

## **THE MID-MICHIGAN ELITE SOCCER ASSOCIATION BY-LAWS**

### **ARTICLE I – NAME**

The name of the association shall be The Mid-Michigan Elite Soccer Association (MESA), Inc. and it is sometimes referred to in these by-laws as the organization or MESA.

### **ARTICLE II – PURPOSES**

MESA, Inc. is organized and operated in support of the following mission statement: The Mid-Michigan Elite Soccer Association has been developed to provide an environment for soccer players to maximize their playing potential in a competitive environment while developing a lifelong love of the game. The emphasis of the coaching staff will be on skill development and the sportsmanship aspect of the game.

### **ARTICLE III – MEMBERSHIP**

Membership is defined as all parents of players and non-minor players who subscribe to the MESA organization and are members in good standing, good standing defined as having paid the membership dues for an active player and not under any current league or club imposed suspension. Members subject only to compliance with the provisions of the by-laws. Parents of players in the organization are considered members of the organization as long as the player is in good standing within the organization. Coaches, trainers and other persons associated with the organization that do not meet the above criteria are not eligible for membership unless approved by a unanimous vote of the board of directors. Membership dues will be assessed and collected on a per session basis. Since current travel leagues play a fall/ spring full season, membership fees will be collected for each session. There are 2 sessions per season. A session is defined as a series of games scheduled at one time at the league scheduling meeting. For example, in the current environment the fall would be one session and the spring would be another session. If player dues are set at \$40.00 per session, a player playing in both fall and spring would pay \$80.00 in membership dues. Membership dues are due from each team at the start of each session.

Members of the organization shall be eligible to participate in its meetings, annual, monthly or special, or to serve in any of its elective, appointed or team positions.

#### **ARTICLE IV – AFFILIATION**

MESA shall be an affiliated member and comply with the authority of the Michigan State Youth Soccer Association (M.S.Y.S.A) which is affiliated with the United States Youth Soccer Association (U.S.Y.S.A). Except where restricted, specifically noted or prohibited by law, these by-laws are superseded by the requirements of the Michigan State Youth Soccer Association (M.S.Y.S.A).

#### **ARTICLE V – BOARD OF DIRECTORS and ELECTIONS**

1. Board of Directors. The Board of Directors of the organizations shall consist of a Chair, Director of Player/Coach Development, Treasurer, Secretary, Director of Public Relations, Club Registrar, Director of Field Management and Uniform Manager. The Board of Directors will be elected at the Annual General Member meeting. Board members will assume their official duties immediately upon being elected to their respective position and shall serve for a term of one year until the election and qualification of their successor. There is no limit to the terms an individual can be elected to the board of directors.
2. Election. Eligibility requirements to be nominated for a Board of Directors position include being a member of the organization for a minimum of two years (in good standing and without sanctions for the previous calendar year) and have demonstrated community and volunteer capacity within the organization. Nominations for Board of Directors positions shall be received in writing to the Secretary no later than January 15<sup>th</sup>. At the Annual General Member meeting, nominated candidates meeting the eligibility requirements, shall be nominated for these positions. All nominations must be supported by a “seconded” nomination. Any individual being nominated for a Board of Directors position must be in attendance at the Annual General Member meeting and must agree to being nominated for a Board of Directors position. The individual receiving the highest number of votes for a specific position will be given the position. In the case of a tie, the Chair shall cast the deciding vote. If the position being voted upon is that of the Chair and the vote results in a tie, the Director of Player/Coach Development shall cast the deciding vote. All members in the organization over the age of 18 as of the date of the meeting will be eligible to vote. The individual receiving the

highest number of votes by the membership at the Annual Member meeting shall be elected to the respective office.

3. Vacancies. A member of the Board of Directors shall fill a vacancy, decided by a simple majority vote among the Board of Directors, occurring in any Board of Directors position until either the term expires or the Board of Directors can convene a Special Meeting to fill the vacant position. The Board of Directors will have sole discretion in deciding if a Special Meeting will be required to fill the vacant position.

#### **ARTICLE VI – DUTIES OF BOARD POSITIONS**

1. The Chair is an elected board position. The Chair shall preside at all meetings at which they may be present. The role of the Chair is to oversee the overall operation of the organization. The Chair is responsible for the overall direction of the organization along with ensuring that all administrative functions required to operate the organization are fulfilled. The Chair may only vote in any issue presented to the Board of Directors in the case of a tie. The Chair shall perform such other duties as prescribed in the by-laws or assigned to them by the Board of Directors of the organization.
2. The Director of Player/Coach Development is an elected board position and a voting position. The Director of Player/Coach Development is responsible for player and coach development within the organization. The Director of Player/Coach Development is responsible for building and leading a staff focused on player and coach development. The Director of Player/Coach Development fills in for the Chair if the Chair is not at a meeting. The Director of Player/Coach Development shall perform such other duties as prescribed to them in the by-laws or assigned to them by the organization by the Board of Directors.
3. The Treasurer is an elected board position and a voting position. The Treasurer shall preside at all meetings that are not attended by the Chair and Director of Player/Coach Development. The Treasurer shall be responsible for all financial issues relating to the operation of the organization. The Treasurer shall be responsible for providing the membership with a monthly accounting of finances for all organization funds. Teams within the club may be required to submit a yearly budget to the Treasurer. Upon request, team budgets are due to the Treasurer before the end of the fall outdoor season.
4. The Secretary is an elected board position and a voting position. The Secretary shall record the minutes of all meetings and shall perform such other duties as may be

delegated to them. The Secretary is responsible for producing minutes from all meetings and shall make all meeting notes and minutes available to the general membership via mailings and internet postings (when applicable) within fifteen (15) days of the meeting. The Secretary shall, beginning no later than 60 days prior to the Annual General Member meeting, chair a Nomination committee to solicit candidates for the annual election of the Board of Directors. The Nomination committee will also conduct the election at the Annual General Member meeting. The additional duties of the Secretary include, but are not limited to:

- > Responsible for keeping By-laws published, filed and updated
- > Responsible for meeting organization (time and place)
- > Scheduling of all meetings
- > Publish Annual Sponsors Directory
- > Handle all written documentation pertaining to the operation of the organization, except legal filings, handled by the Treasurer (Secretary will need copies of these)
- > Files all records pertaining to the club. Including player forms, tracking red/yellow cards, coach/player contracts
- > Coordinates field availability from local organizations
- > Club web site coordinator
- > Organize and conduct the Annual General Meeting (AGM)

5. The Director of Public Relations is an elected board position and a voting position. The Director of Public Relations is responsible for creating a positive image in the soccer community for the club. The Director of Public Relations is responsible for creating an awareness of the club in the area. They are responsible for working with the appropriate media to advertise the club. Duties include, but are not limited to:

- > Promotions and advancing the club by any ethical means
- > Works with media to advance knowledge and presence of club
- > Has fundraising person reporting to them
- > Establishes guidelines for club and team ethics, sponsorship and fundraising
- > Publishes announcements for team tryouts
- > Publishes club newsletter (minimum of quarterly)

6. The Club Registrar is an elected board position and a voting position. The Club Registrar is responsible for all player and coach contracts. Duties include, but are not limited to:

- > Collecting team rosters from each team
- > Keeps team rosters and schedules on file
- > Publish club team schedules

- > Tracks schedule changes
- > Coordinates team tryouts
- > Inform club representatives and board members about scheduling dates and league requirements
- > Inform club representatives about tournaments that may be of interest to the teams

7. The Director of Field Management is an elected board position and a voting position. The Director of Field Management is responsible for the maintenance of the fields and the equipment necessary to maintain the fields. The Director of Field Management shall coordinate and oversee a field maintenance crew comprised of a minimum of one representative from each MESA team. This field maintenance crew shall be responsible for the general upkeep of the MESA fields, to include the initial lining of the fields prior to the spring and fall sessions, keeping the fields lined weekly during the session, ensuring the trash receptacles are emptied weekly or as needed, applying fertilizer to the fields and general upkeep of the fields as needed. Duties of the Director of Field Management include, but are not limited to:

- > Managing inventories of field supplies and equipment (paint, flags, nets, etc.)
- > Arranging delivery and pick up of port-a-john for each session
- > Coordinating mowing, rolling, fertilizing and any other upkeep or repair of fields
- > Recommending potential field improvements

8. The Uniform Manager is an elected board position and a voting position. The Uniform Manager is responsible for the ordering of team uniforms, inventory management, cost control and general uniform guidelines. Duties of the Uniform Manager include, but are not limited to:

- > Ordering, delivering and collecting payments for team uniforms
- > Ensuring an adequate number of uniforms are maintained in stock
- > Communicating with members and coaches on deadlines and costs associated with uniform orders
- > Projecting uniform needs and inventory for the upcoming season
- > Meeting annually with the uniform provider to continually improve the process

## **ARTICLE VII – MEETINGS OF THE BOARD OF DIRECTORS**

1. Meetings of the Board of Directors may be held at locations within Genesee County, Michigan.
2. MESA will have three types of meetings. These types are Annual General Member Meeting, Monthly Meetings and Emergency Meeting.
3. The Board of Directors will be elected by the General Membership at the Annual General Member Meeting. The Board of Directors will immediately take on the duties of their office at the conclusion of the election. The term of each office is one year. There is no limit to the terms an individual can be elected to the board.
4. The Chair and two voting board members may call an Emergency Meeting of the Board of Directors.
5. At meetings of the Board of Directors, a majority of the Directors then in office shall be necessary to constitute a quorum for the transaction of business. If a quorum is present, the acts of the majority of the Directors in attendance shall be acts of the Board.
6. The Annual General Member Meeting shall be held in late January, with the date and time published on the club web site along with a notice sent to each active member, via the organization newsletter and/or the website, at least 30 days prior to the meeting.

## **ARTICLE VIII – SPECIAL CORPORATE ACTS**

1. All documents and instruments shall be executed by the Chair or Treasurer and attested by the Secretary unless the Board of Directors shall in particular situations designate other procedure for their execution.
2. Checks, notes, drafts and demands for money shall be signed by the officer of officers from time to time, designated by the Board of Directors.

## **ARTICLE IX – ORGANIZATION COLORS, UNIFORMS and IDENTIFICATION**

1. The organization's colors are navy blue, light blue and white. The club uniform consists of a Board of Directors approved uniform package, which must be ordered through the Uniform Manager. The organization approved uniform package; including home and away jerseys, shorts and socks, is mandatory for all teams not established within the organization prior to May 2009 and is recommended for all teams within MESA.
2. Markings on any team's jersey shall be limited to the MESA crest and the player's number on the back. Where a team proposes to use additional markings, these need to have the prior approval of the Board of Directors.

3. In order to promote the club, all teams in the organization must use the word 'MESA' in their name. For example, 'MESA Panthers', 'MESA Blitz' etc. The full team name, including the word 'MESA', should be used in all league and tournament registrations.

## **ARTICLE X – TEAM MEMBERSHIP**

1. A team can choose to join the organization by petitioning the Board of Directors for membership. Any team petitioning for membership must include the following information as a part of its petition:

- > Team coach, phone number and e-mail address
- > Assistant coach, phone number and e-mail address
- > Three references for the coach and assistant coach
- > Team Advisor/Manager, phone number and e-mail address
- > Risk Management Cards for coach, assistant coach and advisor/manager
- > Reason for joining the organization
- > Age bracket
- > Proposed Roster (if joining as an established team)
- > Home field location (if not intending to use the MESA fields)

If the above provided information is deemed satisfactory by the Board of Directors, the petitioning coach will then be provided with an official application to join MESA. The completed application shall be presented to the Board of Directors for approval. If approved the entire team; to include coaches, assistant coaches, trainers and advisors/managers will be considered probationary for a period of one year. During the probationary period, the above named can be removed from the organization at any time, for any reason, by a majority vote of the Board of Directors.

2. Any team or portion of a team competing in a league or tournament must use the club name as part of its registration. For example, 'MESA Rangers'. Do not use Davison as any part of the team name.
3. A team is considered members of the organization when their petition for membership is approved by the Board of Directors and the team has paid the required membership dues. Members, as previously defined, are non-minor players and parents of players.
4. Any team, player or coach petitioning for membership in the organization agrees to abide by the by-laws of the organization.
5. Any team joining the organization must have a Team Advisor/Manager. The Team Advisor/Manager must attend all Board of Directors meetings and has the responsibility of representing a team's interest in the organization and is responsible for relaying all pertinent information to their respective team. The Team Advisor/Manager cannot be the team's coach or assistant coach.

6. Any changes to a team's coaching staff; to include coach, assistant coach, trainer and team advisor/manager must be submitted to the Board of Directors in writing for approval. Risk Management clearance is required for all coaches, trainers and advisors/managers.
7. Teams will be encouraged to hold open tryouts to fill team rosters. Team tryouts must be coordinated with the Club Registrar. Team tryouts for fall roster spots should be held during the organizations scheduled tryouts to facilitate club strength.

#### **ARTICLE XI – PLAYER/ COACH RECRUITMENT**

1. Coaches will be strongly encouraged to continue to develop their coaching skills by taking any available coaching training that is provided.
2. Coaches will be encouraged to attain coaching licenses from FIFA and NSCAA.
3. Coaches will be encouraged to work with teams in their local AYSO organizations to help recruit coaches and players and to make sure that coaches are teaching the appropriate skills to younger players.
4. The organization will encourage coaches to work within the organization to sponsor clinics for players and coaches.
5. All coaches will be required to emphasize skills training over tactical training. Coaches that fail to follow this requirement will be removed from the club.

#### **ARTICLE XII – BOARD MEMBER/ COACH REMOVAL**

Any member in good standing over the age of 18 can petition the board for the removal of a board member or coach. A petition for the removal of a Board Member or coach must be supported by evidence of a violation of the by-laws of the organization or conduct not-becoming a member of the Board/coach. The process for removal of a Board Member or coach is:

1. The petitioning member submits a request in writing to the Chair. The Chair reviews the request and reviews the request with the petitioner to ensure understanding of the request.
2. If the request is for removal of the Chair, the request is submitted to the Director of Coach/Player Development for review and they will fulfill the role of the Chair for the remainder of the process.
3. After reviewing the request with the petitioner, the Chair is required to schedule a General Meeting for the specific purpose of voting on the petition for removal of a Board Member or Coach.



4. The petitioner will be given a maximum of ten minutes to present their case for removal. The case must be presented in a factual manner, delivered without rancor and accusations. In response, the accused will have ten minutes to defend themselves. The rebuttal must be delivered in a factual manner, free of rancor and accusations. Upon completion of the presentation of the case and rebuttal, the Chair will call for a vote from the Board of Directors. The petitioner and accused are prohibited from casting votes.
5. A majority vote of the Board of Directors in favor of removal is required in order to support the removal of a Board Member or Coach. Any Board Member removed from their position by the vote of the General Membership in this process is prohibited from holding any board member position for a period of two years, effective from the next General Annual Member Meeting. Any coach removed from a coaching position via this process is prohibited from coaching or assisting with any team in the club for a period of two years from the next Annual General Member Meeting. Any Board Member or Coach that is removed from their position via this process is immediately relieved of that position.
6. The Board of Directors shall have the authority, with or without a petition submitted by a member of the organization, to discipline, suspend, or remove any player, coach or club member who is detracting from the overall goals and intent of the organization and/or has displayed behavior deemed not-becoming to the organization.

### **ARTICLE XIII – SPONSORSHIP**

Sponsorship within MESA will be classified into two categories; club and team. Club sponsorship is defined as any donation of cash or material that is donated directly to the club to be used at the club's discretion. When the club sponsorship is a cash donation and there is a player associated with sponsorship, that player's team will receive 10% of the donation. Any and all club donations must be used in one of the following manners:

1. To directly benefit the club by paying for needed administrative services and/or supplies
2. To directly benefit a team with the club
3. As a scholarship to pay the expenses of a financially challenged player
4. To increase awareness of the club
5. To pay for league or tournament entry fees

Team sponsorship is defined as any cash or material donation that is donated directly to a team. Any team that receives a cash donation is required to provide 10% of that donation to the club.

Any cash donation that results in the club receiving at least \$250.00 will result in that sponsor being designated as a Club Level Sponsor and that sponsor will be entitled to recognition in the club newsletter, web site and Annual Sponsorship Directory.

#### **ARTICLE XIV – FUNDRAISING**

The club will encourage fundraising activities. Any team wishing to perform a team fundraising activity must notify the board of its intent and the type of fundraising activity that will be performed. The Board of Directors must approve all team fundraising activities. All fundraising activities should be conducted in a manner that will not endanger any players or the club's reputation. The club reserves the right to refuse permission to a team for a specific fundraising activity. When the Board of Directors refuses a fundraising activity, written notification must be provided to the team requesting the fundraising activity with an explanation as to why the activity was not approved. The club reserves the right to request a review of the results of a team's fundraising activity. Any team that has an individual team fundraising activity is required to provide 10% of the money raised to the club. The club can grant a team an exception from this requirement at the team's request.

The Public Relations Director will appoint an individual as the Fundraising Coordinator and they will be responsible for fundraising activities at the club level. The club will attempt to have at least one significant fundraising activity per calendar year. This fundraising activity will be organized and run by the Fundraising Coordinator.

#### **ARTICLE XV – FUND DISTRIBUTION**

All money raised by the club will be distributed back to teams within the club. The exception to this will be any funds that are needed by the club to pay for administrative expenses related to running the club. Taxes, if applicable, State and Federal filing fees, advertising, tryout and tournament expenses are considered administrative expenses. Any team receiving funds from the club is required to use the funds to reduce fees to players on the team.