

NJSA OF NORWALK CONNECTICUT
CONSTITUTION AND BYLAWS

ARTICLE I

NAME AND LOCATION OF ORGANIZATION

The name of this organization will be **Norwalk Jr. Soccer Association**, located in Norwalk, CT

ARTICLE II

THE PURPOSE, GOALS AND OBJECTIVES OF NJSA

The purpose, goals and objectives of NJSA are the following:

Section 1

The purpose to promote the game of soccer and the advancement of soccer education for the benefit of children (ages 5 to 18), who reside in Norwalk, Connecticut.

- A. NJSA will establish and direct divisions or levels of player participation for the benefit of children of Norwalk residents. These divisions are defined by age (or under special permission of the Intown Director by the level of proficiency of the participant). Cut off dates for ages are April 1st and Sept 1st for the Spring and Fall seasons respectively. Division I will field players 5 to 7 years of age. Division II will field players 8 to 10 years of age; and Division III will field players 11 to 13 years of age. NJSA will have the authority to discontinue any division due to insufficient player participation and to change the makeup of divisions due to age or gender concentration.
- B. NJSA will establish and direct Travel Teams for the benefit of children of Norwalk residents ranging in ages from 7 to 18 years of age who demonstrate a high degree of proficiency in team play and the skills of soccer. These teams established by age groups will represent Norwalk and NJSA, participate in soccer programs sanctioned and sponsored by either Connecticut Junior Soccer Association, the United States Soccer Association or the United States Soccer Federation and will abide by the rules governing these organizations and those of NJSA. NJSA will have the authority to disband any travel team, which does not function in the best interest of NJSA or its program. NJSA will have the authority to discipline any coach, or assistant coach according to the guidelines set by CJSA.
- C. NJSA will permit any ethnic group to offer players to be randomly distributed throughout its respective travel team age groups or Intown divisions. NJSA will not advocate, sponsor, or allow any team to assemble upon ethnic pre-requisite.
- D. NJSA will allow players from neighboring towns to participate in its soccer program by special request of his/her parents and consent of the Executive Board. Out of town travel team players will be governed by CJSA rules.

Section 2

The promotion of NJSA for continuous player enrollment and parental environment.

Section 3

The encouragement of camaraderie among directors, coaches, referees, parents and children associated with NJSA and to promote mutual understanding of the sport of soccer.

ARTICLE III

THE MEMBERSHIP

Section 1 The membership of this organization consists of parents and legal guardians of children who are enrolled in full time spring or fall season programs.

Section 2 The membership of this Association will be governed by an Administrative Body (Article IV), referred to as the Executive Board.

ARTICLE IV

REVISED AND ACCEPTED 10-9-2002

ADMINISTRATIVE AND GOVERNING BODY OF THE NJSA

Section 1 **Members of the Executive Board:** The administrative body of NJSA will be the Executive Board and will consist of ideally sixteen (16) members. The Immediate Past President of the board (if that person is not already part of the Executive Board) will be an ex-officio member of the Executive Board.

- A. Meetings of the Executive Board can only be attended by the administrative body (Article IV, Section 1-4). Exceptions are Chairpersons of committees established by the executive Board and any one of the membership by invitation or request.
- B. A President will be elected from the Executive Board of NJSA and will preside over all meetings (see Article IV, section 3A).
- C. An Immediate Past President can serve as a consultant to the Executive Board. The attendance of the Immediate Past President at all Executive Board meetings is not mandatory unless his/her presence is requested by the Executive Board.

Section 2 **Duties of the Executive Board**

- A. The purpose, goals and objectives indicated in Article II of the Constitution and Bylaws will be the administrative responsibility of the Executive Board. **All matters of policy and affairs both financial and administrative regarding Article II, Sections 1-4 will be invested in the Executive Board.** These items include, among others, establishment of registration fees for both Intown and Travel programs, establishment of teams for both Intown and Travel programs, use of NJSA emblem (logo), and publicity for its organization.
- B. A Quorum of the Executive Board during all voting matters must consist of at least 50% plus one of the current voting members of the administrative body of NJSA. In absence of a quorum, any number will be sufficient to adjourn to a fixed date.
- C. Meetings of the Executive Board will be held on the first Monday of each month, or at the call of the President, or any three (3) members of the Executive Board other than the President.
- D. Any member on the Board can fill a vacancy occurring in the position of President. In order to fill the seat of an Executive Board member, a quorum vote of the Executive Board is required for nominees chosen from the Membership. The occupancy of any temporary seat will constitute and run concurrently with a regular term of office. All voting for temporary seats of the Executive Board will be made through sealed ballot of the Executive Board.
- E. All members of the Executive Board will volunteer four (4) hours per month on Saturdays at the in town games. The President will establish a schedule for each month during the season of play. Exceptions to this are Executive Board members that have hours inherent to their positions; Registrar, Travel Director, Referee Director, Treasurer, Publicity/Special Activity, and Secretary.

- F. Executive Board members may ask for the formation of a committee to help them in special functions such as opening day and picture day.
- G. Shall review and approve all pre-season budgets.

Section 3

Officers of the Executive Board

The officers of the Executive Board of NJSA are chosen from the membership (Article III). The Executive Board shall consist of President, Registrar, Assistant Registrar, Travel Director, Referee Director, Field Director, Treasurer, Secretary, Equipment Director, Publicity & Special Activity, Div. I Director, Assistant Div. I Director, Div. II Director, Assistant Div. II Director, Div. III Director, Assistant Div. III Director.

A. The Duties of the President

The following duties will be the responsibility of the President:

Because of Article II, Section I of the Constitution and Bylaws of NJSA, the President will be a resident of Norwalk with children who participate or have participated in Norwalk Junior Soccer.

The President will be chosen from among the members of the Executive Board and will preside over all meetings of the Executive Board. He/She will perform all duties as pertain to that position for the purpose of the administration, performance and execution of Articles II and IV of the Constitution and Bylaws and perform such duties as mandated through the Executive Board.

He/She will also perform and maintain the functional duties dictated by his/her position held as member of the Executive Board when elected as President. He/She may choose not to maintain his/her position held as member of the Executive Board if that position can be properly filled at that time. In this situation, the President will be considered a member of the Executive Board have full voting privileges.

When conducting all meetings of the Executive Board, the President will follow Parliamentary Procedure as contained in Robert's Rules of Order, Revised Edition and any special procedures specified in the Constitution and Bylaws of the NJSA.

B. The Position of Registrar

The following duties will be the responsibility of the Registrar:

He/She will be directly responsible for the mailing and receipt of Intown registration forms prior to and during the Fall and Spring soccer seasons and will maintain an accurate and updated player roster for the Fall and Spring soccer seasons.

He/She will assist the Directors of Divisions I, II and III in (a) preparation of teams and (b) the management of each division and will have the final decision in matters of general policy associated with the successful operation and performance of the Intown Soccer Program which are in the best interest of NJSA.

The Intown Director will perform the duties of the President in his/her absence or inability to serve and will assume the responsibility of that position until the next election if the President position becomes vacant.

The Intown Director will be aware of the agenda prior to all meetings in the event of the absence of the President.

He/She will be an ex-officio member of all committees established by the Executive Board.

C. The Position of Assistant Registrar

He/She will be responsible for the administration of travel and premier teams. He/She will assist the registrar.

He/She will print rosters and passes and sign rosters for Travel and Premier teams after all financial obligations to NJSA for that team are properly met and approved by the Treasurer.

He/she will forward all pertinent documents to the Registrar.

D. The Position of the Travel Team Director

The following duties will be the responsibility of the Travel Team Director:

He/She will direct, guide and report to the Executive Board regarding changes in policy and rules of play which are in compliance with the United States Soccer Federation. If he/she cannot attend a scheduled meeting of the Connecticut Junior Soccer association, the Travel Team Director will appoint a proxy who will represent NJSA and retain all voting privileges to the Southwest District. The Travel Team Director is responsible for notifying the President of the Southwest District in the event of a temporary absence.

He/She will provide leadership and guidance for the proper functioning and operation of all Travel and Premier Teams authorized and sanctioned by NJSA and will have the final decision in matters of policy governing Travel and Premier Team play and participation, which are in the best interest of NJSA. He/She will have primary responsibility to insure that all NJSA Travel and Premier teams are in accordance with USSF, CJSA, CJSA-SW, and NJSA rules and policies.

He/She will be an ex-officio member of all committees established by the Executive Board.

E. The Position of Secretary

The following duties will be the responsibility of the Secretary:

The maintenance of accurate records of the proceedings (Minutes) and the recording of precise comments and statements made at all meetings conducted by NJSA. These minutes will be distributed to all Executive Board members prior to the next convening session.

The notification of all meetings and agendas to the Executive Board members. ___

The maintenance of an accurate and up-to-date roster of Executive Board members including home addresses and telephone numbers. This roster will be distributed to all Executive Board members. The conductance of correspondences regarding business and social obligations of the Executive Board.

F. The Position of the Treasurer

The following duties will be the responsibility of the Treasurer:

The collection of all registration fees from registrants participating in the Intown program. The collection of revenue donated to NJSA or obtained from fundraising activities sponsored by NJSA. The collection of all fees and payments from the Travel and Premier teams sponsored by NJSA.

The deposition of all money designated for the NJSA into a bank or checking account or equivalent in the name of "NJSA".

The maintenance of accurate records of all business transactions initiated and preformed by the Executive Board.

The disbursement of all financial obligations of the Executive Board after they have been approved and authorized by a quorum vote of the Executive Board members. Shall establish written guidelines for all such disbursements and collections. These guidelines shall be followed by all members of NJSA.

The presentation of a financial report or statement during meetings of the Executive Board.

The submission of a semi-annual statement with supporting documentation of the financial conditions of NJSA to the Internal Audit Committee (Article V, Section 2B).

G. The Position of the Director of Fields

The following duties are the responsibility of the Director of Fields:

He/She will be responsible for contacting the City of Norwalk Department of Recreation and Parks to ensure the adequate and proper lining of soccer fields designated for use by NJSA prior to all Intown and travel team games held in Norwalk. Will insure adequate fields are in place for both the Intown and Travel programs. Will insure that all equipment and supplies are in place at all fields to include Porte johns.

The Director of Fields will be the official spokesperson for the NJSA to the Department of Recreation and Parks and will represent NJSA in all matters concerning NJSA and the Department of Recreation and Parks.

The Director of Fields will receive prior to the Fall and Spring soccer program schedules of all intown and travel team games. He/She will be responsible for assigning fields for (a) all intown and travel team practices, (b) regularly scheduled and practice games, (C) and makeup games on all fields granted by the city of Norwalk for the use by NJSA. Will distribute fields permits to all teams at the pre-season meeting for all Intown and Travel coaches.

H. The Position of the Director of Referees

The following duties will be the responsibility of the Director of Referees:

The Director of Referees will receive prior to the Fall and Spring soccer programs, schedules of **all** intown and travel team games. He/she will prepare a pre-season budget for the Intown program and submit the budget to the Executive Board. Intown referees will be paid twice during the season of play.

He/She will be responsible for assigning referees for all regularly scheduled intown games as well as makeup games on all fields granted by the City of Norwalk for the use by NJSA. He/she will become a certified USSF Referee Assignor with in 12 months of taking office or at the next available course given by CJSA.

He/She has the sole responsibility of authorizing payment to referees for officiating intown games. Payment to referees for travel team games will be the responsibility of the travel team. The director will maintain an accurate and updated listing of state certified referees.

The Director of Referees will be the liaison for assignments of individuals interested in becoming certified referees. Will establish procedures to insure NJSA will have regularly scheduled certification and re-certification classes.

I. The Position of Equipment Director

The following duties are the responsibility of the Equipment Director:

He/She will be solely responsible for ordering all equipment authorized for purchase by the Executive Board for NJSA and will maintain an accurate and updated inventory of equipment purchased by NJSA.

The Equipment Director will be responsible for all dissemination of equipment to both intown and travel teams only with authorization of the Intown and Travel Team Directors, who themselves are in accordance with the program and rules governing NJSA.

Will maintain and distribute all equipment containers and keys to travel coaches and insure the intown program has adequate first aid equipment..

J. The Position of Division I, II, & III Directors

The following duties are the responsibility of the Division I, II & III Directors:

The Division Directors will be responsible for supervising the daily operation of their divisions and will moderate and rectify disagreements which may arise among teams, coaches, referees and/or parents while on the soccer field.

He/She will communicate directly with the coaches, parents and/or players of their divisions regarding their concerns or problems involving or associated with the NJSA program and will act on behalf of NJSA to rectify any difficulties with its soccer program.

He/She will assist the Registrar in establishing teams in their divisions, maintain accurate and updated player rosters, and will inform the Registrar of changes in game schedules and player enrollment status.

He/she will submit a pre-season budget on projected expenditures to the Executive Board.

K. The Position of Publicity/Special Activities Director

The following duties are the responsibility of the Publicity/Special Activities Director:

The Publicity Director will promote NJSA and its soccer program in Norwalk to encourage participation in soccer through increased player enrollment and parental involvement.

He/She will act on behalf of NJSA as spokesperson to local news agencies, newspapers and cablevision.

He/She will be responsible for publicizing the final outcome of games played in divisions I, II, III as well as travel and premier team games. Travel teams reports will be obtained through direct phone call or written report from travel team coaches no later than one (1) day following travel team games.

He/She will direct any special activity that is planned, to include camps, outside trainers, special games and scholarship awards.

He/she will collect all Intown games reports from the container for distribution to the media and will insure that blank game reports are available to all intown coaches..

He/she will prepare a pre-season budget for seasonal expeditors.

L. The Positions of Assistant Division I, II, & III Directors

The following duties will be the responsibility of the Assistant Division Directors:

Assistant Division Directors will be required to assist Directors of NJSA in performance of their duties, to work for the betterment of NJSA and its soccer program, and to participate in decision making and other affairs of the Executive Board.

Section 4

Resignation or Removal of Executive Board Members

- A. Any Executive Board Member of NJSA may resign at any time by giving written notice to the Executive Board.
- B. Any member of the Executive Board can be removed from the board if not found to be administrating within the Constitution and Bylaws of NJSA. Removal will be accomplished by majority vote of the Executive Board and procured through the President. If any member misses three (3) consecutive meetings or attends less then sixty (60) percent (8 meetings) in a calendar year can be removed from the Board.

ARTICLE V

COMMITTEES OF THE EXECUTIVE BOARD

Section 1 **Committee Procedures**

The Executive Board will appoint chairpersons of all standing committees. Except as otherwise provided in this Constitution and Bylaws, a majority of a committee will constitute a quorum and the acts of the committee. Meetings of each committee will be called by the Chairperson of the committee or any two (2) Members of the committee. Each committee will render a written report following completion of its duties or function to the Executive Board.

Section 2 **Other Committees**

The Executive Board will establish committees to facilitate proper functioning of its duties and responsibilities to NJSA.

ARTICLE VI

THE ELECTIONS AND APPOINTMENTS OF DIRECTORS AND MEMBERS TO THE EXECUTIVE BOARD

Section 1 **Terms of Office for Members of the Executive Board**

- A. The term of office for members of the Executive Board of NJSA will be for two (2) years. No member can hold the same position for consecutive terms unless authorized by the Executive Board. The position of Chairperson will be two (2) years. The term of office for Parent Representative will be for two (2) years.

Section 2 **The Elections of Directors and of the Eight (8) Elected Parent Representatives from the Membership to the Executive Board**

A. **Qualifications for Directors and Representatives of the membership of the Executive Board:**

Nominations to the positions of Intown Director, Travel Team Director, Secretary, Treasurer, Director Of Fields, Director of Referees, Equipment Director, Directors of Divisions I, II & III, Publicity Director and Director of Special Activities can be made of persons from the membership who are serving the Executive Board and who have served this administrative body for at least one (1) season.

B. **Procedures For Nominations to Executive Board**

No candidate can be nominated for more than one (1) position. In the event that a candidate is nominated for more than one (1) office, the nominee will communicate which position the nominee feels most committed to hold. A ballot sheet is established which will consist of names of all eligible and consenting nominees for the positions of Intown Director, Travel Team Director, Secretary, Treasurer, Director of Fields, Director of Referees, Equipment Director, Directors of Divisions I, II & III, Publicity Director and Director of Special Activities. The slate of candidates is presented to the twenty (16) members of the Executive Board for voting consideration by sealed ballot. It will be only under such circumstances that both the Chairperson and the Immediate Past-Chairperson vote. A majority of the votes cast for each nominee will be required to elect officers to the Executive Board. In the event that no one candidate for an office receives a majority of the votes cast, a second ballot will be taken between the two (2) candidates with the highest number of votes on the first ballot. The second voting thus required will be taken immediately. Elections will be held at November meeting on a bi-annual basis from November 1996. Names of nominees for elections to the Executive Board will be submitted in writing to the Executive Board no later than the October meeting.

ARTICLE VII

AMENDMENTS TO THE CONSTITUTION AND BYLAWS OF NJSA

Section 1

Procedure for Amendment to the Constitution and Bylaws

- A. Amendments to the Constitution and Bylaws can be proposed by any one of the membership.
- B. The member must be present to the Executive Board for voting consideration the intended and proposed amendment to the Constitution and Bylaws before it can be presented to the membership. The proposed amendment(s) must be presented in writing. A two-thirds (2/3) vote of the membership attending a general meeting of the membership is necessary to pass the proposed amendment.

Section 2

In the event that the Constitution and Bylaws fails to address adequately any issue(s) not covered or specified within Articles I through VII, a decision will be made by a quorum vote of the Executive Board to amend or rewrite that section(s) of the Constitution and Bylaws.

Section 3

The Constitution and Bylaws should be reviewed every three (3) years to determine whether they meet current needs of the existing Executive Board of NJSA.