

PEPPERELL YOUTH SOCCER LEAGUE ASSOCIATION BYLAWS

Article 1. Association

Section 1.01 Pepperell Youth Soccer League, a.k.a. Pepperell Soccer, PYSL and *the Association* within this document, is a non-profit 501(C) organization (EIN 22-3059020) operating in the town of Pepperell, located within the Commonwealth of Massachusetts. Pepperell Youth Soccer League participates and is governed under the Nashoba Valley Youth Soccer League (NVYSL) and, in turn, Massachusetts Youth Soccer Association (MYSA).

Article 2. Mission Statement

Section 2.01 To promote and enhance the welfare of the youth of the Town of Pepperell; to foster their social and physical growth through the game of soccer; to instill a passion and enthusiasm for the sport in every involved family, player, coach and referee; to perpetuate the growth of soccer while remaining a valued organization serving the town of Pepperell.

Article 3. Vision Statement

Section 3.01 Pepperell Youth Soccer League will:

- (a) Provide recreational and competitive soccer programs for the youths of Pepperell by affording all players, at every ability, a fun, fair and appropriately challenging and rewarding experience.
- (b) Provide every child within Pepperell, who wishes to participate, a safe environment to enjoy soccer free from bias, discrimination, ridicule and intimidation.
- (c) Not deny any child from participation for financial reasons and will provide player scholarships for those families seeking financial assistance.
- (d) Promote respect for teammates, opponents, coaches, referees, fans, and players through the reinforcement of non-soccer specific skills such as communication, discipline, responsibility, respect, sportsmanship and teamwork.

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- (e) Make available professional training and development for all players, coaches, and referees.
- (f) Provide superior fields and equipment.
- (g) Solicit feedback and engage in regular, open communication with families to help shape and continually improve the program.

Article 4. Membership of the Association

Section 4.01 The membership of the Association shall consist of the existing Board, Coaches, Parents or Legal Guardians of registered players of Pepperell Soccer.

Article 5. Meetings

Section 5.01 Regular Meeting: All Regular Meetings are not subject to Open Meeting Law (M.G.L. c. 30A, §§ 18–25). However, all regular meetings are to be publicly posted to all members of the Association with location, date and time of said meeting. Unless otherwise arranged and properly posted, Regular Meetings of the Board will take place the first Thursday of each calendar month and are open to all members of the Association. With the exception of an Executive Session (i), the Secretary, or in the case of absence, incapacity, or refusal of the Secretary, any other member of the Board will capture official minutes from all Regular Meetings and keep them on file for a minimum of one year. Said minutes are not required to be posted or shared with the members of the Association but should be made available upon written request.

(i) Executive Session: Executive Sessions can be called by the President and/or acting President during a Regular Meeting for the purpose of open, undocumented discussion. Only voted decisions and/or actions and/or conclusions from an Executive Meeting are to be included in the minutes of the Regular Meeting.

Section 5.02 Annual Meeting: The Annual Meeting of the association will be held as the Regular December Meeting of the Board on the first Thursday of December. The main purpose of this meeting will be to elect officers and the Board for the coming fiscal year that begins on January 1st.

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Section 5.03 Special Meeting: Special Meetings of the Board are not subject to Open Meeting Law (M.G.L. c. 30A, §§ 18–25). Special Meetings may be called by the President or other Officers and shall be called by the Secretary, or in the case of death, absence, incapacity, or refusal of the Secretary, by any other officer, upon written application of three (3) or more members entitled to vote there at. Notice of said Special Meeting shall be sent to all members of the Board at least fourteen (14) days prior, or when greater urgency is required 24 hours prior, to the date on which said meeting is scheduled. Special Meetings are not required to be open to the members of the Association at large and do not require public posting or public notification. Voted decisions and/or actions from any Special Meeting are to be included in the minutes of the following Regular Meeting (Section 5.01).

Section 5.04 The quorum of a Regular Meeting or Special Meeting of the Board shall be a minimum of seven (7) Board members.

Article 6. Board of Directors

Section 6.01 The Pepperell Youth Soccer League Board of Directors (a.k.a. the Board) may exercise all the powers of the Association, except such as are conferred by law, or by the bylaws of the Association, upon the members. The Board shall be elected by a majority vote of the membership of the Association present and voting at the Annual Meeting (Section 5.02).

Section 6.02 Unless otherwise proposed and accepted by a majority vote of the present members of the Board, the number of members of the Board shall be not more than 13 and not less than 9 members elected at large who shall be representative of the membership of the Association. At the first meeting of the newly elected Board, held either during the Annual Meeting or within ninety (90) days of the Annual Meeting, the Board will elect the Officers of the Association (Article 9). The Board will have Regular Meetings (Section 5.01) a minimum of eight (8) times per year.

Section 6.03 The present Board may fill a vacancy within the Board with a majority vote at any Regular Meeting (Section 5.01).

Section 6.04 Terms of Board Membership: every member of the Board will:

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- (a) Maintain oneself in a manner that is *Becoming of a Member of the Board*; which includes staying in accordance with the Pepperell Soccer Parent's Code of Conduct, Massachusetts Youth Soccer Coach's Code of Conduct, the NVYSL Coach's Pledge, the laws of the Commonwealth of Massachusetts and the United States of America, and is extended to the Articles outlined within these Bylaws.
- (b) Uphold the ethics, policies, mission (Article 2) and vision (Article 3) of Pepperell Soccer at all times. When aware of issues or concerns with players, coaches, parents, Board members, Officers or Directors within Pepperell Soccer, take immediate and appropriate actions through proper procedures which include, but are not limited to, reporting issues or concerns to the Board and/or a designated subcommittee.
- (c) Treat fellow Board members, Coaches, Assistant Coaches and all members of the Association with respect and professionalism always maintaining an open communication free of intimidation, discrimination and ridicule.
- (d) Never use one's position within Pepperell Soccer to intimidate, bully or manipulate players, coaches, parents or other Board members.
- (e) Never use one's position within Pepperell Soccer for personal gain when otherwise a detriment to the Association.
- (f) Uphold and execute all policies and decisions of the Board, never publicly undermine the Board nor leverage members of the Association against the Board or its members.
- (g) Maintain the following priorities (when applicable): parent first, Board member second and coach third.
- (h) Fulfill all necessary duties as a member of the Board, Director, Committee Chairperson, Coach, Assistant Coach, or person in any position or function within the Association to the best of one's ability and only upon proper notification of resignation (Section 11.05), cease fulfillment of position requirements.

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Section 6.05 In exchange for executing the Terms of Board Membership (Section 6.04), the registration fees associated with one (1) player, to who said Board member is the parent or legal guardian, is waived for the season(s) in which the position within the Board is held.

Article 7. Nominating Committee

Section 7.01 The President, with the approval of the Board, shall designate a Nominating Committee of three (3) members who will prepare a list of nominees for the Board.

Section 7.02 The list of nominees shall be available to the members prior to the Annual Meeting. Nominating will also be accepted from the floor at the Annual Meeting.

Article 8. Voting Rights of Members

Section 8.01 The Board (Article 6) are the only members of the Association authorized and entitled to vote at a Regular Meeting (Section 5.01) or Special Meeting (Section 5.03) involving the business and policy decisions of the Association.

Section 8.02 The Board (Article 6) are the only members of the Association authorized to vote on the elections of the Officers of the Association (Article 9).

Section 8.03 The membership of the Association (Article 4) present at the Annual Meeting (Section 5.02) shall be entitled to vote on the election of the new Board of Directors (Article 6).

Article 9. Officers of the Association

Section 9.01 The Officers of the Association, elected from the present members of the Board (Article 6) by the present members of the Board, shall be the President, the Vice-President, the Treasurer, and the Secretary. Each officer shall hold office until the successor is elected and qualified.

- (a) President: The President shall have general charge and supervision of the affairs of the Association, shall preside at all meetings of the Association, and shall serve as an ex-officio member of all committees. The President shall appoint all committee chairmen with approval of the Board.

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- (b) Vice-President: The Vice-President shall assist the President in the execution of the President's duties, shall have and may exercise all the powers of the President during the President's absence in the event of the President's inability to act.
- (c) Treasurer: The Treasurer shall be the chief financial and accounting officer of the Association, in charge of all accounts and financial records, and shall report regularly to the Board. The Treasurer's reports shall be included in the minutes of the monthly meeting they were reported in. The Treasurer is also responsible for the filing of Federal and State tax returns, and filing the annual report with the state of Massachusetts corporations division. The treasurer is also responsible for maintaining accurate data in the league software application. At a minimum, monthly backups of the data are to be taken and kept in a fire and water proof container with any copies of the application and license keys. Backups shall also contain meeting minutes and the last 3 years of tax returns. Software application version will not be allowed to 'age' more than three fiscal years from manufacturer's latest release, without being properly updated.
- (d) Secretary: The Secretary shall record and maintain records of all proceedings of the Association, keep attendance at meetings, and shall maintain the official lists of current Board and perform the duties required under Massachusetts General Laws, Chapter 180. The Secretary shall provide a copy of the minutes of the previous meeting to the Board at least seven (7) days prior to the next scheduled Regular Meeting (Section 5.01). Any action with the minutes should be highlighted with Board member(s) responsible for completion of actions. All minutes must be 'accepted' at the following Regular Meeting.

Section 9.02 A vacancy in the office of an Officer may be filled by the Board at any Regular Meeting (Section 5.01).

Article 10. Temporary Disciplinary Committee

Section 10.01 Three (3) representatives from the Board temporary appointed by the President with the approval of the Board to investigate a specific disciplinary matter on behalf of the Board concerning a coach, assistant coach, parent, player, Board member, Officer of the Board, Director or any other member(s) of the Association.

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Section 10.02 Committee will thoroughly review, devoid of bias, the specific disciplinary matter and recommend any action or non-action to the Board at a Regular (Section 5.01) or Special Meeting (Section 5.03) against any member(s) of the Association including, but not limited to, Removal (Article 11).

Article 11. Removal

Section 11.01 An Officer, Member of the Board, Director, Committee Chairperson, Coach, Assistant Coach, or person in any position or function within the Association may be removed from that office, position, or function by a majority vote of Board present at the Regular (Section 5.01) or Special Meeting (Section 5.03). The person in question must be given proper notice to be present.

Section 11.02 A Board Member shall automatically be removed from office after missing four (4) consecutive regular meetings without legitimate excuse or resignation.

Section 11.03 Any member of the Board in violation of the Terms of Board Membership (Section 6.04) may be immediately removed from the Board (and/or their role as Officer, Director, Committee Chairperson, Coach, Assistant Coach, or any other position or function within the Association) by a majority vote of the present Board at a Regular (Section 5.01) or Special Meeting (Section 5.03). The person in question must be given proper notice to be present.

Section 11.04 Any member of the Association not already referenced, including parents and players, may be removed from the Association by majority vote of Board present at the Regular (Section 5.01) or Special Meeting (Section 5.03). This includes, but is not limited to, inability to participate in Pepperell Soccer, inability to attend games (home and away) and/or inability to register player for future seasons.

Section 11.05 Any Member of the Board, Officer, Director, Committee Chairperson, Committee Member, Coach, Assistant Coach, or other person in a position or function within the Association may resign by submitting a letter of resignation to the President, Vice-President, or Secretary and upon acknowledgment of receipt of said resignation.

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Article 12. Head Coach Duties

Section 12.01 Responsibilities of the Assigned Coach within Pepperell Soccer:

- (a) Conduct oneself in accordance with the Pepperell Soccer Parent's Code of Conduct, Massachusetts Youth Soccer Coach's Code of Conduct, the NVYSL Coach's Pledge, the laws of the Commonwealth of Massachusetts and the United States of America, and is extended to the Articles outlined within these Bylaws.
- (b) The instruction and development of individual skills and team play; with special emphasis on sportsmanship and fair play, as stated in the Code of Ethics of the governing League of the Association.
- (c) Coordinate team practices among all players of the team so that all players are aware of practices and their locations, providing the best possibility of attendance.
- (d) Communicate game times and locations to all players providing the best possibility of attendance.
- (e) Implement all Pepperell Youth Soccer League rules and decisions.
- (f) Coordinate Pepperell Youth Soccer League functions and activities so that all players on the team are informed, providing the best possibility of attendance.
- (g) Attend all scheduled coaches meetings planned for the season coordination or provide a legitimate reason why they are unable to attend.
- (h) Respect and accept all feedback collected via the coaching satisfaction feedback survey administered to parents and/or legal guardians of players following each season and, when applicable, do one's best to make all necessary changes recommend by the Coaching Directors (Section 13.01) and/or the Board.
- (i) Treat fellow Coaches, Assistant Coaches, Board members and all members of the Association with respect and professionalism, always maintaining open communication free of intimidation, discrimination and ridicule.
- (j) Never use one's position within Pepperell Soccer to intimidate, bully or manipulate players, coaches, parents or members of the Board.

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- (k) Never use one's position within Pepperell Soccer for personal gain when otherwise a detriment to the Association.
- (l) Uphold and execute all policies and decisions of the Board, never publicly undermine the Board nor leverage members of the Association against the Board or its members.

Section 12.02 In exchange for executing the responsibilities of the Assigned Head Coach (Section 12.01), the registration fees associated with one (1) player, to who the assigned coach is parent or legal guardian, is waived for the season(s) in which the coaching position is held.

Article 13. Other Required Positions

Section 13.01 Coaching Directors: Two (2) representatives from the Board appointed by the President with the approval of the Board to fulfill the following duties for travel teams:

- (a) Identify and recommend all coaching assignments to be approved by the Board.
- (b) Organize and facilitate pre-season coach's meeting supplying all coaches with necessary materials and instructions.
- (c) Manage all travel-league coaching administrative tasks including, but not limited to, coordinating Licensing of coaches, managing CORI requirements of coaches and managing the master practice schedule.
- (d) Facilitate and collect coaching satisfaction feedback survey results from parents and/or legal guardians of players following each season and present these findings to the Board.
- (e) If necessary, meet with individual coaches, groups of coaches, and other persons to discuss and recommend solutions to team or coaching problems.
- (f) If necessary, recommend the removal or suspension of a coach or assistant coach (Article 11) to the Board and/or a Temporary Disciplinary Committee (Article 10).
- (g) Periodically monitor or otherwise ensure coaches are adhering to expectations set forth Under Coach's Duties (Article 12) throughout the season.

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Section 13.02 Referee Director (s): One or more persons from the membership of the Association are to be appointed by the President with the approval of the Board to fulfill the following duties:

- (a) Acquire and maintain Referee Assignor certification, funded by Pepperell Soccer.
- (b) Develop and nurture a referee development program within Pepperell, providing young referees the training information required to become certified referees.
- (c) Coordinate, assign and facilitate compensation of all referees for in-town games.
- (d) Assign and facilitate compensation of referees for travel-league games taking place in Pepperell as dictated by our governing league (NVYSL).

Section 13.03 League Representative(s): One or more persons from the membership of the Association are to be appointed by the President with the approval of the Board to fulfill the following duties:

- (a) Act as a liaison to the governing league (NVYSL).
- (b) Regularly attend league meetings as the representative of Pepperell Youth Soccer.
- (c) Inform the Board of league policy, regulations and rules associated with participation of Pepperell Soccer within the league.
- (d) Provide the league with all necessary information, in accordance with league requirements, necessary for Pepperell Soccer participation in the league.

Section 13.04 Registrar(s): One or more persons from the membership of the Association are to be appointed by the President with the approval of the Board to fulfill the following duties:

- (a) Manage all aspects of registration for members of the Association including, but not limited to, opening and closing of seasons, defining age divisions, roster assignments, facilitating player scholarships, determining age eligibility of players and facilitating player waivers.

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- (b) Act as liaison with league (NVYSL) concerning all registration matters including, but not limited to, league fees, insurance, CORI, MYSA Registration, MYSA Yearly Update, roster submission and approval, player waivers and roster changes/updates.

Section 13.05 Fields Director(s): One or more persons from the membership of the Association are to be appointed by the President with the approval of the Board to fulfill the following duties:

- (a) Act as the liaison with the Pepperell Recreational Commission concerning field usage requests, fees, rules and regulations.
- (b) Seasonally develop a *Fields Layout Plan* consisting of total number, location and layout of all in-town and travel-league fields based on factors including, but not limited to, number of teams, league rules and policies, turf management and town requirements.
- (c) Submit *Fields Layout Plan* to the Board for approval no later than fourteen (14) days prior to the start of the season or prior to league requirements (whichever comes first).
- (d) Once approved by the Board, coordinate and manage layout and marking of all fields prior to season start.
- (e) Develop and manage all field marking maintenance and, if utilizing other members of the Association, publicly post maintenance schedule prior to season start.
- (f) Manage and maintain all field maintenance tools and supplies including field marking paint, field lining equipment, goal weights (sandbags), field equipment storage boxes, and field equipment box locks.
- (g) Maintain all goals, goal nets, and corner flags; coordinating with the Equipment Director (Section 13.06) when replacement and/or additional equipment is needed.
- (h) Develop and submit to the Treasurer (Section 9.01(c)) the fields maintenance budget for inclusion in the overall annual budget.

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Section 13.06 Equipment Director(s): One or more persons from the membership of the Association are to be appointed by the President with the approval of the Board to fulfill the following duties:

- (a) Maintain inventory of all equipment needed for all in-town and travel-league teams including, but not limited to, soccer balls (of the proper size), pennies, practice cones, first-aid kits, ice packs, ball bags, nets and all other equipment required by the Fields Director(s) (Section 13.05).
- (b) Maintain inventory of Pepperell Soccer patches to be distributed by teams to opposing players during 'Patch' tournaments.
- (c) Develop and submit to the Treasurer (Section 9.01(c)) the equipment budget for inclusion in the overall annual budget.

Section 13.07 In-Town Director(s): One or more persons from the membership of the Association are to be appointed by the President with the approval of the Board to fulfill the following duties:

- (a) Seasonally determine optimal number of in-town teams from player registration and divide players into even rosters based on age and gender diversification.
- (b) Identify and assign coaches, assistant coaches and team parents for each team to be submitted to the Board for approval.
- (c) Communicate all necessary information and season-related activities with in-town player families and coaches.
- (d) Develop in-town game schedule for public distribution to the members of the Association.
- (e) Organize and facilitate all coaches meetings and work with Coaching Director(s) (Section 13.01) to properly train and license in-town coaches.
- (f) Manage all administrative activities including ordering uniforms, end-of-season trophies and social gathering, coaches' appreciation certificates, player Picture Day, make-up games and game schedule changes.

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Section 13.08 In exchange for fulfilling the requirements of one or more of the Other Required Positions (Article 13) and if otherwise not a member of the present Board (Article 6), the registration fees associated with one (1) player, to who said position holder is the parent or legal guardian, is waived for the season(s) in which the position is held.

Article 14. Financials

Section 14.01 The Fiscal Year shall end December 31.

Section 14.02 The Treasurer (Section 9.01(c)) is responsible for making payments against approved budget expenditures, within the guidelines established by the Board.

Section 14.03 A financial review of the prior year results shall be made each year on or before the March meeting of the current year.

Section 14.04 A copy of the year-end financial reports and any associated Treasurer notes of such review will be entered into minutes.

Article 15. Dissolution

Section 15.01 In the event that Pepperell Youth Soccer League is disbanded all remaining funds will be donated to local youth organizations.