



Woodbridge Township Youth Soccer Association

PO Box 584, Woodbridge, NJ 07095

(732) 634-9219 | www.woodbridgeyouthsoccer.com

By-Laws of the Association

ARTICLE I

The name of the corporation shall be the Woodbridge Township Youth Soccer Association, (herein referred to as the "association.")

ARTICLE II

The purpose for which this corporation is formed is to develop, promote and govern the game of soccer among the youth of Woodbridge Township and its adjacent communities. The recreational concept for the athletic programs is defined as those programs which provide for the open enrollment and participation by all of those who wish to comply with the rule of the association.

ARTICLE III

- A Any person having an interest in the objectives of the association shall be eligible for membership.
- B No person, under the age of eighteen years, shall be eligible for membership in the association except as an athletic member,
- C There shall be two classes of members:
 - 1 Voting
 - i Voting membership may be conferred upon any person eighteen years of age or older and shall consist of the following classes.

- 1 Coaches, Assistant coaches (2 per team), Committee Members and the Governing Board.
 - a Coaches are to approved and designated by the league prior to the commencement of any soccer season. Coaches who coach in any season are eligible to be voting members for the entire period in which they acted as a head coach.
 - b Assistant coaches are to be designated by a head coach and must be submitted to the league to be considered as such.
- 2 Non-Voting
 - i Parents and guardians of any players currently registered in any of the association's athletic programs.
- D Registration fees shall be at such a rate or rates, schedule or formula as may be, from time to time, prescribed by the Governing Board and payable as designated by the Governing Board.
- E Membership may be terminated by reason of resignation and expulsion.
 - 1 Any member may resign from the association upon written request which shall be effective upon acceptance by the Governing Board.
 - 2 Any member may be expelled by a two-thirds vote of the regular voting members, at a regularly scheduled/ or special meeting thereof, for conduct unbecoming a member or prejudicial to the aims or repute of the association, after notice and opportunity for a hearing are afforded the member complained against.
- F Each regular voting member of the association, except where voting rights have been waived, shall be entitled to cast one vote for the purposes of conducting the association's business.
- G At regular intervals, designated by the Governing Board, orientation on the purposes and activities of the association shall be conducted for any of the following groups: new trustees, officers, committee chairpersons, members, and new members.
- H In April, one month prior to the May meeting for the elections, a list of the Governing Board positions with job descriptions shall be distributed to all of the voting membership. The Presiding President shall explain each position and its responsibilities.

ARTICLE IV

- A The monthly General Membership meeting of the Association shall be scheduled by the President or Executive Board at the beginning of each term, and adhered to by the best of their ability. The time and place shall be fixed by the Governing Board and notice thereof given to each regular member of the association at the time of registration.
- B Additional meetings may be called by the Governing Board, for the purpose of conducting ordinary or special business by giving notice of such meetings to each regular voting members of the association up to five (5) days prior to such meetings.
- C At the General Membership meetings the order of business shall be as follow:
 - 1 minutes of previous meeting
 - 2 reports of Governing Board Members
 - 3 old business/ reports of committees
 - 4 new business
- D At the General membership meeting, 25 regular voting members, in good standing, shall constitute a quorum. If no quorum is present at the General Membership meetings, the presiding officer shall adjourn such meeting until a rescheduled date.
- E Special meetings of the association can be called by the Governing Board whenever ten (10) regular members of the association, in good standing, shall make a written request to the president for such a meeting, specifying the purpose of such meeting, with the exception of holding elections.
- F General meetings of the association shall be open to the general public at all times.

ARTICLE V

The Governing Board, of the association, shall be composed thusly:

Three (3) Trustees: Elected by the general membership during regular elections. Any regular member, in good standing, may be elected as a trustee. Incumbent executive committee members may be nominated for the position of

trustee provided that such person is not coincidentally nominated for election to the executive committee.

Seven (7) executive committee members holding the following designated offices:

- 1 President
 - 2 Vice President
 - 3 Vice President – Director of Recreation Program
 - 4 Vice President – Director of Travel Program
 - 5 Treasurer
 - 6 Recording Secretary
 - 7 Corresponding Secretary
- A The president shall serve as the executive head of the association and shall preside at all meetings of the general membership and Governing Board. The president shall co-sign approved checks with the Treasurer. The president and the recording secretary shall sign all written contracts and obligations of the association, which have been approved by the Governing Board.
- B The vice president shall perform the duties of the president whenever he/ she is absent. In the event of death, disability or resignation of the president, the executive vice president shall act as president until the vacancy is filled, in accordance with the procedures provided herein. Additionally, the vice-president shall jointly prepare the annual report with the treasurer, serve as chairperson of the fundraising committee and assist the treasurer in performance of his/ her duties.
- C The vice-president – director of Recreation Program shall have oversight of the recreation program and report directly to the president. He/ She shall be responsible for the development, implementation and coordination of all recreation programs for the association. Additional duties and responsibilities include:
- 1 Organizes, assigns and supervises coaches, including the selection of a Division Coordinator, as needed and determined by the Executive Board, for each division.
 - 2 Evaluates all athletic programs of the association's home league

- D The vice-president – director of travel program shall be responsible for the oversight of the Travel Division and report directly to the president. He/ She shall be responsible for the development, implementation and coordination of all travel league athletic programs for the association. Additional duties and responsibilities include:
- 1 Organizes, assigns and supervises coaches.
 - 2 Evaluates all athletic programs of the travel league.
 - 3 Has Mid-NJ contact reporting directly to him/ her.
- E The Treasurer shall be responsible for the finances of the league. He/She shall make all deposits and disbursements. He/She shall make copies of all deposits and disbursements. He/She shall provide a financial update to the members of the league at every league meeting.
- F The recording secretary shall keep the minutes and other official reports of the association. He/ She shall present minutes of the prior General Membership meeting for approval by the General Membership. He/ She shall present minutes of previous Governing Board Meeting to the General Membership. He/ She shall keep attendance records for the purpose of determining regular voting members. He/ She shall keep all records, books, documents, and papers relating to the association, in such places as shall be designated by the Governing Board. Additionally, all athletic records shall be turned over to the recording secretary, for safe-keeping, at the conclusion of all seasonal athletic activities and he/ she shall tabulate all election ballots. The recording secretary shall be a permanent member of the Membership Committee.
- G The corresponding secretary shall be responsible for all correspondence of the association, not otherwise delegated, and send out notice of all meetings as prescribed herein. He/ She shall present a report of all correspondence of the preceding month at each General Membership meeting.
- H The trustees shall be elected by the General Membership. The trustees of the association shall provide advice and guidance to the Governing Board. The duties and responsibilities of the trustees, in addition to providing advice and guidance, are as follows:
- 1 conduct hearings required by the By-Laws of the association
 - 2 chair nominating and election meetings
 - 3 hold and conduct special elections, among the general membership, in order to fill Governing Board vacancies.
 - 4 serve as committee members

*One trustee shall be authorized by the Governing Board to sign checks in the event of an emergency.

- I Terms of office for the Governing Board members shall begin at the completion of the Spring season, and continue for one (1) year, unless otherwise extended for any reason, by a two-thirds majority of the General Membership of the association. A limit of six (6) months will be imposed on all such extensions. Resignations must be presented in writing to the Governing Board. Any action to fill any vacancy shall be taken by the trustees of the association. Any Governing Board member who misses three (3) consecutive General Membership meetings, without good cause, may be removed by a two-thirds vote of the Regular Voting Members, after notice and opportunity for a hearing are afforded the member. Appropriate action to fill any vacancy shall be taken by the trustees of the association.
 - 1 A transition period from May election to June will apply. Both boards will conduct board meetings as well as monthly meetings, with the current president presiding over the meeting, at which time, the presiding and newly appointed officers will pass all league records and procedures down.
- J Nominations for the Governing Board positions shall be made by any regular voting member, in good standing, before the regular membership for the association, at a regular or special meeting called for the purposes of accepting nominations, said meeting shall take place at least one (1) month prior to the May General Membership meeting. Nominations may also be accepted at any meeting called for the purpose of holding elections. Members may only be nominated for one Executive Board position during each election. A regular voting member shall be in good standing if he/ she has attended five (5) meetings, including committee meetings, during the previous year. Any regular member, in good standing, may be nominated for a Governing Board position.
- K Elections shall be held once a year, at the General membership meeting in May, at a time and place designated at least one (1) month prior to the date of the election. Notice shall be provided to the regular voting membership, in good standing, at least ten (10) days prior to date of the election. Votes may be cast by any regular voting member, in good standing, present at the election meeting, for any name on the ballot, as provided for in section I of ARTICLE V above. A simple majority of the regular voting members present shall decide the election of any member to any position on the Governing Board. The following procedure will determine the winner of any election:
 - 1 An individual may be elected to any Governing Board position by receiving a simple majority of all votes cast on the first ballot.

- 2 If no simple majority is reached on the first ballot, a run-off election between the top two vote getters will follow immediately. A simple majority will decide the winner.
 - 3 If the first ballot produces a tie among the second place vote-getters, without a simple majority for the first place vote-getters, a run-off election among the first and second place vote-getters will follow immediately.
 - 4 If needed, third and subsequent run-off elections will be held until one person achieves a simple majority.
- L Members elected to the Governing Board may be removed from office by a two-thirds majority vote of the regular voting membership of the association in good standing, after notice and opportunity for a hearing are afforded the elected member complained against.

ARTICLE VI

- A All trustees and elected officers of the association, who have custody or control of any funds of the association, shall be given such bonds as may be required by the Governing Board.
- B The Governing Board shall have the following additional responsibilities:
- 1 To appoint delegates to any organizations to which the association may be a member, or for the purpose of communicating with any other organizations or clubs regarding the association's business.
 - 2 To call special meetings of the association for the purposes of considering special subjects or for continuing association business.

ARTICLE VII

- A The Athletic Committee shall be a committee chaired by the Vice-president/ Director of Recreation Program. The committee will be responsible for the development, implementation and coordination of athletic programs. All coaches in each division shall be members of the Athletic Committee.

- 1 The Assistance and Development Committee shall be a sub-committee of the Athletic Committee. This sub-committee will be chaired by the Vice-President Director of Recreation Program. The Head Coach of each division shall be the representative of this committee. This committee shall be responsible for advancements in the club's properties, equipment, facilities, etc. and coordinating activities with the Athletic Committee with respect to the Athletic programs.
- B The Finance Committee shall be a committee chaired by a trustee appointed by the Governing Board, other than the official trustee designated to sign checks. The committee will be responsible for the evaluation of the association's financial activities, fund-raising programs, and may make recommendations to the association at any General Membership meeting.
 - 1 The Fundraising Committee shall be a sub-committee of the Finance Committee and shall be chaired by the Vice President of the association. The treasurer and public relations committee chairperson shall be members of this sub-committee. This committee will be responsible for the development, implementation and coordination of all fundraising programs for the association.
- C The Public Relations Committee shall be chaired by the Corresponding Secretary. The Assistance and Development Committee chairperson shall be a member of this committee. This committee will be responsible for coordinating publicity about the association's activities with the press and community, organizing and directing such promotional programs as speakers, film presentations and demonstrations. The Public Relations Committee chairperson shall also be a member of the Fundraising subcommittee.
- D The Membership Committee shall be chaired by the Recording Secretary. This committee shall be responsible for coordinating registration activities for the association. The Vice-president/ Director of Recreation Program shall be an ex-officio member of this committee.
- E Additional committees and/ or sub-committees may be created for the purpose of conducting the association's business, by presentation of a motion during the new business section of any General Membership meeting and approval by a simple majority vote of the regular voting members present. Such committees and/ or sub-committee may be designated as permanent or temporary and their duties and responsibilities and limits of authority defined and approved by the regular voting membership.
- F Members of the association may be appointed as members of any committee and/ or sub-committee by volunteering to serve as a member. Association committee members may also be appointed by the Governing Board at the September General Membership meeting. A vacancy

and committee membership may be filled by the Governing Board at any general membership meeting of the association.

- G The period of service for all permanent committee members shall be for one (1) year or until a successor is appointed.
- H Committee membership may be terminated by written resignation to the chairperson. A member may be removed from a committee by a two-thirds majority vote of the regular voting membership of the association, after notice and opportunity for a hearing are afforded the committee member complained against.

ARTICLE VIII

Amendments to the by-laws may be made by a two-thirds vote of the regular voting membership, in good standing, present at any General Membership meeting provided that notice for the meeting includes the proposals for the amendments. Any proposed amendment or alteration may be provided to the general membership, at the request of a member, at least two (2) weeks prior to the meeting at which they are to be acted upon. The Corresponding Secretary will be responsible for providing appropriate notice and for fulfilling requests for such amendments.

ARTICLE IX

- A The corporate seal of the association shall consist of the customary wording surrounding the official emblem of the association.
- B The colors of the association shall be red, black, and white.

ARTICLE X

The association shall use its funds only to accomplish the objectives and purposes specified in these by-laws unless otherwise approved by the governing body, and no part of said funds shall inure, or be distributed to the members of the association. On dissolution of the association, any funds

remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Governing Board.

ARTICLE XI

The current edition of ROBERT'S RULES of ORDER shall be the final source of authority in all questions of parliamentary procedure when these rules are not inconsistent with the charter or by-laws of the association.

ARTICLE XII

These by-laws shall be in force when approved, as a total unit, by two-thirds vote of the regular voting members, in good standing, present at a regular or special meeting as defined, and in accordance with, these by-laws. Alterations, amendments, additions/ deletions, etc will be made, after acceptance of these by-laws, as provided herein.