all travel games, tournament play too. All players must be in the issued shirt, shorts and socks or may be asked to sit out during a game.
- It is up to the person ordering the uniform – player or parent – to order sizes accordingly. WYS holds several uniform fittings every year and are available to help consult about sizing.
- Intown players are issued a shirt which is required wear for participation in all intown play. Players provide their own shorts, socks and shin guards.

## ARTICLE XII

### RULES

Section 1 - The rules contained in Roberts Rules of Order, which will be kept on hand, shall govern the Club in all cases to which they are applicable and in which they are not Inconsistent with these by-laws.

## ARTICLE XIII

### Amendment of By-Laws

Section 1 - These by-laws supersede any and all by-laws previously adopted by Waltham Youth Soccer and can be amended in whole or in part at any regular meeting of the Board of Directors provided that such amendment is approved by 75% of the membership of the Board of Directors and that such amendment be submitted in writing at the previous regular meeting.

These By-laws were presented to the Board of Waltham Youth Soccer this day, \_\_\_\_\_ of  
2019  
Adopted \_\_\_\_\_ -