



BAY - LAKES SOCCER ASSOCIATION FOR YOUTH - KIDS HAVING FUN

BAY-LAKES SAY

ALLOUEZ-ASHWAUBENON-DE PERE/WRIGHTSTOWN
GREEN BAY KICKERS-GREEN BAY STRIKERS-PULASKI

(web address) Bay-Lakes.org

BY-LAWS

TO THE CONSTITUTION OF

THE BAY-LAKES AREA SOCCER ASSOCIATION for YOUTH

GREEN BAY, WISCONSIN

Approved October 16, 2013

ARTICLE I

DUTIES OF OFFICERS

SECTION A: THE AREA PRESIDENT SHALL:

1. Preside over regular meetings of the Board which he attends.
2. Be responsible for the overall operation and administration of Area activities.
3. Upon election; execute the DECLARATION OF CONTINUATION OF FRANCHISE CHARTER required by the national Board on behalf of the BAY-LAKES SOCCER ASSOCIATION for submission to S.A.Y national.
4. Monitor the validity of eligible voters at each meeting.
5. The president shall be ex-officio member of all association committees
6. The President is required to submit a statement, in writing, confirming that all coaches had completed the SAY Volunteer Application. This statement must be sent to the attention of the **SAY Executive Director at 2812 East Kemper Rd. Cincinnati OH 45241**. This statement must be received 45 days prior the Annual General Meeting (AGM) by SAY in order for the SAY Area to qualify for voting rights at the SAY AGM.
7. Review the Area franchise agreement and information for the National Board's annual report to that Board 30 days prior to the Annual General Meeting of the National Board.
8. Attend the Annual General Meeting of SAY-USA SOCCER and vote for the Area or provide a proxy. The proxy must be in writing, signed and dated by the President, and shall be revocable any time by the President at his or her pleasure. In order to be valid, the proxy must be delivered to and accepted by the Secretary of the SAY Corporation at least two (2) days prior to the opening of the meeting for which the proxy has been authorized

SECTION B: THE AREA VICE-PRESIDENT SHALL:

1. When the PRESIDENT is unable to attend or when it would be inappropriate for the PRESIDENT to do so; preside over regular meetings of the Board (In the event that a regular meeting is not attended by either the PRESIDENT or VICE-PRESIDENT the Board shall select another officer to chair the meeting).
2. Act as the Board's parliamentary authority as required, and should have in his possession during all scheduled meetings a copy of ROBERTS RULES of ORDER SIMPLIFIED AND APPLIED SECOND EDITION

SECTION C: THE AREA SECRETARY SHALL:

1. Keep a written record of all Board meetings in the form of MINUTES.
2. Attempt to have the MINUTES prepared and a copy emailed to each Board member within one week prior to the next scheduled regular meeting. If this is not accomplished the SECRETARY shall have copies of the MINUTES prepared for hand delivery at the subsequent meeting. MINUTES not delivered personally shall be emailed as soon as possible. The MINUTES of the previous meeting shall announce the next regular meeting.
3. Keep an attendance record as part of the minutes.
4. Forward a copy of the MINUTES to the franchise committee of the National Board at the same time as they are forwarded to the members.
5. At the expiration of the SECRETARY'S term, deliver to the duly elected successor, all records and property relating to the duties of the secretary.

SECTION D: THE AREA TREASURER SHALL:

1. Process those funds received for the association as directed by the Board.
2. Make timely payment of all written invoices relating to the associations business or shall report non-payment at the next regular meeting.
3. Prepare and submit an annual budget⁴ Submit a report in writing to the secretary. This report shall contain at least these items:
 - a. Funds received detailed by activity source.
 - b. Disposition of funds by the form the Area and details.
 - c. Beginning and ending balances of all area accounts.

SECTION E: THE FRANCHISE REPRESENTATIVE SHALL:

1. As appropriate; attend meetings of the National Board.
2. Report on all meetings of the National Board to the next subsequent Area Board meeting.
3. 3 When called upon; report to the National Board information he has regarding questions to put before the Board. He shall report each contact with National as a part of his regular report to the Area.

ARTICLE II

COMMITTEES & APPOINTMENTS

SECTION A: THE AREA LEAGUE COORDINATOR SHALL:

1. Ensure there is an appropriate schedule and administer the Area leagues.
2. Consult **with neighboring Areas for TOURNAMENTS and exhibition game activities**
3. Coordinate with each District to appoint their District commissioner and coordinate the activity of District Commissioners
4. Ensure current data as to wins/loss record, red and yellow cards and standings, for the Area League are collected.
5. Notify the affected District Commissioner of any yellow or red cards and suspensions due to these violations.
6. Report in writing the facts, considerations, and results of each protest hearing to the Area Board and S.A.Y national by the time of the next Area Board meeting except that at least one week shall be allowed for preparation of this report.
7. Shall review oall the League policies at the end of the season with the other Bay Lakes Coordinators, make revisions as necessary and publish the regions.

SECTION B: THE AREA PROTEST COMMITTEE SHALL:

1. Be co-chaired by the Area League Coordinator and the Area Referee Coordinator Area Coaching Coordinator and include one or more other members as designated by the Chairs.

The Area League Coordinator shall notify the affected District commissioners and the Area President immediately of any protest. Hear all Area protests as **outlined** in the Area "Due Process Procedure" and

“Rule 9 – Protests” of the SAY rule book

SECTION C: THE AREA COMMISSIONERS COMMITTEE SHALL

1. Consist of a District Commissioner for each district in the Bay-Lakes Soccer Association for Youth
2. Shall be a district member an part of the Bay Lakes board of directors.
3. For all Area districts their commissioner shall be approved by the Bay – Lakes Board of Directors.
4. Be chaired by the Area League Coordinator.
5. Each District commissioner shall ensure that all teams in their district are notified of their eligibility for the tournament including their seeding and schedule for the tournament.
6. Each District commissioner shall ensure that all tournament requirements are met for any tournament venue in their district.
7. Each District commissioner shall ensure that all of the teams in their district have a current schedule and league administrative rules.
8. Each district commissioner shall coordinate with the Bay Lakes league teams ensure that the league policies and followed.

SECTION D: THE AREA REFEREE COORDINATOR shall:

1. Maintain a committee consisting of all district referee coordinators.
2. Promote uniformity in rules interpretation.
3. Oversee training clinics for referees.
4. Contact the DISTRICT REFEREE COORDINATOR or a district representative for a list of referees to referee in the Area leagues and tournaments and assign referees from that list for both league play and the TONY Litt tournament
5. Handle disciplinary problems with referees as defined in the Bay – Lakes Area Due Process procedure.
6. Notify the President of each proceeding under ITEM 5
7. Ensure that the National Concussion Program is implemented for all Referees as written except as it may be modified by the Area Board of Directors

SECTION E: AREA COACHING COORDINATOR Shall:

1. Work with all district coaching coordinators as directed by the Board.
2. Contact all districts and compile a master directory of all coaches in U-14+ age groups including phone numbers and email addresses and provide them to the Scheduling Coordinator and Area League Commissioner.
3. Coordinate all Area coaching clinics.
4. Review all coaching material available from S.A.Y. - U.S.A. and other sources as available for the continued training of area coaches.
5. Ensure that the National Concussion Program is implemented as written for all coaches except as it may be modified by the Area Board of Directors.

SECTION F: AREA WEBSITE COORDINATOR

1. Shall maintain the Area domain at www.Bay-Lakes.org & www.bay-lakes.com
2. Shall maintain the Area Website on the site www.bay-lakes.org and the referee reporting site at www.bay-lakes.com
3. Shall coordinate with all Officers, s, and Coordinators of the Bay-Lakes organization to maintain the content of the web site
4. Shall maintain the yahoo group “Bay-Lakes · Bay-Lakes Officers & Directors”

SECTION G: AREA SCHEDULING COORDINATOR

1. Communicate with each of the district coordinators to establish the number of teams, colors and home fields for each team.
2. Enter team data into league scheduler.
3. Prepare a draft schedule in league scheduler.
4. Send the draft schedule to all of the District Coordinators and Referee Coordinator.
5. Hold a meeting of District Coordinators and Referee Coordinator to make changes to the draft schedule.

6. Add coaches to team data, make any late changes to the schedule, and publish it by providing a copy to each District Commissioner, the Area League Commissioner, Referee coordinator.
7. Provide referee coordinator with a copy of the final schedule in the required formats.
8. Enter schedule on the league web site (with assistance of website coordinator).
9. Reschedule any rain or other cancelled games in coordination with the Referee Coordinator and add changes to the web site.
10. Maintain possession of the Bay-Lakes laptop computer and ensure it brought to all regular meetings.

SECTION H: AREA SCORING COORDINATOR

1. Shall check all scores from referees and resolve any scoring conflicts.
2. Shall enter all scores in a timely matter on the Area website
3. Shall confirm standings of teams in each Division and resolve any conflicts
4. Shall determine which teams qualify for the Tony Litt Tournament and communicate their qualification to the teams and District Commissioners, Area League Coordinator and the Tony Litt Tournament Coordinator AS SOON AS POSSIBLE at the end of the season's regular schedule.

SECTION I: TONY LITT TOURNAMENT COORDINATOR

1. At the beginning of the soccer year determine the date and the Venue(s) for the Tony Litt Tournament
2. Provide the treasurer a budget for the Tony Litt Tournament
3. After the Area Divisions and number of teams that will qualify for the Tony Litt Tournament have been established create a generic tournament schedule
4. Establish tournament rules with the approval of the Board of Directors
5. Establish Field Marshalls for the Tournament and hold a meeting prior to the tournament to discuss duties schedules and scoring.
6. Confirm with the home districts that the requirements for their venues are being met.
7. Coordinate with the Referee Coordinator for tournament referees and provide the referees with game cards.
8. Coordinate with the scoring coordinator to identify the teams that qualify for the tournament and enter the specific teams into the field schedules.
9. Act as Tournament director and coordinate all activities the days of the tournament

SECTION J: AREA VOLUNTEER SCREENING ADMINISTRATORS

1. Each district shall designate a Volunteer Screening Administrators who shall be a district member and part of the bay Lakes board.
2. Immediately upon receipt review the completed volunteer application/screening form to ensure that all questions have been answered.
3. Forward applications that meet the requirement for SAY national review to SAY National as prescribed in the SAY National Volunteer Screening Program.
4. Ensure that the National Volunteer Screening Program is implemented as written except as it may be modified by the Area Board of Directors.

ARTICLE III

DUTIES of the BOARD of DIRECTORS

1. Approve all monetary encumbrances incurred by the association.
2. Monitor the activities of all member districts for proper implementation of laws of the game, SAY organizational rules, and policies of the association.
3. Authorize such standing committees, directors, coordinators or commissioners as deemed appropriate
4. Authorize and define the power and duties of all committees, directors, coordinators and commissioners. The president shall appoint all committees, directors, coordinators, and

- commissioners not otherwise defined subject to the approval of the Board.
4. Delegations and committees shall be appointed by the president subject to the approval of the Board, to represent the Board and association at any convention meeting or assembly as may be necessary. They shall have no authority by virtue of such appointment to bind or obligate the association to any expense or to concur in any action contrary to the expressed policy of the organization. The president shall serve as chairman of such delegation or committee. In the event that the president can not serve in such a capacity he shall appoint a member to serve as such.
 5. Approve all variations from the currently effective SAY organizational rules and laws of the game as prescribed in SAY organizational rule 14 "Variations".