

**Westfield United Soccer Club, Inc.**  
**By-laws**  
**Revised May 22, 2007**

*Article I*  
**ORGANIZATION**

At a meeting held on the 1<sup>ST</sup> day of November, 1995, the soccer club known as “Westfield United Soccer Club” was founded in accordance with the laws of the Commonwealth of Massachusetts and the canons of the Massachusetts Youth Soccer Association MA Youth Soccer, and, as of November 11, 1999 became known as the Westfield United Soccer Club, Incorporated (the “Club”).

*Article II*  
**AIMS & PURPOSES**

(a) The objectives of the Club are (1) to provide an affordable opportunity for Westfield area youths to learn and play soccer at a competitive level against other soccer clubs and (2) to develop and foster good sportsmanship and conduct among all participants, coaches, parents, and spectators affiliated with the Club.

(b) The Club shall be affiliated with a nationally recognized youth soccer organization recognized by FIFA.

(c) The Club shall be affiliated with MA Youth Soccer and provide sponsorship and support for teams participating in any MA Youth Soccer affiliated league.

(i) The Club will field competitive town travel teams at each age division for both boys and girls for play in the Pioneer Valley Junior Soccer League

(PVJSL). These teams will be registered with PVJSL as “Westfield United”.

(d) The Club is organized exclusively for charitable, educational and scientific purposes, including for such purposes, the acceptance of contributions which are deductible under Section 170 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law) and the making of distributions to organizations that qualify as exempt organizations under Section 501 (c) (3) of the Internal revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law), and provided that no part of the earnings of the Club shall inure to the benefit of, or be distributed to, its members, Directors, Officers, or other private persons except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered, and to make payments and distribution in furtherance of the purposes herein set forth; and provided further that the Club shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Law).

*Article III*  
**OBLIGATIONS OF PLAYERS, COACHES AND PARENTS**

(a) All coaches, players, parents and supporters shall abide by the rules, regulations, by-laws, charters and constitutions of the Club and its state, national and international affiliations. Any conduct deemed inappropriate, un-sportsmanlike, or not in accordance with the aims and purposes of the Club or in

conflict with any rule, regulation, by-law, charter and constitutional article of either the Club or its state, national and international affiliation may result in suspension or dismissal for cause.

(b) Obligations of Players and Parents

(i) Players are expected to participate in all practices and games to the extent possible. Parents are expected to participate by insuring that their children are on time and picked up for both practices and games. If a player cannot be present for a scheduled game or practice, the head coach or assistant coach should be notified in advance.

(ii) Players shall be registered with the Club for each fall and spring playing season by the registration deadline date set by the Board and shall pay the seasonal fee set by the Board. Players shall also complete a MA Youth Soccer membership form and shall verify their date of birth with an acceptable form of documentation such as a certificate of birth.

(iii) Parents shall act in accordance with the Code of Conduct for Parents. Similarly, players shall act in accordance with the Code of Conduct for Players.

(c) Obligations of Coaches

(i) Coaches shall act in accordance with the Code of Ethics and Conduct for Coaches.

(ii) Coaches shall, in a timely fashion, provide the Registrar, either personally or through their team's

Parent Representative, with all forms, documents, and other requirements set forth by the Registrar.

(iii) All head coaches shall obtain a U.S. Soccer "F Certification" or an NSCAA "Regional Diploma" within one (1) year of the date first appointed and shall obtain a U.S. Soccer "E Certification" or an NSCAA "Advanced Regional Diploma" within two (2) years of the date first appointed. Head and assistant coaches shall also participate in clinics or other educational programs as requested by the Board of Directors. Coaches seeking education outside the scope of these requirements may do so with Board approval. Upon successful completion of such approved educational programs, coaches and assistant coaches shall be reimbursed enrollment expenses.

(iv) All coaches are expected to help with field maintenance, either directly or through parent volunteers from their teams.

(v) All head coaches are responsible for ensuring that there is an active Parent Representative from their teams.

*Article IV*  
**GOVERNMENT**

(a) Board of Directors

(i) The Board shall consist of twelve (12) Directors of which twelve (12) shall be voting members elected in accordance with the provisions of paragraph (a) of Article V.

(ii) The Officers shall be voting members and shall consist of a President, Vice-President, Treasurer, Secretary, and Registrar elected in accordance with paragraph (b) of Article V.

(iii) The President must have served at least one (1) immediately preceding term as a Director.

(b) Parents Committee

The Parents Committee shall consist of a Parent Representative from each PVJSL team that is actively participating in any playing season. The Parent Representative shall be a volunteer from the team.

*Article V*

**BOARD OF DIRECTORS ELECTIONS, DISMISSALS AND VACANCIES**

(a) Director Elections

(i) Eleven (11) voting members shall be elected to staggered two (2) year terms commencing January 1, with six (6) such members elected one year, and five (5) the following year. Elections shall be held at the November meeting of PVJSL coaches. A twelfth Board member shall be a voting Board member elected from the parent committee to serve a one-year term on the Board of Directors.

(ii) Any member of the Club in good standing wishing to have his/her name placed in nomination shall notify the President at least seven (7) days prior to the date of the November meeting of PVJSL coaches.

(iii) The election shall be by secret ballot under the supervision of the Officers of the Board. Each registered fall season PVJSL team is eligible to cast one (1) ballot. The head coach shall cast the ballot; in his/her absence, the assistant coach may cast the ballot.

(b) Officer Elections

(i) Elections shall be held annually at the first scheduled Board meeting of the calendar year.

(ii) Any voting member of the Board wishing to have his/ her name placed in nomination shall notify the then current President at least seven (7) days prior to the meeting.

(iii) Contested Officer positions shall be held by secret ballot to be conducted by the then current President or, in his/ her absence, by a Board member appointed by the then current President, provided that such Board member may not be involved in a contest for an Officer position.

(iv) Officer terms shall be one (1) year in duration.

(c) Dismissal

(i) Any Director dismissed for cause in accordance with paragraph a) of Article III shall be removed from the Board.

(ii) Any Director absent from three (3) consecutive meetings without good cause shall be subject to possible dismissal from the Board.

(iii) The Board shall hold a special meeting, not open to the general Club membership, to consider the question of relieving such Director of his/ her duties. At this meeting such Director shall be given the opportunity to show cause why he/ she should not be relieved of his/ her duties.

(d) Vacancies

In the event of a vacancy, the Board shall appoint the candidate who received the next highest vote total in the preceding November elections. In the absence of such candidate the Board, at its next meeting shall appoint a member by two-thirds (2/3) vote of those voting members present. The successor shall serve out the term of the vacated position.

*Article VI*

**POWER AND DUTIES OF THE BOARD OF DIRECTORS AND THE PARENTS COMMITTEE**

(a) The Board of Directors

(i) Shall manage the affairs and property of the Club in accordance with the aims and purposes of the Club;

(ii) Shall hold Board meetings and meetings of PVJSL coaches at times and places determined by the President of the Club. The presence of a majority of the total number of the voting Board members shall be required to form a quorum for transaction of business. A majority vote will rule. Upon written request of three (3) Directors, the President shall within five (5) days call a special Board meeting. The request shall state the

purpose of the meeting and no other business shall be conducted.

(iii) May remove any director from the Board for cause by two-thirds vote of all voting members present at that meeting;

(iv) Shall set seasonal player's fees;

(v) Shall submit a budget at the Board meeting first preceding commencement of the next playing season, setting forth the prospective income and expense for the upcoming season;

(vi) Shall pay by check all Club expenses and shall procure all necessary Club supplies and equipment;

(vii) Shall approve the appointment of head coaches and assistant coaches each season by a two-thirds vote of all Directors present at that meeting;

(viii) Shall have the right to discipline a coach, up to and including removal, for cause by a two-thirds vote of Directors present at that meeting, only after first holding a show-cause hearing;

(ix) Shall hold hearings and make decisions regarding any coach, player, or parent violating Article III;

(x) Shall hear and adjudicate all grievances; and

(xi) Shall direct and empower the Parents Committee.

(b) The Parents Committee

- (i) Shall assist the Club with fundraising efforts;
- (ii) Shall assist the head coaches with the administration of their teams; and
- (iii) Shall be responsible for such other activities as may be set forth by the Board.

*Article VII*  
**DUTIES OF OFFICERS**

(a) President

- (i) Shall preside at all meetings of the Club;
- (ii) Shall enforce the by-laws and all rules of the Club and shall see that all Board, coaches, and Parents Committee meetings are conducted with order and decorum, and shall see that members of all boards and committees, and all Officers are held accountable for the faithful performance of their duties;
- (iii) Shall appoint all committees with the approval of the Board, unless otherwise prescribed, and shall refer to them all matters pertaining to their respective departments;
- (iv) Shall be an ex-officio member of all committees, but without the right to vote except in the case of ties;
- (v) Shall in the absence of the Treasurer sign all checks;

- (vi) Shall be one of three (3) Club representatives to the Executive Council of the PVJSL and shall appoint the other two (2) representatives; and
- (vii) Shall be responsible, either directly or through a designated Director, for all correspondence of the Club.

(b) Vice President

Shall preside in the absence of the President or, in the case of a vacancy in that office, shall assume all the duties of the President for the balance of the term;

(c) Treasurer

- (i) Shall receive Club funds and deposit same;
- (ii) Shall keep correct accounts of all the receipts and expenditures of the Club;
- (iii) Shall pay all bills approved by the Board within the limitations of the budget;
- (iv) Shall, in the absence of the President and Vice President, preside at Board meetings;
- (v) Shall prepare seasonal budgets in accordance with subparagraph (a)(v) of Article VI and periodic financial statements and tax returns as directed by the Board or as required by law; and
- (vi) Shall prepare reports of the Club's financial condition and present such reports at all regularly scheduled Board meetings and meetings of PVJSL coaches.

- (d) Secretary
  - (i) Shall attend all Board meetings and shall record in the books of minutes all the proceedings of these meetings;
  - (ii) Shall maintain such other Club records requested by the Board; and
  - (iii) Shall, in the absence of the President, Vice President, and Treasurer, preside at Board meetings.
- (e) Registrar
  - (i) Shall review pertinent team information so as to ensure Club compliance with rules established by MA Youth Soccer, PVJSL, or their successor organizations;
  - (ii) Shall maintain Club registration records on appropriate computer software and periodically provide updated copies to the President, the frequency of which shall be determined by the President; and
  - (iii) Shall prepare and submit to MA Youth Soccer, PVJSL or their successor organizations, on a timely basis all documents required by said organizations, such as Club registrations, team rosters, and field availability forms; and
  - (iv) Shall certify team rosters as required by MA Youth Soccer, PVJSL, or their successor organizations.

***Article VIII***  
**ACCOUNTS**

- (a) Beginning January 1, 2002, The Club's fiscal year shall begin on January 1 and end on December 31.

- (b) The Club shall maintain a general book of accounts and sub-accounts for its PVJSL groups of teams.
- (c) All bank accounts established for the operation of the Club shall be maintained under the direction of the Board. The Board, at its discretion, may transfer funds between any accounts under its direction.
- (d) The payment of any non-budgeted expenditure in excess of \$250 shall be approved by the President and Treasurer. The Club's books of accounts shall be examined as requested by the Board.

***Article IX***  
**AMENDMENTS**

- (a) The Board shall have the right to propose amending or repealing these bylaws or any part thereof. The proposed revision shall be presented at a meeting of Club coaches and the notice of such meeting must contain a copy of the said proposed revision.
- (b) A two-thirds (2/3) vote of the coaches present shall be necessary for adoption. Voting shall consist of one (1) vote per registered fall season team and shall be cast by the head coach; in his/ her absence; the assistant coach may cast the ballot.

***Article X***  
**DISSOLUTION**

Upon dissolution of the Club, the Board shall, from Club assets, pay or make provision for payment of all liabilities of the Club, dispose of all remaining assets of the Club in such a manner or to such organizations organized and operated exclusively for charitable or educational purposes qualifying as

an exempt organization in Section 501 (c)(3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law, as the Board shall determine. Any of such assets not so disposed of shall be disposed by the Attorney General of the Commonwealth of Massachusetts, as said Court shall determine.

*Article XI*  
**TEAM SELECTIONS**

- (a) Residency
  - (i) Rosters for teams organized for PVJSL play shall not include players who do not reside in Westfield on at least a part-time basis.
  - (ii) The above residency rule may be waived in the event that an insufficient number of Westfield residents are present at tryouts for team selection. If so requested, documentation of all such waivers granted by competing PVJSL organizations shall be presented to the Registrar.
  - (iii) At no time shall Club Bylaws or policies concerning residency conflict with or purport to supersede those of the PVJSL.
- (b) Age and Grade Eligibility
  - (i) Effective with the spring 2002 playing season, rosters for teams organized for PVJSL play shall not include players who are neither age nor grade appropriate.
  - (ii) The above rule does not apply to under 15 and older teams.
- (c) Gender
  - (i) The Club believes that all parties are best served with players participating on teams dedicated to their respective gender.
  - (ii) The PVJSL has a preference for single gender teams, although it does allow mixed gender teams to compete against all boys' teams in recognition of the difficulty that some smaller towns and clubs have in filling out same gender rosters. Given the abundance of players of both genders trying out for the Club's teams, the Club's policy is to require single gender teams.
  - (iii) The Club's policy with respect to single gender teams is consistent with the policies on gender governing Massachusetts' high school sports and supported by MA Youth Soccer.
- (d) The following procedures shall be followed in selecting players for Westfield United Soccer Club.
  - (i) Tryouts will be held each June under the guidelines described below for all teams intending to compete in age groups U9 through U14 during the following fall season. Although not a requirement, if the coach of a team intending to compete in age groups U15 through U19 requests it, tryouts will also be administered under these same guidelines.
  - (ii) Tryouts will be conducted by the head coach and two independent evaluators. Evaluators must hold a minimum of a U.S. Soccer E Certification, or recognized equivalent. Coaches may choose not to

participate in the evaluations. The licensing requirement of the evaluators may be waived by the Board. The Board will also determine what constitutes a recognized equivalent license.

(iii) The coach and evaluators ranking sheets will be added together and divided by three, with the top 11 players being automatically placed on the team for ages U11-U14, or the top 7 players for ages U9-U10. The coach may then select up to 7 additional players for the roster from any players at the tryouts. The board reserves the right to review all ranking sheets and rosters for the purpose of roster accuracy.

(iv) In the event that there is a sufficient number of players for a second team in a particular age group, the Board may approve the formation of another team (the "B team"). The selection of the B team will follow item (iii) above in respect to the remaining players, with the remaining highest ranked 11 for U11-U14, or the top 7 players for ages U9-U10. The coach has discretionary picks for the remaining 7 spots on the roster.

(vi) The resulting player selections shall be effective for the following fall and spring seasons. Although there is no requirement that players selected for Westfield United teams playing in the PVJSL compete in both the fall and spring playing seasons, it is strongly encouraged.

(vii) In the event of roster openings for the spring season, the head coach may select replacements at his/her discretion, including the selection of players who

had been rostered on a B team in the preceding fall playing season.

(viii) In the case of under 9 teams, the Club shall retain discretion in establishing teams and setting rosters and may deviate from the above rules for the purpose of maintaining rosters which contain players of the same age and/ or grade.

(ix) The Board shall have final approval in the event of special circumstances or disputes related to the team selection process.

### *Article XIII* **GRIEVANCES**

- (a) All grievances must be made in writing to the Board.
- (b) The Board reserves the right to investigate all grievances at its discretion.
- (c) Grievances will be heard at the next regularly scheduled Board meeting unless a special meeting is deemed necessary by the President or as set forth in subparagraph (a)(ii) of Article VI.
- (d) The Board's decision shall be final.