

**SUNCOOK YOUTH SOCCER**  
**Youth and Amateur Divisions**  
Affiliated with USYSA, USASA, USSF and FIFA

**BYLAWS**

**ARTICLE I EXECUTIVE BOARD**

**1.1 COMPOSITION**

a.) The Board of Directors of the Suncook Youth Soccer shall be:

President  
Vice President  
Secretary  
Treasurer  
Registrar  
Rec Divisions Director  
Travel Divisions Director  
Equipment Coordinator  
Field Maintenance Coordinator  
Officials Coordinator  
Events & Programs Coordinator  
Sponsorship Coordinator

These positions shall constitute the elected members of the Board of Directors.

b.) Non-voting members of the Board of Directors shall be:

Past President  
Life Members

c.) No Board of Directors member may be an officer of an organization affiliated with this Organization. The exceptions shall be the immediate Past Present and Life Members.

**1.2 RESPONSIBILITY AND AUTHORITY**

The Board of Directors shall transact the business of the Organization.

a.) The Board of Directors shall have the authority for the following:

1. To enforce the laws of the game.
2. To enforce and interpret SYS Articles of Agreement, Bylaws and Rules.
3. To make decisions on matters not covered by the Bylaws or Rules.
4. To fill any vacancy among its officers during the season, with the exception of position of the President, whom if unable to perform his/her duties, shall be succeeded by the President Elect until the next election or the President is to resume his/her duties.
5. To settle all disputes, protests, or appeals from decisions of affiliated organizations.
6. To represent this Organization on all matters and to conduct all necessary business of the Organization.
7. To add rules and regulations to serve to improve the administrative efficiency of this Organization.
8. To add rules and regulations to affect more than one Division within this Organization.

9. To incur liabilities on behalf of the Organization.
  10. To be bonded. Bonding to be paid for by the Organization and on file with the Organization.
- b.) The Board of Directors shall have the responsibility for the following:
1. No member shall represent the Organization without authority from the Board of Directors. Such authority shall be issued in writing from the office of the Secretary.
  2. To make copies of the SYS Articles of Agreement, Bylaws, and other governing documents available to its members.
  3. To maintain a database of Organization members.
  4. To register all its players, coaches, teams, officials, and administrators with NHSA.
  5. To pay all dues and fees of the NHSA in a timely manner.
  6. To provide to the NHSA all reports in a timely manner.
  7. Adopt policies prohibiting sexual and physical abuse, which meet the criteria of NHSA and New Hampshire State law.
  8. To allow NHSA to review documents and procedures of the SYS on request of USSF no less than once every four years to determine compliance with USSF Bylaws.

### **1.3 MEETINGS**

#### **a.) Location**

A Board meeting shall be held every month at a general location to be determined.

The meetings of the Board, Committees, and special meetings of the Organization or its divisions shall be held in a location that is central to the expected attendees as decided by the Board.

#### **b.) Voting**

1. At all meetings of the Board, four eligible votes shall constitute a quorum.
2. The normal method for reaching decisions to accept or reject motions within Organization meetings shall be by a majority vote of the Board.
3. The President shall only cast a vote in the event of a tie.

#### **c.) Special Meetings**

Special Meetings of the Organization shall be called by the President, upon written request of three (3) members of the Board or upon written request to the Board.

## **ARTICLE II BOARD OF DIRECTORS**

### **2.1 ELECTION OF BOARD OF DIRECTORS**

- a) The officers of the Organization, except the immediate Past President, shall be elected at the Annual General Meeting for a term of one year.
- b) All voting members can vote for all Board members.
- c) Board members shall be voted for separately by ballot and shall receive the majority of votes cast to be elected. The exception shall be when by the majority vote of those present the rules are suspended and the Secretary casts one vote.

## 2.2 DUTIES OF EXECUTIVE BOARD

### a.) President

The President shall do the following:

- Oversee and direct all activities of SYS.
- Preside at all meetings.
- Appoint all committees and positions in the Organization not required to be elected with approval by a majority vote of the Board.
- Cast the deciding vote in the event of a tie vote.
- Represent this Organization in all matters that require state representation.
- Serve ex-officio on all committees.
- Give an annual report to this Organization at the Annual General Meeting.

### b.) Vice President

The Vice President shall do the following:

- Exercise all the powers of the President in his/her absence.
- Assist President in his/her duties.
- Succeed to the position of President, who, if unable to perform the duties of President or resigns, has vacated that position for the remainder of the term.

### c.) Secretary

The Secretary shall do the following:

- Record and maintain records of all business transactions.
- Attend to the Organization correspondence.
- Keep records of the Organization, including minutes of meetings.
- Maintain record of all properties of the Organization.
- Prepare annual report.
- Receive proposed changes to the Articles of Agreement and Bylaws, then arrange for distribution to members.

All communications pertaining to Organization business, except business concerning the registration or release of players, financial business and committee business, must be transacted through the Office of the Secretary.

### d.) Treasurer

The Treasurer shall do the following:

- Be in charge of all monies of the Organization.
- Keep an accurate, timely detailed and verifiable account of income and expenditures for the Organization.
- Keep separate records for each division-Recreational & Competitive.
- Disburse funds for authorized purposes in accordance with authorized procedures.
- Prepare and submit an annual budget for approval by the voting membership at the Annual General Meeting.
- Complete a yearly audit and submit a formal report to the membership at the Annual General Meeting.
- Submit a statement of financial condition at monthly meetings, including the Annual General Meeting.
- Prepare and submit any and all papers required to meet government (local, state and federal) laws and regulations including those related to SYS Articles of Incorporation and Tax Exempt Status.
- Arrange for yearly bonding of Executive Board members.

The duties and powers of all elected officers shall cease at the end of the Annual General Meeting. The duties and powers of all appointed positions shall cease after they have made their annual reports to the Annual General Meeting. The new officers have the duty to fill appointed positions in a meeting following the Annual General Meeting.

## **2.3 DUTIES OF BOARD OF DIRECTORS**

### **a.) Registrar**

The Registrar shall do the following:

- Set-up and coordinate the registration process.
- Manage the registration software system.
- Coordinate uniform orders & printing.

### **b.) Rec Divisions Director**

The Rec Division Director shall do the following:

- Serve as the point person for the Recreation program.

### **c.) Travel Divisions Director**

The Travel Division Director shall do the following:

- Ensure SYS has a compliant Travel program.
- Coordinate Travel uniform orders, printing & distribution.
- Coordinate all SYS flyers.

### **d.) Equipment Coordinator**

The Equipment Coordinator shall do the following:

- Complete annual inventory.
- Organize the shed.
- Distribute equipment & coaches' bags and track the return of distributed items.
- Propose equipment purchase.

### **e.) Field Maintenance Coordinator**

The Field Maintenance Coordinator shall do the following:

- Coordinate goal set-up at the start of the season and break-down at the end of the season.
- Line the fields weekly during the season.
- Ensure an adequate paint supply for lining the fields.

### **f.) Officials Coordinator**

The Officials Coordinator shall do the following:

- Schedule, manage & recruit referees.

### **g.) Events & Programs Coordinator**

The Events & Programs Coordinator shall do the following:

- Manage & create agenda for Opening & Closing ceremonies.
- Coordinate Picture Day.
- Manage & create agenda for tournaments.

### **h.) Sponsorship Coordinator**

The Sponsorship Coordinator shall do the following:

- Organize sponsors.
- Ensure collection of sponsor donations.

## 2.4 REMOVAL FROM OFFICE

Members of the Board may be removed from office for failure to perform assigned duties. Any officer absent from two (2) consecutive meetings or four (4) meetings in a year without cause shall be considered unable to fill the duties of his/her office. A two-thirds majority of the Board shall be required to remove the elected member from their position.

## 2.5 VACANCIES

The President shall appoint, subject to the approval of the Board, replacements to fill vacancies on the Board arising from removal, resignation or departure of the incumbent.

# ARTICLE III PROGRAMS AND COMMITTEES

## 3.1 STANDING COMMITTEES

A standing committee shall be established by the President where necessary to meet the commitments of the Organization.

### a.) Protests and Appeals Committee

The President, with approval by a majority vote of the Executive Board shall appoint from among members of the Organization a Protests and Appeals Committee comprising of four members and a chairman, of which must include two active Board Members in good standing.

The Committee shall hear and decide on protests, appeals and allegations of misconduct. The Committee members shall have no conflict of interest in the matters being heard and have no association with the principal parties in the matters. No person shall adjudicate a matter at more than one level. Appeals must follow USSF, USYSA, and USASA rules.

### b.) Emergency Committee

Any two of the following officers in the order of preference shown shall constitute the Emergency Committee to represent the Executive Board on matters demanding immediate attention when it is impractical or impossible to call a full Executive Board meeting or no other standing committee has been designated. The presiding officer of the Organization must chair the committee.

<u>Preference</u>	<u>Officer</u>
First	President
Second	Vice President
Third	Secretary
Fourth	Treasurer

For matters involving a specific division, if there is a division's Director, they shall represent the division as a member of the Emergency Committee, otherwise the order of preference for Directors will determine the appropriate Committee members.

Their actions shall be subject to the review of the full Executive Board within 14 days of the decision.

**c.) Special Committees**

The President may establish ad hoc committees with the approval of the Executive Board to accomplish a special purpose. The membership and structure of these committees will be determined at the time they are formed.

**ARTICLE IV MEMBERSHIP**

**4.1 DESCRIPTION OF GENERAL MEMBERS**

**a.) Players and Coaching Staff**

Players and active coaching Staff, to include team trainers and team managers, will be considered members of the Organization when the Organization receives Team Rosters, Player Registrations and appropriate fees. The registration date shall be the date when the registration form has been completed. Registration for team membership must be accompanied by the dues, which shall be returned if not admitted to membership.

**b.) Organization Officers and Others**

Organization Officers, Members of the Board and Administrators will be considered members of this Organization upon election or appointments as outlined in these Bylaws.

**c.) Life Members**

Life Memberships may be awarded to those persons who are or have been active members of this Organization and have distinguished themselves in the interests of soccer. Membership shall be approved by a majority of the Executive Board. They shall have full benefits and shall enjoy all rights and privileges of Executive Board members, excluding the right to vote. They shall not pay dues.

Current elected officers of the Executive Board cannot vote themselves Life Memberships.

**4.2 MEMBERSHIP FEES**

The fee for membership in this Organization shall be determined by the Executive Board prior to the start of each season and shall be sufficient to cover those expenses for the operating of the Organization.

The annual budget, which is the basis for established member rates, will be presented annually to the Executive Board at this time for approval.

**4.3 SUSPENSION OF MEMBERSHIP**

Any member may be determined to be in bad standing for good cause and by a two-thirds majority vote of the Executive Board. Good cause shall be defined as the following:

- a.) Failure to pay registration fees.
- b.) Failure to pay fees or fines assessed against the member for conduct violations.
- c.) Serious violations of SYS or NHSA Articles of Agreement, Bylaws, Rules or all Codes of Conduct.

A member in bad standing may not receive any of the benefits of membership. A member in bad standing may go through a hearing to determine if they will be suspended or expelled. Any suspension or expulsion shall be subject to appeal as outlined in these Bylaws.

## **ARTICLE V BUSINESS AFFAIRS**

### **5.1 HEADQUARTERS**

The headquarters of this Organization shall be the location of the President of the Organization. The President's address shall be the address at which the business of the corporation is carried on.

### **5.2 SEASONAL YEAR**

The seasonal year of this Organization shall begin on August 1<sup>st</sup> and end July 31<sup>st</sup> of the following year.

### **5.3 FISCAL YEAR**

The Fiscal Year of the Organization shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup> of the same year.

### **5.4 TAX EXEMPT STATUS**

The SYS shall maintain its tax-exempt status under the Internal Revenue Code. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except as identified under Article VIII of the Articles of Agreement and as necessary to pay reasonable compensation for services rendered and to make distributions and payments in furtherance of the purposes set forth in Article I of the Articles of Agreement.

### **5.5 EXPENDITURE OF FUNDS**

All checks and debit card transactions by the Organization over two thousand dollars (\$2,000) require written approval by one other authorized signor.

If the occasion arises where it is necessary to delegate limited power to incur non-budgeted liabilities to accomplish the functions and goals of a division, committee or program, then the person given those powers shall have the specific conditions and extent of their ability to incur liability defined in a letter approved by the Executive Board. Without this approval on record with the Secretary, the Organization can exercise its option to not reimburse said person for their expenditures.

No SYS Officer may incur non-budgeted liabilities without written approval of the Executive Board.

## **ARTICLE VI APPEALS AND DISCIPLINARY HEARINGS**

### **6.1 DEFINITIONS**

#### **a.) Protests**

Protests are usually related to a specific game or administrative action and are filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Protests on a specific game cannot be filed by third parties, such as coaches from other teams or league/state administrators.

Protests submitted to a competition authority (league, tournament, etc.) must be filed in accordance with the protest procedure and rules of that competition. The protest must be based upon violation of the published rules of the competition or NHSA Rules and Regulations or FIFA Laws of the Game.

The rights of protest and appeal within the rules of the competition must be exhausted before proceeding to the next level of authority defined herein.

**b.) Appeals**

Appeals arise as the result of an adverse decision from a protest hearing, administrative action or disciplinary hearing. Only those parties to the original action, who are impacted by such decisions shall be allowed to appeal. An appeal shall not have the effect of “staying” a previous ruling. Previous decisions remain in force, pending the result of the appeal. Only one appeal is allowed at level one.

**c.) Disciplinary hearings**

Disciplinary hearings result from allegations of misconduct. Such misconduct must be a violation of a published rule, Code of Conduct, regulation or procedure.

A disciplinary committee shall only hear allegations of misconduct, which are lodged against the individuals or entities within the jurisdiction of the convening authority.

Only the elected and/or appointed officers may bring charges of misconduct. Referees are recognized as officials of such organizations in matters regarding game misconduct.

**d.) General Grievances**

A “grievance” is a complaint of a general nature, which is not based on specific rule violations or upon a specific administrative decision (or lack of decision). General grievances are not handled through protest, appeal or disciplinary hearing processes.

Grievances may be heard on an informal basis by the appropriate authority and/or the SYS Executive Board.

## **6.2 LINES OF JURISDICTION**

The lines of jurisdiction in ascending order shall be:

**LEVEL 1** – SYS shall hear original protests, appeals or allegations of misconduct filed by persons or teams under their jurisdiction. This is the first level of appeal and matters should not be raised to the next level unless appeals and protests at the first level are exhausted.

**LEVEL 2** – Matters arising from game protests will not be heard at Level 2 by NHSA until Level 1 protests and appeals procedure has been exhausted.

In the case of an appeal, no rehearing of Level 1 or Level 2 decisions are possible. Only an appeal hearing, and a review of written evidence and testimony and lower-level decisions will be conducted at this level.

**LEVEL 3** – The USSF Appeals Board will hear all appeals of Level 1 decisions. All such appeals must be filed in accordance with the USYS rule 4020.

### **6.3 MANDATORY CONDITIONS**

No Level 1 Authority shall hear or adjudicate an allegation of an assault of a referee or assistant referee. An allegation of assault on a referee or assistant referee shall be immediately submitted to the Level 2 NHSA Protests and Appeals Committee.

The hearing and adjudication of any protest or allegation of misconduct shall be completed within thirty (30) days of the filing of the cause of action. If a decision is not reached within this thirty (30) day period, the matter may be submitted to the next higher level without determination and the fee submitted will be applied at the next level.

At all levels of the appeal process, if a decision is not reached within thirty (30) days of receipt of the written appeal, the party filing the appeal may submit the appeal to the next higher level without determination and the appeal fee submitted will be applied at the next level.

The decision and/or disciplinary sanctions imposed as the result of a hearing of any protest, appeal or allegation of misconduct, shall be binding at all levels and shall be recognized by affiliated organizations (leagues, tournaments, etc.). The filing of an appeal shall not “stay” the execution of such decisions and/or disciplinary sanctions.

### **6.4 FILING PROCEDURE**

A protest, appeal or allegation of misconduct must be filed in writing and should include the following:

- a.) The nature and specifics of the complaint.
- b.) A listing of the rules or procedures that have been violated.
- c.) A statement of the desired resolution.

Failure to include each of these items may cause the protest, appeal or allegation of misconduct to be rejected. An incomplete protest, appeal or allegation of misconduct that is rejected may cause the subsequent proper filing to be untimely.

Filing shall be as follows:

- a.) The original document of the protest, appeal or allegation of misconduct, along with all supporting documents, shall be forwarded by Registered U.S. Mail or Certified U.S. Mail-Return Receipt Requested
- b.) In the case of appeal, the appeal must be placed in the Registered or Certified U.S. Mail within forty-eight (48) hours of the receipt by the appellant of the prior adverse ruling (Sundays and holidays excluded, unless the rules of the competition state otherwise).

Level 1 – As defined by the Level 1 Authority

Level 2 – To the NH Association President; one (1) copy.

Level 3 – To the NH Association President; six (6) copies.

Additionally, in an appeal of a lower-level decision, one (1) copy shall be sent to the Chairman of the lower-level hearing board. This copy shall serve as notice of the filing of an appeal. Upon such notice, the Chairman of the lower-level hearing shall submit all retained evidence and documentation to the next-higher level. This submittal shall also be by Registered or Certified U.S. Mail.

## **6.5 FILING FEES**

Filing fees shall be:

Level 1 – As established by the appropriate Level 1 Authority (SYS).

Level 2 – Current filing fee as stated by NHSA (Money Order or Cashier's Check payable to NHSA).

Level 3 – As established by the USSF.

## **6.6 DOCUMENTATION PROCESSING**

Upon the filing of a protest, appeal or allegation of misconduct, the receiving authority shall institute the following procedures:

- a.) Conduct a validation/review of the following:
  1. Is the request for action timely?
  2. Identifying the principal parties involved, to determine if SYS has jurisdiction.
  3. Determining if they are in good standing.
  4. In the case of a protest, determining the protestor's right to lodge a protest.
  5. In the case of an appeal, determining if the appeal is directly related and germane to the decision of the next-lower authority. (If not, the appeal must be rejected and returned).
  6. Determining if all the information necessary to adjudicate the matter and reach a decision is included. (Such information may include names, addresses, telephone numbers, minutes of previous hearings, applicable rules, referee game reports, etc.).
  7. Determining whether the matter has been filed with the proper authority.
  8. Determining the specific charges are made, the rules allegedly violated are cited and the desired resolution has been stated.
- b.) Upon completion of the "validation/review", if all the information and documentation necessary to reach a decision is available, the principal parties are to be immediately notified of receipt protest, appeal or allegation of misconduct.
- c.) This notification shall also include the date, time and place of the hearing. If notification of the receipt of the protest, appeal or allegation of misconduct and of the date, time and place of the hearing cannot be accomplished at the same time, two (2) separate notifications will be required.
  1. The notification of the receipt of protest, appeal or allegation of misconduct with the date, time and place of a hearing, shall be communicated to the principal parties at the same time and by the same method.
  2. The notification can be by telephone or in person, but must have written follow-up sent by Registered or Certified U.S. Mail.
  3. Notifications shall contain the following:
    - i. A condensed restatement of the cause of action.
    - ii. The date, time and place of the hearing.
    - iii. The type of hearing to be held.
    - iv. What limits or restrictions, if any, will be imposed on testimony.
    - v. Whether or not testimony must be in written form and the date by which such written testimony must be received.
    - vi. Any other special requirements.

- d.) A copy of the SYS Bylaws shall accompany the Notification of Hearing sent to the principal parties.

## **6.7 PROCEDURES FOR HEARINGS**

The method of holding a hearing may vary due to distance, time and the level of appeal. There are two types of hearings:

- a.) **OPEN HEARINGS** shall be held with the principal parties, witnesses for both sides and all necessary evidence and actually appearing before the members of the Hearing Committee. Testimony from witnesses need not be taken in the presence of other witnesses but the principal parties shall be present for all proceedings except the deliberations of the Hearing Committee. Deliberation may occur and decisions may be reached, in either open or closed sessions.
- b.) **CLOSED HEARINGS** require that all testimony and evidence (including rules) be submitted in writing. Testimony and evidence may be considered by committee members, on an individual basis with a decision reached by mail. The principal parties must submit all evidence, testimony and arguments in written form, as specified by the notification.

## **6.8 AGENDA**

- a.) All parties, including witnesses, will be brought into hearing chamber and the following items will be described by Chairman or the Board of Directors:
  - 1. Statement of case to be heard.
  - 2. Names of parties involved (including team, league, etc.) and event involved.
  - 3. Date of occurrence.
  - 4. Rules' numbers and description of rules allegedly violated.
  - 5. Procedure for the hearing.
  - 6. How and when the decision will be made.
- b.) All witnesses will be asked to wait outside the hearing chamber. Plaintiffs and defendants will be allowed to remain in the hearing chamber. The hearing will commence with statement and questions as directed by the Chairman.
- c.) Once all evidence and testimony has been heard, the hearing will be adjourned and parties not part of the committee will be excused. The board will then deliberate.

## **6.9 EVIDENCE AND TESTIMONY**

- a.) A file listing all documentary evidence shall be established at the first hearing level and maintained throughout the process. The minutes of the proceeding and a copy of the notification of decisions shall be listed as the final documents for the hearing.
- b.) All testimony shall be limited to the principal parties, eyewitnesses and recognized authorities on the subject (such as registrar on registration matters).

If a witness cannot appear at an open hearing, written testimony shall be accepted. Notarization may be required at the option of the Hearing Committee, but only if such requirement was communicated in the Notification of the Hearing.

Character witnesses and other third-party witnesses shall not be allowed.

In the case of open hearings, testimony may be restricted with respect to time.

## **6.10 DECISIONS**

- a.) The committee hearing a protest, appeal or allegation of misconduct shall decide each issue arising from the hearing. The Chairman shall vote only when necessary to break a tie.
- b.) The decisions of the committee and any disciplinary sanction imposed, shall respond only to the specific issues and allegations contained in the complaint, as filed.

Any other issues and/or rule violation, which may become known or apparent during the hearing, shall be referred to either the convening authority or a lower-level authority, except for those required to a higher authority by NHSA rules. This referral may be accompanied by a recommendation for appropriate action. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.

- c.) Decisions shall be reduced to written form and shall be forwarded to the principal parties within forth-eight (48) hours of the conclusion of the deliberations (Sundays and Holidays excluded). If a suspension is imposed upon an affiliated player or administrator (or on appeal, a suspension is overturned), the SYS President shall also receive a copy of the decision.
- d.) Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the appropriate Level of Jurisdiction including the identity and address of the person and/or office to which the appeal must be directed, in accord with the following:
  - 1. Level 1 – Appeals shall be directed to Level 2, the NHSA Protests and Appeals Committee.
  - 2. Level 2 – Appeals shall be directed to the USSF Appeals Committee.