

**MENDON UPTON YOUTH SOCCER ASSOCIATION  
CHARTER CONSTITUTION AND BY-LAWS**

**MUYSA**



**SOCCER**

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**MENDON UPTON YOUTH SOCCER ASSOCIATION**

**CHARTER CONSTITUTION & BY-LAWS**

**Contents**

DEFINITION OF TERMS ..... 3

ARTICLE 1- NAME ..... 6

ARTICLE II - ADDRESS ..... 6

ARTICLE III - PURPOSE ..... 6

ARTICLE IV - MEMBERSHIP ..... 6

ARTICLE V - GOVERNMENT ..... 7

ARTICLE VI - AMENDMENTS ..... 8

ARTICLE VII - GOVERNMENT ..... 8

ARTICLE VIII - GENERAL MEETINGS AND ELECTIONS ..... 9

ARTICLE IX - DUTIES OF OFFICERS ..... 10

ARTICLE X - SUCCESSION ORDER ..... 11

# MENDON UPTON YOUTH SOCCER ASSOCIATION

## CHARTER CONSTITUTION & BY-LAWS

### DEFINITION OF TERMS

#### **Ad Hoc**

Signifies a solution designed for a specific problem or task, non-specific and not intended to be adaptable to other purposes.

#### **Annual General Meeting**

The soccer club's annual meeting of the members. The term AGM can be referenced to refer to the Annual General Meeting. The significance of the AGM is derived from the elections of the Board Members.

#### **Bylaws**

The defined and final rules of the association which govern its operation and management.

#### **Charter**

A grant of power to an organization that defines the function, rights, obligations or privileges.

#### **Charter Constitution**

A grant of power to an organization defining its function and obligations as applied to the basis of the organizations form of government with respect to rights of its members.

#### **Committee**

As defined in Article IV-Membership, Section 1. Also known as the Standing Committee.

#### **Elected Official**

Constitutes those elected by Regular Members. Elected Officials comprise what is known as the Board.

#### **Executive Officers**

Elected individuals that comprise what is known as the Board.

#### **General Meeting**

A term that reflects the gathering of the membership which takes place once each month. There are 12 general meetings per year.

#### **Good Standing**

Refers to Members that are current in conforming to the guidelines set forth in the Charter and Bylaws.

#### **Government**

The form or system of rule by which the organization is governed.

# MENDON UPTON YOUTH SOCCER ASSOCIATION

## CHARTER CONSTITUTION & BY-LAWS

### **Meeting Minutes**

The instant written record of the monthly general meetings which include a list of attendees along with outline of issues discussed.

### **Membership**

As defined in Article IV, Section 1 of the Charter Constitution.

### **Members-at-Large**

As defined in Article IV, Section 1 of the Charter Constitution

### **MUYSA**

Short name for the Mendon-Upton Youth Soccer Association.

### **Nomination Committee**

As defined in Article III, Section 1 of the MUYSA Bylaws.

### **Officer**

An elected official that is a Board member of the Club.

### **Parliamentarian**

A consulting individual who advises the presiding officer and other officers, committees and members on parliamentary procedure.

### **Parliamentary Procedure**

The body of rules, ethics and customs governing meetings and other operations of the organization. These are essentially the rules of democracy – the commonly accepted way in which a group of people come together, present and discuss and make decisions.

### **Playing Members**

As defined in Article IV, Section 1 of the Charter Constitution.

### **Playing Season**

The timeframe in which the organization schedules for club games, team practices and playoffs when applicable. MUYSA has two playing seasons; Fall and Spring.

### **President Emeritus**

Denotes the individual who has recently resigned from/or held the position of President of the Board. This individual continues to act in a consultative manner to the President and club as a whole for 24 months.

### **Quorum**

The minimum number of members required to conduct the business of the organization.

# MENDON UPTON YOUTH SOCCER ASSOCIATION

## CHARTER CONSTITUTION & BY-LAWS

The quorum for a MUYSA meeting is eleven.

### **Regular Members**

As defined in Article IV, Section 1 of the Charter Constitution.

### **Robert's Rules of Order**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language.

### **Rules**

Regulations and guidelines by which the organization operates on a day to day basis. In addition, MUYSA provides rules that outline the operation of the game of soccer itself for players, coaches and parents.

### **Standing Committee**

The governing body for the organization for all purposes. The Standing Committee consists of Regular Members. The Standing Committee is also known as the "Committee".

### **Voting Member**

A member in good standing with the organization who has the privilege to vote on matters which are presented to the membership. A voting member would be considered a Regular Member and can also be a Board Member.

# **MENDON UPTON YOUTH SOCCER ASSOCIATION**

## **CHARTER CONSTITUTION & BY-LAWS**

### **ARTICLE 1- NAME**

- Section 1: The name of the Association shall be MENDON UPTON YOUTH SOCCER ASSOCIATION.
- Section 2: The principal office of the association shall be located in Mendon or Upton, Massachusetts, at the discretion of the president.
- Section 3: MUYSA can be found on-line @ <http://www.muysa.org>

### **ARTICLE II - ADDRESS**

- Section 1: The legal address of the MENDON UPTON YOUTH SOCCER ASSOCIATION shall be PO Box 730, Upton, MA 01568

### **ARTICLE III - PURPOSE**

- Section 1: The purpose of the MUYSA shall be to promote and develop the sport of soccer in the Town of Mendon and Upton. The MUYSA will provide an atmosphere of good sportsmanship within which the players can compete, learn, and enjoy the game of soccer. In this spirit, all teams, coaches, players, and member parents shall conduct themselves in a sportsmanlike manner and shall cooperate fully with the letter and the spirit of the rules, policies, and this Charter and By-Laws.

### **ARTICLE IV - MEMBERSHIP**

- Section 1: The MUYSA will consist of Playing Members, Regular Members, and Members-At-Large.

#### **1) PLAYING MEMBERS:**

Any playing age youngster interested in soccer may become a playing member upon timely application and payment of the registration fee. Only active playing members in good standing with the Club are eligible to participate in MUYSA sponsored programs and events. Playing members are not eligible to vote in the election of the Executive officers, or on policy matters pertaining to MUYSA.

# MENDON UPTON YOUTH SOCCER ASSOCIATION

## CHARTER CONSTITUTION & BY-LAWS

### 2) REGULAR MEMBERS:

Shall be known as the Standing Committee (the "Committee") of the Club and will consist of Elected Officials, Age Group Coordinators, Club Volunteers, and the Coaches of each team for the fiscal year, thus including all eligible coaches and coordinators from both seasons. The Committee shall be the highest authority for: election of Officers; approval of MUYSAs budget; approval of additions, deletions, and changes to all Club Rules and its' By-Laws.

### 3) MEMBERS-AT -LARGE:

Any Parent or guardian of a playing member may become a Member-At-Large upon payment of the annual registration fee for his/her child. Any other interested person who has made a meaningful contribution to MUYSAs may be nominated by any Regular Member as a Member-At-Large. If a member a large is a member in good standing, then said member shall be a regular voting member of the committee. Having been confirmed by a majority vote of the Regular Members, that person shall serve as a Member-At-Large for a period of one (1) year from the time of his/her election to membership.

## ARTICLE V - GOVERNMENT

Section 1: The governing body of the Association will be known as the Standing Committee for all purposes hereinafter enumerated and will consist of the Regular Members as defined in Article IV, Section 1.

Section 2: The officers of the association shall be elected in a manner prescribed by the (By Laws and shall hold office for a period as prescribed by the By-Laws, or until their successors are duly elected and charged, as per Article VIII.

# MENDON UPTON YOUTH SOCCER ASSOCIATION

## CHARTER CONSTITUTION & BY-LAWS

### ARTICLE VI - AMENDMENTS

- Section 1: Proposed amendments to the Charter, By Laws or Rules when petitioned by a voting member, must be submitted to the Secretary and bear the signatures of at least nine (9) additional Regular Members of MUYSA. The President shall cause such proposed amendments to be voted upon at the next general meeting of MUYSA Regular Members. The Secretary must notify all regular members of MUYSA in writing at least ten (10) days in advance of the meeting.
- Section 2: An amendment to the Charter, By Laws or Rules may be incorporated into the Charter, By Laws or Rules after presentation and discussion at the annual or any other general meeting of the MUYSA Regular Members. A two-thirds majority vote is needed to pass/defeat any proposed amendment to the Charter, By Laws or Rules.

### ARTICLE VII - GOVERNMENT

- Section 1: The Standing Committee (the "Committee") shall be the governing body of MUYSA. It shall have the full power to transact all business of the MUYSA that falls within the scope of the MUYSA.
- Section 2: The Committee will have control and management of the property and management of the organization. The Committee shall not have the power to incur any obligation on behalf of MUYSA which is: (a) In excess of the total cash assets then held by the Treasurer and not' otherwise pledged or required to meet other fixed or current obligations, (b) In excess of the annual budget approved by the Regular Members.
- Section 3: The Committee shall have the authority to suspend any member of the MUYSA whose conduct is considered detrimental to the organization provided 2/3 of the full Committee present and eligible to vote agrees with the recommendation to suspend. The term of the suspension shall not exceed one –playing season. Upon completion of the suspension, the suspended individual can petition the committee for reinstatement which will not be reasonably withheld. Any member subject to a second suspension is not eligible for reinstatement.



**MENDON UPTON YOUTH SOCCER ASSOCIATION**

**CHARTER CONSTITUTION & BY-LAWS**

**ARTICLE VIII - GENERAL MEETINGS AND ELECTIONS**

- Section 1: A nomination committee composed of three (3) committee members appointed by the board shall seek out candidates for the elected positions of the club. Prospective candidates can be sought through media, advertising, and word of mouth. Nomination committee members cannot be nominated for positions for the term in which they are looking to fill. The nomination committee will be appointed and approved by the membership annually at the March meeting.
- Section 2: Nominations for candidates for President, Vice President, Treasurer, Secretary, Registrar, and Director of Operations will be submitted to the Secretary by the nomination committee, any Regular Member or Member-At-Large of MUYSA at least 30 days prior to the Annual General Meeting. Additional nominations will be accepted on the floor of the Annual General Meeting. All candidate names must be seconded by another Regular Member of MUYSA.
- Section 3: At the Annual General Meeting to be scheduled in May of each year there shall be an election for any terms expiring for a President, Vice President, Treasurer, Secretary, Registrar, and Director of Operations. in order; all of whom shall constitute the officers of the organization. All candidates names submitted for election will be placed on a ballot sheet (inclusive of nominations from the floor), and voted on by all Regular Members at the Annual General Meeting of MUYSA. The Registrar shall have an updated list of eligible Regular Members at the Annual General Meeting, and he/she will be responsible to ensure that all votes cast are valid in accordance with the definition of Regular Member. The Regular Membership will be notified of MUYSA's Annual Regular Meeting by the Secretary at least 30 days prior to the Annual Meeting. In the event of a tie for any elected position, re-voting for the position in question will be immediately taken until a resolution is achieved.
- Section 4: Electors will consist of Regular members and each shall have one vote.
- Section 5: Elected officials shall take office on June 1<sup>st</sup> of each year and will serve (1) two year term. Officials are eligible to serve in the same position for consecutive terms and are allowed to serve for other elected positions.
- Section 6: The Secretary shall schedule monthly meetings of the Committee and produce an agenda that is based on club needs, training & education, and

## MENDON UPTON YOUTH SOCCER ASSOCIATION

### CHARTER CONSTITUTION & BY-LAWS

in-season operations Meeting minutes will be distributed electronically to the committee no later than 5 days following said meeting.

- Section 7: The President may also schedule any additional meetings with the General membership" Elected Officials, or Regular Members as he/she sees a need for them. Written, email, or verbal notice ten (10) days prior to the date of such meeting is required.
- Section 8: During all meetings the "Roberts Rules of Order" shall be used to resolve all controversies over proper parliamentary procedure.
- Section 9: Eleven (11) members of the Committee shall constitute a quorum at all regular and special meetings of MUYSA, for the business of MUYSA, provided all members have been properly notified five (5) days prior to the meeting.
- Section 10: Any Elected Official who misses two (2) consecutive or two (2) out of three (3) consecutive regular meetings of the Committee shall forfeit his/her right to hold his/her respective office for the unexpired term subject to 2/3 majority approval of the Committee. . Officials can be reinstated with a 2/3 majority approval of the Committee.

### ARTICLE IX - DUTIES OF OFFICERS

- Section 1: The President of the MUYSA shall preside at all meeting of the Membership and the Committee. He/she shall appoint all committees subject to the majority approval of the Committee.
- Section 2: The Vice President of MUYSA shall in the absence of the President, assume all duties of the President. He/she shall function as the Parliamentarian, and also ensure that all business transactions of MUYSA shall be in full compliance with the By-Laws and with the purposes of MUYSA.
- Section 3: The Secretary of the MUYSA will be responsible to: (a) Schedule, keep, create and publish the agenda and record the minutes of all meetings of MUYSA and the Committee; (b) Inform the Regular Members of all regularly scheduled and special meetings with prescribed timeframes; (c) Maintain a calendar for the purpose of scheduling all MUYSA events; (d) Handle and record all correspondence with and from MUYSA; (e) Present all communications to the Committee that have been presented to the Secretary in accordance with specific articles that require communications to be directed to the Secretary.

# MENDON UPTON YOUTH SOCCER ASSOCIATION

## CHARTER CONSTITUTION & BY-LAWS

- Section 4: The Registrar of the MUYSA shall be responsible for the management of the registration process, solicit registrations of players, and monitor the age group coordinators. The Registrar will also assist the President, Vice President, and Secretary when needed in the overall running of the Club.
- Section 5: The Treasurer of the MUYSA will be responsible to: (a) Collect all moneys due MUYSA and to deposit such funds in the name of and to the credit of MUYSA in such banks as he/she shall be directed by the Committee within five (5) days of receipt; (b) Upon the approval of and designated by the Committee for all liabilities over \$1000, pay all bills owed by MUYSA; (c) Maintain accurate, complete, and current records of all financial transactions of MUYSA; (d) Submit a financial report of MUYSA at each Committee meeting, or at any time such a report is requested by the Committee.
- Section 6: The Director of Operations will oversee and be responsible for the following: Field Coordination, Field Reservations, Field Maintenance, Game Day Field assignments and duties, Cancellation and re-scheduling process, Equipment Coordination, Equipment Upgrade, and new purchases of all necessary equipment, Equipment disbursement, and Equipment collection.
- Section 7: The Committee shall determine the duties and responsibilities of all committee chairpersons, if any, (standing and ad hoc).

## ARTICLE X - SUCCESSION ORDER

- Section 1: The succession order of the Elected Officials is as follows: President, Vice President, Secretary, Registrar, Treasurer, and Director of Operations.
- Section 2: In the absence of the President, all constitutional duties of the President will be assumed by the highest ranking Elected Official in office. If absence occurs at a regularly scheduled meeting of the Committee, constitutional duties will be assumed by the highest ranking Elected Official in attendance. If the President resigns or is not able to serve for any reason, constitutional duties will be assumed by the highest ranking Elected Official in office at the time. This member will perform the constitutional duties of the President until a new president is elected in accordance with Article III Section 3.
- Section 3: It is the desire of the club that the outgoing president assumes a non-

**MENDON UPTON YOUTH SOCCER ASSOCIATION**

**CHARTER CONSTITUTION & BY-LAWS**

board voting role of President Emeritus to act in a consultative manner to the President and Club as a whole for a term of 12 months. A voting exception is given for; breaking a tie vote on the board (3-3) only after the regular board had met and voted and remained deadlocked, matters concerning member suspension, and proposed by-law changes.

Section 4: Any member may resign by filing a written or electronic resignation with the Secretary at any time. If a sitting board member resigns, nominations for the unexpired term will be accepted from the floor at the next committee meeting and appointment made by 2/3 majority vote. The Secretary will make it known to the membership of the pending upcoming election at least 10 days prior to the meeting. Any interim election in this manner will not limit the office holder from serving an additional term in the same capacity unless the term has been for more than 12 months.