



**BJSA**

**By-Laws &  
Constitution**

## Constitution

1. This organization shall be called the Burlington Junior Soccer Association (“BJSA”).
2. The objective of the BJSA shall be to promote, develop and govern the game of soccer for the children of the community.
3. The BJSA shall be affiliated with the Burlington Parks & Recreation Commission.
4. The BJSA shall be a member of the Connecticut Junior Soccer Association, Inc. (“CJSA”) and shall recognize the rulings and laws of that body.
5. All children between the ages of 3 and 18 shall be eligible for membership in the association upon the receipt of a properly completed registration form and the payment of the appropriate application fee.
6. The affairs of the BJSA shall be governed by a Board of Directors (“Board”) as provided in the by-laws. The Board decides on interpretation of the by-laws, and rules and regulations and its ruling(s) shall be final. The Board has the power to rule on matters not specifically covered by the by-laws, rules or regulations.
7. The voting members of the Board shall be residents of Burlington.
8. All Burlington residents shall be entitled to vote to elect the members of the Board of Directors of the BJSA at the annual meeting.

## By-Laws

### *Article I: Board of Directors*

1. **Board Powers:** The Board shall be the governing body and shall transact the business of the BJSA. It shall have the power to enforce the rules of the game, the rulings of the CJSA, or any affiliated bodies. It shall have the power to fill any interim vacancies among the officers during the season. It shall have the power to settle any disputes, protests, or appeals and its decisions shall be final. It shall represent the BJSA on all matters and shall have the power to deal with matters coming to its attention. It shall have the power to add, modify or overrule any By-Law, rule or regulation. Each board member shall be entitled to vote on any and all matters which come before the board.
2. **Board Members:** The Board shall consist of the following positions: President, Vice President, Secretary, Treasurer, Registrar, Travel Coordinator, Boys Recreation Coordinator, Girls Recreation Coordinator, Micro Coordinator, Little Spartans Coordinator, Equipment Coordinator, Coaches Coordinator, Referee Coordinator, Field Coordinator, Website Coordinator and Photo Coordinator. These positions may be increased, reduced or modified by a simple majority vote at any regularly scheduled Board Meeting.
3. **Elections:** New Board Members shall be elected at the Annual Meeting. Each elected director will serve until a successor is elected, he or she resigns, or the Board declares the position vacant.
4. **Vacancy:** In the event of a vacancy on the Board for any reason, the Board may appoint a person to fill such vacancy for the unexpired term. Any member of the Board, absent from three consecutive meetings without cause shall have his or her office and directorship declared vacant at the discretion of the Board who may appoint a successor.
5. **Emergency Committee:** The President, Vice President, Secretary and Treasurer shall constitute an Emergency Committee to represent the Board on matters demanding immediate attention where it is not practical or possible to call a Special Meeting. Their actions shall be subject to the approval of the Board, which if withheld, shall validate their actions insofar as they were executory. Only the Board shall have the power to incur liabilities on behalf of the BJSA.

## ***Article II: Officers, Directors and Duties***

1. The President shall:
  - a. preside at all meetings.
  - b. represent the BJSA at the CJSA and with other clubs, agencies, etc.
  - c. attend the annual general meeting of the CJSA and all District meetings
2. The Vice President shall:
  - a. succeed to the powers of the president in his or her absence
3. The Secretary shall:
  - a. record the minutes of all BJSA meetings
  - b. handle all appropriate administrative duties related to this position
  - c. transact all communications pertaining to the BJSA
4. The Treasurer shall:
  - a. handle all financial matters of the BJSA
  - b. report to the Board on the financial condition of the BJSA
5. The Registrar shall:
  - a. coordinate all registration activities
  - b. maintain a database of all current BJSA members
  - c. provide reports and rosters for District filing
6. The Travel Coordinator shall:
  - a. organize and coordinate boys and girls travel teams
  - b. recruit coaches and assign players to rosters
  - c. maintain primary contact with coaches regarding questions or issues
7. The Boys Recreation Coordinator shall:
  - a. organize and coordinate boy's recreational teams
  - b. recruit coaches and assign players to rosters
  - c. maintain primary contact with coaches regarding questions or issues
8. The Girls Recreation Coordinator shall:
  - a. organize and coordinate girl's recreational teams
  - b. recruit coaches and assign players to rosters
  - c. maintain primary contact with coaches regarding questions or issues
9. The Micro Coordinator shall:
  - a. organize and coordinate Micro Soccer recreational teams
  - b. recruit coaches and assign players to rosters
  - c. maintain primary contact with coaches regarding questions or issues
10. The Little Spartans Coordinator shall:
  - a. organize and coordinate the Little Spartans soccer program
  - b. maintain primary contact with parents regarding questions or issues
11. The Equipment Coordinator shall:
  - a. procure all equipment for recreational and travel leagues
  - b. investigate sources for purchasing
  - c. monitor and maintain inventory records
12. The Coaches Coordinator shall:
  - a. schedule all practice field assignments
  - b. act as a resource for the travel and recreation coaches
  - d. complete all micro & recreation game schedules with input from Burlington Parks & Recreation
13. The Referee Coordinator shall:
  - a. Coordinate all referee education and mentoring programs
  - b. Oversee the recruitment and appointment of referees
  - c. Oversee referee scheduling for all home games
14. The Field Coordinator shall:
  - a. coordinate field assignments for travel and recreational games

15. The Website Coordinator shall:
  - a. organize, update and maintain the BJSA website
  - b. monitor the BJSA electronic mailbox and respond to inquiries
16. The Photo Coordinator shall:
  - a. coordinate team and individual photos each Fall season
  - b. act as liaison with BJSA's photo vendor

### ***Article III: Meetings***

1. **Meetings:** Regular meetings of the Board shall be held each month at a time and place convenient for the Board Members, which is normally the first Monday of each month.
2. **Location:** All meetings shall be held in a convenient location such as the Burlington Town Hall.
3. **Notice:** Written notice of the time and place of any, non-regularly scheduled meeting, shall be delivered to each Board Member at least seven (7) days before such meeting. This notice may be waived by a written waiver, signed by each member who received no such notice, and the presence of a member shall constitute a waiver of any lack or defect of notice. Notice regarding amendments to the Constitution or By-Laws may be waived by a majority vote. Notice of the Annual General Meeting shall be given at least fifteen (15) days prior to the meeting.
4. **Special Meetings:** Special Meetings, other than regularly scheduled Board meetings, may be called at the written request of a Board member detailing the reason for the meeting, or by the president in an emergency. Otherwise the secretary shall have the power to call all meetings as the occasion demands. One third of the Board Members shall constitute a quorum for a Special Meeting.
5. **Annual Meeting:** There will be an Annual Meeting held where the officers and directors of the Board shall be elected for a one year term and for the transaction of such business as may properly come before the meeting. It is intended that this Annual General Meeting will be held on a regularly scheduled general meeting date.
6. **Procedure:** All procedural issues shall be resolved by the reference to the latest edition of "Roberts Rules of Order, Revised Edition". Meetings should generally follow the following format: Presidents call to order, Secretary Report, Treasurers Report, Old Business, New Business, Adjournment.
7. **Quorum:** At regularly scheduled Board meetings, three (3) Board Members shall constitute a quorum. At the Annual Meeting a majority of the then constituted Board Members shall constitute a quorum. At Special meetings, one third of the Board Members shall constitute a quorum.

### ***Article IV: Amendments***

1. **Amendments:** Amendments to the Constitution and By-Laws of the BJSA shall be made only at the Annual Meeting by a vote of 2/3 of the Board Members. If circumstances dictate, amendments may be made to the Constitution or By-Laws at any General or Special Meeting subject to ratification at the subsequent Annual General Meeting. Amendments to the Rules and Regulations may be made at any regularly scheduled General Meeting.

### ***Article V: Rules and Regulations***

1. **Rules and Regulations:** Rules and regulations of the BJSA shall be maintained by the Secretary
2. **Amendments:** Changes to any rule(s) or regulation(s) may be made at any Board meeting by a simple majority vote.