

# MARPLE NEWTOWN SOCCER ASSOCIATION

[WWW.MNSAONLINE.ORG](http://WWW.MNSAONLINE.ORG)

P.O. BOX 549  
BROOMALL, PA 19008

## By-Laws

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January 2020



MNSA is a youth Intramural and Travel Soccer Program, with a goal of developing skilled boy's and girls' soccer players. We are a not for profit organization providing soccer programs for ages 5 - 19. We are committed to providing a fun filled experience in a soccer environment while developing skills so children can play at higher levels of soccer if they desire.

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**ARTICLE I - ORGANIZATION DESCRIPTION, NAME, AND SEAL**

- Section 1 The Marple Newtown Soccer Association, Inc. (MNSA) is a registered Pennsylvania non-profit organization, PA ID number 75-32920-7 and a Federal private foundation under the section 501(a) as a 501(c)(3) organization. Federal EIN #22-2802132 issued on the 3<sup>rd</sup> day of June 1987.
- Section 2 The fiscal year of the organization shall be: April 1<sup>st</sup> to March 31<sup>st</sup> of the following year. This period is required to provide ample time to properly and accurately reconcile the accounts after final seasonal activity.
- Section 3 The name of the organization shall remain: Marple Newtown Soccer Association, Inc. hereafter known as the "Organization",
- Section 4 The seal shall consist of the corporate seal as registered with the state.

**ARTICLE II - ORGANIZATION OBJECTIVES**

- Section 1 The purpose of the organization is to:
- a. Promote the education and instruction of youth soccer.
  - b. Promote sportsmanship, competition, teamwork, and respect for fellow players, coaches and referees.
  - c. Promote community involvement through activities associated with the sport of soccer.
- Section 2 It is the intent of the Organization and a formal principle that we will raise funds primarily through registration or member and/or philanthropic donations. We do not promote fundraising through children. Our principle is that we will be self-supported and will not involve our children in fundraising activities without prior special consent of the Board of Directors (see Article VI).

**ARTICLE III - ORGANIZATIONAL STRUCTURE**

- Section 1 The Marple Newtown Soccer Association, Inc. shall be structured into individual divisions. These divisions shall function as individual entities with Profit and Loss (P&L) accountability to the Organization.
- Section 2 The divisions of the Organization shall be defined as follows:
- a. Petite & Micro Soccer Division, consisting of: Under-4, Under-5, Under-6 and Under-7.
  - b. Intramural Division, consisting of: Pre-Novice, Novice, Junior, and Senior (Under-8 through Under-17).
  - c. Travel Division, consisting of: Girls-Philadelphia Area Girls Soccer Division (PAGS); Boys Delaware County (DELCO) (Under-8 through Under-19).
  - d. Indoor Division, consisting of: Under-4 through Under-18.

**ARTICLE IV - QUALIFICATIONS FOR MEMBERSHIP**

- Section 1 Members of the Marple Newtown Soccer Association, Inc. shall include:
- a. Registered MNSA players and parents or legal guardians of registered players who are dedicated to the principles and objectives of the Organization. The MNSA actions on the soccer field are governed by the document labeled “Code of Conduct for Coaches, Referees, Parents and Players.” (see attachments a, b, c)
  - b. MNSA Coaches and/or MNSA Board members who are interested in and dedicated to promoting the principles of the Organization and to the sport of soccer. They are not required to reside in Marple or Newtown Townships.
  - c. In accordance with Marple and Newtown Townships field permitting requirements, it is the goal of MNSA league membership to be comprised of a minimum of 60% players from Marple or Newtown Townships.
  - d. The Travel Division team roster must be comprised of a minimum of 60% of players residing in Marple or Newtown Townships, unless approval is obtained from the Board of Directors.
- Section 2 The organization encourages all persons who are interested in promoting soccer in Marple or Newtown Townships to participate in the Organization as non-players. However, these volunteers shall not have voting rights until they satisfy sections 1(a) and/or 1(b) above.

**ARTICLE V - EXECUTIVE OFFICERS AND DUTIES**

- Section 1 The Executive Officers of the Organization shall consist of the President, Vice President, Secretary, and Treasurer.
- Section 2 The President shall:
- a. Be the Chief Executive Officer of the Organization.
  - b. Preside at all meetings of the Organization.
  - c. Maintain discipline at meetings within the rules of order and enforce compliance with all Rules and Regulations of the Organization.
  - d. Have the power to appoint the chairperson of any committee.
  - e. Prepare and report the annual address to the General Assembly.
  - f. Serve as an ex-officio member of any committee.
  - g. Conduct the overall general management of the Organization and ensure that all orders and resolutions are carried out.
  - h. Call a special meeting of the Board of Directors at any time deemed necessary or upon a written request of a majority of the Board of Directors.
  - i. Either make the Organizations annual financial report available to the public or appoint a committee to audit the financial books of the Organization each year prior to the annual General Assembly meeting.
  - j. Be one of the Organization's approved co-signers of financial documents.
  - k. Be a standing member of the Grievance Committee.

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- l. Be a standing member of the Rules and Regulations Committee.
- m. Shall act as the duly authorized representative of the board in all matters in which the board of directors has not formally designated some other person to act.

### Section 3 The Vice President shall:

- a. Assist the President in the performance of her/his duties.
- b. Assume the duties of the President in her/his absence, or in the event of a resignation, death, or removal from office.
- c. Be one of the Organization's approved co-signers of financial documents.
- d. Chair the Grievance Committee.
- e. Shall fill any board vacancy until the position is filled by special vote or appointment by the Board of Directors.
- f. Attend local township meetings as an advocate for the Organization.

### Section 4 The Secretary shall:

- a. Have general custody of all Organization records, permits, contracts, documents, papers, minutes, and Organization property. Take, transcribe, and email/mail to each Board member one (1) week prior to the next regularly-scheduled meeting, the minutes of all General, Board, and special meetings.
- b. Be responsible to procure and maintain insurance records for the Organization, players, and teams.
- c. Be responsible for the notification of personnel changes to affiliated organizations.
- d. Be responsible for revising, distributing, and maintaining by-law changes.
- e. Be one of the Organization's approved co-signers of financial documents.
- f. Be responsible for obtaining monthly meeting venue.
- g. Be responsible for recording Board voting both in person and via email.
- h. Set up, maintain, distribute board contact list (name, home address, home telephone number, mobile telephone number, email address) as well as Board contact list (for fields, permits, insurance, etc.).
- i. Maintain a duplicate set of annual field permits.

### Section 5 The Treasurer shall:

- a. Have charge of and be responsible for all Organization monies and earnings.
- b. Maintain control of all books, papers, and documents pertaining to financial matters. These items shall be the property of the Organization.
- c. Maintain records of all receipts and disbursements and maintain current balances at all times.
- d. Report the financial condition of the Organization at each Board meeting and at the General meeting.
- e. Render at any time the financial information as required by the Board of Directors.
- f. Be one of the Organization's approved co-signers of financial documents.
- g. Be responsible for the notification of personnel changes to the Organization's financial institutions.

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- h. Deliver within five days of expiration, acceptance of resignation, or termination of an officer to her/his successor, all monies, securities, books, records, and other Organization property in her/his possession.
- i. Submit at the February Board meeting and at the March General Assembly meeting a complete written financial report of the previous season.
- j. Submit for review a proposed Budget at the March Board meeting, subject to a vote of approval by the Board of Directors. By February 28<sup>th</sup>, all Board members shall submit directly to the Treasurer tentative budget estimates and requests of funds for inclusion in the proposed budget.
- k. Be responsible for correspondence to and from the IRS.
- l. Be accountable for the renewal of state tax-exempt status.
- m. Be responsible for the registration status to the State Bureau of Charitable Organizations.
- n. Be accountable for the 501(c)(3) classification of the Organization and for collection of appropriate information necessary to maintain status.
- o. Be responsible for the annual tax return of the Organization due to the IRS no later than five months from the close of the fiscal year.
- p. If candidate with necessary background/ability to perform all duties of Treasurer is not available, the Board of Directors shall have the authority to appoint someone who is not a board member or hire a firm to assume the duties of the position. Appointed or hired individual/firm shall not have a voting membership. Said appointment will serve the organization only until a board member is found or, if someone is hired said position will last the length of the contract, not to last longer than 18 months in duration.
- q. Shall be responsible for completion and submission of any and all necessary and required local, state and federal forms (with copies to MNSA Secretary) as required by those various government agencies.

### **ARTICLE VI - BOARD OF DIRECTORS AND THEIR RESPONSIBILITIES**

- Section 1      The Board of Directors, herein known as the "Board" shall be made up of the following 21 positions:
- President      Executive Officer
  - Vice President      Executive Officer
  - Secretary      Executive Officer
  - Treasurer      Executive Officer
  - Commissioner, Petite & Micro Soccer Division
  - Commissioner, Intramural Division
  - Commissioner, Travel Division
  - Commissioner, Indoor Division
  - Commissioner, Girls Travel
  - Commissioner, Boys Travel
  - Director of Officiating
  - Director of Coaching Development

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Director of Player Development  
Director of Facilities  
Director of Registrations  
Director-at-Large  
Director of Equipment  
Director of Team Representatives/Volunteers  
Director of Publicity and Events  
Webmaster  
Risk Management Coordinator / Club Safety Officer (appointed by Board)

### Section 2

The Board of Directors shall:

- a. Conduct the general business of the Organization.
- b. Meet at least once a month. A quorum, consisting of a minimum of 6 Board members including at least 2 Executive Officers, must be in attendance to transact official business.
- c. Any member of the Board who misses two consecutive Board meetings shall be subject to removal from the Board by a majority vote of the Board. Any vacancy that may occur on the Board shall be filled at a future Board meeting by a majority vote of the board with at least 10 days' notice.
- d. No member of the Board or Executive Officer shall be compensated for Board services rendered, as this may constitute a conflict of interest. The only exception is referee duty when required by vacancies.
- e. No member of the Board may approve, disapprove, or execute any agreement or contract without the approval of the Board, and, in the case of contracts, without the countersignature of the Secretary.
- f. No Executive Officer may hold another position on the Board of Directors while serving his/her term as Officer, except the Vice President.
- g. In the event of a vacancy, a non-executive officer may hold another board position of the Board of Directors.
- h. If multiple positions are held, this person maintains only one vote.

### Section 3

The Division Commissioners shall:

- a. Within the guidelines of the Board and affiliated organizations, such as Delco, PAGS, and EPYSA, determine number of teams and players per team and register players in accordance with organizations in which it is currently affiliated.
- b. Be ultimately responsible for appointing coaches in their Division.
- c. Coordinate and plan all activities in their Divisions, including, but not limited to, scheduling practices and games.
- d. Maintain a duplicate set of annual field permits.
- e. Develop the program for the Division and be responsible for implementing.
- f. Work with the Director of Registration to properly register the players for the Division and resolve issues.
- g. Serve on the Rules and Regulations Committee.
- h. Serve, on an ad hoc basis, on the Grievance Committee.

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- i. Attend (Travel Division Commissioners), or designate attendance of MNSA representative, to all DELCO, PAGES or other meetings as necessary.

Section 4 The Director of Officiating shall:

- a. Solicit, coordinate and schedule referees for all games except in the Travel Division.
- b. Develop a forecast of expenses and submit to the Treasurer for inclusion in the budgeting process.
- c. Coordinate development sessions prior to the start of each season and provide for and promote continuous improvement throughout the year.
- d. Attend as many intramural games as possible and provide assistance to referees as needed.
- e. Be responsible for scheduling and making all payments to referees on a regular basis
- f. Be a standing member of the Grievance Committee.
- g. Be the Chairperson of the Rules and Regulations Committee. (Kirk & Chip, If this is a current responsibility of this position, it is the first I have heard of it)

Section 5 The Director of Coaching Development shall:

- a. Coordinate development sessions prior to the start of each season, and provide for and promote ongoing improvement of coaching skills throughout the year. This applies to the outdoor and indoor seasons in conjunction with each league commissioner.
- b. Solicit coaches throughout the year to provide for the proper level of resources for all teams. Potential coaches will then be provided internet access to training links, coaching manuals available to and from the Organization, and added to contact lists for ongoing training opportunities to enhance coaching skills.
- c. Solicit current coaches to attend State Licensing Courses who, upon completion, will be reimbursed financially by the Organization.
- d. Maintain a current roster and history of all coaches on excel spreadsheets and provide updated version to each Board meeting.
- e. Serve on the Rules and Regulations Committee.

Section 6 The Director of Player Development shall:

- a. Coordinate and provide trainers for all travel, intramural, and micro/petite division teams.
- b. Coordination of off season training and practice sessions.
- c. Coordinate player development programs for all club players by scheduling camps and training sessions.
- d. Develop a forecast of expenses and submit to the Treasurer for inclusion in the budgeting process
- e. Solicit players for travel programs and training

Section 7 The Director of Facilities shall:

- a. Provide for the general well-being and comfort of the spectators.
- b. Coordinate the annual maintenance of the playing surfaces.

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- c. Coordinate the scheduling of the fields and assure that the proper systems are in place, operational, and maintained.
- d. Develop and submit an annual forecast of expenses to the Treasurer for inclusion in the budgeting process.
- e. Have the responsibility to procure and maintain appropriate permits for fields, high school events, etc.
- f. Shall research alternate playing facilities for future expansion.

### Section 8

The Director of Registration shall:

- a. Email registration announcements to all families on current registration email list.
- b. Conduct walk-in registration at a suitable facility as decided by Organization at monthly Board meetings.
- c. Collect and maintain players' registration forms. This includes periodic visits to the MNSA Post Office Box. Hard copies of each registration are to be maintained for a minimum of 3 years.
- d. Assist all league commissioners in maintaining current team rosters.
- e. Transfer players from travel tryout to intramural status when player is not rostered on travel and wants to play intramural.
- f. Identify and confirm player eligibility for refunds from travel to intramural for Treasurer to complete reimbursement.
- g. Deposit all registration payments. This includes maintaining copies of all checks and deposit slips for reconciliation.

### Section 9

The Director at-Large shall:

- a. Solicit ideas and comments from the general membership and report to the Board.
- b. Undertake special projects on behalf of the Board.
- c. Help with various committees when asked to do so.
- d. Fill vacant Board positions on an as needed basis.

### Section 10

The Director of Equipment shall:

- a. Be responsible for maintaining the inventory of the Organization's equipment (balls, uniforms, goals, etc.). This includes maintaining an inventory of equipment with each team to track the use and return of the equipment.
- b. Prepare an annual equipment budget, coordinating with the division commissioners and be responsible for ordering equipment.
- c. Advise the Board on a regular basis, on the general condition of the equipment.
- d. All orders of equipment shall be made through the Director of Equipment. All Division Commissioners must order equipment through the Director of Equipment.
- e. Schedule equipment pickup and return for each division.

### Section 11

The Director of Team Representatives/Volunteers shall:

- a. Solicit one representative for each team in the League to be a primary contact for Organization information for their assigned team. Keep active spreadsheet and provide updated version to each Board meeting.

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- b. Inform Team representatives of their duties by correspondence via email, letters, and phone calls.
- c. Enlist and coordinate volunteers for registration, opening day and community functions.
- d. Coordinate the dissemination of information to/from the Board to representatives of each team for outdoor and indoor seasons.
- e. Work to recruit future board members.
- f. Responsible for MNSA “good will” efforts, such as determining families that may require financial assistance with MNSA registration fees or working with charities for the donation of MNSA used equipment.

Section 12 The Director of Publicity and Events shall:

- a. Establish the location, time, and date for special events and activities. Establish the date, time, location and activities for any MNSA sponsored function not related to practices or games. Such events may include, but are not limited to: Opening Day, Founders Day, MNSA Social Events, Picture Day, and Opening of new fields or facilities.
- b. Coordinate with the Director of Publicity to promote any special events of activities and distribute announcements.
- c. Coordinate with the Division Commissioners on any special events or activities.
- d. Procure and disperse participation awards as authorized by the Board Members.
- e. Facilitate partnerships with local professional soccer organizations and charities.
- f. Solicit from club member’s photographs and articles for posting to website and local media outlets.
- g. Solicit volunteers to submit photographs or video for position on the organizations website or the local media.
- h. Post advertisement in local newspapers, department of recreation services and other media outlets for various club activities.
- i. Procurement and distribution various advertisement items such as flyers and lawn signs.
- j. Coordinate with local schools for distribution of flyers.
- k. Responsible for advertisement of registration in local media, lawn signs, direct mailings, etc.
- l. Contact local schools for registration posting.

Section 13 The Risk Management Coordinator / Club Safety Officer shall:

- a. Administer all matters related to insurance.
- b. Report and direct all insurance matters for Board approval.
- c. Implement and maintain KidSafe program or other approved equivalent program.
- d. Obtain insurance certificates and distribute copies to appropriate organizations, the Director of Facilities and the Secretary.
- e. Maintain and produce clearance documentation  
An employer, administrator, supervisor, or other person responsible for employment decisions or volunteer selection that intentionally fails to require an applicant to submit

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the required documentation before the applicant's hiring/volunteering commits a misdemeanor of the third degree.

- f. Responsible for communication to all individuals in their organization regarding clearance compliance.
- g. Ensure the adherence to both mandatory and recommended policies of Eastern Pennsylvania Youth Soccer, U.S. Soccer and US Youth Soccer as it relates to player safety.
- h. Compliance with any current safety guidelines as directed by the state association or its national associations for all club coaches, staff and volunteers.
- i. Recommendation for development of an Emergency Action Plan (EAP) for the club. The EAP outlines how to manage a crisis situation such as spinal injuries, sudden cardiac arrest, inclement weather or heat stroke. The club EAP should then be individualized for each team so that the coach is aware and familiar with the plan should a crisis occur. This will also include any important roster information as it relates to each individual player on the team.
- j. Responsible for disseminating Player Performance information to coaches as it relates to player safety.
- k. Return to play guidelines. It will be the responsibility of the coaches to obtain medical clearance for injured players and the Risk Management Coordinator / Club Safety Officer will be responsible for facilitating compliance from individual coaches with this process.
- l. Player medical history. A player's health history and contact information is an important tool in each coach's kit. The Risk Management Coordinator / Club Safety Officer will be responsible for assuring individual team compliance for each player.

Section 14 The Webmaster Coordinator shall:

- a. Maintain, update and edit the MNSA Website as needed.
- b. Upload and post content onto the MNSA Website.
- c. Assign and monitor user roles for the Website.
- d. Ensure proper payment to the Website host company.
- e. Develop the Programs and Divisions each year for the on-line registration.
- f. Create the Paper Registration Form.
- g. Maintain the mnsaonline.org domain name.
- h. Maintain the Board Member email accounts.

Send email blasts/updates about important Organization events and deadlines as decided and directed by the Board.

## **ARTICLE VII - NOMINATIONS, ELECTIONS, AND TERMS OF OFFICE**

Section 1 A nominating committee shall be appointed each year by the President prior to the adjournment of the October Board meeting. This committee is to solicit, receive, and recommend the nominations for election to each office that will become vacant on March 31<sup>st</sup>. The nomination committee shall submit a written list of candidates at the January Board meeting. This list will then be distributed to each Association member at least 10

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days prior to the General Assembly to be held in March. Any eligible member not listed on the ballot may be nominated at the March General Assembly, provided the nomination is moved and seconded. A general election of officers and Board members shall be conducted thereafter by a written ballot at the annual General Assembly in March. These newly-elected individuals shall assume their responsibilities and will be active in their roles at the April Board meeting when a general installation of officers will be performed.

Section 2 Any member of the Organization who is in good standing is eligible for the Board. Candidates must be at least eighteen years of age.

Section 3 Board members shall be elected and serve a term of two years, beginning with their installation into office at the April Board meeting and terminating with the installation of new officers the following year.

Section 4 Executive Officers shall serve a term of two years. These terms will have staggered expirations to preserve continuity. In the event that any one of these offices are vacant sooner, the successor will only serve the remaining term, and the office will be vacant thereafter. The purpose of this schedule is to stagger the elections and provide at least one vacancy each year. The terms of Executive Officers shall be as follows::

President	Odd Years
Vice President	Even Years
Secretary	Odd Years
Treasurer	Even Years

Section 5 The open position shall be filled by that person who receives the majority of the votes. Each Board position shall be filled starting with the vacant executive officer position(s) and continuing down through the remaining Board positions, as listed in Article VI, Section 1.

Section 6 Ties shall be settled before proceeding to the next office.

Section 7 The Board positions of Risk Management Coordinator / Club Safety Officer and Webmaster shall be appointed, rather than elected, positions. Candidates for this position must be approved by a majority vote of Board members and shall serve for 2 years.

Section 8 If the Webmaster is voted into a Board position and they are a volunteer, they shall have a voting position on the Board. If the role is filled by a paid individual, i.e consultant, then this position will not have a vote.

**ARTICLE VIII - RESIGNATIONS, SUSPENSIONS, AND EXPULSIONS**

Section 1 Any Officer or member shall have the privilege of resigning at any time. All resignations should be in writing and presented to the Board, who shall ascertain that all accounts of the

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individual are in order and then vote to accept or reject the resignation. If a resignation is rejected, an individual may resubmit it, at which time the Board must accept the resignation.

Section 2 The Board, by a majority vote, may expel a member for insubordination to officers of the Organization, for willful infraction of any contract by law, rule, or regulation, or for acts of conduct which may be deemed disorderly and injurious to the interests, purposes, and principles of the Organization.

Section 3 It shall be the right and responsibility of the Board to notify the proper authorities to assist with the prosecution of any Board member for actions injurious to the assets or property owned by the Organization.

Section 4 It is in the purview of the Board to suspend or expel a member, parent, player, coach, assistant coach, referee or any others associated with the Marple Newtown Soccer Association for actions violating the Marple Newtown Soccer Association Code of Conduct.

### **ARTICLE IX - COMMITTEES**

Section 1 Committees shall be appointed by the President of the Organization, subject to the approval of the Board, for any purpose.

Section 2 A committee shall have no authority, except as granted by the By-Laws or by approval of the Board.

Section 3 A committee shall not incur any debt or involve the Organization in any matter unless full authority has been given to it to do so by the Board.

Section 4 Every committee should be prepared to report on all matters referred to it for consideration at any Board meeting.

Section 5 A committee shall only proceed with its business and recommendations following a majority vote of its Board members.

Section 6 The Rules and Regulations Committee, chaired by the Director of Officiating and with the Division Commissioners, and the President as its standing members, will meet as needed to review current rules and regulations and to recommend changes to the Board for approval.

Section 7 The Grievance Committee, chaired by the Vice President and with the Director of Officiating and President as its standing members, will meet as needed to address all complaints brought to the attention of the President and/or Vice President and is warranted for further investigation as determined by the President, Vice President and the Director of

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Officiating. All complaints must be in writing within 72 hours of the incident. If the complaint is game-related, the appropriate Division Commissioner may also serve on the Grievance Committee. When any member, standing or ad hoc, of the Committee is directly involved in the complaint under review, that Committee member shall not attend the meeting(s) and an Officer of MNSA shall serve as a replacement. All grievance decisions will be reported at the next Board meeting.

### **ARTICLE X - AMENDMENTS AND REVISIONS**

- Section 1 Amendments and revisions of the By-Laws may be proposed in writing to the Secretary of the Organization. Such recommended changes shall be submitted to the Board by the Secretary at a regular Board meeting and may be adopted by a two thirds vote at the next Board meeting.
- Section 2 Notice of all proposed changes to By-Laws shall be sent to each member of the Board by the Secretary, or distributed to each member at a Board meeting, at least ten days prior to the meeting at which they are to be presented for adoption by the Board or Membership.
- Section 3 Any revision, either accepted or rejected, may not be considered by the Board for a period of three months.

### **ARTICLE XI - MEETINGS**

- Section 1 There shall be a meeting of the general body once a year. This meeting is referred to as the Annual General Assembly Meeting (AGAM). The AGAM will be held in March. The time, place, and date of the AGAM shall be designated by the Board. A minimum of 10 days written notice must be communicated. Announcement of this meeting on the Organizations official internet site shall qualify as written notice. A reasonable effort shall be made to advertise the meeting both via electronic mail and local newspapers.
- Section 2 Monthly Board meetings will be held to conduct the business of the Organization. The time and place of such meeting shall be determined by each new Board, annually, at their first meeting. This installation meeting will be held the third Tuesday in April unless communicated otherwise by the Secretary. Written notice of subsequent meetings are not necessary if the places, times, and dates are pre-established.
- Section 3 Order of Business (all meetings)
- a. Call to order
  - b. Roll call of Executive Officers and Board of Directors
  - c. President - opening remarks
  - d. Secretary - approval of previous minutes
  - e. Treasurer - current financial report
  - f. Division Reports
  - g. Director Reports

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- h. Other Board Member Reports
- i. Committee reports
- j. Old business
- k. New business (election of officers at the AGAM)
- l. Guest Comments
- m. Next meeting
- n. Adjournment

The order of business may be changed by a majority vote of the Board. However, such a change will hold for that Board meeting only.

Section 4 In the absence of the President, the ranking Officer may call the meeting to order.

### ARTICLE XII - VOTING PROCEDURES

Section 1 The members of the Organization who are at least 18 years of age shall vote and elect the members of the Board, as provided for in Article VII of these By-Laws. Individuals eligible to vote for the election of the members of the Board shall be limited to members as defined in Article IV, Section 1a and 1b as of December 31<sup>st</sup> of the previous year. No absentee votes will be permitted.

Section 2 All votes, except for the election of members of the Board, shall be taken by a show of hands of its MNSA Board Members unless, at the discretion of the President of the Board, a roll call vote is deemed necessary. The Secretary of the Board will then poll its MNSA Board Members, and no absentee votes will be permitted unless authorized by a majority vote of the Board.

Section 3 Election of the Board Members shall be decided by a majority vote of the members of the general Assembly present unless stated otherwise in these By-Laws.

Section 4 All votes by the Board shall be by a majority vote of its members present, unless otherwise stated in these By-Laws, provided that a quorum (a quorum is defined in Article VI, Section 2b as a 'a total of at least 6 Board members which must include at least 2 Executive Officers') exists. In the event of a tie vote, the President of the Board, who otherwise has no voting rights except in the election of the Board, shall cast the deciding vote, unless the President has a conflict of interest in the issue present. In this case, the motion will be declared a draw and defeated.

Section 5 Votes by email are permissible providing the topic has been discussed at a previous Board meeting or determined to be an emergency as declared by the officers of the club. Issues to be voted on shall be distributed via email to all current Board Members. Members shall return a vote of yes, no or shall abstain to the Secretary. The Secretary will record votes and issue a final vote summary to all Board Members via email. Said summary to include Board Members position, name and yes/no vote. Said summary will be entered into the

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official club records at the next regularly scheduled Board Meeting PRIOR to acceptance of previous months Board minutes.

**ARTICLE XIII - RULES AND REGULATIONS**

Section 1 Non-Travel Soccer Age Groups:

- Petite Soccer U4, U5
- Micro Soccer U6, U7
- Pre Novice Division U8
- Novice Division U9, U10
- Junior Division U11, U12
- Senior Division U13, U14, U15, U16 and older groups

The above Age Groups can be modified by the Intramural Commissioner or the Indoor Commissioner, dependent on the number of registered players for a given Intramural or Indoor Soccer Season.

All players requesting to play up in a division age group must request and receive approval from the Coaches of the impacted teams and the Commissioner of the Division.

Petite and Micro Soccer will be coed, while all other noted divisions are separated by gender, unless otherwise approved by the Commissioner of the Division.

Section 2 Travel Soccer Age Groups are determined by the organization with which it is affiliated (currently EPYSA, Delco, PAGS).

All players requesting to play up in a age group must request and receive approval from the Coaches of the impacted teams and the Commissioner of the Division.

Section 3 Rules:

- a. The Organization will adopt the playing rules of the organization with which it is affiliated (currently, FIFA, EPYSA, Delco, PAGS).
- b. Subject to 3a. each commissioner will be responsible for maintaining and developing Rules and Regulations along generally-accepted youth soccer principles and will submit these to the Rules and Regulations Committee for review and recommendation. The Committee will submit any Rules and Regulation changes to the Board for approval.
- c. Approved rules and regulations for each of the Divisions will be attached to the By-Laws.

Section 4 The MNSA actions on the soccer field are governed by the document labeled “Code of Conduct for Coaches, Referees, Parents and Players.” (see attachments a, b, c)

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Section 5 To clarify the Bylaws, participation is open to all soccer players, coaches, trainers, managers, administrators and officials without discrimination on the basis of race, color, religion, age, sex, sexual orientation, gender identity, gender expression or national origin.

For the purposes of registration on gender-based teams, a player may register with the gender team with which the player identifies, provided the leagues, tournaments and other competitions in which the travel teams participates in permits it, and confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held, and part of a person's core identity. Documentation satisfying the herein stated standard includes, but is not limited to, government-issued documentation or documentation prepared by a health care provider, counselor, or other qualified professional not related to the player.

### **ARTICLE XIV - MISCELLANEOUS**

Section 1 All other matters not covered by these By-Laws will be governed by Robert's Rules of Order: The Classic Manual of Parliamentary Procedure.

Section 2 All rules and regulations included in the Organization's minutes will be incorporated in to these By-Laws following a review by the Board. Prior to this integration, the minutes will govern, provided they do not conflict with Article XIII. In the case of a conflict, Article XIII will take precedence.

### **ARTICLE XV - DISSOLUTION**

Section 1 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 corresponding section of any future 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 the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.