



# Prospect Youth Soccer CONSTITUTION

## **ARTICLE I- NAME**

This organization shall be known as the Prospect Youth Soccer, Inc.

## **ARTICLE II- OBJECTIVE**

A. The objective of the Prospect Youth Soccer, Inc. shall be to encourage the growth of soccer and to implant firmly in the children of the association the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority, while developing strong skills and a more complete knowledge of the game.

B. To achieve this objective, the Prospect Youth Soccer Inc. will provide a supervised program. All directors, officers, and members shall bear in mind that the attainment of strong soccer skills or winning of games is secondary to the molding of character.

In accordance with section 501 (c)(3) of the Federal Internal Revenue Code, the Prospect Youth Soccer Inc. shall operate exclusively as a non-profit educational organization providing a supervised program of competitive soccer games in affiliation with the Connecticut Junior Soccer Association and its affiliates. No part of the net earnings shall inure to the benefit of any private shareholder or individual. In the event of the dissolution of the Prospect Youth Soccer Inc., any remaining funds will be awarded the Town of Prospect Youth Recreation Program.

## **ARTICLE III – MEMBERSHIP**

A. **ELIGIBILITY** – Any person sincerely interested in active participation to affect the objectives of this association may apply to become a member to the current board of directors in writing, the board will review the request and respond within 30 days of any person requesting membership with their decision.

1. **PLAYER MEMBERS** – Any player candidate meeting the requirements of the Connecticut Junior Soccer Association shall be eligible to apply for participation but shall have no rights, duties or obligations in the management or in the property of the Association, in accordance with Connecticut Junior Soccer Association Rules and Regulations, Player Registration. No new members outside of Prospect, Bethany, Beacon Falls, Naugatuck or Waterbury unless a brother or sister are presently playing in our league. A player who is not from Prospect, Bethany, Beacon Falls, Naugatuck or Waterbury may not register for acceptance in the Prospect Youth Soccer Inc., unless he/she has been a registered player for one of the two seasons immediately preceding the season that he/she wishes to register for.
2. **REGULAR MEMBERS** – Any person who is interested in furthering the objective of the association and is actively involved can apply, in writing or be nominated during a general meeting, to become a regular member upon election by a majority vote of the Board of Directors. The secretary shall maintain the membership role to qualify voting members at the beginning of each session.

All board members and committee chairpersons shall be regular members during the



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calendar year in which they serve.

**HONORARY MEMBERS** – Any person may be elected as Honorary Member by the unanimous vote of all the directors present at any duly held meeting of the Board of Directors but shall have no rights, duties or obligations in the management of the association.

**B. OTHER AFFILIATIONS** – Player members will be required to be registered under the rules of the Connecticut Junior Soccer Association.

**C. SUSPENSION OR TERMINATION** – Membership may be terminated by resignation or action of the Board of Directors.

1. The Board of Directors, by a four-fifths vote of those present at any duly constituted meeting shall have the authority to discipline or suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interests of the Prospect Youth Soccer Inc. whether or not covered by CJSA Rules and Regulations.

The member involved shall be notified at least 48 hours in advance of such meeting, informed of the general nature of the charges and given an opportunity to appear at the meeting to answer such charges. Such meetings shall be called within 14 days.

2. The Board of Directors shall, in the case of a player member, give notice to the coach of the team of which the player is a member and also give notice to the parents or legal guardian of the player member. Said parties shall appear with the player before the Board of Directors, which shall have full power to suspend or revoke such player's right to future participation. If termination is levied upon the player member, the full amount of any dues paid will not be refunded.

## **ARTICLE IV – DUES**

A. Dues for player members may be fixed at such amount, as the Board of Directors shall determine prior to the beginning of any membership period.

B. Player members who shall fail to pay their fixed dues within thirty (30) days from the time the same become due may, by vote of the Board, be dropped from the rolls and shall forfeit all rights and privileges of membership.

## **ARTICLE V – MEETINGS**



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- A. ANNUAL MEETINGS – The annual meeting of the members shall be held prior to December 15th of each calendar year for the purpose of electing officers, directors, receiving reports and for the transaction of such other business as may properly come before the meeting.

The basic operation document of the Prospect Youth Soccer Inc. shall be the annual budget. The Board of Directors shall prepare and present for approval of the membership the budget for the upcoming calendar year during the annual membership meeting. The annual budget will not include the Premier league, as they are responsible for setting their own registration fees, collecting those fees, and approving all expenses. If the membership does not approve the budget, the Board of Directors shall resubmit the budget until approval is granted by the membership.

Once approved, the Board of Directors shall execute the budget during the year. Unbudgeted items exceeding \$250.00, other than expenditures of competition funds raised under Article XII, will require specific membership approval before being implemented. The President and Treasurer will agree in writing, on the purchase of any material valued over \$500.00.

- B. REGULAR MEETINGS – The regular monthly meeting will be held at a time and place selected by the current Board of Directors. This schedule will remain the same for the calendar year and will be made public through our website [www.prospectsoccer.com](http://www.prospectsoccer.com). Changes in this schedule may be given in such form as may be agreed by the Board of Directors.

- C. SPECIAL MEETINGS – The Board of Directors or President may call special meetings of the members at their discretion. Also, upon written request of one-fourth of the regular members, the President shall call a special meeting to consider a specific subject. No business other than that specified in the notice of the meeting shall be transacted at any special meeting.

- D. QUORUM – The presence, in person, of 5 members shall be necessary to constitute a quorum.

- E. VOTING – Only regular members, for the current calendar year, shall be entitled to vote at any meeting of the Prospect Youth Soccer Inc, and a roll call of the voting membership shall be a part of the meeting.

- F. RULES OF ORDER – Robert’s Rules of Order shall govern the proceedings of all meetings except where it conflicts with the Constitution or Bylaws.

### **ARTICLE VI – BOARD OF DIRECTORS**

- A. BOARD AND NUMBER – the management of the property and affairs shall be vested in the Board of Directors. The smallest number of Directors elected will be five.

- B. REQUIRED MEMBERS – The Board membership shall include the President, Vice-President, Registrar, Secretary and Treasurer.

- C. ANNUAL ELECTION AND TERM OF OFFICE – At each annual meeting the voting members shall determine the number of Directors to be elected for the ensuing year and shall elect such number of Directors. The number so fixed may, within the limits prescribed by the foregoing section A, be



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increased at any regular or special meeting of the members, and if the number is increased, the additional Directors may be elected at the meeting at which the increase is voted or at any subsequent meeting.

All elections of Directors shall be by majority vote of a minimum of 5 regular members present at the time of the meeting. All election will be done by paper ballot, if running opposed or by any other such method as agreed upon in advance of the meeting with 15 days notice, and officers will be elected by individual office if there are any nominations from the floor. The normal term of office is two years, beginning on January 1<sup>st</sup> following the election.

D. VACANCIES – If any vacancy occurs in the Board of Directors by death, resignation or otherwise, a majority may fill it vote of the remaining Directors at any regular meeting or any special meeting called for the purpose.

E. MEETING, NOTICE AND QUORUM – Regular meetings of the Board of Directors shall be held quarterly or as deemed necessary. The President may, whenever he/she deems it advisable, or at the request of one-third of the Directors in writing, issue a call for a special meeting of the Board. Notice of each meeting shall be given by the Secretary to each Director either by mail at least three (3) days before the time appointed for the meeting or by telephone or e-mail or personal notice 24 hours preceding the meeting.

In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at the meeting. Four-fifths of the Board constitutes a quorum.

F. DUTIES AND POWERS – The Board of Directors shall have the power to appoint such standing committees as it shall determine and to delegate such powers to them as the Board shall deem advisable and which it may properly delegate.

The Board may adopt such rules and regulations for the conduct of its meetings and the management of the association, as it may deem proper.

The Board shall have the power by four-fifths vote of those present at any regular meeting or special meeting to discipline, suspend or remove any Director, Officer, or member in accordance with the procedure set forth in Article III.

The Board shall receive at the annual meeting of the members a report verified by the President and Treasurer or by a majority of the Directors, showing the whole amount of real and personal property owned by it, where located and where and how invested, the amount and nature of the property acquired during the year immediately preceding the date of the report and the manner of the acquisition; the amount applied, appropriated or expended during the year immediately preceding such date, and the purposes, objects or person to or for which applications, appropriations, or expenditures have been made; and the names of the persons who have been admitted to membership in the association during such year, which report shall be filed with the records of the association and as abstract thereof entered in the minutes of the proceedings of the annual meeting.



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## **ARTICLE VII – COMMITTEES**

G. The Board of Directors has the power to appoint such committees, as it deems appropriate. Such committees may include a fund raising committee, a coaches committee, an audit committee, a dance committee and the “Team Moms” committee.

## **ARTICLE VIII – OFFICERS, DUTIES AND POWERS**

- A. **ELECTION** – During the annual meeting, an agenda item will be for the purpose of electing officers and committees for the ensuing year. Those that qualify under Article III-2/3 shall be permitted to vote.
- B. **OFFICERS** – The officers of the association shall consist of a President, Vice-President, Registrar, Secretary and Treasurer. All of whom shall hold office for the ensuing two years or until their successors are duly elected. The Board of Directors may appoint such other officers or agents as it may deem necessary or desirable and may prescribe the powers and duties of each and may fill any vacancy which may occur in any office.
- C. **PRESIDENT** – Shall conduct the affairs of the association and execute the policies established by the Board of Directors; shall present a report of the condition of the association at the annual meeting; shall communicate to the Board of Directors on such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the association; shall serve as a delegate to the CJSA district meeting; or appoint an alternate from the regular membership; shall be responsible for the conduct of the association in strict conformity to the policies, principles, rules and regulations as agreed to under the conditionings of constitutions issued; shall be empowered to suspend members pending action of the Board of Directors.

The President shall designate in writing other officers if necessary to have power to make and execute for/and in the name of the association such contracts and leases as may have received any prior approval of the Board; shall investigate complaints, irregularities and conditions detrimental to the association and report thereon to the Board as circumstances warrant; shall prepare and submit an annual budget to the Board of Directors and be responsible for the proper executions thereof. With the assistance of the coaches examine the application and supporting proof-of-age documents of every player candidate and certify to residence and age eligibility before the player may be accepted for membership.

- D. **VICE-PRESIDENT** – In the absence of the President and Provided he is authorized by the President or Board so to act, the VP shall perform the duties of the President and when so acting shall have all the powers of that office. Duties would include but not limited to;
- Attend SCD meeting, in the absence of the President
  - Attend the AGM meeting in Farmington (once a year event)
  - Understand and trained as a registrar in the absence of a registrar.
  - Knowledgeable of both travel and rec. programs



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- Act as a disciplinarian with or in the absence of the President.
  - Knowledge of MS Excel is appreciated, however it is not required.
- E. REGISTRAR - This person would be responsible for the registering of all travel and rec teams for each season. Duties would include but not limited to:
- Working with the Recreational Coordinator, Travel Coordinator and Treasure to register all PYS players with the district and CJSA using League Organizer or other organizational software required by CJSA, the district, or PYS.
  - Register all PYS Travel and Premier teams each season with the SCD (South Central District).
  - Work closely with the SCD registrar to make sure information provided is correct and be available to pick up passes and rosters when complete.
  - Required to attend one online or local software training provided by CJSA once a year.
  - Knowledge of MS Excel is appreciated, however it is not required.
- F. SECRETARY – This person would be responsible for the communication to the league.
- Will be responsible to take the meeting minutes at the board/general meeting. Make copies and distribute to board members and give to the web administrator for posting on the web site.
  - Handle all communication out to the board members and coaches.
  - Will be responsible for maintaining the Prospect soccer Gmail account.
  - Will distribute and maintain the coach’s packets at the beginning of each season.
  - Will contact all parents once the player’s registration has been accepted.
- G. TREASURER – The Treasurer shall perform such duties as are herein specifically set forth and such other duties as are customarily incident to the Office of the Treasurer; shall receive all monies and securities and deposit same in a depository approved by the Board; shall keep records for the receipt and disbursement of all money and securities of the association, approve all payments from allotted funds and checks therefore; shall prepare an annual budget for submission to the Board of Directors. The Treasurer and the President will jointly approve any purchase over \$500.00. The club will bond, both the President and Treasurer. The Board of Directors will set the amount of the bond annually. The Treasury will be audited annually as part of the preparation of the tax return.
- H. RECREATION COORDINATOR - This person would be responsible for all in house teams (ages 3 to 11). Duties would include but not limited to:
- Coordinate, with the support of the board, the Fall and Spring Recreational team distribution for each age group.
  - Contact coaches approved by the board prior to the start of each season.
  - Manage excel files for all Recreational players and team distribution lists.
  - Work with the Secretary and Equipment Manger to distribute coach’s packets and distribute equipment to each coach.
  - Knowledge of MS Excel is appreciated, however it is not required.
- I. TRAVEL COORDINATOR - This person would be responsible for the travel teams (Travel Rec and Travel Comp. Duties would include but not limited to:



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- Working with the Registrar, register all PYS Travel and Premier teams each season with the SCD (South Central District).
  - Collecting birth certificates for all travel children currently not on a roster with CJSA and keep a file of the birth certificates for future use.
  - Work with the coaches and parents to obtain digital pictures of all children playing travel soccer, and create a file for future use for passes. Photo's updated every 2 years.
  - Work with the registrar to register teams and certify rosters.
  - Knowledge of MS Excel is appreciated, however it is not required.
  - Knowledge of League Organizer or other software required by CJSA to support the registrar.
- J. **EQUIPMENT MANAGER** – Shall perform such duties as assigned by the President. In the absence of the President and Vice-President, the Equipment Manager will assume all powers of the President's office. The Second Vice-President shall be responsible for the procurement and dispersion of all equipment including but not limited to balls, cones, nets, shorts, gloves, goalie shirts, etc. and maintain a list of all equipment assigned to each coach.
- K. **COORDINATORS** – The Coordinators shall be available at new sign-in to evaluate players, solicit parental involvement and get feedback from parents.
- L. **PUBLIC RELATIONS COORDINATOR** – Under the direction of the President, this position would prepare all news releases for the Prospect Pages, on a monthly basis, during each season. Contact local newspapers regarding registration sign ups prior to the fall and spring seasons.
- M. **SOCIAL COORDINATOR** – Under the direction of the President, this position would post notices on Town Hall property and in local businesses regarding sign ups, distribute same notices to all schools, in all towns involved in the soccer program, prior to registration dates, for distribution to all students.
- N. **FIELD MAINTENANCE COORDINATOR** – Under the direction of the President, this position would be responsible for coordinating and overseeing the upkeep of all fields. Contacting volunteers to clean up fields, (fill holes, remove any dangerous objects, repair and/or replace nets, secure goal posts, etc.) prior to each season and on an ongoing basis throughout the playing seasons. Contact park and rec re reline all fields prior to the start of the practice seasons.
- O. **REFEREE & SCHEDULING COORDINATOR** – Under the direction of the President, this position would be responsible for scheduling of all games and assigning referees and referee assistants to each scheduled game in each age group as needed. Coordinate and schedule classes for coaches and referees to ensure that all rules and regulations of the league are followed.
- P. **MERCHANDISE COORDINATOR** - This appointed position would report to the Secretary and will be responsible for the following:
- Would be responsible for the opening and closing of the Snack Shack on Saturdays and Sundays during each 8 week Recreational Season.
  - Scheduling Parent(s) to work the shack.
  - Responsible for the receiving and returning funds to the Secretary or Treasurer at the start and end of each weekend.



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- Responsible for keeping an inventory of what items need to be purchased for the upcoming weekend to the Secretary.
  - Knowledge of MS Excel is appreciated, however it is not required.
- Q. Referee and referee assistant's salaries shall be determined prior to the beginning of each season by the Board of Directors.

### **ARTICLE IX – COACHES**

- A. Travel team coaches shall be appointed annually by the Board of Directors and shall be responsible for the selection of their teams according to the Prospect Youth Soccer Inc. rules and for their actions of the field. No one can be appointed head coach without serving as assistant for one year unless the majority of the Board votes for an exception. In-House recreation program coaches need not meet the above requirements.
- B. Coaches do not need to be certified/licensed; however, it is highly recommended.

### **ARTICLE X – AFFILIATION**

- A. CHARTER – The association shall annually apply for a charter from the Connecticut Junior Soccer Association and shall do all things necessary to obtain and maintain such charter. The association shall devote its entire energies to the activities authorized by such charter and it shall not be affiliated with any other program or organization or operate any other program with the exception of its affiliation with the Connecticut Junior Soccer Association.

### **ARTICLE XI- RULES**

- A. The Official Playing Rules and Regulations as published by the Connecticut Junior Soccer Association shall be binding on this association.
- B. The Board of Directors at a meeting to be held not less than one month previous to the first scheduled game of the season shall adopt the local rules of this association.

### **ARTICLE XII – FINANCIAL AND ACCOUNTING**

- A. The Board of Directors, within the constraints of the budget, shall direct the finances of the local club and it shall place all income in a common league treasury, direction the expenditure of same in such manner as will give no individual or team an advantage over those in competition with such individual or team.

The income raised by the Travel Teams will be placed and accounted for in a separate fund and the direction for expenditures of same will be the right of the Travel Team Coaches and the Board of Directors, providing, however, that all funds expended shall insure the exclusive benefit of the Prospect Youth Soccer Inc, and its player members.





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- B. The Board must approve the solicitation of funds in the name of the association. All of the funds so raised are placed in the association's treasury.
- C. The Board shall not permit the disbursement of funds for other than the conduct of activities in accordance with the rules and policies of the Prospect Youth Soccer Inc. and the Connecticut Junior Soccer Association.
- D. No Director, Officer or Member shall receive, directly or indirectly, any salary, compensation or emolument from the association for services rendered as Director, Officer or Member without approval of the Board.
- E. The officials will be reimbursed for out-of-pocket expenses conducting the general administration of the activities of the association such as out-of-town phone calls, mileage to CJSA meetings, etc.
- F. A fee may be charged for transfers or refunds out of Prospect Youth Soccer Inc.

## **ARTICLE XIII – RULES AND REGULATIONS**

- A. The Board of Directors is empowered to adopt and enforce such rules and regulations, as it shall deem necessary to regulate the operation of the Prospect Youth Soccer Inc., the relationship among its members, and the rules of play of soccer.

## **ARTICLE XIV – AMENDMENT**

Amendments or additions to the Constitution or Bylaws shall be made at any general meeting by a vote of at least two-thirds of all votes cast. Any proposed amendment must be submitted to the Secretary, in writing, at least one month in advance of such meeting and notice of any such proposed amendments shall be given to all individual members and club members at least 15 days prior to the meeting.

DATE SUBMITTED: 8 Jun 2021

DATE APPROVED: 26 Jul 2021