



Mosinee Area Soccer Association

BYLAWS

REVISED DECEMBER 5, 2018

ARTICLE I - NAME

The name of the entity shall be MOSINEE AREA SOCCER ASSOCIATION (MASA).

ARTICLE II - PURPOSE

The purpose of MASA shall be to develop skills, morale, and pride in the sport of soccer in the youth of the greater Mosinee area. We promote good sportsmanship and healthy competition through our non-competitive soccer program. We encourage our young athletes to grow their talents and endorse teamwork and mutual respect.

ARTICLE III - BOARD OF DIRECTORS

The Board of Directors shall manage the business and affairs of the organization. All members of the Board of Directors shall be adults. The Board of Directors shall consist of four elected Officers, seven appointed Coordinators, and appointed At-Large Directors. While members of the Board of Directors are encouraged to help work together and help each other, no individual person may officially hold more than one position on the Board of Directors concurrently.

1. The Officers consist of a President, Vice President, Secretary, and Treasurer.
2. Coordinators include Coaching, Registration, Referee, Concessions, Grounds, Volunteer, and Publicity Coordinators.
3. At-Large Directors who are not Officers or Coordinators.

ARTICLE IV - INDIVIDUAL BOARD OF DIRECTOR RESPONSIBILITIES

PRESIDENT – The President shall preside at all meetings of MASA. The President will make a supportive effort to see that communication channels are open with the MASA Board of Directors, coaches, and parents. The President's scope of authority is limited. The President shall have no governing authority in making policies or rules without the approval of the MASA Board of Directors. The President will make certain all competition information, schedules, calendar, and upcoming events affecting MASA players are published and announced in a timely manner.

VICE PRESIDENT – The Vice President shall assume all the duties of the President in the absence of the President. The Vice President shall be available to assist the President with operations of MASA and have open communications with the President. They will be kept informed on all issues and assist the President and Board as needs arise. The Vice President shall become the President should the President resign or be removed from office.

SECRETARY – The Secretary shall keep accurate and detailed records and minutes of all Board meetings. Minutes from the previous meetings will be published and open for discussion at each MASA meeting. The Secretary will be responsible to keep an updated contact list of all members MASA Board of Directors. The Secretary also manages all things related to public relations, including the website, social media, and print media associated with promoting MASA.

TREASURER – The Treasurer shall keep an accurate record of all receipts, disbursements, and disperse it with the approval of the Board. All requests for monies shall be discussed at the next board meeting. Any requests between meetings must be discussed with the Treasurer and President and receive approval from both before the disbursement shall take place. A financial statement should be available at every meeting. The Treasurer ensures paid staff (referees) are paid on a timely basis and in an accurate way.

COACHING COORDINATOR - The Coaching Coordinator shall recruit, train, and help develop good coaches and team managers. The Coaching Coordinator works with the President to ensure background checks are completed. The Coaching Coordinator makes sure coaches have needed equipment.

REGISTRATION COORDINATOR - The Registration Coordinator oversees everything dealing with the player registration process, including electronic registration and paper forms, organizing and balancing teams, game scheduling, and ordering jerseys.

REFEREE COORDINATOR - The Referee Coordinator finds, trains, schedules, and oversees referees.

CONCESSIONS COORDINATOR - The Concessions Coordinator oversees the sales of anything in or near the concession stand. The Concessions Coordinator works with the Concessions Assistant(s) to ensure a positive experience for all involved. The Concessions Coordinator works with booster club, conducts inventory, and communicates with the Treasurer.

GROUNDS COORDINATOR - The Grounds Coordinator organizes the initial setup of the fields including goals and nets, weekly field painting and clean-up, and end-of-season takedown.

VOLUNTEER COORDINATOR - The Volunteer Coordinator establishes the number of parent volunteer positions in our electronic registration program, checks to see that all shifts are covered, and reports families who do not fulfill their volunteer expectation to the Board on an annual basis.

EQUIPMENT COORDINATOR - The Equipment Coordinator manages the inventory of all game-related equipment.

AT-LARGE DIRECTORS - At-Large Directors shall contribute as seen fit by the Board to help MASA's operations.

ARTICLE V - GOVERNANCE YEAR

For organization purposes, our governance year will begin October 1 and end the following September 30.

ARTICLE VI - ELECTION OF OFFICERS

The regular election of Officers will be at the September meeting. New Officers take office effective October 1. Officers have a two-year term. The President and Vice President are elected in odd-numbered years. The Secretary and Treasurer are elected in even-numbered years. There are no limits to the number of terms any individual may have in any office. If a vacancy arises in the position of Vice President, Secretary, or Treasurer, the Board of Directors shall elect a replacement as soon as possible to fill the remainder of the term.

Candidates for Officer positions may be nominated by current members of the Board of Directors. If there is only one candidate for a position, the election may be held with a voice vote. When there is more than one candidate for a position, voting shall take place via secret ballot. Ballots shall be counted by two individuals who are acceptable to each candidate. If one candidate has not secured at least one-half of the votes, a runoff election between the top two candidates shall be held.

ARTICLE VII - APPOINTMENT OF COORDINATORS

The President shall recommend to the Board names of individuals to fill open Coordinator positions. Upon approval of the Board, the individual shall begin the Coordinator position duties. Coordinator positions have no specified term.

ARTICLE VIII - APPOINTMENT OF AT-LARGE DIRECTORS

The President may recommend to the Board individuals to fill At-Large Director positions at any time. Upon approval of the Board, the individual shall serve as an At-Large Director until the end of the governance year. At-Large Directors may be reappointed. At-Large Directors are encouraged to seek Officer or Coordinator positions when they are available.

ARTICLE IX – RESIGNATION OR REMOVAL FROM OFFICE

Any person resigning from office, must do so in writing, submitted to the President within two weeks of resigning. (If the President is resigns, the resignation shall be submitted to the Vice President.)

Any member of the Board of Directors may be removed by a two-thirds vote of those present at any MASA Board of Directors meeting for any of the following reasons listed below. Prior to any meeting in which a vote to remove a member is being considered, the individual shall be mailed a notice of the agenda item by certified mail at least one week prior to the meeting.

- A) Conviction of a felony.
- B) Knowing transactions or activities, which could jeopardize the players or Board of Directors of MASA.
- C) Theft or embezzlement of the funds of MASA.
- D) Failure to fulfill the responsibilities of the job, or in some way not in good standing with MASA. It is the expectation that Officers will miss no more than three regular meetings during the governance year.
- E) Failure to maintain confidentiality after a closed section meeting.

ARTICLE X – MEETINGS

The meeting schedule for the following year shall be set at the August meeting. The Board shall meet at least once a month unless otherwise stated. Any changes in meeting dates shall be approved by the Board of Directors. Special meetings may be called at the will of the President or by an officer in conjunction with two other members of the Board of Directors. Board of Directors members shall be issued notice of a special meeting at least 48 hours in advance of the meeting. The Officers shall have authority to act in emergency situations between Board of Directors meetings. A quorum of the MASA Board of Directors shall consist of those members present at the time and place of any duly called meeting.

ARTICLE XI – BUDGET

A proposed budget will be presented for approval by the Board of Directors at the October meeting.

ARTICLE XII - AMENDMENTS

The bylaws will be amended by a majority of the regular members in good standing who are present at any regular meeting of MASA.