

# BYLAWS OF PRINCETON YOUTH SOCCER ASSOCIATION

## ARTICLE I NAME / PURPOSE

Section 1: The name of the organization shall be Princeton Youth Soccer Association.

Section 2: The Princeton Youth Soccer Association is organized exclusively for charitable, literary, or educational purposes, more specifically to provide opportunities for children in the Princeton area to learn and play organized soccer and for fund raising for financial support of youth soccer.

## ARTICLE II MEMBERSHIP

Section 1: Membership shall consist only of the members of the Board of Directors.

## ARTICLE III MEETINGS

Section 1: Annual Meeting. The date, time and place of the annual meeting shall be set by the Board of Directors but must fall in the month of August.

Section 2: Special Meetings. Special meetings may be called by the President or by a majority of the Board of Directors.

Section 3: Notice. Notice of each meeting shall be given to each voting Board member not less than ten (10) days before the meeting.

## ARTICLE IV BOARD OF DIRECTORS

Section 1: Board Role, Size, Compensation. The Board is responsible for overall policy and direction of the organization. The Board shall have up to nine (9) members and not fewer than five (5) members. The Board receives no monetary compensation other than reimbursement of reasonable expenses.

Section 2: Board Meetings. The Board shall meet monthly, at an agreed upon time and place. Board members are personally present if they can simultaneously hear each other by any means of communication.

Section 3: Board Elections: Election of new directors and officers or election of current directors and officers to a second term will occur as the first item of business at the annual meeting. Directors and officers will be elected by a majority vote of the current directors.

Section 4: Terms. All Board members shall serve 1 year terms, but are eligible for re-election. No board member shall serve more than ten (10) consecutive terms.

Section 5: Quorum. A quorum must be attended five (5) members of the Board before business can be transacted or motions made and passed.

Section 6: Officers, Directors, Duties, and roles/responsibilities. There shall be four (4) officers and three (5) directors on the Board. The officers consisting of the President, Vice President, Secretary and Treasurer. Their duties are as follows:

President: The President shall be the chief officer of the organization. The President will be the primary contact and will be responsible for promoting the organization and its programs. The President will preside or arrange for other members of the Board to preside at all meetings, and will be a signer of any documents or other instruments pertaining to the business of the organization. The president shall have oversight of the Vice President, Secretary, and Treasurer.

Vice President: In the absence of the President, the Vice President shall perform the duties of the President. The Vice President will assist the President, and the Vice President will have oversight of the five directors.

Secretary: The Secretary shall keep records of the Board's actions, including the taking of minutes at all meetings, sending out meeting notices, distributing copies of the minutes and the meeting agenda to each Board member.

Treasurer: The Treasurer shall be the chief financial officer of the organization and will be a signer of any documents or other instruments pertaining to the business of the organization. The treasurer shall keep accurate financial records, make a report at each Board meeting, make financial information available to Board members and the public, and be responsible for filing required documents with state and federal regulatory bodies. The Treasurer will also be responsible for the organization's risk management.

### Roles and responsibilities consist of the following:

Field Coordinator: Responsible for obtaining and maintaining access to soccer fields, working directly with the Princeton School District, Community Education, the City of Princeton, area churches, or other private parties that may have field space available for use or rent.

Equipment Coordinator: Responsible for the procurement and maintenance of all equipment.

Coaching Coordinator: Responsible for recruiting and coordinating coaches, continually improving team coaching, coordinating the registration of coaches. Registration of players and recruiting of players and coordinating referees

Referee Coordinator: Responsible for coordinating referees using outside referee coordinators.

Player Coordinator: Responsible for the registration of players and recruiting of players.

Uniform Coordinator: Responsible for gathering uniform information, ordering uniforms, and delivery of uniforms to coaches.

Tryout Coordinator: Responsible for the entire oversight of the tryout process.

Registration Coordinator: Responsible for putting the registration together. Includes reserving the building,, signage, ads, and emails.

Fundraising Coordinator: Responsible for all aspects of fundraising

Billing Coordinator: Responsible for the timely delivery of invoices to the families and to answer all billing related questions.

Website Coordinator: Responsible for updating the website with information.

Section 7: Vacancies. When a vacancy on the Board exists, nominations for new members may be received from present Board members and provided to the Secretary, who shall then distribute them along with minutes and agenda to each board member to be voted on at the next Board meeting.

Section 8: Resignation, Termination and Absences. Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences if s/he has three (3) unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a 3/4<sup>th</sup> vote of the remaining Board members.

#### ARTICLE V CONFLICT OF INTEREST

Section 1: Financial interest. A Board member has a financial interest if s/he has, directly or indirectly, through business, investment, or family, an ownership or potential ownership interest, or an investment or potential investment interest with any entity or individual with which the organization has a transaction or arrangement, or with which the organization is negotiating a transaction or arrangement.

Section 2: Duty to disclose. In connection with any actual or possible conflict of interest, a Board member must disclose the existence of the financial interest to the Board.

Section 3: Determination of Conflict of Interest. After disclosure of the financial interest and discussion of all the material facts, the Board member having the financial interest shall leave the meeting, and the remaining Board members shall decide if a conflict of interest exists, conduct a vote on the decision, and record the decision in the meeting minutes.

#### ARTICLE VI FINANCES

Section 1: The organization's fiscal year shall be from September 1 to August 31 of each year.

Section 2: Contracts and Banking. The President, Vice President, or the Treasurer shall have the authority to enter into any contract or to execute and deliver any instrument or document in the name of Princeton Youth Soccer Association.

Section 3: Distribution of Funds upon Dissolution. In the event of the dissolution or final liquidation of the organization, the distribution of all assets will take place as outlined in the Articles of Incorporation filed with the Secretary of State.

#### ARTICLE VII AMENDMENT OF BYLAWS

Section 1: These Bylaws may be amended when necessary by a two-thirds majority of the Board of Directors. Proposed amendments must be submitted to the Secretary to be sent out with the regular Board announcements.

These Bylaws were updated and approved on February 3, 2013 at the Board of Directors meeting for the Princeton Youth Soccer Association.

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Robyn Schramel, President

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Michael Sandin, Vice President

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Ted Bell, Treasurer