

AUSTINTOWN JUNIOR SOCCER LEAGUE

Bylaws

Revised January 2010

BYLAW 1 - Membership

1:01 The AJSL shall be open to both male and female participants between the age of 4 and 17, without regard to the participants' residence, who shall pay the registration fee required.

BYLAW 2 – Board of Directors

2:01 The Executive Board will consist of: President - Vice President - Treasurer - Secretary – Registrar – Past President. Executive Board members will be elected from the existing Board members at the October Board meeting in alternating years.

2:01.A The President, Secretary and Registrar shall be voted on in odd numbered years.

2:01.B The Vice-President and Treasurer shall be voted on in even numbered years.

2:02 Non-Executive Board positions such as Sergeant at Arms and Referee Coordinator shall be voted on annually.

2:03 The board shall consist of eighteen (18) Board members and four (4) alternates. Each Board member serves a three (3) year term, at the end of which time the member shall be eligible for re-election at the October Board Meeting.

2:04 Positions that are vacated during the three (3) year term will be filled by the Board voting on the existing alternates. The alternates elected will serve until the expiration of the original term.

2:05 Elections will be held in this order: The board members up for re-election will be voted on first. The officers, both Executive and Non-executive, will be voted next. If there are any Board positions still open the alternates will be voted on to fill these.

2:06 All persons Interested in promoting junior soccer are welcome at all regular Board meetings.

2:07 Repetitive absenteeism at league meetings by a Board Member of more than three (3) meetings per seasonal year (seasonal year being January 1st through December 31st) or two (2) consecutive meetings without prior Executive Board approval will constitute loss of voting privileges for the next twelve (12) months beginning with the month after the fourth (4th) month they missed, and that Board Member will not be considered a member in regards to establishing a quorum. In order for a Board Member to regain voting rights they must attend league scheduled meetings during their voting suspension and not miss more than one (1) meeting for the remainder of the seasonal year. Alternate Board Members who miss more than three (3) meetings per seasonal year shall be removed from the Board.

2:08 All officers of the league shall serve without compensation.

BYLAW 3 – Board Member Duties

3:01 EXECUTIVE BOARD OF DIRECTORS JOB DESCRIPTIONS

3:01.A Board Chair (President)

- Member of the board
- Serves as Chief Volunteer of the Organization
- Provides leadership to the Board of Directors
- Chairs meetings of the Board after developing the agenda
- Encourages the Board's role in strategic planning
- Creates/Appoints the Chairpersons of committees, in consultation with other board members
- Serves Ex Officio as a member of committees and attends their meetings when invited
- Monitors financial planning and financial reports
- Plays leading role in fundraising activities
- Performs other responsibilities assigned by the board

3.01.B Vice Chair (Vice President)

- Member of the Board
- Performs Chair responsibilities when the chair cannot be available (see above description)
- Reports to the Board's Chair
- Works closely with the Chair and the other Board members
- Participates closely with the Chair to develop and implement officer transition plans
- Performs other responsibilities as assigned by board
- Oversees game scheduling
- Coaches Meeting
- Discipline / Complaints
- YAYSL Liaison

3.01.C Secretary

- Member of the Board
- Maintains records of the Board and ensures effective management of the organization's records
- Manages minutes of board meetings (Minutes: date, time, location of meeting, list of those present and absent, list of items discussed, list of reports presented, text of motions presented and description of their disposition)
- Ensures minutes are distributed to members shortly after each meeting
- Signs a copy of the final, approved minutes and ensures that this copy is maintained in the corporate records
- Is sufficiently familiar with legal documents (Articles, By-Laws (to be available at every meeting), IRS Letters, etc.) to note applicability during meetings
- Maintains membership records
- Ensures that proper notification is given of Directors' and Members' meetings as specified in the by-laws
- Signing Officer – the Secretary may be designated as one of the signing officers for certain documents. In this capacity, secretary may be authorized or required to sign or countersign

checks, correspondence, applications, reports, contracts or other documents on behalf of the organization

3.01.D Treasurer

- Member of the Board
- Manages finances of the Organization
- Administrates fiscal matters of the Organization
- Provides annual budget to the board for the members approval
- Ensures development and board review of financial policies and procedures
- Bank account maintenance – selecting a bank, signing checks, balancing checkbook and investing excess funds wisely
- Provides a report to present at each Board meeting
- Serving as Chair of the Finance Committee
- Contracts
- Payables / Receivables

3.01.E Registrar

- Responsible for the distribution of registration information
- Maintaining the database of registered players (in person and online)
- Initiating the selection of trophy styles / vendors to the board – also the ordering and distribution of all trophies
- Sponsors
- OYSAN Reg. Insurance
- Blind Draw – ensuring all materials are at the blind draw, verify age group assignments for accuracy, post draw organization of materials, ensuring proper blind draw format for age / sex diversity

3:02 NON-EXECUTIVE BOARD MEMBER JOB DESCRIPTIONS:

3:02.A Board Member

- Regularly attends board meetings and important related meetings
- Makes serious commitment to participate actively in committee work
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time
- Stays informed about committee matters, prepares themselves for meetings and reviews and comments on minutes and other distributed reports
- Participates in fundraising for the organization
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus

3:02.B Committee Chairperson

- Member of the Board
- Sets tone for the committee work
- Ensures that members have the information needed to do their jobs

- Oversees the logistics of committee's operations
- Reports to the Board's Chair
- Reports to the full board on committee's recommendations / decisions
- Assigns work to the other committee members, sets the agenda and runs the meetings and ensures the distribution of meeting minutes

3:02.C Sergeant at Arms

- Will follow along with the agenda and the topics of discussion, also how long the topic is being discussed. If the subject gets off track or is taking too long, this person will wrap up that topic of conversation so we can move along to the next issue on the agenda

3:02.D Referee Coordinator

- Will schedule the referees ahead of time, will pay them before the game starts and assign their field to them, also quickly review the rules with them for what age group they are refereeing that night

3:02.E Age Group Coordinator

- Default blind draw committee
- Responsible for contacting the coaches for their age group any communications necessary

3:02.F Field Marshalls

- Field opening / closing
- Problem mitigation
- Trash removal
- Poor weather decision making
- Flag raising and taking down at end of night

3:03 BOARD SUB-COMMITTEES AND DUTIES

*Often sub-committees are best when small, with about three to four sitting members who have an interest and expertise in the specific area they are addressing.

*Remember that a sub-committee should make the board's tasks easier and actions faster. Committee members can meet more often, do more "homework", then report back to the board at large with their results.

3:03.A By-Laws / Rules:

- Review and revise by-laws and rules to stay current with the times

3:03.B Coaching:

- Regular season scheduling and make-up game scheduling

3:03.C Concession Stand:

- Product ordering / purchasing/ stocking
- Deposits
- Organization and cleanliness of stand
- Manage volunteers
- All pre and post season preparations

3:03.D Photography:

- Initiating the selection of photography vendors to the board.
- Ordering and distribution of all photographs

3:03.E Uniform:

- Initiating the selection of uniform styles / vendors to the board.
- Ordering and distribution of all uniforms

3:03.F Finance:

- Audit the Treasurer
- Plan budget for next year

3:03.G Special Event Committee:

- Any special event to promote fundraising for the league

3:03.H Maintenance:

- Field lining
- Mowing
- Fertilization
- Repair and maintenance of equipment, restrooms and buildings
- Capital improvements, utilities

3:03.I Grant:

- Research different grant availabilities for funding for equipment, fields, etc.

3:03.J Sponsor:

- Soliciting for new sponsorships
- Corresponding and record keeping of all current sponsors and their contact information
- Collection of fees to be turned into the treasurer

BYLAW 4 – Board Member Conduct

4:01 Board Members are expected to serve as positive role models to the players, coaches and parents of the league. They shall, through example, demonstrate those qualities that are expected from those participating in the league.

4.02 Even when not serving the Board in an official capacity, such as when coaching or serving as a referee or spectator, a Board Member is expected to uphold the standards of the league.

4.03 Board Members shall be expected to subscribe to the same rules and regulations as the players, coaches and parents and shall face the same consequences for violation of league policies. Consequences shall be determined as required by the Executive Board. In the event that the actions of an Executive Board Member are in question, the remaining members of the Executive Board shall preside.

BYLAW 5 – League Registration

5:01 The Board and the league registrar will determine age brackets, number of teams, and team size following registration with the approval of the Executive Board.

5:02 Cut-off birthdate for registration will be August 1 for all ages. After a coach and assistant coach have been selected, teams will be selected in all age groups by blind draw.

5:03 At the discretion of the Registrar, players may move up one year in age in order to be rostered with a sibling provided a parent or guardian is the coach or assistant coach. No other exceptions will be made. No player is permitted to move down in age.

5:04 League play for the U18 age group will not start before June 1. This will save high school eligibility for those players wishing to participate in high school soccer.

5:05 The registration fee will be set yearly by a majority vote of the Board

BYLAW 6 - Coaches

6:01 All coaches must foster and promote good sportsmanship both on and off the field of play.

6:02 Coaches must be responsible for team discipline.

6:03 No coach may drop any player from his or her roster without Executive Board approval.

6:04 Only one (1) coach and one (1) assistant coach, both with Risk Management and Board approval, will be recognized for each team. Only two (2) coaches may remain on the team side of the field during a game. In the event that both the coach and assistant coach are unavailable, only a Board approved alternate with Risk Management approval may replace them.

6:05 Unsportsmanlike behavior, fighting, obscene language, obscene gestures, or vandalism by any coach before, during, or after any game, practice, or league activity, constitutes just cause for a minimum one (1) game suspension. The matter will then come before the Executive Board, which will decide the length of any further disciplinary action.

BYLAW 7 – Complaints

7:01 In the event of any complaint pertaining to the activities of the AJSL, the protocol for complaints are as follows:

7:01.A The complainant will talk to the coach.

7:01.B Complainant or coach will contact the league vice president. The vice-president, with the help of the appropriate age group coordinator, will attempt to resolve the complaint. At the discretion of the Vice-President, the complaint will be documented and become a part of the league's records.

7:01.C Any unresolved complaint will be presented in an executive board meeting at which all parties involved will have the right to attend. The decision of the executive board will be final.

BYLAW 8 – Field and Equipment Use

8:01 AJSL equipment, field or facilities may not be used without prior Board approval. Submission of field use form found online must be received and approved at a regular scheduled board meeting.

BYLAW 9 - Budget

9:01 Each year at the October Board meeting, a proposed budget for the following year will be presented for review. The budget for the following year, to begin in January, will be drawn up prior to this meeting by the Executive Board. The Board will approve the budget at the November Board meeting.