

BSA BY-LAWS

ARTICLE I. (Name)

- A. This club shall be known as “BERKELEY SOCCER ASSOCIATION” (BSA).
- B. BSA is a non-profit organization.
- C. In the event that Berkeley Soccer Association, Inc., becomes inactive for a maximum period of two (2) years, all funds shall be frozen; in the event of dissolution of the Association, said funds shall go to the Berkeley Township Recreation Program Trust Account.

ARTICLE II. (Objectives)

The objectives of the Association are:

- A. To promote and organize the game of soccer.
- B. To encourage the spirit of fair play and sportsmanship.
- C. To organize teams for the welfare and physical fitness of the children of Berkeley Township.

ARTICLE III. (Membership and Affiliation)

- A. Voting Members:
 - 1. Shall be 18 years of age or older.
 - 2. Must attend 6 meetings per calendar year.
 - 3. If a team does not have representation at 3 consecutive meetings, that team will lose their voting privileges for the remainder of the calendar year. (Jan- Dec)
 - 4. All coaches and assistant coaches who meet voting criteria may participate in elections.
- B. Active Members:
 - 1. Shall be 18 years of age or older.
 - 2. Must attend 6 meetings (without missing 3 consecutive) per calendar year.
 - 3. Should volunteer a minimum of 10 hours per season.
 - 4. May vote.
 - 5. May hold MOSA, Jersey Coast, or Ocean County Representative title. If so:
 - a. Will represent BSA at league’s monthly meetings
 - b. Report back to BSA following each meeting
 - c. Submit teams each season
 - d. Schedule teams each season
 - e. Be responsible for all correspondence between league and BSA coaches

- C. Associate Members:
 - 1. Are all registered players in the Association and their parents or guardians.
 - 2. Include all sponsors.
 - 3. Shall not have the privilege of voting, but may attend all general meetings.
- D. This association and its members shall abide by the rules and regulations of any state, league, or club with which it is affiliated.
- E. All members shall abide by the code of conduct rules.

ARTICLE IV: (Officers)

- A. The officers of this club shall be:
 - 1. President
 - 2. 1st Vice president
 - 3. 2nd Vice president
 - 4. Corresponding Secretary
 - 5. Treasurer
 - 6. Quartermaster
 - 7. Recording Secretary
 - 8. Registrar
- B. Qualifications:
 - 1. Must be a voting, active, or associate member for at least one calendar year.
 - 2. Must have attended at least 6 meetings in the preceding year.
 - 3. Any officer who resigns for any reason cannot run for any office until one calendar year has expired. An officer may return in less than one calendar year if 2/3rds of the Executive Board approve their reinstatement.

ARTICLE V (Duties of Officers)

No one person may hold two voting positions on the Executive Board.

- A. President:
 - 1. Shall preside at all meetings of the Association.
 - 2. May represent the Association at meetings and conferences of other organizations.
 - 3. Power to vote shall be used only to break a voting deadlock.
 - 4. Shall be empowered to co-sign Association checks.
 - 5. Shall make appointments as necessary to fill jobs required in the course of Association business.
 - 6. Shall become 2nd Vice President after serving full term as President to aid in the transition process.
- B. 1st Vice President:
 - 1. Shall perform all duties in the absence of the President.
 - 2. Shall be empowered to co-sign Association checks.

3. Shall be responsible for tournament correspondence.
4. Shall be the Kid Safe Coordinator.
 - a. Shall file required state forms
 - b. Keeps records of background and fingerprint checks of all coaches, assistants, and trainers.
 - c. Must notify all new teams and members of requirements.

C. 2nd Vice President:

1. Shall maintain order and decorum at all regular meetings.
2. Shall be empowered to co-sign Association checks.
3. Shall ensure that nominations are brought up in **September** for the election of officers and trustees at the **November** meeting and in **March** for the **May** meeting.
4. Shall aid in the smooth transition between the old and new E-board members.
5. Shall aid in the transition of all unfinished business to ensure the continued operation of BSA.
6. Shall assume the role of player agent, to assist the registrar and coaches with player issues and placements as they may arise.

D. Corresponding Secretary

1. Shall keep an accurate account of all Association business.
2. Shall be responsible for all correspondence sent out for the Association, excluding tournament correspondence.
3. Shall keep attendance at all regular meetings.
4. Shall have a notarized copy of the by-laws present at all meetings.
5. Shall be empowered to co-sign Association checks.
6. Shall be responsible to assist the registrar in developing and distributing registration information.

E. Treasurer:

1. Shall collect and deposit all monies into the approved bank of the Association.
2. Has the authority to co-sign with the President, 1st Vice President, 2nd Vice President, and secretary all approved checks for the benefit of the Association.
3. Shall submit a monthly Treasurer's Report to be read at regular monthly meetings.
4. Shall submit an annual accountant's report at the February meeting.
5. Shall submit a year end report to the Berkeley Township Recreation Department by January 31 of each year.
6. Shall see that all checks have authorized signatures.
7. Audits or account reconciliation's by an appointed auditing committee must be performed when a new treasurer takes office **or** when requested by the Executive Board of BSA, or Berkeley Township.
9. Shall see that any required forms are filed with the appropriate State and Federal agencies for tax purposes.

F. Quartermaster:

1. Shall be responsible for all Association properties.
2. Shall keep an up to date inventory of Association properties at all times.
3. Shall keep a dated record of all items as disbursed to coaches.
4. Shall be responsible for recovery of all equipment from coaches and teams when teams are disbanded or at end of season.
5. Shall inform the Association when supplies are needed prior to the start up of any season.
6. Shall place orders for items as needed.
7. Shall supply an inventory report at the January meeting of supplies needed for the upcoming year.

G. Recording Secretary:

1. Shall keep a written record of all meeting minutes.
2. Shall present and read past month's minutes at general monthly meetings
3. Shall keep an accurate account of all Association meeting minutes.

ARTICLE VI (Terms of Office)

- A. Terms of office for all **Officers** shall be one calendar year, from **January 1st to December 31st**.
- B. Terms of office for all **Trustees** shall be one calendar year from either **January 1st to Dec. 31st**, or **July 1st to June 30th**.
- C. The vacancy for President will automatically be filled by the 1st Vice President. The resulting vacancy for 1st Vice President will be filled by the 2nd Vice President.
- D. Other vacated offices shall be filled, for the remainder of their term, by appointment of the President, with majority approval of the Executive Board.
- E. Vacancies shall be filled by persons who are Voting or Active Members.
- F. The President or the Vice-President may not hold the same office for more than two consecutive full terms unless voted upon by the Executive Board.
- G. The election of all **Trustees**, for the **Jan. 1st to Dec 31st term**, shall take place at the **November** general meeting. The election of the **Trustees** for the **July 1st to June 30th term**, shall take place at the **May** general meeting.

ARTICLE VII (Trustees)

- A. There shall be a minimum of seven trustees and a maximum of nine.
- B. They shall be elected at the regular May or November meeting.
- C. They shall be members of the Executive Board.
- D. They shall serve as head of at least one committee.
- E. All trustees are subject to the same qualifications as any other Executive Board member.
- F. Trustees shall be appointed responsibilities to the Executive Board as

follows:

1. Field coordinator
2. Fundraising Coordinator
3. Snack Bar Manager
4. Maintenance Representative
5. Sign Representative
6. Head Coach
7. Event Coordinator

ARTICLE VIII (Executive Board)

- A. Shall consist of the Officers and Trustees of the Association.
- B. Shall be empowered to meet and conduct Association business. All board members must be notified by the President or Secretary of all board meetings with at least **3** days prior notice.
- C. A quorum shall consist of at least **7** Board members.

ARTICLE IX (Registrar)

- A. Responsible for the oversight of the registrations of the entire BSA.
- B. Shall be appointed by the President and approved by two-thirds majority of the Executive Board on a yearly basis.
- C. Shall see that players are registered properly according to association By-Laws and state guidelines.
- D. Shall be assigned 3 persons to assist with the registration process, such as, but not limited to, distribution of registration information. Three assistants shall represent:
 1. In-house teams
 2. 8v8 teams
 3. 11v11 teams
- E. Shall be a Voting Member.
- F. Responsible for delivering a membership roster at each **Feb.** and **Sept.** meeting and other times as requested. The roster shall include active coaches and assistant coaches.

ARTICLE X (Meetings)

- A. General meetings and Executive Board meetings are to be held at the determination of the Executive Board at the beginning of each year.
- B. Special meetings for the Executive Board or the Voting Members can be called by the President at the request of any officer, trustee or member. Regularly scheduled E-board meetings to be held prior to the general meeting.
- C. Requests for Executive Board meetings must be made in writing and are subject to review by officers and must be addressed before the next general meeting.
- D. Robert's Rules of Order shall govern the Association in cases where

- applicable.
- E. Referee Fees will be paid out at monthly meetings.

ARTICLE XI (Standing Committees)

- A. The President shall appoint all committee Chairpersons.
- B. Chairpersons shall pick their own committee members.
- C. The President shall be an official member of all committees.
- D. Chairpersons shall present oral reports at all monthly meetings.
- E. Prior to the 1st open meeting in January the full Executive Board must meet and assign each trustee a titled position. Trustees shall ensure all duties of position are performed according to By-Laws:
1. **Field Coordinator**--keep updated listing of field usages and be accessible for questions that may arise from team schedules (such as conflicts, cancellations, rescheduling, etc)
 2. **Head Coach**-- as outlined in the By-Laws. **Also**, shall perform random checks on game situations at home fields.
 3. **Snack Bar Manager**-- responsibilities include scheduling, upkeep, and stock of snack bar.
 4. **Maintenance Representative**-- responsibilities include, but are not limited to, checking fields and assisting field coordinator, and checking fixtures and assisting snack bar manager.
 5. **Sign Representative**-- responsibilities include keeping accurate records of sign contracts, orders, maintenance, placements and payments.
 6. **Fundraising Coordinator**-- shall present new fundraisers and keep all records of fundraising activities.
 7. **Activity Coordinator**-- Shall be in charge of running special non-fundraising events such as, dances and picnics.

ARTICLE XII (Rules and Regulations)

The Rules and Regulations governing the organization, promotion and management of this Association shall be those prescribed and voted on by the voting membership. They shall be included in a separate section, apart from the Constitution and By-Laws and be entitled "Rules and Regulations." These Rules and Regulations may be amended by two-thirds vote of the voting members present at a regular meeting. The procedure to make changes will be as follows: The first proposed change will be introduced at a regular meeting. There will be at least 3 notices in the newspapers announcing the proposed changes. The second meeting will be dedicated to a discussion of the changes. The third meeting will be held to vote on the changes. The Rules and Regulations are the BSA By-Laws, in conjunction with rules set by the NJYSA.

ARTICLE XIII (Quorums)

- A. At least **five (5)** Board members shall be required to conduct business at any regular membership meeting.
- B. At least **seven (7)** board members shall be required to conduct business at any Executive Board meeting.
- C. At least **fifteen (15)** voting members, including the Executive Board, shall be present to conduct regular membership meetings.

ARTICLE XIV (Order of Business)

The order of business for each meeting of this Association shall be as follows:

- A. Roll call/attendee list
- B. Reading and approval of secretary's minutes, and Treasurer's Report, approval of bills, and reading of other correspondence
- C. Committee Reports
- D. Old Business
- E. New Business
- F. Adjournment

“RULES AND REGULATIONS”

I. Executive Board Policy

- A. All Board members are subject to a code of conduct. (See Trustee Code of Conduct).
- B. Any Board member missing more than three regularly scheduled meetings without Board approval may be removed.
- C. All checks written for amounts over \$50.00 shall be accountable for at the next Executive Board meeting.
- D. All new coaches and assistant coaches will be approved by the Executive Board, and will register with the State “Kid Safe” program.
- E. The Executive Board has the right to review all coaches and assistant coaches, both new and existing, and to re-appoint or remove anyone who violates the Association's By-Laws or Rules and Regulations. The Executive Board **will review coaches and assistant coaches bi-annually**, once in **June** and again in **January**.
- F. Jobs will be appointed to Board members by the President. Failure to complete assigned jobs may result in dismissal from the Executive Board by 2/3-majority vote of the Executive Board members present.

II. Players

- A. All players shall be approved by the Registrar in accordance with the Association's By-Laws and Rules and Regulations, and in accordance with the State or any league in which the player will play. Any transfers are to be decided by the Registration Committee and must then be approved by the Executive Board. Any case that is contested will be brought to the player agent and if not resolved will be brought before the Executive Board, who will make the final decision.
- B. If a player is a discipline problem, he or she may be benched. Accordingly the Executive Board may take further action.
- C. Players that are in 6th grade or lower can only be registered for teams according to State guidelines, unless reviewed by the Registration Committee and approved by the Executive Board.
- D. All players, unless exempted from registration fees by the Executive Board each year, must pay before being allowed to play. No state passes will be given to players whose registration is outstanding. Hardship cases will be considered by the Board on an individual basis. Carded players may have their cards pulled until all fees are paid in full or an attempt to make payment is met.
- E. Any players engaged in Berkeley Soccer activities must be either registered with BSA or must be able to show proof of their registration with New Jersey Youth Soccer, for insurance purposes.
- F. The coach of any instructional, recreational or competitive team will use his or her own discretion in deciding whether a child who is ill or injured will play any portion of the game. Any apparent or noticeable injury requires a medical release in order to practice or play with any team.
- G. No refunds shall be issued for players leaving when causing a team to disband and subjecting the club to fines. No exceptions will be made. If a player who signed up for the entire season fails to inform his/her coach by December 1st of his removal for the spring season, that said player is not entitled to be issued a refund for the remainder of the time not played.
- H. Playing Time:
 - 1. All players on a recreational team shall play half of every game. Rec. teams are In-house and Ocean County.
 - 2. All carded players in good standing shall be played at the discretion of their coach. Carded players are Jersey Coast and MOSA.
 - 3. Attributes of good standing are, but are not limited to, attendance, productive attitude, team spirit, and good sportsmanship.

III. Teams

- A. All teams will be formed according to state guidelines.
 - 1. Competitive teams may be formed for players in the age group U9 and above.
 - 2. Teams will be placed in a league by the Executive Board with a team having the option of which league to join.

3. No team can arbitrarily cut players from a team.

B. Team Formation and Registration:

1. Open registration is on First come first served basis. If there are not enough players for two teams, players will be combined into one team.
2. Any player who cannot be placed in the proper age group will be placed on another team if available until an opening in the proper age group is found.
3. The player placement shall be reviewed each year for the proper placement in correct age group.

C. Any new team will conform to age guidelines as defined by the State

D. The Club will pay State Cup fees for teams that take **First in league play the season prior to State Cup. Any team may enter State Cup with the understanding the team will pay for the entrance fee and the first games referee fees. If the team advances past the first game, the Club will pay the remaining referee fees.**

E. U10 and under players must be placed on BSA teams before outside players are registered.

F. All players become free agents as of the end of the spring season.

G. Each team will be required to appoint a coordinator to represent the team for the purpose of carrying out administrative activities, i.e. registration of voting members, distribution of pertinent materials, disseminating information, etc.

H. All teams will wear the approved club uniform. BSA club uniform colors are royal blue and white. Royal blue must be the dominant color and white is to be secondary. Exceptions apply to instructional/recreational teams.

1. BSA will provide T-shirts for all recreational teams. Players are responsible for their own cleats, shin guards, and shorts.
2. All carded teams are responsible for obtaining their own club approved uniform.

I. In the event of a team disbanding, all team funds are to be turned over to the Club. The club will place these funds in our sunshine fund.

IV. Head Coach

- A. The head coach will organize and run coaches meetings and clinics.
- B. There will be no less than three coaches meetings per year.
- C. The head coach will provide assistance for any coach that requires it.
- D. The head coach will be responsible for keeping a list of approved trainers and making it available to all coaches.

V. Coaches

- A. Coaches are responsible for attending all general meetings and all coaches meetings. A team representative may be sent if the coach is unable to attend.
- B. No coach can represent anyone else's team at any meeting.
- C. Coaches will control their parents and spectators to the best of their ability.
- D. Coaches will not practice on a field without approval of the field coordinator.
- E. All coaches will set an example of good sportsmanship to their teams.
- F. All lost and defective equipment will be reported to the quartermaster at the next meeting.
- G. All coaching changes must be submitted to the Executive Board in writing for approval.
- H. All coaches and assistant coaches must hold a minimum F License and be over the age of eighteen.
- I. As a courtesy, any coach should inform the Executive Board, in writing, of their resignation as soon as possible to allow ample time to appoint another coach.
- J. Proof of insurance and proper NJYS approved card must be provided by any outside trainers in order to work with BSA teams.
- K. There will be no smoking, no drugs and no alcohol on fields by coaches and players and their parents or spectators.
- L. Any Coach who is removed or resigns for any reason cannot coach until one calendar year is completed. Exceptions can be made if two-thirds of the Eboard approve. This coach is also subject to a board review.

VI. Tournaments

- A. Any team wishing to enter a tournament must inform the 1st Vice President of their desire to do so in writing, before registration deadline.
- B. Any conflict between leagues and/or teams due to secondary passes shall be resolved by the Executive Board

VII. Registration and Fundraising

- A. Open Registration will take place in June each year and assigned by age groups to assist in properly registering players and teams.
- B. Basic registration fees for BSA shall not exceed yearly expenses of each level of play. These include referee fees, league fees, and basic equipment costs.
- C. New players will register with BSA in accordance with present Rules and Regulations. Payment may be handled by coach or assigned Registrar of the Association.
- D. Registration costs will be assessed by divisions according to NJYS Guidelines.

E. Any team that does not pay referee fees for any reason will not be allowed further use of Berkeley fields until their obligation is met.

F. Fundraising for Club teams:

1. All fundraising activities must be reported to the Executive Board. All fundraising requests will be approved on an individual team basis.
2. Fundraising activities are for the sole purpose of the team and not for individual players.
3. All teams having boosters or sponsors shall report their identities to the Executive Board.
4. Any fundraising efforts for the club, and not individual teams, must be supported by all BSA teams and approved by the association at a general meeting.
5. No funds are available to be allocated to charitable organizations through the existing budget. However, charitable contributions can be made in special circumstances when approved by the association at a general meeting.

VIII. Web Pages

A. Berkeley Soccer Association's club website is www.berkeleysoccer.com. Any team or coach may use his or her own webpage. Links to team webpages will be made accessible through the club website. The Executive Board must approve information on either site. It is the recommendation of BSA that the following information will be excluded on any team webpage:

1. Personal information on any child/player, such as:
 - E-mail address of player or players
 - Personal Phone Numbers
 - Home address
 - School
 - Outside interests
 - Photos of individual
 - Players Last Name
 - Video or video chat rooms
2. The club website will not be used to slander any coach, player, team, parent, or the club itself.
3. The Executive Board will approve all links.
4. Fundraisers of any kind will not be allowed on the Internet.
5. It is the opinion of this club that child safety and common sense will be used at all times.

B. Appointment of a Webmaster may be made at the discretion of the Executive Board.

Notary:

Date: May 24, 2006

Copy on record notarized by Kim Morris

Trustee Code of Conduct

1. All negative Emails sent to a board member automatically removes the sender from their position on the board.

Also to be attached: Code of conduct
Request for Eboard meeting