Board Member Definitions

President. The President shall call and preside at all Meetings of the General Membership and Executive Board. He/She shall be an ex-officio member of all Committees. He/She shall have a vote only in case of a tie at an Executive Board meeting. He/She shall present, at each annual meeting of BYSA, an annual report of the work of BYSA. He/She shall appoint all Committees, temporary or permanent. He/She shall appoint a Chairperson for each standing Committee. He/She shall see that all books, reports and certificates, as required by law, are properly kept or filed. He/She shall be one of the officers who may sign the checks or drafts of BYSA. The President shall be responsible for the general welfare of BYSA. He/She shall 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, he/she shall turn over all records of BYSA to his/her successor.

Vice-President. The Vice-President shall assist the President in every possible way. The Vice-President, in the absence of the President, or when requested to do so by the President, shall assume the duties of the President. He/She shall also insure that all business transactions of BYSA are in full compliance with these By-Laws and with the aims and purposes of BYSA. He/She shall act as Parliamentarian at all BYSA Meetings. Upon leaving the office of Vice-President, he/she shall turn over all records of BYSA to his/her successor.

Recording Secretary. The Recording Secretary shall record and keep the minutes of all Meetings of the General Membership and all Meetings of the Executive Board. He/She shall work with the Corresponding Secretary in maintaining a file of all documents and papers of BYSA. He/She shall inform the members belonging to the Executive Board of regular and special Meetings. He/She shall inform the General Membership of the Annual Meeting and any other General Membership Meetings. He/She shall assist the League Directors in maintaining records for their respective League. Upon leaving the office of Recording Secretary, he/she shall turn over all records of BYSA to his/her successor.

Corresponding Secretary. The Corresponding Secretary shall 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. He/She shall work with the Recording Secretary in maintaining a file of all documents and papers of BYSA. He/She shall be the Chairperson of the Publicity Committee. He/She shall inform the General Membership of BYSA news through a Newsletter which will be issued at least four (4) times a year. He/She shall inform coaches regularly of BYSA news and Meetings. He/She shall assist the Treasurer by communicating with the various Sponsors. He/She shall inform the sponsors of the start of the season and Opening day ceremonies. He/She shall send a BYSA program book and “Thank You” letter to each sponsor. He/She shall invite each sponsor to the annual Awards Ceremony. Upon leaving the office of Corresponding Secretary, he/she shall turn over all records of BYSA to his/her successor

Treasurer. The Treasurer shall maintain one checking account containing working capital and one investment account in which will be kept the excess funds of the league. He/She shall collect all money due BYSA and deposit such funds into the appropriate League accounts as established by the Executive Board. All money shall be collected 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. He/She shall pay, upon approval of and in a manner designated by the Executive Board, all bills owed by BYSA. The Treasurer shall be responsible for a true and correct account of all receipts and disbursements. He/She shall 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. Upon leaving the office of Treasurer, he/she shall turn over to his/her successor all books, papers, and money belonging to BYSA .

Registrar (Competitive and Developmental). The Registrars shall receive, validate, record and process all registration and membership forms for their respective programs. He/She shall 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. He/She shall 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. He/She shall keep statistics and League standings throughout the Seasonal Year. He/She shall prepare and issue all In-House League schedules. He/She shall have available at all meetings of the General Membership a roster listing the names of all General Members. Upon leaving the office of Registrar, he/she shall turn over all records of BYSA to his/her successor