

# **MIDDLESEX YOUTH SOCCER LEAGUE CONSTITUTION**

## **1. NAME**

Middlesex Youth Soccer League, which is affiliated with the Mass Youth Soccer (also referred to as Massachusetts Youth Soccer Association (MYSA)) and the United States Youth Soccer Association (USYSA).

## **2. OBJECTIVES AND PHILOSOPHY**

The objective of the League is to provide the operational framework for the playing of youth soccer games between the teams of the member organizations. The philosophy of the League is to provide the opportunity and the training of the boys and girls to learn the game of soccer through the development of the individual skills, fitness, teamwork, and fair play. In organizations, teams, coaches, managers, and players shall conduct themselves in a sportsmanlike manner and shall cooperate fully with the letter and the spirit of this Constitution and the Rules of the League.

## **3. MEMBERSHIP**

The League shall be an association of those youth soccer organizations, which represent the member towns and clubs (hereinafter identified as “Member Organizations” and, collectively, as “the Membership”).

The member organizations are responsible for organizing and entering teams, providing fields and otherwise conducting the soccer program in accordance with this Constitution and other applicable rules.

New member organizations shall be admitted only after approval by the Board at one of its meetings. Temporary memberships for one playing season may be granted in special cases by the Board (e.g., to fill out incomplete divisions.)

Membership shall become effective when proper team payment is accepted.

A new members organization is an organization never having played in the MYSL or any returning club having been absent for two (2) or more seasons (a season is the fall or spring schedule).

The Board will not accept as members:

- a) out of State Clubs
- b) out of League Clubs that field "select" teams

- c) Clubs that field less than three (3) teams
- d) Multiple clubs from one town. (Any multiple town club member prior to November 2002 is grandfathered)

#### **4. GOVERNING BODY**

The governing body of the MYSL will be the Board of Directors, hereafter referred to as “the Board”, which shall consist of the following, each being a “Director”:

One year terms, elected annually:

Referee Coordinator, Parliamentarian, Sportsmanship Committee, Protest Officer, Statistician, Age Directors, and Webmaster

Two Year terms, elected in odd-numbered years:

President, Vice-President (development), Treasurer, Girl's Commissioner

Two Year terms, elected in even-numbered years:

Vice-President (administration), Secretary, Registrar, Boy's Commissioner, Immediate Past President

Two Year terms, elected every other year:

Sportsmanship Committee, two members, one member elected in even numbered years and one member elected in odd numbered years

The election of Directors according to the preceding schedule shall occur at the Annual General Meeting by means of paper ballot. Each member organization shall designate one individual to vote on its behalf at the Annual General Meeting.

The Officers of the Board shall include the President, Vice President of Development, Vice President of Administration, Treasurer and Secretary.

Directors are required to attend General and Board meetings. The Board or the membership may remove any Director for cause by a vote of the majority of the Directors, provided that a Director may be removed for cause only after reasonable notice and opportunity to be heard by the member organizations prior to action thereon.

In the event of any vacancy on the Board of Directors or in any office, the remaining Directors may appoint someone by means of a majority vote to fill out the tenure of the vacated position at a general or special meeting of the Board of Directors.

The Board shall establish an Executive Committee which will be responsible for addressing confidential and private matters, held in Executive Sessions. The Executive Committee shall be made up of the Officers, Registrar, Boys' and Girls' Commissioners and the Referee Coordinator.

## OFFICERS' DUTIES

### A. PRESIDENT

- 1) Convenes and chairs all meetings of the Board, the Executive Committee and the membership.
- 2) Establishes and serves as an ex officio member of all committees.
- 3) Represents and acts for the League on all external matters.
- 4) Convenes meetings of the Executive Committee, which makes decisions on the Board's behalf for all urgent matters
- 5) In non-urgent instances where disciplinary measures appear appropriate or are recommended, the President will convene a meeting of the Board.
- 6) Sets the agendas for all meetings of the Board and distributes said agendas at least one week prior to meeting date.

### B. VICE-PRESIDENT (ADMINISTRATION)

- 1) In the absence of the President, shall be the acting President.
- 2) Is in charge of the preparation of the League Directory including advertising.
- 3) Responsible for creating and chairing a Nomination Committee for the purpose of identifying and presenting potential future Board Members to the Board and the membership.
- 4) Responsible for maintaining and updating the Organizations Rules and working with the membership and Directors to ensure Rules are properly followed.

### C. VICE-PRESIDENT (DEVELOPMENT)

- 1) Is in charge of personnel development and in such capacity, shall arrange clinics for players, referees, coaches and/or administrative personnel as determined by the Board.

- 2) Is in charge of raising funds to pay for the aforementioned clinics, as approved by the Board.
- 3) Recognizing that the league must be in a constant state of revitalization and growth, the Vice-President (Development) shall ensure a constant flow of information to membership prospects for the League and shall identify and address weak areas in the Leagues' operations.
- 4) Shall procure appropriate trophies and awards for the League.
- 5) Is in charge of inter-league post-season tournament play and the National Regional Cup.

#### D. SECRETARY

- 1) Assists the Vice-President (Administration) with the publication of the League Directory and Rules.
- 2) Notifies Directors and Town Coordinators of Board meetings and the membership of General and Special Meetings.
- 3) Records minutes of all meetings and posts approved minutes on League's Website.
- 4) Executes all League correspondence within and outside of the League.
- 5) Notifies the membership of Rule and Constitution changes in a timely manner.

#### E. REGISTRAR

- 1) Review and distribute registration materials to appropriate league officials and town/club representatives in time for season start.
- 2) Review and validate all initial roster submissions.
- 3) In the absence of a Commissioner shall be acting Commissioner.
- 4) Verify MYSAs affiliations.
- 5) Confirms that registration fees and fines have been collected prior to distributing materials.
- 6) Provide appropriate Age Directors with placement material at least two weeks prior to placement meetings.

#### F. TREASURER

- 1) Provide treasurer's report at ALL meetings.
- 2) Collect and disburse funds as operational necessity dictates.

- 3) Manage the League bank account(s).
- 4) Responsible for filing all appropriate Tax filings.
- 5) Serves as Procurement Officer of the League.
- 6) Prepares a budget for review 30 days prior to the start of each season for approval by the Board.

#### G. PROTEST OFFICER

- 1) Adjudicates official match-related protests through impartial fact-finding and arbitration
- 2) Works directly with the Sportsmanship Committee in matters concerning disposition of team/club discipline issues to determine suspensions/corrective actions for coach or fan infractions of Middlesex Soccer League Rules.

#### H. STATISTICIAN

- 1) Reviews weekly game results (filed electronically) and discusses issues with Commissioners.
- 2) Prepares statistical information as required.
- 3) Assigns teams to the scheduling matrix after the Division placements have been determined.

#### I. COMMISSIONER(S)

- 1) Ensures that players and teams register in a timely manner.
- 2) Ensures that registration requirements are fulfilled before players and teams are allowed to participate in League games.
- 3) Makes final decision on all matters pertaining to player and team eligibility.
- 4) Works closely with the Protest Officer in disputes over player eligibility
- 5) Receives and records player/coach ejections (red cards) and notifies appropriate league officials
- 6) Provides Age Directors with consistent policy for post season play qualifications.

#### J. IMMEDIATE PAST PRESIDENT

- 1) Serves as advisor to the President.
- 2) Assists with liaison efforts vertically between the League and the State organization and horizontally with other Massachusetts affiliated leagues.

#### K. REFEREE COORDINATOR

- 1) Recommends specific employment of referee assignees to the Board.
- 2) Negotiates appropriate referee fees with the referee assignor. These agreed upon fees will be paid at seasons end by the treasurer.
- 3) Primary mission is to ensure game coverage by qualified officials for sanctioned League contests.

#### L. PARLIAMENTARIAN

- 1) Shall serve as Parliamentarian for all League meetings.
- 2) Shall ascertain that the Leagues' Constitution and Rules are functioning properly.
- 3) The Middlesex Youth Soccer League follows the parliamentary system in Roberts Rules of Order

#### M. AGE DIRECTORS

- 1) Shall coordinate and direct all activities in the assigned divisions, pertaining to but not limited to:
  - a) Determining champions
  - b) Arranging for tie-breakers, etc.
  - c) Passing on information on cancellations
  - d) Ensuring timely make-up of postponed games
- 2) Shall collect all scores and other information that may be required and pass it on to the Statistician.
- 3) Serves as first instance of appeal in disputes between team representatives and settles disputes, if necessary, by declaring a forfeit.
- 4) Shall, if requested by the Commissioner, assist in certifying player eligibility for his division.

#### N. SPORTSMANSHIP COMMITTEE

- 1) Consist of 2 elected members working in conjunction with the Protest Officer, a certified grade 8 referee and one individual recommended by the President and approved by the Board.
- 2) Reactive committee that will hear a request brought before the committee by any participant of the league.

- 3) Determine the appropriate action required for each request, including holding a hearing to adjudicate the matter.
- 4) Follow USSF guidelines for all hearings

## **5. BOARD MEETINGS**

Each Director shall have one (1) vote on the Board, but no one individual shall have more than one (1) vote.

Each member town shall assign an individual as the Town Coordinator and such Town Coordinator shall have one (1) vote at the regularly scheduled monthly Board Meeting. No one town shall have more than one (1) vote at Board Meetings. No voting member shall cast more than one (1) vote.

One third (1/3) of the Board shall constitute a quorum for a Board meeting. Setting of fees and appropriations of funds as specified in Article 7 of this Constitution shall require the approval of (2/3) two-thirds of those present and voting (vote includes Directors and Town Coordinators).

All other matters shall be decided by a simple majority of those Directors and Town Representatives present and voting.

Regular monthly meetings shall be scheduled by the President and the Secretary shall notify all Board members and Town Coordinators by mail or email at least two (2) weeks before the scheduled date. An agenda must be distributed at least 7 days prior to these regularly scheduled monthly meetings

A "SPECIAL" Board meeting may be requested in writing by three (3) or more Directors if they deem it necessary.

## **6. GENERAL MEETING**

General meetings shall be held at least annually, with two (2) weeks' notice, and "SPECIAL" General meetings may be called by the Board as deemed necessary and require that one third (1/3) of the directors approve of the "special General meeting." The Annual General Meeting shall be held in the month of May no later than the third Wednesday of the month and shall be the election meeting.

A quorum shall consist of fifty (50%) percent of the Membership. Board members shall not have a vote unless they are an authorized Town/Club Representative.

Amendments to this Constitution per Article 11 require the approval of two-thirds (2/3) of those present and voting and all other decisions require a simple majority of those members present and voting.

In the event of a tie vote, the vote shall be taken to the Board. If the vote is still equal, the President shall cast the tie-breaker.

At the Annual General Meeting or a Special General Meeting, each member organization will receive votes based on the number of teams on record at the end of the previous spring season, as certified by the Registrar. Towns would receive one (1) vote per representative attending the meeting. Town Presidents will designate individuals responsible for casting Towns votes. (NO PROXY VOTES)

3 teams	1 vote
4 – 9 teams	2 votes
10 – 19 teams	3 votes
20 – 29 teams	4 votes
More than 30 teams	5 votes

## 7 **FINANCIAL POLICIES**

Members shall pay a registration fee for each playing season to the League for each of their teams to cover referee fees and other League expenses. The amount of this fee shall be approved by a two-thirds (2/3) vote of the Board and Town Coordinators at a Board meeting

Expenditure categories that exceed their budget by more than \$1000.00 shall be approved by a majority vote of the Board and Town Coordinators at a Board meeting

All moneys shall be promptly deposited in either a savings or checking account maintained in the Leagues' name.

Bills for authorized purchases shall be paid when due. Bills shall be approved by two (2) of the authorized signers.

With the exception of fees paid for refereeing sanctioned contests, no Board member shall gain any profit from money appropriated by the League or

from any transaction there with. The Board shall procure a bond for all authorized check signors.

8. **DISSOLUTION**

In the event of the dissolution of the League the funds remaining shall be divided among all of the town organizations that are currently members of the League then in good standing with regard to the payment of fees to the League. Each organization would receive an equal amount.

9. **SUSPENSION AND EXPULSION**

Any person, team or member organization may be suspended or expelled from the League by a resolution passed by the Board. The person(s) involved shall be notified of the intended action and may make a statement to the Board before the resolution is put to a vote. The resolution is passed if approved by 2/3 (two thirds) of the Board present and voting

10. **LEAGUE RULES**

In addition to this Constitution there shall be a set of League Rules which, providing they do not contravene this Constitution, shall be binding upon all members.

Changes and additions to the Rules may be made at General Meetings and at all Board Meetings and, in the event urgent action is required, by the Executive Committee. All changes made by the Executive Committee shall be presented at next Board meeting for ratification. If such ratification is not received, said change will no longer be in effect from the date it was originally approved by the Executive Committee. All significant changes made by the Board shall be presented to the next Annual General Meeting.

The League Rules shall be published annually. Any changes approved by the Board between the annual publishing shall be mailed or emailed to all member organizations within one 2 weeks.

11. **AMENDMENT TO THE CONSTITUTION**

No variation of the Constitution by addition, omission or amendment shall be adopted without the approval of a General Meeting or a Special General Meeting. Notice of such meeting and the details of the proposed amendment shall be mailed or emailed to all member organizations at least two (2) weeks before the meeting.

Any amendment must be carried by two-thirds ( $2/3$ ) vote of those present and voting at the meeting.

