

## **ARTICLE I - MEMBERSHIP AND DUTIES OF THE ASSOCIATION**

**1.0 Purpose** The Mad River Valley Soccer Association (MRVSA) is a volunteer, non-profit organization created for and committed to promoting youth soccer for children ages 5-18. The Association serves the Mad River Valley towns of Fayston, Moretown, Waitsfield, and Warren, Vermont, as well as the towns of Waterbury and Duxbury during the Spring, and emphasizes fitness, sportsmanship, teamwork, and skills development. The Association is committed to providing educational opportunities to further develop soccer players, coaches, referees, and administrators.

**2.0 Affiliation** The MRVSA is affiliated with the Vermont Youth Soccer Association (VYSA) and the United States Youth Soccer Association (USYSA). All players and coaches who are members in the MRVSA are members of both VYSA and USYSA.

**3.0 Membership in the MRVSA** There shall be three classes of membership in the Association:

Participating Members: All those persons serving the Association in a coaching, refereeing, or administrative capacity, including those members of the Association's Board of Directors.

Playing Members: All soccer players registered with MRVSA.

Contributing Members: All persons who have contributed something of value to the Association and to whom the Association wishes to express its gratitude. Such persons shall be granted membership at the discretion of the Board of Directors.

**4.0 Duties and Responsibilities of the Association** The duties and responsibilities of the MRVSA shall be: **4.1** To comply in spirit and in letter with the philosophy, objectives, bylaws, and policies and procedures of MRVSA;

**4.2** To maintain good community relations, with the primary objective of fostering the physical, mental, and emotional growth

and development of Mad River Valley youth through the sport of soccer;

**4.3** To collect and disburse fees and other monies for the sound financial operation of the Association, including membership fees to VYSA;

**4.4** To register players and coaches, referees, and other Association members;

**4.5** To assign players and coaches to assure proper balance of teams within any one age division;

**4.6** To locate and secure proper playing facilities, uniforms, game balls, goals, and other necessary equipment;

**4.7** To schedule games and assign referees;

**4.8** To release publicity concerning the Association;

**4.9** To make available to coaches, parents, and players a copy of MRVSA's Codes of Conduct and the resources of VYSA.

## **ARTICLE II - MANAGEMENT OF THE ASSOCIATION**

**1.0 Board of Directors** The Board of Directors, hereinafter referred to as the Board, shall conduct the business and affairs of the MRVSA and shall be voting members.

**2.0 Officers** The Board shall consist of the following officers: President, Vice President, Secretary/Treasurer, Registrar, Purchasing Agent, Program Coordinators, and Fundraising/Publicity Coordinator. Each of the four Valley towns shall be represented by at least one Board member who resides in that town. The towns of Waterbury and Duxbury will be granted one board member to represent their interests in the Spring Travel Program.

Job descriptions are attached and made a part hereto.

**3.0 Elections** Board of Directors/Officers shall be elected by a majority vote of a quorum of the directors at the annual November Board meeting.

**4.0 Tenure** All Directors/Officers shall be elected for a term of one year. Each Director/Officer shall hold office until the election and qualification of a successor.

**5.0 Vacancies and Removal** Any vacancy occurring in the Board by reason of death, resignation, cause, or otherwise, shall be filled for the unexpired portion of the term by a majority vote of a quorum of the remaining Directors at any regular or special meeting of the Board called for that purpose.

Any Director/Officer may resign at any time by giving written notice thereof to the Board. Unless otherwise specified in such written notice, the resignation shall take effect upon receipt thereof by the Board.

Any Director/Officer may be removed from the Board for just cause. Removal shall be made only by a majority of a quorum of the Board, acting at a meeting of said Board called for that purpose.

**6.0 Duties and Powers** The Board shall be responsible for general management of and authority over the property, business, and affairs of the MRVSA. The Board is authorized to apply for and receive funds from any and all sources, and may appropriate those funds as it sees fit to effectuate the policies and objectives of the Association.

The Board may designate and appoint one or more committees, as needed from time to time, to assist the Board in its duties, but said designation and appointment shall not operate to relieve the Board of any responsibility imposed upon it by law.

**7.0 Annual and Regular Meetings** An annual meeting of the Board shall be held immediately following the annual meeting of the members. The purpose shall be to conduct any regular business that may properly come before the Board.

The Board may, from time to time, hold other regular meetings and may fix the time and place thereof.

Notice of regular meetings set by resolution need not be given. If the time or place of any regular meeting is changed, notice shall be given to each Board member who was not present at the meeting in which such action was taken at least five days in advance of the changed regular meeting.

**8.0 Special Meetings Notice** Special Meetings of the Board shall be held at the request of the President or of any Board member. The time and place of such meeting shall be fixed by the person calling the meeting. Notice of any special meetings of the Board shall be given to each Director at least three days in advance of the scheduled meeting. The notice may be given either in writing or orally, and shall specify the purpose of the special meeting.

**9.0 Quorum and Voting** A majority of the members of the Board shall constitute a quorum.

The action of a majority of the Board members present at any meeting at which a quorum is present shall be the act of the Board. Each Director shall have one vote.

**10. Executive Committee** An Executive Committee headed by the President is responsible for deciding formal written protests by coaches and for resolving other significant problems in Association play. This committee may act as a steering committee to develop direction for the Association. All matters developed by this committee, other than formal written protests by coaches, will be presented to the full Board for review and vote. Members of this Committee will be as follows:

President-Chair Vice President Secretary/Treasurer Program Coordinators

If at any time a member is personally involved with a protest or Association problem, the President will replace that member with another Board member. The President will respond to all protests

as soon as practicable.

### **ARTICLE III - AMENDMENTS**

These Bylaws may be amended or repealed, or new Bylaws enacted, by the Board at any time. Any proposals for such amendments shall be specified in the notice of any meeting to be held by the Board.

I, \_\_\_\_\_, Secretary of the Mad River Valley Soccer Association, hereby certify that the foregoing is a true copy of the Bylaws adopted by the Board of Directors at a meeting held on \_\_\_\_\_, 2001 at \_\_\_\_\_ p.m. at \_\_\_\_\_, Vermont.

\_\_\_\_\_ Secretary/Treasurer

### **BOARD OF DIRECTORS** *Job Descriptions*

**I. INTRODUCTION** The Board of Directors is responsible for administering MRVSA. The purpose of the organization is to teach, promote, and develop youth soccer in accordance with MRVSA philosophy. All decisions of the Board of Directors will therefore be guided by these goals.

**II. PRESIDENT** A President shall be appointed by the Board of Directors. The outgoing President shall transfer all records to his/her successor when he/she leaves office.

The President shall have complete responsibility and authority to conduct all business of the Association, including Association committees, within the framework of MRVSA's Bylaws and the guiding principle that the desire to win will not be pursued to the detriment of sportsmanship, fair play, participation, or the general philosophy of MRVSA. The President shall maintain a close liaison with other area Presidents and coordinate inter-area activities with them. The President shall work in close liaison with the Coaches and Program Coordinators to coordinate program delivery to players, coaches, and referees.

**III. BOARD OF DIRECTORS** A Board of Directors shall be elected to delegate adequate support to the structure of the Association. The Board of Directors will comply in spirit and in letter to the Policies and Procedures of MRVSA in their direction and actions. The Board of Directors will also support all decisions made by the President and Board of Directors regardless of personal stance. Each Board member will have one vote on matters brought up during meetings. Observers at meetings may be permitted. At no time will an observer be permitted to participate in Board discussions. Observers will be recognized at the conclusion of Board business and may be allowed to voice their opinions at that time should time allow.

The primary duties of Board members will be as follows: **a. Vice President** (1) Shall assist the President in completion of his/her duties. (2) The Vice President's actions will be governed by the guiding principle that the desire to win will not be pursued to the detriment of sportsmanship, fair play, participation, or the general philosophy of MRVSA. (3) May preside over regularly scheduled Board meetings if the President is unable to attend.

**b. Secretary/Treasurer** (1) Shall take minutes of all regularly scheduled and special Board meetings. Such minutes will summarize important issues and results of any votes taken. (2) Shall make sufficient copies of minutes and provide to each Board member a copy before the next regularly scheduled Board meeting. (3) All official matters concerning MRVSA will be recorded by this office and reported out to its membership through this office. (4) Shall keep accurate financial and accounting records and ensure payment of all bills incurred. (5) Shall provide an accounting of all funds received and disbursed at regular Board meetings or whenever requested by the President. (6) Shall deposit all funds in the MRVSA bank account in a timely manner. (7) Shall open the books for an audit whenever requested by the President. (8) Shall assist the President in producing a budget of financial requirements for the coming year. (9) Shall prescribe procedures for collecting registration fees and other income. (10) Shall prepare and submit financial reports.

**c. Registrar** (1) Shall administer the registration of eligible players including the coordination of registration information to VYSA. (2) Shall also conduct individual late registration when necessary. (3) Shall acquire sufficient volunteers for the registration process and will ensure that copies of registration forms are properly disseminated. (4) Shall confirm birth dates and other information as necessary and compile statistical data on players to assist the Board in team balancing.

**d. Facilities Coordinators/Town Representatives** (1) Shall acquire and coordinate the activities of a sufficient number of volunteers to set up fields for initial use and all MRVSA events thereafter. (2) Shall assure that the fields are safe and coordinate utilization of practice fields. (3) Shall maintain a current list of inventory and recommend to the Purchasing Agent any equipment in need of replacement. (4) Shall set up a field preparation schedule for coaches to ensure that fields are properly lined before each game day.

**e. Purchasing Agent** (1) All purchases necessary as regards equipment vital to MRVSA will be made by or with the authorization of this office. (2) All bidding will be addressed to this office and awarded through this office. (3) No billing will be accepted by MRVSA until or unless they are authorized expenditures through this office acting within the confines of the approved budget. (4) Shall coordinate distribution of uniforms with the Program Coordinators.

**f. Fundraising/Publicity Coordinator** (1) Shall be responsible for setting up and overseeing all concession functions as they relate to this organization. (2) Shall coordinate any and all fundraising events as assigned by the President. (3) Shall ensure that MRVSA events are published in the community and local newspapers on a timely basis and will assist the Registrar in publicizing registration information. (4) Shall produce newsletters, brochures, articles of interest, and any other materials regarding MRVSA and its activities.

**g. Program Coordinators** (1) Shall acquire sufficient coaches in their respective divisions. (2) Shall coordinate team balancing in

their respective divisions with the assistance of Age Group Coordinators if necessary. (3) Shall serve as a focal point to communicate information, solve problems, and keep the President informed of significant problems that arise. (4) With the assistance of the Purchasing Agent, shall handle uniform ordering and distribution. (5) Shall coordinate and/or conduct clinics and develop/acquire coaching aids and equipment. (6) Shall act as a focal point to provide assistance to coaches, parents, and players concerning the Rules of Soccer. (7) Shall coordinate and/or conduct referee/linesman clinics as necessary. (8) Shall develop a youth referee program targeting youths ages 12-16 interested in acting as volunteer referees for Divisions U-12 and below. (9) Shall be responsible to acquire sufficient referees to schedule regular season games, playoffs, and other games approved by the President.

**-----Mad River Valley Soccer Association-----**