

## **Dover Soccer Association**

### **Bylaws**

#### ARTICLE I - NAME

- A. This organization shall be known as the Dover Soccer Association, Inc. Dover, New Hampshire; hereinafter called the Association.
- B. It shall be a nonprofit corporation.

#### ARTICLE II - PURPOSES

- A. To encourage and publicize the game of soccer.
- B. To provide an opportunity for young people to participate in the organized, supervised team play of soccer regardless of economic background, race, religion, creed, or sex.
- C. To encourage in all participants the ideals of good sportsmanship, honesty, loyalty, courage, and safety.
- D. To emphasize the development of soccer skills, where participation for fun, growth, and enjoyment shall be of primary concern.
- E. To maintain a relationship with Dover Recreation and an affiliation with the New Hampshire Soccer Association (NHSA) through the New Hampshire Seacoast Youth Soccer League (NHSYSL) and/or Granite State Youth Soccer League (GSYSL).
- F. Dover Soccer is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### ARTICLE III - MEMBERSHIP

- A. Any person sincerely interested in active participation in the Association may become a member. The membership shall be unlimited in number.
- B. Player Members - Any playing-age youngster who is a resident of Dover, New Hampshire (or adjoining communities with no comparable soccer program) may become a Player Member upon timely application and payment of the registration fee. All previously registered families, regardless of residence, may continue to be player members upon annual renewal of application and receipt of registration fee. Preference for player members will be given to Dover youngsters for U13 teams and below. For the U14 teams and above, the preference for players will be at the coach's and V.P. of Travel's discretion, with the preference for equally skilled players going to the Dover resident. Player members are not eligible to vote in electing officers to the Executive Board of the Association or on policy or management matters of the Association; nor shall they be able to coach or hold office.
- C. Regular Members - Any adult interested in furthering the purposes of the Association is eligible to be a Regular Member. Regular Members are eligible to vote in electing Officers to the Executive Board, and in deciding all matters brought before the general membership at annual or special meetings.

- D. Honorary Members - The status of Honorary Member may be awarded to persons who have made an unusual and/or outstanding contribution to the Association. The Executive Board may elect persons to Honorary Membership. Honorary Members are entitled to the same rights and privileges as Regular Members for life.
- E. Membership may be terminated by resignation or by action of the Executive Board.
  - 1. The Executive Board, by a two-thirds (2/3) vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend, or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interest and purpose of the Association.
  - 2. The member involved shall be notified in writing of such meeting at least forty-eight (48) hours prior to such meeting, informed of the nature of the charges, and given an opportunity to appear at the meeting to answer such charges.
  - 3. In the case of a Player Member, the appropriate League Committee (House or Travel) shall give notice to the coach of the team and the player's parents. The parents are encouraged to appear with the player before that committee, which shall have the full power to suspend or revoke such player's right to future participation.
  - 4. The President of the Association, with advice from at least two other officers, may immediately suspend any member (i.e., player, coach) for an act that poses or causes a serious problem that is detrimental to the best interest and purpose of the Association. The suspension shall remain in effect until the Executive Board meets to decide the case.

#### ARTICLE IV - GOVERNMENT AND OFFICERS

- A. The Association shall have the following officers: President, Vice-President/Chair of House League Committee, Vice-President/Chair of Travel League Committee, Treasurer, Recording Secretary and Corresponding Secretary. No officer shall hold more than one office concurrently.
- B. The President shall preside at all meetings of the membership and the Executive Board and ensure that all business transactions of the Association are in full compliance with these Bylaws and with the aims and purposes of the Association. The President shall appoint the chairpersons of all committees, except for the House League and Travel League Committees, subject to confirmation by the Executive Board. The President shall be an ex-officio member of all committees except the Nominating Committee. In the absence of the President, the Executive Board shall choose either the Vice-President/Chair of House League Committee or the Vice-President/Chair of Travel League Committee to assume the duties of the President. If both Vice-Presidents are also absent then the recording secretary will conduct a vote of the Executive Board to select a President pro-tem.
- C. The Vice-President/Chair of House League shall form his/her own committee for the purposes of operating the Association's House league. He/She will also insure that all business transactions of the Association's House League are in full compliance with these Bylaws and with the aims and purposes of the Association.
- D. The Vice-President/Chair of the Travel League shall form his/her own committee for the purpose of operating the Association's Travel League. He/She will also insure that all business transactions of the Association's Travel League are in full compliance with these Bylaws and with the aims and purposes of the Association.
- E. It shall be the duty of the Recording Secretary to:

1. Record and keep the minutes of all meetings of the Association and of the Executive Board.
  2. Keep a current list of the names and addresses of all members of the Association.
  3. Inform the members and/or Executive Board members of all regularly scheduled and special meetings.
- F. It shall be the duty of the Corresponding Secretary to:
1. Carry on all correspondence of the Board and sign such documents as necessary for the Board.
  2. These include, but are not limited to:
    - a. Assist in the preparation of DSA newsletters.
    - b. Assist in sponsor mailings -- requesting sponsorship, thank-you letters, distribution of plaques, etc.
    - c. Liaison with local media for the purpose disseminating DSA information (sign-ups, events, etc.)
- G. It shall be the duty of the Treasurer to:
1. Collect all money due the Association and to deposit such funds in the name of and to the credit of the Association in such bank or banks as, in his judgment, is proper, or as he/she shall be directed by the Executive Board.
  2. Pay, upon approval of, and in a manner designated by the Executive Board, all bills owed by the Association.
  3. Maintain current records of all financial transactions of the Association.
  4. Submit a report of the financial status of the Association at each regular meeting or at any time such a report is requested by the Executive Board.
  5. Prepare a budget proposal for the subsequent year to be presented to the Executive Board for its approval at least thirty (30) days before the annual meeting.
  6. Submit all finance records to the Finance Committee for audit by its designate to be completed by December 31 of each calendar year.
- H. Conflict of Interest Statement
1. No member of the Executive Board, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the Dover Soccer Association. See Attachment I
  2. It is the duty of the Board Recording Secretary to have each board member complete the Conflict of Interest statement at the January meeting.
  3. If any new Member joins the Board during the year, the Recording Secretary will have said Member complete the Conflict of Interest statement.

#### ARTICLE V - MEETINGS

- A. The President shall be required to call at least the following general membership meetings each year:
1. The annual meeting, recommended to be held in November (December at the latest) each year, for the purpose of electing new officers and conducting such other business as may be required.
  2. The pre-season planning meeting, to be held during April or May, for the purpose of organizing

and planning soccer activities for the following season of play.

- B. The President may call additional special membership meetings by his/her initiative as he/she sees a need for them
- C. The President may call Executive Board meetings by his/her own initiative as he/she sees a need for them
- D. The President shall be required to call an Executive Board meeting when two (2) or more members of the Executive Board request such a Meeting.
- E. During all meetings, the Robert's Rules of Order - Revised Edition shall resolve all controversies over parliamentary procedures. Ten members (a majority of the Executive Board) or twenty (20) percent of the total membership, whichever is lesser, shall constitute a quorum at all regular or special general membership meetings for the transaction of business of this Association, providing all members have been notified prior to the meeting.
- F. Items which require approval by the Executive Board, and are of a time sensitive nature requiring a vote before the next scheduled meeting of the Board, may be voted on by e-mail. Acceptance or rejection by e-mail vote shall require either yea or nay votes, respectively, by a majority of the total Executive Board. Results of e-mail votes shall be recorded at the next regular meeting of the Executive Board.

#### ARTICLE VI - EXECUTIVE BOARD

- A. The Executive Board shall be the governing body of the Association. It shall have full power to transact all business for the Association that falls within the scope and purpose of the Association.
- B. All communications sent to the Association shall be presented in writing to the Recording Secretary, who in turn shall present them to the Executive Board.
- C. A majority of the Executive Board shall constitute a quorum for the transaction of business. A majority vote of those present shall be required for all decisions involving fundamental policy matters.
- D. At the annual meeting of the Association, the members shall elect an Executive Board consisting of a President, a Vice-President/Chair House League Committee, a Vice-President/Chair Travel League Committee, a Recording Secretary, a Corresponding Secretary, a Treasurer, and (8) members at large. In order to be eligible for the positions of Vice-President/Chair of House League Committee or Vice-President/Chair of Travel League Committee, the candidate must have served previously on the Executive Board or on a respective League Committee, preferably for at least one year. The immediate past President shall be a member of the Executive Board for the duration of one (1) year with voting power. In the event that the outgoing president is unavailable to assume the position of Immediate Past President, then the Executive Board shall have the power to appoint a past President to hold the voting position of Past President until the next annual meeting.
- E. If, for any cause, there shall be a vacancy on the Executive Board, in any of the officers of the organization, or in any coaching position, the Executive Board shall, by nomination and election, fill each vacancy for the expired term.
- F. The Executive Board shall adopt and/or amend playing and general rules from time to time, which shall be binding on all members and players.
- G. Any officer who is absent without excusable cause two (2) consecutive meetings, or for any reason, a total of four meetings of the Executive Board, shall thereby forfeit, without additional formality,

his right to hold his respective office for the remainder of his term.

#### ARTICLE VII - COMMITTEES

- A. Each year the President of the Association shall, as soon as possible after his/her term commences, appoint at least one (1) member of the Executive Board to serve as Chairperson on each of the following standing committees. The Executive Board shall confirm these appointments.
1. Equipment - responsible for maintaining, ordering, distribution, and storage of all DSA equipment and uniforms for both the House League and Travel League teams. This committee shall seek bids to attain the best pricing and value. All equipment and uniform purchases must be approved by this committee prior to those items being purchased.
  2. Fundraising - responsible for proposing and implementing plans to raise cash funds for current and future needs of DSA.
  3. Sponsors/Community - responsible for contacting local businesses to solicit team sponsorships and donations. This committee will also take an active role in planning and/or representation of DSA in community events.
- B. The following committees shall have their chairperson selected by election at the annual membership meeting:
1. House League- responsible for the planning and overseeing of all aspects of the House League. It shall also submit a report to the Executive Board at every Board meeting of the current status of planning and progress for the current and/or future soccer seasons.
  2. Travel League- responsible for the planning and overseeing of the Travel League. It shall also submit a report to the Executive Board at every Board meeting of the current status of planning and progress for the current and/or future soccer seasons.
  3. Finance- responsible for financial projections for the upcoming season(s) and for overseeing league budgets. It shall also submit a report to the Executive Board at the monthly Board meeting. The Treasurer shall be the chairperson of this committee.
  4. Team rosters, playing rules, general rules, playing fields, game schedules, and coaching staffs shall be defined in writing prior to the start of the game schedule.
  5. The House League and Travel League Committees shall appoint team coaches for their respective leagues. The executive Board will act as arbitrator in all cases when a House or Travel League Committee cannot resolve a coaching issue. All decisions by the Executive Board are final.
- C. All committees shall work under the auspices and guidelines from the Executive Board.
- D. The President shall appoint additional committees, as he/she deems necessary.

#### ARTICLE VIII - ELECTIONS

- A. At least eight (8) weeks before the annual meeting of the Association, the President shall appoint a Nominating Committee of three (3) members. At least one (1) member shall be a member of the Executive Board. This committee shall nominate one (1) candidate for each position on the Executive Board that is up for election in that particular year. Nominees shall be notified of their nomination at least two (2) weeks prior to the election.
- B. The Nominating Committee shall present its written report to the Secretary two (2) weeks prior to the annual meeting of the Association.

- C. The Secretary shall present the report of the Nominating Committee at the annual meeting. Nomination from the floor shall be submitted to the general membership at the annual meeting
- D. A plurality of the members of the Association present shall elect the new officers and members of the Executive Board for two (2) years or until their successors are elected, whichever is later. Installation of the new Executive Board members will take place after regular business has been conducted at the next Executive Board meeting. Both incoming and outgoing board members shall attend this meeting.
- E. Elections shall be held on a staggering basis where the Vice-President of Travel, Treasurer, Recording Secretary and four (4)<sup>i</sup> at Large members are elected in odd numbered years and the President, Vice President House, Registrar, and four (4) at Large Members are elected in even numbered years.

ARTICLE IX - AMENDMENTS

- A. These Bylaws may be amended, repealed, or altered at the annual meeting or the regular May meeting by a two-thirds (2/3) vote of the ballots.

ARTICLE X - DISSOLUTION

- A. Upon dissolution of this organization , funds in the treasury and net assets, after all creditors have been paid, shall go to the City of Dover Recreation Department, or other 501(c)(3) non-profit organizations, to be determined by this Executive Board. Upon dissolution, the net assets of the Dover Soccer Association shall not inure the benefit of any individual member, but shall be distributed to one or more organizations organized and operated exclusively for charitable, educational or other purposes as shall be at the time qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.

- i One of the At Large Members elected that year being nominated as DSA Director of Coaching/Player Development to serve as such for two years