

Bylaws of
BOLTON SOCCER, INC.

PREPARED:	February 2008
INCORPORATION DATE:	April 2008
LAST AMENDED:	February 2008
BOARD APPROVED:	April 2008
REVISION 1 DATE:	January 2009

ARTICLE I – NAME

The official name of this organization shall be: **BOLTON SOCCER, INC.** References to “BSI” elsewhere in this document shall be used to signify Bolton Soccer, Inc. herein.

ARTICLE II – PURPOSE

The purpose of BSI is to promote and develop the sport of soccer at the youth level, by providing avenues of participation at various skill levels in order to meet the needs of its players.

BSI will maintain recreational leagues, which will provide the opportunity for players to participate and have fun while they learn the game and sharpen their skills. The Recreation Team Director and coaches will be committed to the principle that all participants should play at least 50% of each game, given that acceptable discipline by the individual players is maintained.

BSI will also maintain travel tournament teams for the more advanced players who seek a higher level of competition. The Travel Team Director and coaches will be committed to the principle that all participants should play at least 50% of each game, given that acceptable discipline by the individual players is maintained

BSI is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No substantial part of the activities of BSI shall be carrying on propaganda, or otherwise attempting to influence legislation except as otherwise provided by IRC 501(h) or participating in, or intervening in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidates for public office.

ARTICLE III – AFFILIATION

BSI shall be affiliated with the Connecticut Junior Soccer Association, Inc. (CJSA) and shall at all times abide by the rules and regulations of the CJSA.

ARTICLE IV – MEMBERSHIP

Section 1 – Categories of Membership

There shall be four categories of membership: youth members, directors, supporting members and members emeritus.

Youth Members

Youth members shall consist of all players in good standing and properly registered for one or more of the three seasons: fall, indoor and spring. Registration for any one of these seasons shall provide membership until the end of the fiscal year, which shall run from August 1 through July 31.

Directors

The BSI Board of Directors shall be comprised of the President, Vice-President/Secretary, Registrar, Treasurer, Referee Assignor, U6-U8 Director, Recreation Team Director, Travel Team Director, Fields and Equipment Director, Ways and Means Director, and the Training, Development and Coaching Director.

Supporting Members

Supporting members shall consist of all parents and legal guardians of youth members; coaches and assistant coaches; and any other supporting individuals as approved by the BSI Board of Directors.

Members Emeritus

Members emeritus shall be anyone approved by the BSI Board of Directors, as a result of outstanding service to BSI. Members Emeritus shall have all rights and privileges of supporting members, including the right to vote at the BSI annual general meeting.

Section 2 – Voting Members

Voting members consist of two categories of membership defined above as Directors and supporting members. Each Director is entitled to one vote on each matter submitted to the Board of Directors. Supporting members are entitled to one vote each at the Annual Meeting to elect Directors and to vote on any revisions or amendments to the bylaws, as outlined in Article X.

ARTICLE V – BOARD OF DIRECTORS

Section 1 – The Board of Directors shall have the power to make and enforce any rules and regulations necessary for BSI.

All members of the Board of Directors shall:

- Bring to the attention of the Board any questions of conduct concerning a coach, Board member or player, which has not been in the best interest of the goals of BSI. Such questions shall be referred to the BSI disciplinary committee for action.
- Promote and represent BSI in the community.

Section 2 – Duties of the President

- Direct all on-going activities of BSI.
- Preside at all BSI Board of Directors' meetings.
- Serve as official spokesperson for BSI and represent BSI at official events.
- Execute agreements on behalf of BSI, with the Board of Directors' approval.
- Appoint any non-elected committee chairpersons.
- Be informed of all CJSA activities by monitoring the CJSA newsletter and the CJSA Guide to Junior Soccer in Connecticut.

- Attend any CJSA Northeast District meetings.
- Serve as official contact person for other Northeast District members.

Section 3 – Duties of the Vice-President/Secretary

- In the absence of the President assume all duties of the President.
- Attend any CJSA Northeast District meetings.
- Keep the minutes of all Board of Directors meetings and distribute copies.
- Prepare agendas and arrange monthly Board of Directors meetings.
- Handle all correspondence of BSI.
- Maintain copies of all bylaws and distribute copies as necessary.
- Maintain historical records.
- Publish notice of Annual Meeting.
- Secure an annual certificate from CJSA, co-insuring the Town on liability insurance.
- Create and distribute a BSI newsletter.

Section 4 – Duties of the Registrar

- Organize and conduct all registrations for each season.
- Maintain a list of all members of BSI.
- Register youth members and coaches according to CJSA guidelines
- Maintain rosters and player passes for all travel teams
- Maintain rosters for all recreation league teams.
- Maintain coach volunteer disclosure forms.
- Maintain youth players' birth certificate forms.

Section 5 – Duties of the Treasurer

- Provide the Board with a copy of the annual budget at the Annual meeting each year.
- Maintain an accurate record of budgeted versus actual expenditures.
- Report a summary of receipts and expenditures at each Board meeting.
- Maintain a checking account.
- Pay all approved obligations of BSI.
- Collect all receipts and deposit them on a timely basis.
- Annually, obtain forms from the bank to update the authorized signatures on file with the bank.

Section 6 – Duties of the Referee Assignor

- Schedule referees for all home games for recreational and travel team(s).
- Schedule and chair seasonal referee meetings.
- Maintain a list of all referees and copies of current certifications.
- Coordinate referee training opportunities.
- Coordinate referee evaluations.
- Schedule assistant referees for Cup Games, as requested by the District Referee Assignor.
- Promote yearly recertification and entry-level referee clinics.

Section 7 – Duties of the U6-U8 Director

- Coordinate the U6-U8 Program.
- Recommend U6-U8 Coaches and Assistants to the Board of Directors.
- Inform all U6-U8 Team coaches of their responsibilities on an on-going basis.
- Coordinate all season schedules and practice sessions for all U6-U8 teams.
- Coordinate the distribution of all announcements through the Coaches.

- In conjunction with the Recreation and Travel Team Directors, coordinate field usage.
- Oversee and coordinate all team compositions.
- Coordinate with the Training and Development Director the deployment and implementation of training/development policies subject to Board of Directors approval.
- Coordinate all activities with regard to the U6-U8 group (i.e. jamborees, special events, fundraisers).

Section 8 – Duties of the Recreation Team Director

- Coordinate the Recreation Program.
- Inform all Recreational Coaches of their responsibilities on an on-going basis.
- Recommend Recreational Coaches to the Board of Directors for approval.
- Coordinate all season schedules and practice sessions for all recreational age groups.
- Coordinate the distribution of all announcements through the Coaches.
- Assist with the composition of each team at each age level.
- Coordinate with the Referee Assignor for the scheduling of referees for all recreational league games.
- Coordinate with the Training and Development Director the deployment and implementation of training/development policies subject to Board of Directors approval.
- Coordinate the Recreational Programs participation in fundraising and special events.

Section 9 – Duties of the Travel Team Director

- Coordinate the Travel Program.
- Inform all Travel Coaches of their responsibilities on an on-going basis.
- Recommend coaches for travel teams for approval of Board of Directors.
- Coordinate all season schedules and practice sessions for all travel team age groups.
- Coordinate the distribution of all announcements through the Coaches.
- Oversee and coordinate travel team selection for Board of Directors approval.
- Coordinate with the Referee Assignor for scheduling of referees for all travel league games.
- Coordinate with the Training and Development Director the deployment and implementation of training/development policies subject to Board of Directors approval.
- Coordinate the Travel Programs participation in fundraising and special events.
- Be responsible for overseeing all travel teams sponsored by BSI and sanctioned by the Connecticut Junior Soccer Association.

Section 10 – Duties of the Fields and Equipment Director

- Be the liaison with the Town of Bolton and the Board of Education to procure and ensure the readiness of all fields used for recreational and travel games.
- Be responsible for the procurement of the gymnasium time for the Indoor program with the Board of Education of the Town of Bolton.
- Coordinate the procurement, maintenance and storage of equipment needed for the fields (e.g., nets, corner flags, field lining, etc.)
- Maintain an accurate record of all BSI equipment issued to coaches and players at the beginning of each season.
- Notify all recipients of equipment of their responsibility for the care and custody of the equipment issued to them.
- Be responsible for the purchase of all equipment by BSI.
- Conduct a complete inventory of all BSI equipment each year and submit a request to the Treasurer for inclusion in the upcoming budget needs for the following year.
- Maintain current price vendor list for all vendors used by BSI.
- Maintain all First Aid and Safety related equipment for BSI.

Section 11 – Duties of the Ways and Means Director

- Direct and coordinate all fundraising activities of BSI subject to the approval of the Board Directors.
- Be responsible for securing contributions from sponsors and supporters of BSI.
- Present a final report of the moneys collected from contributors to the Board of Directors.

Section 12 – Duties of the Training, Development and Coaching Director

- Generate a skills and development training program that is age group and skill level appropriate.
- Refine and implement the BSI Coaching Curriculum.
- Purchase the appropriate training materials and aids required in the implementation of the program
- Instruct the team coaches and their assistants, in the various age and level groups, on how to implement the guidelines and programs.
- Hold periodic training sessions and clinics for the players of the various age groups and levels.
- Periodically, monitor progress of the implementation of these programs by the coaches, assistant coaches and the players.
- Report back to the various team directors on the status of the training.
- Report back to the Board of Directors on the status of the training and any further development needs.
- Schedule and deliver, if appropriate, safety, first aid or injury prevention programs, as approved by the BSI Board of Directors.
- Make recommendations to the Board of Directors for BSI First Aid/Safety policies.

ARTICLE VI – COMMITTEES

Section 1 – Establishment of Committees

The President, with the approval of the Board of Directors, has the authority to appoint special committees to carry out specific duties necessary to BSI's purpose.

ARTICLE VII – MEETINGS

Section 1 – Annual Meeting

The Annual Meeting of the membership shall be held in Bolton in the month of March for the purpose of electing Directors and for the purpose of transacting such other business as may come before the meeting.

Section 2 – Board of Directors Meetings

The Board of Directors shall meet regularly to conduct the affairs of BSI. The meetings shall be open to the general membership.

Section 3 – Special Meetings

Special meetings may be called by the President or at the request of at least four (4) members of the Board of Directors.

Section 4 – Place for Meetings

The Board of Directors will designate the place for the meetings.

Section 5 – Notice of Meetings

Written notice to the membership, stating the date, place and time of the Annual Meeting shall be published not less than ten (10) days prior to the meeting. Written or verbal notice stating the place, date and time of any special meeting shall be given not less than three (3) days prior to such a meeting.

Section 6 – Quorum

A quorum, which is necessary for voting on any matter, shall be a simple majority of the Board of Directors present at any formal meeting.

Section 7 – Casting of Votes

All votes must be cast in person and may not be voted in absentee, by proxy or otherwise assigned.

Section 8 – Rules of Order

All meetings shall be conducted according to Robert's Rules of Order.

ARTICLE VIII – NOMINATIONS AND ELECTIONS OF BOARD DIRECTORS

Section 1 – Nominating Committee

The President shall appoint a Nominating Committee every second year at the regular December Board of Directors meeting. The Nominating Committee's charge is to nominate members of BSI to serve on the Board of Directors. The Committee shall be comprised of five (5) supporting members, at least three (3) of whom are current members of the Board of Directors. This Committee shall choose candidates and ascertain the willingness of the candidates to serve BSI in those positions. The Committee shall present the slate of nominees at the Annual Meeting.

To be eligible to serve as President, the nominee must have served on the Board of Directors for at least two full years immediately preceding election. Any member elected as the President shall be limited to four years in this capacity. Four years consists of two consecutive elected two-year terms. If the Nominating Committee cannot find a current Board of Director member to assume the role of president after the current president has served two consecutive terms, they have the option to nominate the current president provided there is unanimous approval from the Board of Directors.

Section 2 – Election of Directors

The Directors of BSI shall be elected at the Annual Meeting following the presentation of the proposed slate of Directors by the Nominating Committee. Nominations may be accepted from those attending the Annual Meeting. The directors shall be elected by the voting membership of BSI, as defined in Article IV, Section 2, with the election being determined by majority of votes cast.

Section 3 – Term of Office

The term of office shall be two years, effective on June 1st after the close of elections at the annual general membership meeting.

Section 4 – Removal of a Member of the Board of Directors

Any Director may be removed by a two-thirds vote of the voting members present at a special meeting, called under provision Article VII, Section 3, above.

Section 5 – Vacancies

A vacancy in any office may be filled by action of the Board of Directors for the unexpired portion of the term.

ARTICLE IX – FINANCIAL PROCEDURES

Section 1 – Budget

The budget shall be presented and approved by the attending membership at the Annual Meeting.

The budget will serve as the authorization for expenditures by BSI throughout the year. Any additional expenditures may be authorized by a vote of a majority of the Board of Directors present at the regular monthly meetings.

The fiscal year shall begin on January 1st of each year through December 31st of the following year.

Section 2 – Disbursement Procedures

Any BSI member requesting a disbursement from BSI's account must present a properly completed check request form or receipt indicating payee, amount and purpose of the disbursement, in order to obtain a check from the Treasurer.

The following individuals are designated as authorized signatories on BSI's checking account: President, Vice-President and Treasurer. Any check, in a specified amount, shall require two signatures; said amount will be determined by the newly elected Officer at the first board meeting of each fiscal year. Any check for a lesser amount shall require only one signature. Any withdrawal from BSI's saving account shall require two of the above signatures.

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation/reimbursement for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

ARTICLE X – DISCIPLINE

Section 1 – Disciplinary Committee

The Vice-President shall chair the BSI Disciplinary Committee. The Disciplinary Committee shall consist of the Vice-President, the Referee Assignor, the Recreation Team Director, the Travel Team Director and the Training, Development and Coaching Director. This Disciplinary Committee shall review all complaints lodged against any BSI player, coach, club official, member or team, and within its discretion, exercise any permissible sanctions.

Section 2 – Permissible Sanctions

The Disciplinary Committee shall have the authority by affirmative vote of at least three (3) members of the Committee to impose any, or all, of the following sanctions in matters where it deems appropriate. (If the full five (5) member board is not present at the initial hearing and the matter ends in a tie vote the hearing must be re-held within seven (7) days of the initial hearing with the full board of five (5) members present). The Committee may:

1. Issue a letter of reprimand to any player, coach, manager, club official, member or team.
2. Place on probation with such special conditions as are deemed appropriate any player, coach, manager, official, member or team.
3. Suspend for a definite period of time not to exceed one (1) year from the date of the offense any player, coach, manager, official, member or team.

ARTICLE XI – REGISTRATIONS

Section 1 – Registration Scholarship

At the recommendation and discretion of the Board of Directors a waiver of the registration fee may be granted to a player or players because of parental/guardian financial hardship.

Section 2 – Late Fee

A late fee shall be applied to late registrations. The registration closing date and late fee shall be established by the Registrar and approved by the Board of Directors. The late date must be noted on the registration form.

ARTICLE XII – TRAVEL TEAM POLICY GUIDELINES

The BSI Travel Team(s) will be primarily selected from registered BSI players. Any guest players must be approved by the Travel Team Director and according to CJSA governing rules. The BSI Board of Directors must approve any sanctioned travel team. The Travel Team Director will recommend coaches to the Board of Directors for their approval.

Tryouts are scheduled to be held by the end of June for the sanctioned age groups with the exception of the U16 – U19 age groups. The selection of players for the U16 – U19 teams shall be under the direction of the designated Travel Team Coach. All existing BSI members will be notified of the scheduled tryouts, at a minimum, through the spring BSI newsletter, the BSI website and the local town newsletter. Any player who misses the scheduled tryouts, for any reason, may still tryout at the Board of Directors' discretion prior to the first game.

Players that are selected for participation on a sanctioned travel team are on that team at the Board's discretion. The playing season (fall, winter and spring) runs from August 1st until June 30th the following year.

The roster for each Travel Team shall be determined by CJSA standards and at the Board of Directors' discretion. During the season the travel team roster may be supplemented from the recreational program. Players will be required to play on a team which is grade and/or age appropriate. Exceptions to this rule can be made for those players currently participating in a premier league at the discretion of the BSI Board of Directors. If an age correct team is not formed, the qualified players will be permitted to play in the next higher age group at the discretion of the BSI Board of Directors.

The BSI indoor season teams are selected by the travel coach's invitation from the current travel roster. If applicable, a second team may be considered for entry upon Board of Directors approval and will be primarily rostered from the applicable travel team. The Board of Directors must approve any coach as well as the final roster for the teams.

Travel Team uniform costs will be borne by individual players. Uniforms must follow all BSI criteria for color, logo, lettering, etc. The Board of Directors will make all uniform selections and place all orders. BSI will provide aid to players unable to afford the cost of the uniform.

Further details can be found in the BSI Program Manual.

ARTICLE XIII – DISSOLUTION

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In the event that Bolton Soccer, Inc. dissolves, it is our intention to distribute all funds, assets and equipment to the Town of Bolton Recreation Department. Should the Town of Bolton decline to accept said funds, assets will be offered to the Connecticut Junior Soccer Association, Northeast District. Should the CJSA Northeast District decline to accept them they will be offered to the State level of the CJSA.

ARTICLE XIV – QUINTENNIAL REVIEW OF THE BYLAWS

Every five (5) years the BSI Board of Directors shall appoint a committee to examine the continuing applicability of these bylaws. That committee will examine the bylaws with the purpose of proposing any amendments to BSI's membership at the Annual Meeting.

ARTICLE XV – BYLAW REVISIONS & INCORPORATION AMENDMENTS

All proposed revisions or amendments to the bylaws and articles of incorporation shall be reviewed and approved during the Annual Meeting. Any proposed revision or amendment shall be approved by two-thirds of the members of the Board of Directors of Bolton Soccer, Inc. and then sent to the membership at least thirty (30) days prior to the Annual Meeting. Any revisions or amendments must be approved by a vote of two-thirds of the voting membership present at the Annual Meeting.

ARTICLE XVI – EFFECTIVE DATE

These Bylaws/Articles of Incorporation became effective as of the regular monthly Board of Directors meeting held on April 28, 2008, upon unanimous approval of the Board of Directors present at that meeting.