

Peabody Youth Soccer Association, Inc.

Constitution & By-Laws

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Article 1- Name

This organization shall be known as Peabody Youth Soccer Association hereinafter referred to as “PYSA” or the “League.”

Article 2 - Purpose

The purpose of PYSA shall be to introduce the youth of Peabody to the game of soccer. Players will learn the ideals of good sportsmanship, understanding the rules of the game, honesty, loyalty, courage, and respect so that they may be well adjusted soccer players. PYSA will foster a good community environment through charitable acts and donations.

Article 3 - Government

The Government of PYSA shall be under the Board of Directors (hereinafter “BOD”). By March 31st of every year the members will appoint the BOD of the League. The BOD will consist of between 16 and 20 members. The following officers will be members of the BOD: President, Vice-President, Secretary and Treasurer.

(A) Other members of the Board shall include an Equipment Manager, Scheduler, Referee Coordinator, Registrar, Public Relations Officer, Director of Coaching, Concession Manager, Facility Manager, Toddler Coordinator, a Division Coordinator for each intramural division (Kindergarten, Grades 1/2, Grades 3/4, Grades 5/6, Grades 7/8, Grades 9/10 and Grades 11/12), one Travel Director, Tournament Coordinator, Technology and Media Director, and, if needed, an At-Large Director(s). If, after appointment, an officer or Director of the League resigns, or a vacancy exists for any other reason, a two-thirds majority of the total membership of the BOD then existing may fill that vacancy until the next annual League meeting.

(B) The BOD will appoint the officers of the League annually. The BOD shall meet monthly as scheduled. The BOD will meet monthly in person or by audio or video means. A quorum shall consist of more than half of the current members of the BOD. If a quorum is not in attendance at the regular scheduled meeting, an informal work session shall be convened if desired by any Director present, but no matters of policy may be decided, and no written requests for decisions submitted by members of the League organization shall be considered. Votes can be made in person, electronic email or by audio or video means. A Director may select from the BOD members a proxy as a representative, and the proxy will vote in the Director’s behalf at any meeting of the BOD.

(C) The **President** will preside at all meetings of the BOD and of the entire League organization. The President may select Committees to carry out functions involving the entire organization and will supervise and preside over these Committees. The President shall be responsible for the overall management of the League and for the execution of policy and decisions set down by the BOD, and will ascertain that the Divisions Coordinators are properly and effectively directing the activities of their respective Divisions.

(D) The **Vice-President** will preside in the absence of the President and will attend all meetings and functions with the President and keep informed of all policy and decisions of the BOD. The Vice-President will assist the President with such special assignments as may be required and delegated by the President.

(E) The **Secretary** will record the minutes of the meeting of the BOD. The Secretary will also record the minutes of meeting of the entire League and will prepare a summary of each meeting and distribute it to each member of the BOD. Any decisions approved by the majority of the BOD that occurred outside of a monthly meeting will be incorporated into the following month's meeting minutes. The Secretary shall also assist the President in such correspondence as is delegated by the President. Subcommittee meetings shall be recorded by the head of the subcommittee. These minutes shall be given to the Secretary for distribution to the BOD Members.

(F) The **Treasurer** will be responsible for all financial transactions such as deposits and disbursements as authorized by the BOD, shall keep adequate financial records, and shall make a written report regarding the League's finances at each meeting of the BOD. The Treasurer will be responsible to the BOD in all matters concerning the financial health of the League. Treasurer shall make available any financial statements for review by any member at the annual meeting in March. Outside the general meeting, any member may make a request in writing to view the financial statements. The Treasurer should communicate to the other Officers of this request.

(G) The **Equipment Manager**, under the direction of the BOD will order uniforms or soccer equipment as directed. The Equipment Manager may confirm any order with the Division Coordinators or if deemed necessary, with the President.

(H) The **Scheduler** has the responsibility for assigning all fields for both intramural regular season and playoff games. The Scheduler also has the responsibility for the rescheduling of both field and referees for canceled or makeup games. The Scheduler will be responsible to the BOD in all matters concerning scheduling.

(I) The **Referee Coordinator** identifies potential referees, instructs them of the rules of the game, and schedules them for game play.

(J) The **Registrar**, under the direction of the BOD shall be responsible for both the spring and fall registration requirements for all players. The Registrar will be responsible for filling the necessary registration paper work, including overseeing the CORI process through the Massachusetts Youth Soccer Association ("MYSA"). The Registrar will also report at each meeting of the BOD, and of the entire League.

(K) The **Public Relations Officer**, under the direction of the BOD will be responsible for all matters concerning the public awareness of PYSA. The Public Relations Officer duties include any and all correspondence between the League and newspapers, cable, schools and from any other form of advertisement deemed necessary from the BOD.

(L) The **Director of Coaching** shall give guidance to the Division Coordinators and or individual teams as he or she sees fit in all matters concerning the proper development of both soccer skills and soccer attitude. The Director of Coaching shall also hold a coaches clinic at the request of the BOD.

(M) The **Concession Manager** will be responsible for interviewing and hiring staff, and supervising the staff. Is in charge of ordering food and keeping shelves and soda machines well stocked as well as maintaining the cleanliness of both the inside and outside of the concession stand and the bathrooms. The Concession Manager is also responsible for maintaining the cash receipts, tallying the cash, and preparing the deposit of the proceeds for the Treasurer.

(N) The **Facility Manager** will be responsible for maintenance of the buildings and grounds.

(O) The **Toddler Coordinator** will work with the Peabody Recreation Department and is

responsible for gathering coaches, assembling teams, ensuring that the program runs smoothly in preparing the toddlers to eventually play in the PYSA program.

(P) The **Division Coordinator**, for their respective Division, shall be responsible for the management, control and the execution of policy and decisions set down by the BOD. Division Coordinators will convene meetings of the division coaches as necessary or as directed by the BOD.

(Q) The **Travel Director** is responsible for administering the travel coach application process, scheduling travel coach interviews and notification of travel coach selection. Schedule and oversee of the tryouts for the travel teams in all age groups. Create rosters and player identification cards for submission to Essex County Youth Soccer Association (ECYSA). Represent PYSA at all ECYSA meetings.

(R) The **Tournament Director** will oversee the coordination and operations of the Peabody Fall Invitational Tournament including but not limited to submitting all required tournament host forms and payments to Mass Youth Soccer. Coordinate team submissions, division placements, scheduling of games and awards with age group coordinators.

(S) The **Technology and Media Director** will be responsible for updating and maintaining PYSA's website and other social media outlets.

(T) The **At-Large Director(s)**, under the direction of the President may be appointed when deemed necessary by the BOD.

Any Officer or BOD member may hold multiple positions with the consent of the BOD. However, each officer or board member may only cast one vote.

Article 4 – Meetings

(A) The BOD will meet in a manner prescribed by Article 3, Paragraph B.

(B) An annual League meeting will be held one to three weeks before the start of the spring season for the purpose of nominating and electing officers and directors. The newly appointed officers and directors shall assume their duties on July 1st of that year.

(C) Failure to attend three or more consecutive meetings of the BOD, without justifiable cause, may result in dismissal from the BOD. The BOD will determine justifiable cause. The BOD shall be tolerant of illness, business commitments, family commitments, or schooling, and will follow a consistent policy in applying it to each case.

Article 5 - Coaches

(A) Candidates for coaches for each Division team will be recommended to the BOD prior to each season, by the President, as submitted by the respective Division Coordinators, and will be approved by the BOD. The coaches must abide by the Operating Rules of PYSA. Failure to do so could result in the removal or suspension of the coach. Removal and/or suspension are the responsibility of the BOD. The BOD may remove or suspend a coach for cause by a majority vote, without cause by a two-thirds vote of those present at a meeting and constituting a quorum, at a meeting.

(B) Any individual may enter their own name or the name of another individual not already nominated to fill a coaching vacancy.

- (C) All coaches are encouraged to pursue coach's licenses.

Article 6 - Participants

(A) Adults (Age 18 or Older) such as coach, assistant coach, referee or administrative position serving in those capacities in the League are considered members of the League, and may attend meetings by special request of the League or of any individual Division. All must be registered through PYSA and MYSA and all must be CORI'd.

(B) Minors (Under Age 18), all Minors meeting the requirements as to age, residency, school and place of worship outlined in the Operating Rules of PYSA shall be eligible to compete for participation in the League, providing they complete registration, pay the fees, and meet such other requirements as set forth in the Operating Rules.

Article 7 - Removal

The BOD may remove any officer without cause by a two-thirds vote of the full BOD, at any duly constituted meeting.

Article 8 – Financial Policy

There will be an internal annual audit by an auditing committee consisting of three (3) members of the BOD, excluding the Treasurer, President, Registrar, Equipment Manager, and Concession Manager, appointed by the BOD who will report to the BOD at the last BOD meeting immediately preceding the annual election. Any non-routine disbursement will be approved by the majority of the BOD. President, Vice President and Treasurer will be the only members allowed to spend up to \$500 without board approval.

Article 9 – Rules

(A) The Official Operating Rules as published by PYSA, for the current season, shall be binding on the League.

(B) A set of Operating Rules embodying all motions passed by the BOD shall be maintained by the Secretary. A committee to review the Operating Rules, and By-Laws and Constitution shall be appointed by November of each year. Their findings shall be presented at the Director's Meeting in January, in time for sufficient notice of proposed amendments as required by Article 10.

(C) The Secretary shall codify the Operating Rules after the January Director's meeting and present a full set of Operating Rules, as revised, at the Annual Meeting in March or April. Copies of these By-Laws, and the Official Operating Rules will be posted and maintained on the Leagues website.

Article 10 - Amendments

This Constitution and By-Laws or any section thereof may be amended or repealed by a two-thirds vote of the membership of the League present at any duly constituted meeting, provided that written notice of such proposed changes over the signature of the Secretary will be posted in the local newspaper, at least fifteen days prior to the meeting at which such proposed changes shall be submitted to vote.

Article 11 - Dissolution

This Organization may be dissolved by a two-thirds vote of all members special meeting of the League, provided that an attempt is made to notify all members known to be in good standing by written notice of proposed dissolution is over the signature of the Secretary, and provided that notice of the proposed dissolution is posted in the local newspaper, on three successive weeks before said meeting, and provided that the General Laws of the Commonwealth of Massachusetts are otherwise complied with.

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