

Sanford Springvale Soccer Association

Constitution & By-Laws

Revised January 2019

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Constitution of the Sanford/Springvale Soccer Association, Incorporated
Revised January 23, 2019

Article 1: Name and Location

Section 1:

The name of this organization shall be known as the Sanford/Springvale Soccer Association, Inc. From now on in this Constitution, it is known as Sanford Soccer.

Section 2:

The location of Sanford Soccer shall be in Sanford/Springvale, Maine.

Article 2: Purpose

Section 1:

The purpose of Sanford Soccer is to foster, promote, and advance the cause of youth soccer in Sanford and Springvale without regard of sex, race, or creed. Sanford Soccer also guards the interests of teams and players and teaches players to respect their relationships and affiliation with Soccer Maine and the United States Youth Soccer Federation.

Article 3: Membership

Section 1:

Any parent or legal guardian who has a child registered in good standing shall have the privilege to vote at the Annual General Meeting (AGM) by proxy for their child. For the purposes of this Constitution, the parents shall be called Members.

Section 2:

Associate Members shall be adults who do not have children registered in Sanford Soccer, but have shown an active interest in Sanford Soccer. This may be demonstrated through coaching, committee work, field details, or other such interests recognized by the Board of Directors and Sanford Soccer.

Section 3:

Members and Associate Members may hold offices and shall be entitled to one vote at the AGM.

Article 4: Meetings

Section 1:

The AGM shall be held in January of each year. The entire membership by reasonable attempt must be notified by either mail, email, website notification, or advertisement of the time, place, and date of the meeting at least two weeks prior to the meeting.

Section 2:

At each AGM, the Members present shall elect Officers and Board Members as hereinafter provided.

Section 3:

Board meetings shall be held monthly (except for December). Any Member may attend the monthly Board meeting, but only the Board of Directors shall be allowed to vote.

Section 4:

A quorum for a Board of Directors meeting or special meeting must have over fifty (50) percent of the Board of Directors present to officially conduct business.

Section 5:

At all meetings the proceedings shall be governed by Roberts Rules of Order except as modified by this Constitution and the By-Laws.

Article 5: Officers

Section 1:

Officers of Sanford Soccer shall be as follows: President, Vice President of Club, Vice President of Local, Treasurer, and Secretary. No officer can hold more than one office at any one time. The terms of office shall be for one year. Officers shall have one vote at each Board meeting.

Section 2:

Officers shall be elected by Members present at the AGM by secret ballot. Each office shall be voted on separately and must receive a majority vote. In the event of more than two candidates running for the same office, the two candidates that receive the most votes will remain on the ballot, while the others will be dropped from consideration of that office. A new vote will take place for the two remaining candidates.

The order of election will be as follows:

President
Vice President of Club
Vice President of Local
Treasurer
Secretary

Section 3:

Officers must be Members or Associate Members of Sanford Soccer, which may be verified by the Registrar and the Board of Directors of Sanford Soccer.

Article 6: Duties of Officers

Section 1:

The President shall be the Chief Executive Officer of the Association and shall, in general, supervise and control the business and affairs of Sanford Soccer. When present, the President shall preside at the AGM and all meetings of the Board of Directors. S/he shall prepare and present the budget to the members of the AGM. The President may sign any contracts or other instruments which the Board of Directors has authorized, except in cases where the signing must be done by order of the By-Laws or Statute by another officer or agent of Sanford Soccer. The President or his/her delegate will represent Sanford Soccer in meeting with the city or other groups requiring representation by Sanford Soccer. The President shall have no vote in the AGM or Board Meetings, except in case of a tie when the President may cast the deciding vote.

Section 2:

The Vice President of Club shall assist the President in duties, exercise powers in the absence of the President, and be responsible for all Club programs, both in scheduling games and referees as well as overseeing coaches for Club teams. The Vice President of Club shall act as a liaison between the Sanford Soccer, Soccer Maine, and District 2 South.

Section 3:

The Vice President of Local shall assist the President in duties, exercise powers in the absence of the President, and be responsible to schedule games and referees for all games as well as overseeing the coaches for Local teams. The Vice President of Local shall be responsible for overseeing the Local teams and its Commissioners.

Section 4:

The Secretary shall keep records of all past meetings and keep Minutes of the AGM and Board meetings. The Secretary or Treasurer shall be responsible for correspondence and collecting all mail. The Secretary shall be responsible for mailing out an Agenda to all Board of Directors and interested parties concerning upcoming Board meetings a minimum of seven (7) days prior to the meeting. S/he shall be responsible with the Registrar to count the ballots at the AGM, with the exception of the Secretary's office. The Secretary's ballots shall be counted by the Registrar and the VP of Club and Local. The Secretary shall keep

important documents relating to Sanford Soccer in a safe place. These include, but are not limited to, Constitution and By-Laws, list of Officers and Board of Directors, including their term of office, Managers dictated by the Board, and all Commissioners and Coaches for League and Club. The Secretary will also keep agreements that Sanford Soccer has made with outside parties as part of the important documents. The President or Board of Directors may direct the Secretary from time to time to perform duties incident to the President.

Section 5:

The Treasurer shall have custody, charge and responsibility of all properties, funds and monies of Sanford Soccer. The Treasurer shall keep a detailed account of income and expenditures and submit a summary at all Board meetings. S/he shall have the authority to collect and disburse funds authorized by the Board of Directors. The Treasurer shall present a signed Treasurer's report and be prepared to answer questions concerning that document and other financial matters of Sanford Soccer at the AGM and monthly Board meetings. The Treasurer or Secretary shall be responsible for correspondence and collecting all mail.

Section 6:

A majority (over 50%) of the Board of Directors shall constitute a quorum for any meeting of the Board to conduct business. Passage of a motion shall be by simple majority of those present, except where a greater majority is required by the By-Laws or laws of Maine. The Board may make rules and regulations concerning the conduct of its business as deemed appropriate. The Board of Directors shall have voting rights at all Board meetings; each member shall be allowed to cast one vote. The President shall only vote in the case of a tie, and may cast the deciding vote. The General Membership is invited to attend and participate at all Board meetings but shall not have the privilege to vote.

Section 7:

Special meetings may be called by any Board of Director to conduct emergency business. Reasonable effort must be made to contact all Members of the Board of Directors. Rules for quorum and procedures must be followed.

Section 8:

Any vacancy may be filled by a Member or Associate Member in good standing at the discretion of the Board of Directors with a majority vote.

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Section 9:

Any Board Member may be removed from office by a two-thirds majority vote of the Board of Directors when, in their judgment, the best interest of Sanford Soccer will be served by that removal. Any person so removed may appeal in writing within five (5) days of removal to the Secretary of Sanford Soccer with a letter explaining the appeal, and a petition signed by at least five (5) percent of the members of Sanford Soccer. There will be a special hearing concerning the removal held in a timely manner, not to exceed fourteen (14) days. All Members and Associate Members may attend and vote at the special meeting. In order for the removed party to be reinstated, there must be a two-thirds ($\frac{2}{3}$) majority vote of the Members at the Special Meeting, which will overturn the Board of Directors decision.

Section 10:

The Board of Directors shall not receive any salary for their services as a Board of Director member. The Board may allow for compensation to members of Sanford Soccer for services rendered in other capacities.

Article 8: Managers

Section 1:

The Board of Directors shall appoint Managers to help with the day-to-day running of Sanford Soccer. These must be from Members or Associate Members in good standing. These Managers do not have voting privileges at Board meetings. These Managers are encouraged to attend Board meetings and give input, but shall not have a vote.

Article 9: Other Positions

Section 1:

The Vice Presidents of League and Club shall appoint Commissioners and Coaches as they see fit. All of these positions must be approved by the Board of Directors before any of these people may be in contact at any capacity with the players of Sanford Soccer.

Article 10: Amendments

Section 1:

The Constitution may be amended at the AGM by two-thirds ($\frac{2}{3}$) affirmative vote of the Members in good standing who are present. The proposed amendment must be submitted at a Board meeting for at least one reading prior to the AGM. The Board will vote either to recommend or not recommend the amendment to the general Members. This will be done prior to the voting of new Officers.

Section 2:

Amendments to the By-Laws may be made by the Board at any meeting or at the AGM. The proposed amendment must be submitted for at least one reading, with a discussion before a vote may take place. Passage must be by two-thirds ($\frac{2}{3}$) of those present.

Article 11: Elections

Section 1:

A nomination committee composed of three (3) Board members shall be responsible for nominating Officers at the AGM.

Article 12: Financial

Section 1:

Sanford Soccer fiscal year shall end of December 31 of each year.

Section 2:

Sources and use of funds for Sanford Soccer shall come from entry, assessment, program events, fines, sponsors, and fundraising. Fees paid out by Sanford Soccer are to be reviewed yearly by the Board. Funds shall be used for program costs, referee fees, field maintenance, and general operation of Sanford Soccer.

Section 3:

Debts shall be paid when due in a timely manner. Monies shall be spent only on Sanford Soccer expenses.

Section 4:

No borrowing or indebtedness shall occur without Board approval. Commercial banks or credit unions shall be used if loans are necessary. Only Institutions with a federal guarantee of deposit shall be used by Sanford Soccer.

Article 13: Dissolution of Property

Section 1:

In the event Sanford Soccer is dissolved and its activities terminated, the assets shall be disbursed in the following manner. An attempt to pay all creditors shall be made with any assets of Sanford Soccer. If there are additional assets after liabilities have been met, they will be distributed to youth organizations in the Sanford/Springvale area that meet tax exempt status under IRS code section 501(c)3. No member or Board Director shall be entitled to the earnings of Sanford Soccer upon dissolution.

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Member disagree with the Board of Directors:

If a Member disagrees with a decision of the Board of Directors, that specific decision may be overturned within reason. The Member must obtain a Petition signed by Members of Sanford Soccer in good standing totaling at least twenty (20) percent of the registered players which must be submitted to the Secretary. A special meeting will be called within seven (7) days by the President, which must be publicized, to address the issue of concern. A simple majority vote at that meeting may overturn the Board of Directors decision.

Disputes and discipline

Section 1:

The responsibility for disciplining players and coaches during matches shall initially be made by the referee and/or the Referee Manager. Any disciplinary action taken by those officials shall be reported first to the VP of the specific program (Local or Club). It may also be reported to the Tournament Manager. Judgments on laws of the game, referee calls or players receiving cards are not subject to Board review and need to be reported by the referee to the Board unless the referee deems expulsion for future games, or the intent to injure another player was involved.

Section 2:

Should any Member(s) of the Association (or other interested party) approach a Board Member with a complaint regarding a player, coach, Commissioner, parent, referee, Board Member, or any other party, and should the Board Member determine that the Association Member(s) (or interested party) wish to file a formal complaint, the Board Member must suggest that the Association Member(s) (or interested party) send a formal written complaint to the President of the Association. A copy of the Guidelines for Filing a Formal Complaint should be given to the Association Member (or interested party), in which the mailing address of the Association President and expected procedure will be outlined.

Upon receipt of a formal written complaint by the President of the Association,

s/he must, within a reasonable time period, mail a letter to all involved parties acknowledging receipt of the formal written complaint. The party about whom the complaint is filed shall also receive a copy of the written complaint and be informed that s/he/they may file a formal written response to the complaint within seven (7) days. Once the response is received by the President or after the seventh day--whichever comes first--the President must call for an Executive Board Meeting to review the complaint and the response(s) to the complaint.

The Executive Board meeting shall be held separate from any other Board meeting and shall be held for the sole purpose of reviewing the complaint and response to the complaint. At least five (5) Association Board Members must be present for the Executive Board Meeting to take place and any Board Members with a conflict of interest shall recuse himself/herself from the Executive Board Meeting. The party filing the complaint and the party about whom the complaint is filed may be asked for five (5)

Section 3:

The Secretary shall keep in his/her possession a listing of job descriptions of all Officers, Board of Directors, and Managers. This shall be available to Members who request it. All Board of Directors shall have in their possession a copy of the Constitution and By-Laws.

Section 4:

Anyone who has documents, equipment, or other materials belonging to Sanford Soccer must return them at the end of their term or upon ending their duties in Sanford Soccer. This includes but is not limited to Officers, Board of Directors, Managers, Commissioners and Coaches.

Section 5:

All monies paid to Sanford Soccer that is received by any Officer, Board Member, Association Member or any other agent authorized to receive funds due and payable to Sanford Soccer, such as registration fees, fundraising, or sponsor money will be directly turned in to the Treasurer in a timely manner. At no time shall such monies be used to pay expenses or other such uses before being deposited. Sanford Soccer will adhere to all operating requirements as required by Federal and State law so as to violate Sanford Soccer's tax-exempt status.

All expenditures from checking and savings accounts in excess of one thousand

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dollars (\$1,000.00) will require dual signatures on a check or other instrument before disbursement can be made.

All financial investments will be made only after Board approval and be made in Conservative accounts protected by FDIC or other such agencies. There will be no investment in stocks, bonds, or other such risky investments.

The Board will approve all persons having authorized signatures on all financial accounts. The Board will approve all persons having authorized signatures on all financial accounts. The Board will approve any signature changes if necessary during the year they should deem appropriate.

The Board shall review and approve all financial accounts used by Sanford Soccer at least annually, and shall have access to all records of those accounts.

The Treasurer shall be required to present a reconciled balance, signed by the Treasurer quarterly, with dates ending March 31, June 30, September 30 and December 31. Reports must be presented within thirty (30) days of the quarter's end. The Board shall be empowered to take any steps necessary to comply with this reporting requirement. All variances between the approved budget and the Treasurer's Report must be reconciled and approved by the Board of Directors.

No Board of Director or Agent of Sanford Soccer shall take on any project or activity that binds Sanford Soccer financially, unless approved by the Board of Directors.

All disbursements of Sanford Soccer funds will be made from and authorized financial institution of Sanford Soccer, excluding petty cash funds as authorized with balances not in excess of three hundred dollars (\$300.00).

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Section 6:

The AGM agenda should be as follows:

- Call to Order
- President's Report
- Treasurer's Report
- Amendment to Constitution and/or By-Laws
- Election of Officers and Board of Directors
- Election of Managers
- Correspondence
- Yearly Annual Budget
- Committee Reports
- Old Business
- New Business
- Comments from the Public
- Announcements
- Adjournment

The Regular Meetings Agenda should be similar, except move Comments from the Public to above the President's Report.

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Fees

Player fees will be determined by the Board of Directors as they see fit.

Refunds

Fifty percent (50%) will be refunded if a player quits prior to August 1, and zero dollars (\$0) after Opening Day.

Equipment

Equipment is assigned to the Vice Presidents of Local and Club Programs. The Vice Presidents of Local and Club Programs then assign equipment to the Equipment Manager. The Equipment Manager assigns equipment to the Commissioners and Coaches. Coaches are assigned a numbered shirt to each player and maintain a list. All equipment is to be returned to the Equipment Manager by the Coach or Commissioner on the last day of play.

Player Equipment

Mandatory equipment for players during games includes:

Shin guards

Sanford Soccer shirts and long socks to cover shin guards

Black shorts

Exposed undergarments must be white or of the team color

No jewelry of any kind

Practice

All practices are to be held on the appropriate size field if possible. For example, Pee-Wee players will practice on the Pee-Wee fields.

Commissioners will organize practice times among the Coaches.

NOTE: Coaches need to display courtesy and share field space with other teams when necessary.

Maximum Length of Practice

Pee Wee (U5-U6) 1 hour

Juniors (U7-U8) 1 hour 15 minutes

Intermediates (U9-U10) 1 hour 30 minutes

Seniors (U11-U14) 2 hours

Game Schedule

The Vice Presidents of Club and League are to schedule games as determined by the Board of Directors.

No games will be scheduled for Columbus Day weekend except for teams playing in the tournament.

Length of Games

Pee Wee: 10 minute quarters

Juniors: 25 minute halves

Intermediates: 30 minute halves

Seniors: 35 minute halves

Equal Play

Play time shall be assigned as equally as possible.

No player shall play in the second half until all players have played in the first half (pee wees, U6, U7).

The only exception to these rules is in response to a severe disciplinary problem.

The decision to limit a player's participation must be reported to the opposing coach and referee prior to the start of play.

In Pee Wee and Junior divisions, player should be given a chance to play all positions.

NOTE: These rules do not apply to Classic U12-U14.

Substitutions

Substitutions may be made per Soccer Maine rules.

Conduct

All Coaches are expected to conduct themselves in a sportsmanlike and healthy manner that will ensure their player's success and enjoyment of the sport, as well as provide healthy role models. Referees will be treated with respect, regardless of their officiating.

Spectators

Spectators are not allowed in the coaching areas. Coaching areas are the areas around the player's benches. Spectators are to maintain a positive attitude toward players, coaches and referees. Spectators are to remain back three feet from all field boundaries.

ADDED 2/27/2019: Animals

Animals are not allowed at Shaw Field. The Board of Directors are permitted to request spectators remove non-service from the field at any time.

Smoking

Tobacco use, in any form (including e-cigarettes) is prohibited on the soccer grounds at all times.

Rain Day Policy

In the event of inclement weather on a game day, a decision regarding the games will be made by the Vice Presidents of Local and Club and the Commissioners. The Vice Presidents of Local and Club, as well as Local Commissioners will communicate by 7:30 a.m. At 8:00 a.m., the Commissioners will relay the decision to the Coaches. The Coaches will contact their players. Games will be rescheduled by the Vice President of the Local and Club Leagues, as well as local Commissioners at a convenient time for both coaches, either on a Sunday at the same time or during the week. Coaches will need to notify the Vice President of their league to arrange for referees.

NOTE: The rescheduled games may not conflict with other games already scheduled.

Electrical Storm Policy

Referees, Tournament Directors, as well as Vice Presidents of Local and Club Programs have the authority to suspend game(s) due to electrical storms or any potentially harmful situation. However, the Coaches are ultimately responsible for the safety of the players and should stop the game or practice if the above officials fail to or are not present.

NOTE: Visible lighting and/or thunder stops play for thirty (30) minutes. Players are to leave the field. Every subsequent lightning strike and/or thunder sets the clock to zero.

Tournament Directors or Vice Presidents of Local and Club Programs will decide on action to be taken for any unfinished games.

Participation in Non-Sanctioned Events and the use of the Sanford Soccer Name

Any team(s) participating in non-sanctioned events and using the Sanford Soccer name for registration or in uniform must have signed waivers from all players, releasing Sanford Soccer from any liability due to injury or conduct. This includes indoor soccer leagues, scrimmages or friendlies with teams or leagues not registered with Soccer Maine. This waiver will be incorporated into the Sanford Soccer Player Registration Form.

Program Descriptions

Little Kickers (U5)**

Sessions at Shaw Field. 45 minute fun filled sessions led by trainers

Pee-Wees (U6-U7)**

Sessions at Shaw Field include 1-2 hours of instruction from volunteer coaches. Games are led by volunteer coaches on Saturdays.

Juniors (U8-U9)**

Training sessions and games led by volunteer coaches using age appropriate curriculum. All sessions at Shaw Field with games on Saturdays.

Classic Travel (U10-U14)**

Practices 1-2 times per week led by volunteer licensed coach. Soccer Maine league games played on Sundays: 3 home and 3 away games; Participation in Sanford Soccer's Columbus Day Tournament, as well as Soccer Maine end of season Festival or play-offs.

***Exceptions can be made for players to play up if approved by the Board*