

# **BRISTOL YOUTH SOCCER ASSOCIATION**

**(A Non-Profit Corporation)**

## **BY-LAWS**

**REVISED AND RESTATED**

**EFFECTIVE**

**January 19, 2023**



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## **ARTICLE I**

### **NAME**

- 1.1 **Organization Name:** This organization shall be known as the Bristol Youth Soccer Association (BYSA) and shall be a non-profit corporation organized under the laws of the State of Rhode Island.
- 1.2 **Mailing Address:** The mailing address of BYSA shall be:

Bristol Youth Soccer Association  
P.O. Box 477  
Bristol, Rhode Island 02809

If a physical address (not a PO box) is required for any reason, the address of the current President will be provided.

## **ARTICLE II**

### **AIMS AND PURPOSES**

- 2.1 **Aims:** To encourage and to promote the game of youth soccer.
- 2.2 **Opportunities:** To provide an opportunity for youngsters to participate in the organized, supervised team play of soccer, and to improve their skills in the game to the highest level.
- 2.3 **Ideals:** To teach all participants the ideals of good sportsmanship, honesty, loyalty, and safety.

### **ARTICLE III** **MEMBERSHIP**

**3.1     General Members:** The parents and/or guardians of Registered Playing Members (See Section 3.2) for the then current Seasonal Year (see Section 8.1 hereof) and all officers, directors and coaches of BYSA shall be General Members of BYSA. General Members are voting members and shall be entitled to one (1) vote and may cast his or her vote if present at a General, Special or Annual meeting held during said Seasonal Year. The names of all General Members for the current Seasonal Year shall be maintained by the Registrar and shall be available for inspection at all Meetings of BYSA.

3.1.1 Any person, 18 or older, who indicates a willingness to serve in some capacity to further the aims and purposes of BYSA, may apply for General Membership at any meeting of the General Membership other than at the Annual Meeting. These applicants may become a member after a majority approval of the General Membership present at a General Membership meeting.

**3.2     Registered Playing Members:** All soccer players who are members of teams formed under BYSA supervision shall, upon payment of their registration fees, become Registered Playing Members of BYSA. Registered Playing Members cannot become General Members.

**3.3     Transfers During the Seasonal Year:** In the event that during the Seasonal Year a Registered Playing Member transfers from BYSA to another soccer association, that player shall no longer be a Registered Playing Member of BYSA and the parents and/or guardians of that player shall no longer be General Members of BYSA.

**3.4     Membership Conduct:** All members shall be required to follow normal socially accepted rules of behavior.

**3.5     Membership Revocation:** Based upon the recommendation of a majority of the Executive Board, any General Member or Registered Playing Member may have his/her membership revoked at any meeting of the General Membership, other than at the Annual Meeting, for cause. For this purpose, cause only shall mean refusal of the General Member or Registered Playing Member to accept and adhere to the By-Laws and rules established and published by BYSA pursuant to Section 4.3 hereof.

**ARTICLE IV**  
**OFFICERS AND LEAGUE DIRECTORS**

**4.1 Officers:** The officers of the Bristol Youth Soccer Association shall be as follows:

- a. President
- b. Vice-President
- c. Recording Secretary
- d. Corresponding Secretary
- e. Treasurer
- f. Competitive Registrar
- g. Recreational / Developmental Registrar

**4.2 Officers – Term of Office:** The term of office for each Officer and Director shall be two (2) Elected Years. An Elected Year shall consist of the period from February 1st to January 31st of the following year. See Article VII for election schedule.

**4.3 Executive Board:** The Executive Board shall consist of the seven Officers and five Directors of BYSA. The Executive Board shall serve as the operational and policy-making body for BYSA, being its main governing body. It shall have full power to transact all business for BYSA that falls within the scope and purposes of BYSA. Executive Board members are expected to attend all Meetings of BYSA. Neither the Executive Board acting together nor any Officer acting alone shall have the power to incur any obligation on behalf of BYSA which is in excess of either:

- a. The total cash assets then held by the Treasurer and not otherwise pledged or required to meet other fixed or current obligations; or
- b. The annual budget adopted as provided in Section 4.4 below or such additional expenses as approved by the General Membership during the Seasonal Year.

The Executive Board shall adopt playing and general rules which shall be binding on all BYSA members, players, coaches, and officials.

**4.4 Annual Budget:** The annual budget for the Seasonal Year shall be adopted by the General Membership at the April Quarterly Meeting.

## **4.5 Duties of the Officers**

### **4.5.1 President**

- Call and preside at all Meetings of the General Membership and Executive Board
- Be an ex-officio member of all Committees
- Cast a vote only in case of a tie at an Executive Board meeting
- Present, at each annual meeting of BYSA, an annual report of the work of BYSA
- Appoint all Committees, temporary or permanent
- Appoint a chairperson for each standing Committee
- See that all books, reports, and certificates, as required by law, are properly kept or filed
- Be one of the officers who may sign the checks or drafts of BYSA
- Be responsible for the general welfare of BYSA
- Confer with the Executive Board of BYSA when situations arise which are not covered by the By-Laws and try to resolve BYSA problems
- Upon leaving the office of President, turn over all records of BYSA to successor

### **4.5.2 Vice-President**

- Assist the President in every possible way
- In the absence of the President, or when requested to do so by the President, assume the duties of the President
- Ensure that all business transactions of BYSA are in full compliance with these By-Laws and with the aims and purposes of BYSA
- Act as Parliamentarian at all BYSA meetings
- Upon leaving the office of Vice-President, turn over all records of BYSA to successor

### **4.5.3 Recording Secretary**

- Record and keep the minutes of all meetings of the General Membership and all meetings of the Executive Board
- Work with the Corresponding Secretary in maintaining a file of all documents and papers of BYSA
- Inform the members belonging to the Executive Board of regular and special meetings
- Inform the General Membership of the annual meeting and any other General Membership meetings
- Assist the League Directors in maintaining records for their respective leagues
- Upon leaving the office of Recording Secretary, turn over all records of BYSA to successor

#### 4.5.4 Corresponding Secretary

- Conduct all official correspondence of BYSA
- All correspondence sent to BYSA shall be presented in writing to the Corresponding Secretary, who in turn shall present them to the Executive Board and read them to the General Membership at the next meeting.
- Work with the Recording Secretary in maintaining a file of all documents and papers of BYSA
- Be a member of the Publicity Committee
- Inform the General Membership of BYSA news through a Newsletter which will be issued at least four (4) times a year.
- Inform coaches regularly of BYSA news and Meetings
- Assist the Treasurer by communicating with the various Sponsors
- Upon leaving the office of Corresponding Secretary, turn over all records of BYSA to successor

#### 4.5.5 Treasurer

- Maintain one checking account containing working capital and one investment account in which will be kept the excess funds of the league
- Collect all money due BYSA and deposit such funds into the appropriate League accounts as established by the Executive Board
- Collect all money in the name of and to the credit of the Bristol Youth Soccer Association, Inc. in such bank as shall be directed by the Executive Board
- Pay, upon approval of and in a manner designated by the Executive Board, all bills owed by BYSA
- Be responsible for a true and correct account of all receipts and disbursements
- Submit a written report of such receipts and disbursements and identify the financial standing of BYSA at each regular meeting, or at any time that such a report is asked for by the Executive Board
- All checks, drafts, or other orders for payment of money issued in the name of, or payable to BYSA, shall be signed or endorsed by such person or persons and in such manner as, from time to time, shall be determined by resolution of the Executive Board
- Be a member of the Fund-Raising Committee
- Upon leaving the office of Treasurer, turn over to successor all books, papers, and money belonging to BYSA



#### 4.5.6 Competitive Registrar

- Receive, validate, record, and process all registration and membership forms for BYSA competitive / travel teams.
- Keep a current list of the names, addresses and telephone numbers of all members (Officers, League Directors, Committees, Coaches, General Members and Players) of BYSA
- Maintain a master roster of all Registered Playing Members and assign a player ID number to each player for the Fall, Indoor and Spring Leagues
- Keep statistics and League standings throughout the Seasonal Year
- Have available at all meetings of the General Membership a roster listing the names of all General Members
- Upon leaving the office of Competitive Registrar, turn over all records of BYSA to successor

#### 4.5.7 Recreational / Developmental Registrar

- Receive, validate, record, and process all registration and membership forms for BYSA recreational teams.
- Keep statistics and League standings throughout the Seasonal Year
- Prepare and issue all In-House League schedules
- Upon leaving the office of Recreational / Developmental Registrar, turn over all records of BYSA to successor

#### 4.6 **Directors:** The directors of the Bristol Youth Soccer Association shall be as follows:

- a. Competitive Director
- b. Recreational / Developmental Director
- c. Fund-Raising / Sponsorship Director
- d. Coaching Director
- e. Officials Director

#### 4.7 **Duties of the Directors**

##### 4.7.1 Competitive Director

- If necessary, coordinate player assessments.
- Be responsible for representing BYSA at meetings called by Soccer Rhode Island (SRI) pertaining to the Competitive League.
- Administer duties and be responsible for any functions or matters pertaining to the Competitive League and shall report the same to the Executive Board
- Administer duties and be responsible for any functions or matters that pertain to tournaments either sponsored by BYSA or sponsored by other Associations and entered by BYSA teams.
- Provide a copy of all team rosters for his/her League to the Registrar

4.7.2 Recreational / Developmental Director

- Administer duties and be responsible for any functions or matters that pertain to the Indoor and Spring Recreational League and shall report the same to the Executive Board
- Provide a copy of all team rosters for his/her League to the Registrar

4.7.3 Fund-Raising / Sponsorship Director

- Arrange events for the sole purpose of raising money for BYSA
- Contact and solicit all past and current businesses for their financial support and sponsorship of BYSA.
- Seek out and attract new businesses for sponsorship.

4.7.4 Coaching Director

- Perform the duties agreed to in the contract between BYSA and said Director which duties shall include assisting with the development and training of coaches.
- The terms and conditions of the contract between BYSA and the Director of Coaching shall be set forth at the April Quarterly meeting of the General Members.

4.7.5 Officials Director

- Be responsible for the recruitment of Officials for BYSA, recommendation of selection and evaluation criteria and to provide for the training of the Officials.
- Submit a list of selected officials to the Executive Board for approval.

## **ARTICLE V**

### **COMMITTEES**

- 5.1     Appointed Committees:** Each Seasonal Year the President may appoint on an as needed basis the following listed Committees, which appointments shall be confirmed by the Executive Board at the next meeting of the Board following an appointment.
- 5.2     Committee Authority:** All committees shall report to the Executive Board.
- 5.3     Nomination Committee:** The Nominating Committee shall consist of one (1) member of the Executive Board, who shall be an Officer whose office is not to be decided at the next Annual Meeting, and three (3) General Members appointed by the President and confirmed by the Executive Board at the next meeting of the Board following their appointment.
- 5.4     Publicity Committee:** The Publicity Committee shall be responsible for all BYSA press releases, advertising for special events, etc.
- 5.5     Playing Fields / Equipment Committee:** The Playing Fields / Equipment Committee shall be responsible for the setting up and maintenance of all the playing fields. They shall be responsible for all BYSA equipment other than uniforms. They shall disburse and collect the equipment to/from the coaches of each team. They shall inventory and recommend new equipment.
- 5.6     Uniform Committee:** The Uniform Committee shall be responsible for all team uniforms and that Committee shall distribute and collect all Traveling Team numbered jerseys and other items that belong to BYSA.
- 5.7     Coaches Committee:** The coaches committee shall assist the Coaching Director with the recruitment, development and training of coaches.
- 5.8     Additional Committees:** The President shall appoint additional Committees as he/she deems necessary. These Committees shall be confirmed by the Executive Board.

## ARTICLE VI

### MEETINGS

- 6.1 General/Annual Meetings:** The President shall be required to call at least four (4) General Meetings each year, one of which shall be the Annual Meeting. The meeting dates and times shall be established by the Executive Board and shall be held in April, August, October, and January. The January meeting shall be the Annual Meeting to be held for the purpose of electing a new slate of officers as well as other business of BYSA. All Meetings shall be advertised in the local newspapers and the BYSA newsletter at least a week before the meeting date.
- 6.2 Executive Board Meetings:** The President shall be required to call at least ten (10) Executive Board Meetings a year to conduct BYSA business. The President may call Executive Board Meetings by his/her own initiative as he/she sees a need for them. In addition, the President shall be required to call an Executive Board meeting when three (3) or more members of the Executive Board request such a meeting.
- 6.3 Special General Membership Meetings:** The President may call additional Special Meetings of the General Membership by his/her own initiative as he/she shall see a need for them. The President shall be required to call a Special Meeting of the General Membership within thirty (30) days after ten (10) or more General Members request such a meeting. Announcements of such meetings shall be advertised using social media at least a week before the meeting.
- 6.4 Quorums and Votes:** Ten (10) General Members and four (4) Executive Board members shall be required to be present to constitute a Quorum at all General, Annual or Special Meetings of the General Membership, for the transaction of business of BYSA. All decisions of the General Membership, except to amend the bylaws of BYSA, which shall require a two-thirds vote under Section 10.1 hereof, shall be by a majority vote of those General Members at the meeting at which a Quorum is present. Four (4) members of the Executive Board shall constitute a Quorum for the transaction of business at an Executive Board meeting. All decisions of the Executive Board shall be by majority vote of those members at the meeting at which a Quorum is present. Voting can occur via e-mail when appropriate.
- 6.5 Meeting Agenda:** All Membership Meetings shall be conducted with the following agenda:
- a. Minutes
  - b. Financial Report
  - c. Correspondence
  - d. Director Reports
  - e. Committee Reports
  - f. Old Business
  - g. New Business
- 6.6 Rules of Order:** During all Meetings, the Robert's Rules of Order shall resolve all controversies over proper Parliamentary procedures.

## **ARTICLE VII**

### **ELECTIONS**

#### **7.1 Election of Officers**

7.1.1 All Officers of BYSA shall be elected for a term of two years. The President, Competitive Registrar, Corresponding Secretary, Recreational / Developmental Director, Fund-Raising / Sponsorship Director, and Officials Director shall be elected on the even numbered years. The Vice-President, Treasurer, Recreational / Developmental Registrar, Recording Secretary, Competitive Director, and Coaching Director shall be elected on the odd numbered years. If an Officer not due for re-election chooses to run for a position that is up for election, and such person is elected to that new office, the vacant office shall be filled by electing another person to fill the remaining term of one year.

7.1.2 Election of Officers shall be held at the Annual Meeting in January of each year.

#### **7.2 Majority Vote:** A plurality (that is majority) vote of the General Members of BYSA present at the Annual meeting shall elect each Officer (The Executive Board shall be entitled to vote as General Members at such election).

#### **7.3 Resignation:** An Officer may resign by giving written notice to the Executive Board.

#### **7.4 Vacancies:** If, for any reason, there shall be a vacancy on the Executive Board, the vacancy shall be filled by the appointment of a replacement member by the President with the consent of the remaining members of the Executive Board. Such replacement member shall serve for the unexpired term of the Officer who has resigned.

**ARTICLE VIII**  
**SEASONAL LEAGUE STRUCTURE**  
**(See Exhibit A)**

- 8.1 **Seasonal Year:** The Seasonal Year shall consist of the period from August 1st through July 31st of the following year.
- 8.2 **Fall Competitive Program:** The Fall Competitive program shall use teams made up of selected players chosen by the team coach, and the Competitive Director with the approval of the Executive Board. The selection criteria for players may include, but shall not be solely based upon, team tryouts. The age divisions may consist of Under 4 through Under 20. Those divisions may be changed by the SRI. The schedules and locations of games shall be determined by SRI. This season shall begin in August and finish in November.
- 8.3 **Fall Recreational/Developmental Program:** The Association shall hold the Fall program, which shall also be known as the Recreational/Developmental program. This program may consist of player age divisions from Under 4 though Under 14 Those age groups may be further divided into all Boys or all Girls Divisions depending on player availability for that Seasonal year. The Fall Season shall run from August to November.
- 8.4 **Indoor Competitive Program:** The Indoor Competitive Program shall use teams made up of selected players chosen by the team coach, and the Competitive Director with the approval of the Executive Board. The age divisions may be made up of Under 4 though Under 20. This season shall run from November through March. The game locations shall be determined by BYSA.
- 8.5 **BYSA Recreational Indoor Program:** BYSA Recreational Indoor Program shall provide the opportunity for young players to play organized soccer at an indoor facility/gymnasium. No practices shall be held for any of the teams, nor shall any game results be recorded. Instructional sessions may be provided on an occasional basis solely for teaching basic soccer techniques to the children involved. The age groups may consist of Under 4 through Under 20 Divisions. This season shall run from January through March.
- 8.6 **Spring Competitive Program:** The Spring Competitive program shall use teams made up of selected players chosen by the team coach, and the Competitive Director with the approval of the Executive Board. The selection criteria for players may include, but shall not be solely based upon, team tryouts. The age divisions may consist of Under 4 through Under 20. Those divisions may be changed by the SRI. The schedules and locations of games shall be determined by SRI. This season shall begin in March and finish in June.
- 8.7 **Spring Recreational/Developmental Program:** The Association shall hold the Spring program, which shall also be known as the Recreational/Developmental program. This program may consist of player age divisions from Under 4 though Under 14 Those age groups may be further divided into all Boys or all Girls Divisions depending on player availability for that Seasonal year. The Spring Season shall run from March to June.

- 8.8 Tournaments:** BYSA shall encourage teams from different age groups to enter various tournaments. Coaches and parents shall organize the teams to play the weekend tournaments, which are played at a highly competitive level. These tournaments shall provide the opportunity for the younger players to see different styles of Soccer played, to learn from other players, and to see for themselves how well they can compete with teams from outside of Bristol.
- 8.9 Soccer Day Camp(s):** BYSA shall sponsor a soccer day camp(s) each Seasonal year. The Soccer School shall provide the opportunity for the children to develop their soccer skills.
- 8.10 Selection of Duties and Coaches:** All coaches shall be selected by the Competitive Director. Each coach may select an assistance coach and a team parent.

## ARTICLE IX

### **BYSA RULES**

**9.1 Laws and Jurisdiction:** BYSA shall adhere to the rules of the United States Youth Soccer Association (USYSA) and shall be under the jurisdiction of SRI Rules (Playing and Game). Rules for the BYSA program shall be determined by the Executive Board each Seasonal Year. Those Rules shall be published in the form of a booklet called BYSA Rules Book. A BYSA Rules Book shall be given to each coach and shall be made available to all General Members. All other Seasonal League rules shall be determined and administered by SRI.

**9.2 Age Divisions:** Age groups shall be comprised of youth players who are of age on or before the last day of December of the current year.

(1) 19 years of age and under.

(2) 18 years of age and under.

(3) 17 years of age and under.

(4) 16 years of age and under.

(5) 15 years of age and under.

(6) 14 years of age and under.

(7) 13 years of age and under.

(8) 12 years of age and under.

(9) 11 years of age and under.

(10) 10 years of age and under.

(11) 9 years of age and under.

(12) 8 years of age and under.

(13) 7 years of age and under.

(14) 6 years of age and under.

Those Divisions may be divided into all Girl or all Boy Divisions depending on player availability, or two or more Divisions may be merged.

**9.3 Requests to Move-Up in Age Divisions:** In general, a player shall not be allowed to play up from his age division as set forth in Section 9.2 above. Any request to move up to a higher age division shall be made by the player's parent or guardian and shall be addressed to the Competitive Director. A favorable recommendation from both the player's prior coach and a coach of the age division which is the subject of the request must be attached to that request. The Competitive Director shall review the request and such other information that is available on that player and shall send a recommendation either for or against the player moving up to a higher age division to the Executive Board which shall decide either to approve or deny the request and shall notify the Competitive Director and the player of its decision.

**9.4 Registration**

9.4.1 All players must be registered with BYSA in order to be eligible to participate in the programs of BYSA and for his/her parent and/or guardian to be a General Member, unless such parent and/or guardian otherwise qualifies as a



General Member under Section 3.1 hereof.

9.4.2 All players are required to formally register prior to each season and present either a birth certificate, or Board of Health records, or a passport, or Alien registration card issued by the US Government, or Certificate of Naturalization issued by the Immigration and Naturalization Services as a proof of age.

9.4.3 A Parent or Legal Guardian must sign BYSA liability release form for the player to be legally registered.

9.4.4 Registration shall be announced in local newspapers and BYSA newsletter.

## **9.5 Fall Team Selections**

9.5.1 All registered players shall be placed into their respective division player pool and depending on the number of teams, will be distributed evenly among the number of teams in the divisions. Coaches, after agreeing to the equality of the teams, will draw from a hat the team number that they will coach.

9.5.2 When a player is assigned to a team, any brothers and/or sisters in the same age group also will be placed on the same team, unless the players' parents request otherwise.

9.5.3 Children of head coaches shall be placed on their parent's team, if requested, after the team selections have been made by allowing an appropriate trade of a player of equal value (1st round for 1st round, 2nd for 2nd, etc.) from the coach's team to the team containing the coach's child.

9.5.4 Late registrants shall be placed on a waiting list and assigned to a team when a vacancy exists in the proper age group.

9.5.5 When team selections have been completed, late registrants shall be assigned to a team by league officers. Special situations may occur when roster changes are necessary, and this will be accomplished at an Executive Board meeting. Parents and coaches affected will be notified immediately after said Board meeting.

## **9.6 Competitive Team Selections (Fall, Indoor and Spring)**

9.6.1 The selection of players for the Traveling Teams shall be made as set forth in Sections 8.3 and 8.5 hereof.

9.6.2 Any player dropping off the team for reasons other than illness, injury, academic deficiencies, or excused absence by the Executive Board shall not be allowed to play for a traveling team for the next seasonal year, unless the Executive Board grants an exemption to said player.

9.6.3 All things being equal, Bristol residences shall be chosen over players from other towns.

## **9.7 Spring Recreational Team Selections:** All children registering for the Spring Recreational teams shall be placed on teams randomly from the master roster for this League. This selection process shall be done by the League Director and Registrar.

## ARTICLE X

### **AMENDMENTS TO THE BY-LAWS**

- 10.1 Proposed Amendments:** Proposed amendment(s) to these By-Laws, when signed by at least, twenty-five (25) General Members, may be submitted in writing to the Recording Secretary. The President shall cause such proposed amendment(s) to be voted upon at the next meeting of the General Membership, occurring not more than sixty (60) days from the receipt of said amendment(s) by the Recording Secretary; provided however, that no By-Law changes shall be considered or voted upon at the January Annual Meeting. Any proposed amendments to the by-laws shall be postponed until the following April quarterly meeting.
- 10.2 Two-Thirds Vote to Amend By-Laws:** These By-Laws may be amended at any meeting of the General Membership, other than the Annual Meeting, at which a Quorum (See Section 6.4 hereof) of Members as well as a Quorum (See Section 6.4 hereof) of the Executive Board is present, by a two-thirds (2/3rds) vote of the General Members of BYSA present at that meeting (As is the case on any vote, the Executive Board members shall be entitled to vote at that meeting for or against any amendment(s) as part of the General Membership).

## ARTICLE XI

- 11.1 Dissolution of Corporation:** Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for the purposes or such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes

**SEASONAL LEAGUE STRUCTURE**  
**BRISTOL YOUTH SOCCER ASSOCIATION**

FALL	WINTER	SPRING	SUMMER
Recreational / Developmental (Bristol) August – November (All Players) \$	Recreational Indoor (Bristol) January – March (All Players) \$	Recreational (Bristol) March – June (All Players) \$	Soccer Day Camp (Bristol) June – July (All Players) \$
Traveling (Statewide) August - November (Selected Players) \$	Indoor Traveling (Statewide) November – March (Selected Players) \$	Traveling (Statewide) March – June (Selected Players) \$	
		Tournaments (Statewide and Out-of-State) May – August (Selected Players) \$	

Note: “\$” denotes that a separate registration fee may be required.