BSA Constitution/Bylaws

Updated, August 2015

1. Purpose

The Buckeye Soccer Association is a non-profit organization created to teach the game of soccer and develop the concept of good sportsmanship & fair play. The Association is organized exclusively for charitable and education purposes under Section 501-(c) (3) of the Internal Revenue Code of 1954.

No part of the net earnings of the Association shall inure to the benefit of, or be distributed to it’s members, trustees, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered.

Not withstanding any other provisions of these articles, the corporation shall not carry any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954.

1. Dissolution of Association

Upon the dissolution of the Buckeye Soccer Association, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all assets of the Association in such a manner, or to such Organization or education purposesas shall at the time quality as an exempt organization or organizations under Section 501 (3) (c) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Code), as the Executive Board shall determine. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principle office of the Association is then located, exclusively for such purpose or to such organization as said court shall determine, which are organized and operated for such purposes.

1. Amendments
2. This constitution may be amended by a simple majority vote of the membership at the Annual General Meeting (AGM), provided however, that the proposed amendments should be presented to the membership in writing at least 30 days prior to the AGM. Amendments submitted 30 days prior need a simple majority to be adopted. Amendments proposed at the AGM must receive 75% of the vote of those who cast their ballots.

**Article I: Jurisdiction**

Section 1: Boundaries

1. The Buckeye Soccer Association, Inc. (BSA) shall be open to participants who reside in the Buckeye Local School District. Participation may be extended to other residents of Medina County upon petition to the approval of the Board of Directors.

**Article II: General**

Section 1: Membership

1. The registered members of the Buckeye Soccer Association, Inc. shall be all parents/legal guardians and children, residing within the Buckeye Local School District, who pay the registration fee for the Buckeye Soccer Association, Inc. The parent/legal guardian of any youth enrolled as participant in the Association shall automatically become a registered member of the Association upon payment of the registration fee for such participant.

Section 2: Voting Members

1. Voting members for the annual meeting and By-Laws changes are all registered members of the Buckeye Soccer Association, Inc. who have reached their 18th year of age, and have acknowledged the Constitution and By-Laws of the Buckeye Soccer Association, Inc.
2. Any person serving in the capacity of a person officially appointed to a position by the Board or duly authorized Director, who does not have a child in the program, shall automatically become a registered member of BSA. These appointees will be subject to the Risk Management program and any other background check program required by the State of Ohio.

**Article III: Board of Directors**

Section 1: Duties of the Board of Directors

1. Conduct the business of the Buckeye Soccer Association, Inc.
2. Approve the budget
3. Will make decisions to improve, remove, and/or add to the league program and procedures.
4. Appoint all coaches, managers, volunteers, and others and insure that all are covered under the Ohio Youth Soccer Association-North (OYSAN) Risk Management Program and/or any other background check required by the State of Ohio.
5. Will coordinate, through designated person, various programs of the BSA.
6. Will appoint committees and chairs as needed with the President presenting the candidate and the Board approved or disapproving of the proposed person(s).
7. Will ensure all funds are spent in approved ways and contract for an outside audit every two years.
8. Will abide by, and cause all members to abide by the rules of MSA, OYSAN, and the United States Soccer Federation (USSF).
9. Will ensure that all games and practices are conducted in a positive environment, including proper fields trained coaches, referees, and good sportsmanship.
10. Will provide proper disciplinary action, as defined by BSA disciplinary Guidelines and affiliated leagues governed by OYSAN & USSF.
11. Will provide the yearly plan and budget for their own area of responsibility to be reviewed at the July meeting and approved prior to August 1st.
12. To encourage members to volunteer for appointed positions and/or Directors of the Board within the organization.
13. Will fill all vacancies on the Board within 30 days.
14. Directors are expected to attend regular monthly meetings.

Section 2: Members of the Board of Directors

The Board of Directors shall consist of the following 13 members:

* President\*
* Vice-President\*
* Director of Recreation\*
* Director of Boys Travel\*
* Director of Girls Travel\*
* Secretary\*
* Treasurer\*
* Director of Adidas Showcase
* Director of Communications
* Director of Referees
* Director of Fields

Section 3: Members of the Executive Board of Directors

* President\*
* Vice-President\*
* Director of Recreation\*
* Director of Boys Travel\*
* Director of Girls Travel\*
* Secretary\*
* Treasurer\*

Section 4: Election of the Board of Directors

1. Election of officers shall be by ballot at the Annual General Meeting (AGM) of BSA in November. Winners will be determined by the highest number of votes received and will assume their duties at the end of the AGM.
2. The following offices of the Board of Directors shall be elected on odd numbered years, effective 2017:

* President
* Secretary
* Director of Girls Travel
* Director of Referees
* Director of Recreation
* Director of Skill Development

1. The following offices of the Board of Directors shall be elected on even numbered years, effective 2018:
   * Vice President
   * Treasurer
   * Director of Boys Travel
   * Director of Fields
   * Director of Communications
   * Director of Adidas Showcase
   * Director of Equipment/Uniforms
2. Co-Directors may be appointed by any board member to assist with their duties with the approval of the Board. Only one vote per board position to be determined by the elected board member. In the absence of the elected board member, appointed co-director may cast a vote for the positon.

Section 5: Term for Office

1. Each member of the Board of Directors is generally elected for the term of two (2) years.
2. Officers will start their term at the adjournment of the AGM, at which the newly elected officer will assume all of the duties of their office.
3. Board members may be subject to dismissal for non-performance of their position. Dismissal requires a majority vote of the board.
4. Board members may only hold one elected position at any given time.
5. President may appoint an Interim Director to fill a position with the approval of the board. This interim position may be filled by an existing board member.

Section 6: Eligibility for Office

1. Board members are restricted to members of the BSA, including special members (as noted above).
2. A prerequisite for the office of the President and Vice President is one full term served as a member of the Board of Directors. If no qualified and willing member is available, then a prerequisite of one year as a board member, or two years as a committee chairperson will be required. If this requirement cannot be met, then an open election shall be held.

Section 7: Membership Vacancies on the Board

1. If a vacancy occurs in the Presidency, the Vice-President shall assume the office until the AGM, at which time the office will be filled either to a new two-year term or to complete the final year of the term.
2. If a vacancy occurs in any other positon, the President shall appoint a qualified member, with approval of the board, until the next election at which time the office will be filled either to a new two year term or to complete the final year of that term.

Section 8: Specific Duties of Board Members

1. President
   1. Shall preside over all meetings.
   2. Appoint committees with Board approval.
   3. Shall conduct the daily business of the Board, including but not limited to making sure all insurance forms and payments are made.
   4. Shall represent BSA at the official and unofficial activities of OYSAN.
   5. Responsible for insuring that Board Members perform their duties in an acceptable and timely manner.
2. Vice President
   1. Shall act as an assistant to the President
   2. Shall, in the absence of the President, preside over meetings of the BSA.
   3. Shall be the compliance person for OYSAN & Risk Management program and/or any program for background checks as required by the State of Ohio.
   4. Shall be responsible for soliciting sponsorships and for coordinating board fund raising efforts.
3. Director of Recreation
   1. Will recommend to the President and Executive Committee which leagues the Recreation program will participate.
   2. The Director and/or their designee will be responsible for the attendance for all such league meetings.
   3. The Director will report the results of those meetings at the monthly general meetings of the BSA.
   4. The Director will be responsible for their participating team’s compliance with the rules & regulations.
   5. The Director will be responsible for BSA and their participating team’s compliance with the various leagues’ rules and regulations in which the Recreation Program participates.
   6. The Director may appoint those individuals necessary to assist in meeting his/her duties.
   7. The Director will work closely with the Director of Skill Development to ensure coaches are properly teaching the technical skills necessary for advancement through the different levels of the BSA.
   8. The Director will assure timely and accurate registration with its participating leagues.
   9. The Director will coordinate recreation uniform ordering
   10. The Director will compile and reproduce the team rosters including coaches of the recreation program and along with team schedules.
   11. The Director will work with The Director of Boys Travel & Director of Girls Travel to coordinate winter and off-season activities such as foot skills sessions, indoor soccer, futsal, etc.
   12. The Director will coordinate with the Director of Communications the dates and times for recreation registration as well as all other important dates (schedules, picture day, etc.)
   13. The Director will coordinate Picture Day.
4. Director of Girls Travel
   1. Shall be the liaisons between the Board of Directors and travel league business.
   2. Shall coordinate the use of fields and referees with the Director of Fields & Director of Referees.
   3. Shall present coach selections to the Board for approval.
   4. Shall make day to day decisions for the competitive teams based on the plan and budget approved by the Board of Directors at the July meeting.
   5. Shall form a consultative board to assist in the direction and maintain the competitiveness of the program.
   6. Shall submit the travel rules and budget to the Board of Directors for approval at the July meeting for the upcoming year (8/1 – 7/31).
5. Director of Boys Travel
   1. Shall be the liaisons between the Board of Directors and travel league business.
   2. Shall coordinate the use of fields and referees with the Director of Fields & Director of Referees.
   3. Shall present coach selections to the Board for approval.
   4. Shall make day to day decisions for the competitive teams based on the plan and budget approved by the Board of Directors at the July meeting.
   5. Shall form a consultative board to assist in the direction and maintain the competitiveness of the program.
   6. Shall submit the travel rules and budget to the Board of Directors for approval at the July meeting for the upcoming year (8/1 – 7/31).
6. Director of Adidas Showcase
   1. Responsible for all duties in running the Adidas Showcase tournament
   2. Will provide the board with a monthly update on all Tournament related activities, including but not limited to: budgets, scheduling, sponsorship, etc.
   3. Appoint those necessary to assist in meeting his/her duties
7. Secretary
   1. Shall record and preserve the minutes of all meetings of the Buckeye Soccer Association, Inc.
   2. Shall be responsible for the preparation of all formal correspondence of the Buckeye Soccer Association, Inc.
   3. Shall publish the minutes of all meetings as soon as possible following the meeting.
   4. Shall assist all other board members in announcing events related to the program.
   5. Shall co-ordinate all non-soccer game events meant to publicize BSA to the community such as: parades, parties and socials, etc.
8. Treasurer
   1. Shall receive and disburse all of the funds for Buckeye Soccer Association, Inc.
   2. Treasurer to file the proposed budget(s) to be submitted at the August meeting to be approved by the Board of Directors.
   3. Shall maintain and keep a permanent record of such receipts and disbursements
   4. Shall submit a monthly summary of income and expenses to the Board of Directors.
   5. Shall at the conclusion of the elected term, render a full accounting to the Board of Directors. An audit of the books will be performed whenever the office is vacated, but no less than at the end of each term.
   6. Shall submit financials to an outside accounting firm on a semi-annual, or as needed, basis for review.
9. Director of Referees
   1. Shall ensure a certified assignor assigns the referees to all the games of BSA.
   2. Shall hold classes to educate and develop referees of BSA.
   3. Shall set all schedules and field assignments for BSA for participating leagues.
   4. Must maintain USSF referee certification.
   5. Ensures that all referees are aware of any differences in the Laws from independent leagues.
10. Director of Fields
    1. Work with the necessary parties to schedule city services, etc.
    2. Coordinating the lining of fields
    3. Recommend field maintenance and/or field closings
    4. Schedule grass cutting and/or maintenance of equipment
    5. Shall appoint those individuals necessary to assist in meeting his/her duties.
11. Director of Communications
    1. Responsible for the distribution of information to the members of BSA via newsletter, mailings, website, local newspapers, and/or viable methods of communication.
    2. Responsible for maintaining and updating website and all social media outlets pertaining to BSA.
    3. Responsible for email distribution for the Board of Directors.
    4. Shall assist the Director of Recreation, Boys Travel and Girls Travel in ensuring all BSA participants are properly registered with the appropriate leagues.