



Portsmouth Youth Soccer Association Bylaws

January 2020

Article I – Name

Section 1. This organization shall be known as the PORTSMOUTH YOUTH SOCCER ASSOCIATION INC., hereinafter referred to as Portsmouth YSA, PYSA or the Association.

Section 2. The boundary of PYSA is the Town of Portsmouth, Rhode Island.

Section 3. The headquarters/address of the Association shall be:

Portsmouth Youth Soccer Association

P.O. Box 428

Portsmouth, RI 02871

In the event where a physical address is required, the headquarters/address of the Association shall be that of the elected President.

Article II – Purpose

Section 1. The purpose of the Association shall be to provide the opportunity for youth to participate and develop their potential through organized, high quality recreational and competitive soccer and to instill in all participants the ideals of good sportsmanship, honesty, loyalty, courage, fair play and physical fitness.

Section 2. The purpose shall be achieved by providing thorough instruction, comprehensive training, safe equipment, adequate field facilities, recreational athletic games and competitive athletic games.

Article III – Organization

Section 1. PYSA sponsors three programs:

- (a) Portsmouth Pirates Soccer Club. Competitive, travel soccer with the emphasis on player development and competition. The colors of the Portsmouth Pirates Soccer Club shall be red, white and blue.
- (b) PYSA Summer Soccer. Recreational soccer with the emphasis on introduction to soccer movements in a fun and organized environment.
- (c) Portsmouth Invitational Soccer Tournament (hereinafter referred to as PIST). Competitive soccer tournament held for the purpose of fundraising for the association. The PIST shall be held over Father's Day weekend.

Article IV – Non-Profit

Section 1. PYSA shall be a nonprofit 501(c)3 organization incorporated under Rhode Island and Providence Plantations law.

Section 2. No member of the Board of Directors nor any member of the Association shall receive direct payment by reason of his or her membership or participation with the Association.

Article V – Affiliation

Section 1. The PYSA shall be an independent association and reserves the rights to have teams participate in soccer matches scheduled and sanctioned by any youth soccer organization that it deems fit to serve the needs and capabilities of its members.

Section 2. The PYSA shall be affiliated with Soccer Rhode Island (hereinafter SRI) locally, United States Youth Soccer Association (hereinafter USYSA) and United States Soccer Federation (hereinafter USSF) nationally and Fédération Internationale de Futbol Association (hereinafter FIFA) internationally.

Section 3. PYSA shall operate in accordance with the bylaws of the organizations identified in Article V, Section 2 to the extent that those bylaws do not conflict with the bylaws of the Association.

Article VI – Membership

Section 1. Membership shall consist of Playing Members, Regular Members and Honorary Members.

Section 2. Playing Members are any youth registered to an individual player-based program (e.g. PYSA Summer Soccer or Portsmouth Pirates Soccer Club) and shall have Playing Member status.

- (a) Only Playing Members in good standing are eligible to participate in Association sponsored programs. A Playing Member is considered in good standing upon timely application to an individual player-based program, signing of liability release forms by parent or legal guardian and current in payment of any individual players-based program registration fee.
- (b) Playing Members are not eligible to become an Executive Officer.
- (c) Playing Members shall not participate in either General Board Meeting, Special Board Meeting or Executive Officer Meeting without expressed permission by the Board of Executive Officers, respectively.

Section 3. Regular Members are any parent or legal guardian of a Playing Member in good standing.

- (a) Regular Members are eligible to be elected as Executive Officer or Head Coach
- (b) Regular Members are eligible to be appointed as Team Representative.
- (c) Regular Members may, by request to the Secretary, appear before the Board on behalf of themselves or a Player Member to present matters they deem requires Board adjudication.

Section 4. Honorary Members are persons who have made an unusual and outstanding contribution to the Association. Persons may be elected to Honorary Member status by majority vote of the Board with a quorum not less than 60% of the quorum basis. Honorary Members are entitled to the same rights and privileges as Regular Members.

Section 5. Any member of the Association may have his/her membership revoked at a special or regular meeting of the Board by majority vote of the Board with a quorum not less than 60% of the quorum basis.

- (a) Revoking of Membership is taken because of a member's refusal to accept and adhere to the Bylaws of the Association or its Standard Operating Procedures (hereinafter SOP).
- (b) This may only be done after the Board has been given thirty (30) days notification that consideration of revocation of Membership will be an agenda topic for the next Board meeting.
- (c) The member whose Membership is being considered for revocation shall be notified fourteen (14) days prior to the Board meeting in which the discussion will occur.

Section 6. Regular Members and Honorary Members shall be entitled to one vote, which may be cast only if the member is present at a meeting of the Board.

Article VII – Board

Section 1. The Association shall adopt a democracy form of government for managing the business and affairs of the Association. The voting body, hereinafter referred to as Board, shall consist of Executive Officers, Head Coaches and Team Representatives comprised of Regular Members and Honorary Members as described in Article VI. It shall have full power to transact all business for the Association that falls within the purpose of the Association as defined in Article II.

- (a) The Executive Officers shall consist of the following positions: President, Vice President, Secretary, Registrar, Director of Coaches, Treasurer, Field Coordinator, Equipment Coordinator, SRI Representative, Competitive Coordinator, Referee Coordinator, Uniform Coordinator, Website Coordinator, Summer Soccer Director and Tournament Director.
 - a. President: Two (2) year term, elected on an even year.
 - i. The President shall be the chief executive officer of the Association and shall be responsible for the general management and superintendence of the Association's affairs.
 - ii. The President shall be the chairperson of all meetings of the Board, special meetings as well as meetings of the Executive Officers. He/she shall appoint all committees, subject to approval by the Board. He/she shall be an ex-officio member off all committees.
 - iii. The President shall be the official spokesperson of the Association, except when the President at his/her discretion delegates the responsibility.
 - b. Vice President: Two (2) year term, elected on an odd year.
 - i. The Vice President shall act as an aide to the President.
 - ii. In the absence of the President or when requested to do so by the President, the Vice President shall assume the duties of the President.
 - iii. The Vice President shall ensure that all business transactions of the Association are in full compliance with these Bylaws generally and specifically with the Purpose as defined in Article II.

- c. Secretary: Two (2) year term, elected on an even year.
 - i. The Secretary shall record the attendance and keep the minutes of all meetings of the Board and Board of Executive Officers.
 - ii. The Secretary shall inform Members and Board of Executive Officers of all regularly scheduled and special meetings.
 - iii. The Secretary shall distribute a copy of the minutes from the previous meetings for Board approval.

- d. Treasurer: Two (2) year term, elected on an odd year.
 - i. The Treasurer shall keep the Association's books and financial records, prepare annual budgets, file financial statements in a timely manner and assume the responsibility for all the Association's finances.
 - ii. The Treasurer shall be responsible for dispense and/or receive funds to deposit in the Portsmouth Youth Soccer Association account.
 - iii. The Treasure shall provide reimbursement of funds expended by coaches or Members in pursuant to benefits of the Association in accordance with these Bylaws.
 - iv. The Treasurer shall be responsible for obtaining an annual, third-party audit of PYSA financial records.

- e. Registrar: Two (2) year term, elected on an odd year.
 - i. The Registrar is responsible for distributing Association announcements and notices including but not limited to registration and tryout dates.
 - ii. The Registrar shall liaison with Soccer Rhode Island Registrar as required for production of official team rosters and player passes.
 - iii. The Registrar shall be in charge of registering players for all soccer programs provided by the PYSA.
 - iv. The Registrar shall be responsible for management of the electronic database containing the Association's registration data.
 - v. The Registrar shall collect and maintain player registration information and produce registration summary reports as needed.

- f. Director of Coaches: Two (2) year term, elected on an odd year.
 - i. The Director of Coaches shall act as a coordinator of coaches to help facilitate the transition of new coaches into the Association and to provide an effective line of communication from the Board to coaches.
 - ii. The Director of Coaches shall develop and manage training initiatives that improve and enhance the knowledge and skill of the Association's coaches.
 - iii. The Director of Coaches shall ensure coaches meet league and Association licensing and training requirements.

- iv. The Director of Coaches shall oversee coach and player training initiatives approved by the Board, contracting outside professionals to conduct clinics and training as needed with funds approved by the Board.
 - v. The Director of Coaches shall coordinate and assist in tryouts and selection of teams as needed.
 - vi. The Director of Coaches shall consult with coaches and Competitive Coordinator on appropriate placement of teams
 - vii. The Director of Coaches shall assist as requested in organizing practices
- g. Competitive Coordinator: Two (2) year term, elected on an even year.
- i. The Competitive Coordinator shall serve as the liaison and the coordinator for the Portsmouth Pirates Soccer Club and competitive leagues.
 - ii. The Competitive Coordinator shall attend league meetings and will maintain contact with Portsmouth Pirates Soccer Club coaches regarding scheduling of games.
 - iii. The Competitive Coordinator shall disseminate to Portsmouth Pirates Soccer Club coaches all pertinent information from competitive leagues.
 - iv. The Competitive Coordinator shall consult with coaches and Director of Coaches on appropriate placement of teams
- h. Soccer Rhode Island (SRI) Representative: Two (2) year term, elected on an odd year.
- i. The SRI Representative serves as the liaison between the Association and SRI.
 - ii. He/she will attend all required SRI meetings and report back to the Association.
- i. Field Coordinator: Two (2) year term, elected on an even year.
- i. Field Coordinator shall ensure that the game and practice fields are lined and goals are properly placed at the start of each season or tournament, and remain in safe and playable condition at all times.
 - ii. Field Coordinator shall coordinate all activities associated with improving, maintaining and preparing fields for games and practices.
 - iii. Field Coordinator shall coordinate field cleanup activities to remove equipment (e.g., goals and sand bags) from the fields after the fall season.
- j. Equipment Coordinator: Two (2) year term, elected on an odd year.
- i. The Equipment Coordinator shall be responsible for ordering and distributing game balls, practice balls, cones, medical kits, pinnies, and other equipment needed for each team.
 - ii. The Equipment Coordinator shall be responsible for maintaining equipment at each field (e.g., goals, nets, and storage boxes). The Equipment Coordinator shall coordinate the storage of equipment between seasons.
- k. Uniform Coordinator: Two (2) year term, appointed on an even year.
- i. Uniform Coordinator shall be the liaison to apparel vendor for the Portsmouth Pirates Soccer Club.

- ii. Uniform Coordinator shall assign and keep record of Playing Members uniform numbers.
 - l. Website Coordinator: Two (2) year term, elected on an odd year.
 - i. The Website Coordinator shall be responsible for maintaining the Association's website and email accounts.
 - ii. The Website Coordinator shall be responsible for managing the Association's social media accounts.
 - m. Referee Coordinator: Two (2) year term, elected on an even year.
 - i. The Referee Coordinator shall be responsible for assigning appropriate referees for all Portsmouth Pirates Soccer Club home matches.
 - ii. The Referee Coordinator shall oversee referee training, development, and recruitment.
 - n. Tournament Director: Two (2) year term, elected on an odd year.
 - i. The Tournament Director shall form a committee, with assistance from the President, for the purposes of facilitating the Portsmouth Invitational Soccer Tournament.
 - ii. The Tournament Director shall be the chairperson of the tournament committee and responsible for all transactions relative to the operations and overall execution of the Portsmouth Invitational Soccer Tournament.
 - o. Summer Soccer Director: Two (2) year term, appointed on an even year.
 - i. The Summer Soccer Director shall form a committee, with assistance from the President, for the purposes of facilitating the Summer Soccer program.
 - ii. The Summer Soccer Director shall be the chairperson of the Summer Soccer committee and responsible for all transactions relative to the operations and overall execution of the Summer Soccer program.
- (b) Head Coach: One (1) year term
- a. The Head Coach shall be responsible for all administrative coordination and technical training for his/her respective Portsmouth Pirates Soccer Club team.
- (c) Team Representative: One (1) year term
- a. The Team Representative shall be responsible for representing his/her respective Portsmouth Pirates Soccer Club team during General Board Meetings and Special Board Meetings.
 - b. The Team Representative shall communicate information exchanged during the General Board Meetings and Special Board Meetings to his/her respective Portsmouth Pirates Soccer Club team.

Article VIII – Meetings

Section 1. The Annual General Meeting, to be held in the first month of the calendar year, for the purpose of electing new Officers, Bylaw amendments and other Association business as required.

Section 2. Monthly meetings shall be held to conduct the administrative and fiscal business affairs for the operations of the Association. Meetings are open to all Regular and Honorary Members.

Section 3. Notice of each meeting shall be notified or otherwise expressed, when applicable, to the Board at least seven (7) days in advance thereof, setting forth the place, time and purpose of the meeting.

Section 4. Meetings shall be held at a time and location at the discretion of the President to carry out the Association objectives. Notification of special meeting shall be no less than two days prior to meeting.

Section 5. Special Meetings shall be called by the President at his or her discretion for the sole purpose to make temporary rules, allowances or regulations for specific cases or occasions, otherwise not provided for in the Bylaws or Standard Operating Procedures, but which are deemed necessary to carry out the objectives and function of this Association.

- (a) Upon notification, written or otherwise, 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 of the Board.

Section 6. A Quorum Basis shall be used to meet Quorums based on the total number of Executive Officers plus the total number of Portsmouth Pirates Soccer Club teams. Executive Officers, Head Coaches (or assistant coach if no Head Coach present), and two (2) Board Representatives from each team will constitute the eligible members that will count towards meeting the Quorum if present. For all General Board Meetings and Special Board Meetings, a quorum will consist of:

- (a) 40% of Quorum Basis for regular business transactions
- (b) 51% of Quorum Basis for electing Executive Officers, Head Coaches.
- (c) 60% of Quorum Basis for removal of Executive Officers or Head Coaches, revoking Membership or amendments to the Bylaws or Standard Operating Procedures.

Section 7. The Board shall be entitled to one vote at all General Board Meetings and Special Board Meetings.

- (a) Each eligible voting member is only eligible to cast one vote no matter how many positions that individual may hold.
- (b) President of Portsmouth Youth Soccer Association shall vote only in order to break a tie.
- (c) Head Coach may proxy their vote to their respective assistant coach.
- (d) Team Representatives may not proxy their vote.
- (e) The Secretary shall be notified, via email, 10 days in advance of any changes in positions.

Section 8. Roberts Rules of Order shall govern the proceedings of all meetings, except where conflicts with the Bylaws of Portsmouth Youth Soccer Association.

Article IX – Miscellaneous

Section 1. All communications to the Board shall be presented in writing to the Secretary who, in turn, shall present them to the Executive Officers.

Section 2. Each Head Coach shall appoint two (2) Team Representatives from his/her team's Regular Members. The coach shall notify the Secretary of the appointments.

Section 3. The Board will elect from its Membership, the Executive Officers specified in Article VII. The election will be by majority vote of the members in attendance.

Section 4. A Team Representative who resigns shall be replaced by the current team's Head Coach. If an Executive Officer resigns, the Board shall elect someone to complete the remaining portion of the term. That person shall be selected from the current Board.

Section 5. Expenditures may be made by Members, Executive Officers, Head Coaches or others as designated by the President. Expenditures shall be limited by approved budget line item amounts or amounts as determined by a majority vote of the Board.

Section 6. Registration fees of Playing Members shall be determined by the Board.

Section 7. The Board shall adopt, from time to time, general rules or guidelines which shall be binding on all members, players and coaches. Those rules or guidelines shall be documented in the Standard Operating Procedures.

Article X – Dissolution

Section 1. Dissolution of PYSA shall be decided at a special general meeting and shall require the following conditions:

- (a) A Dissolution Quorum shall consist of not less than three-fourths (3/4) of the Executive Officers, at least one-half (1/2) of the Head Coaches and at least one-half (1/2) of the Team Representatives must be present.
- (b) At least two-thirds (2/3) majority vote in favor of dissolution.

Section 2. In the event that the PYSA is dissolved, all of the assets after payment of all debts, shall be distributed to a nonprofit fund, nonprofit organization, or nonprofit foundation established for the purposes of developing and promoting youth soccer.

Article XI – Amendments

Section 1. Any proposed amendments to the Bylaws must be reduced to writing and distributed to the members of the Board at least two (2) weeks prior to the time they are first up for consideration. Upon receiving notice of proposed Bylaw changes, the President shall cause a written notice to be sent to all members of the Board, notifying them of the fact that these Amendments will be considered at any General Board Meeting or Special General Meeting.

Section 2. These Bylaws shall be amended by the Board by majority vote of the Board with a quorum not less than 60% of the quorum basis.

Section 3. Proposed amendments to these Bylaws shall be reviewed and adjudicated by the Executive Officers chaired by the Vice President who will report their recommendations to the Board.