



B&B United Soccer Club Bylaws and Policies

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Table of Contents

Article 1: General Info	2
1.1 Name	2
1.2 Purpose	2
1.3 Colors	2
1.4 Calendars.....	2
1.5 Dissolution of Club	2
Article 2: Organization and Board	2
2.1 Board of Directors	2
2.2 Board of Directors Duties	3
2.3 Election of Board Members.....	5
2.4 Removal of Board Members.....	6
2.5 Filling Vacancies	6
Article 3: Meetings.....	7
3.1 Board of Directors Meetings	7
3.2 Annual Meeting.....	7
3.3 Special Meetings	8
Article 4: Amendments	8
4.1 Changes and Amendments.....	8
4.2 Provisional Changes	8
4.3 Severability and Precedence	8
Article 5: Membership	9
5.1 Club Membership	9
5.2 Membership Responsibilities	9
5.3 Membership Suspension & Expulsion	9
Article 6: Protests & Appeals	9
6.1 Purpose	9
6.2 Eligibility	10
6.3 Procedure.....	10
Article 7: Travel Program Policies	10
7.1 Team Makeup	10
7.2 Tryouts	11
7.3 Practice Squad.....	12
7.4 Coaches	12

Article 1: General Info

1.1 Name

The name of the organization shall be B&B United Soccer Club (hereinafter referred to as B&B, B&B United, or the Club)

1.2 Purpose

The purpose of the Club shall be to promote the game of soccer at the youth level in the Butler and Bloomingdale, NJ area. B&B shall be affiliated with the New Jersey Youth Soccer Association (NJYS) and Morris County Youth Soccer Association (MCYSA). B&B is a nonprofit organization.

1.3 Colors

The representative colors of B&B United shall be Royal Blue and Yellow

1.4 Calendars

a) Seasonal Calendar

The seasonal year of the club shall begin on August 1st and end on July 31st of the following calendar year. The seasonal year is defined by NJYS policy, but does not mandate the official start and end of a given season

b) Fiscal Calendar

The Club shall define the fiscal calendar for the purpose of managing the Club's finances as starting on midnight on January 1st thru 11:59pm on December 31st of the same year

1.5 Dissolution of Club

The club may be dissolved by a 2/3 majority of the Board of Directors at the Annual Meeting or at a special board meeting. The intent to dissolve the club must be included in the meeting's agenda and publicized in accordance with the requirements documented in section 4.0. Any funds remaining in the club's account will be donated to one or more charitable and/or children's sports organizations. The Board will determine at the time of dissolution the specific list of organizations in which to donate.

Article 2: Organization and Board

2.1 Board of Directors

The Board of Directors (Board) shall be the representative governing authority of the Club. The Board will conduct the business of the Club and shall be composed of the elected directors. The number of directors may be modified from time to time, but the number shall never be fewer than 3.

a) Composition

The Board shall be comprised of the named officers specified in Article 2.2.

b) Qualifications

All directors shall be greater than twenty-one years of age

c) Voting Rights

All elected officers are eligible to vote on any matter before the Board. Each member of the board shall be entitled to one vote, irrespective of the number of positions held by said member.

2.2 Board of Directors Duties

The titles and duties of Board of Directors shall be defined to include the following:

a) President

The President of the Club shall

- Preside over all Board of Director meetings.
- Serve as the general representative of the Club in all matters.
- Be the primary signatory on all contracts and agreements concerning the Club unless this authority has been delegated to another individual for a specific agreement.
- Act as a second signatory on Club checks.
- Carry out such other and further duties as from time to time are assigned by the Board.
- Be a voting member of the Board of Directors.

b) Vice President

The Vice President of the Club shall

- Assist the President as necessary.
- Exercise the duties and responsibilities of the President in his/her absence.
- Carry out such other and further duties as from time to time are assigned by the Board.
- Be a voting member of the Board of Directors.

c) Treasurer

The Treasurer of the Club shall

- Keep a detailed account of income and expense of the Club.
- Submit appropriate financial statements at the annual and monthly board meeting.
- Cause the filing of all income tax returns and/or reports with appropriate state and federal agencies.
- Carry out such other and further duties as from time to time are assigned by the Board.
- Be a voting member of the Board of Directors.

d) Secretary

The Secretary of the Club shall

- Record and publish minutes of all Club meetings.
- Give proper notice of all membership meetings and other organized events.
- Publish and distribute minutes, notices and other communication as requested.
- Conduct all meetings in the absence of the President and Vice President.
- Carry out such other and further duties as from time to time are assigned by the Board.
- Be a voting member of the Board of Directors.

e) In-Town Coordinator (PreK-2nd Grade)

The In-Town Coordinator (PreK-2nd Grade) of the Club shall

- Manage the Club's Recreation program for PreK-2nd graders.
- Be responsible for creating season schedule.
- Identify parents to help with coaching and setting up/cleaning up the field before and after each practice.
- Coordinate orders for, and distribution of, uniforms
- Be responsible for all communications to players, parents, coaches, and trainers including, but not limited to: rain outs, schedule changes, and uniform pickup.
- Be responsible for ordering end of season trophies/medals.
- Be responsible for lining fields used by PreK-2nd grade teams (bi-weekly or as needed).
- Be a voting member of the Board of Directors

f) In-Town Coordinator (Juniors & Seniors)

The In-Town Coordinator (Juniors & Seniors) of the Club shall

- Manage the Club's Recreation program for 3rd-8th graders.
- Be responsible for creating the season schedule and identifying referees for all games.
- Identify parents for Head and Assistant coaching roles for each team.
- Coordinate orders for, and distribution of, uniforms.

- Be responsible for all communications to players, parents, coaches, and trainers including, but not limited to: rain outs, schedule changes, and uniform pickup.
- Be responsible for ordering end of season trophies/medals.
- Be responsible for lining fields used by Juniors & Seniors teams (bi-weekly or as needed).
- Be a voting member of the Board of Directors.

g) Equipment Coordinator

The Equipment Coordinator of the Club shall

- Submit facilities request forms to Butler and Bloomingdale BOE for use of fields and indoor gyms.
- Provide new insurance certificates for B&B every year to Butler BOE, Bloomingdale Rec and Bloomingdale BOE.
- Be responsible for the procurement of club equipment and supplies including, but not limited to: goals, nets, field paint, training aids, balls, bags, training aids, and other supplies to support normal soccer operations. Excludes office and administrative supplies and services.
- Be responsible for the management and maintenance of all soccer related fields, facilities, and structures
- Be a voting member of the Board of Directors.

h) Webmaster / Marketing Coordinator

The Webmaster/Marketing Coordinator of the Club shall

- Be responsible for the management of the club's web site, social media, and other electronic marketing services.
- Be a voting member of the Board of Directors.

i) Fundraising & Sponsorship Coordinator

The Fundraising & Sponsorship Coordinator of the Club shall

- Be responsible for attracting new and retaining existing sponsors for the club.
- Be responsible for setting up sponsorship opportunities for the club.
- Be a voting member of the Board of Directors.

j) Uniform & Apparel Coordinator

The Uniform & Apparel Coordinator of the Club shall

- Coordinate with in-town coordinators and travel team coaches to understand uniform and/or apparel needs for each team.
- Manage relationships with approved B&B United vendors and make purchases for uniforms and/or apparel on behalf of the club.
- Be a voting member of the Board of Directors.

k) Registrar

The Registrar of the Club shall

- Be responsible for the registration, collection of registration fees, and the transfer of players in the recreation and travel programs.
- Be responsible for the recording and distribution of team rosters.
- Ensure all players and teams are in compliance with league, state association, and governing body rules.
- Provide the Treasurer with any received registration fees for deposit.
- Provide the Treasurer with any levied fines from leagues and/or state associations.
- Be a voting member of the Board of Directors.

l) Field Scheduler

The Field Scheduler of the Club shall

- Manage the practice schedule and field usage for all B&B United recreation and travel teams.
- Work with MCYSA representatives and B&B United travel team head coaches to schedule, or reschedule, all travel home games.
- Be a voting member of the Board of Directors.

m) MCYSA League Contact

The MCYSA League Contact of the Club shall

- Attend and represent the Club at all MCYSA meetings and functions

- Be a voting member of the Board of Directors.
- n) **Members-at-large**
The Members-at-Large of the Club shall:
- Serve as general representatives of the Club membership on the Board of Directors.
 - Participate fully in Board discussions and decision-making.
 - Carry out such other and further duties as from time to time are assigned by the Board.
 - Be voting members of the Board of Directors.

There may be up to a maximum of two (2) Members-at-large serving on the Board at any given time. At least half shall be held by individuals who have one or more children registered in the Club's Recreation (In-Town/REC) program within the most recent seasonal year.

2.3 Election of Board Members

All members of the Board shall be elected by the existing members of the Board of Directors at the Monthly Club Board Meeting held in December, with their term beginning immediately after the meeting has been adjourned and shall serve a term of two years.

- a) **Term Duration**
All board positions listed in Article 2.2, other than members-at-large, shall serve a term of two (2) years. Members-at-large shall serve a one-year term.
- b) **Alternating Terms**
To limit turnover on the Board to no more than 50% in any given year, half of all Board officers shall be elected in alternating years according to the follow table:

Even Years	Odd Years
President	Vice President
Secretary	Treasurer
Sponsorship & Fundraising Coordinator	Field Coordinator
Equipment Coordinator	Webmaster /Marketing Coordinator
In-Town Coordinator: JRs & SRs	In-Town Coordinator: PreK-2nd Grade
Uniform & Apparel Coordinator	Registrar
	MCYSA League Contact

Members-at-Large shall not be included in the alternating two-year election cycle described in Article 2.3(b). All Members-at-large positions shall be elected annually.

- c) **Term Limits**
There are no term limits for any position. Current board members may re-run for their current position, or any other board position, when the position is up for election, as listed in the above-mentioned table.
- d) **Notification**
An email notification to all club members (parents who have had at least one child participate in at least one B&B United program/team in the past 12 months) should be sent no less than 30 days prior to the December Board meeting in which the election vote will take place. The notification should include a list of all positions that are up for election, instructions on how to submit their name for consideration, and the day, time, and location for the meeting.
- e) **Registering Interest**
Members interested in one of the open positions need to respond to the club email (bbuscni@gmail.com) no later than 1 week prior to the December meeting, indicating what position they are interested in running for.

- f) Voting Process (Executive Board & Coordinators)
- Each eligible voting member must be present at the meeting (in person or via online meeting application if available) in order to vote. No proxy votes are allowed.
 - A minimum of 5 voting eligible members shall constitute a quorum in order for an election vote to be held.
 - A formal vote by roll call will be taken by the Secretary, in which a two-thirds majority vote will need to be reached in order for the member to be confirmed for the position.
- g) Voting Process (Members-at-large)
- Prior to the election, the Board shall be provided with a list of all candidates, including the names of the parents under consideration and the programs in which their children have been registered, both currently and historically. Candidates are not expected to attend or speak at the election meeting.
 - Each voting member of the Board shall be entitled to cast votes for up to four (4) candidates.
 - To be elected, a candidate must receive a minimum of three (3) votes.
 - The four (4) candidates receiving the highest number of votes, provided they meet the minimum threshold, shall be elected to the Members-at-large positions.
 - In the event that a tie results in more than four (4) candidates qualifying, a runoff vote shall be conducted among the tied candidates to determine which candidate(s) shall fill the remaining position(s).
 - If fewer than four (4) candidates meet the minimum threshold, only those meeting the threshold shall be elected, and any remaining positions shall remain vacant until the next election cycle or until filled in accordance with these bylaws.
- h) Eligibility to Serve (Members-at-large)
- Members-at-large positions may only be filled if all other officer positions listed in Article 2.2 (President, Vice President, Secretary, Treasurer, and all coordinator roles) are currently filled. Eligible candidates must have had at least one child participate in the most recent B&B United Fall season, or previously had a child in the program who has since aged out.

2.4 Removal of Board Members

The Board may declare vacant the position of an elected Board Member if he/she dies, resigns in writing, or is removed by the Board pursuant to the procedures below.

- a) Notification
- The person whose removal is in question shall be notified at least 2 weeks prior to the meeting in which the removal vote will take place.
- b) Removal Vote
- The person whose removal is in question may attend the meeting at which removal is on the agenda and may offer information and discussion regarding the allegations. The person whose removal is in question shall not participate in any vote regarding the removal and shall leave the room in which the meeting is being held if requested by any voting member of the Board. Suspension or removal of a Board member shall require a two-thirds affirmative vote of the eligible voting Board members, not including the person whose removal is in question.

2.5 Filling Vacancies

Vacancies occurring subsequent to elections shall be filled by a majority vote of the Board with the appointee serving out the previous holder's remaining term.

Article 3: Meetings

3.1 Board of Directors Meetings

- a) Purpose
The purpose of the Board of Directors meetings is to discuss items & issues related to the normal operation of the club
- b) Frequency
The Board shall convene a Board of Directors meeting on a monthly basis
- c) Quorum
A quorum for a Board meeting has been met if at least 5 voting members of the Board are present
- d) Notification
The time, date, and location of all Board meetings shall be published via the Club's website and/or social media no less than 7 days prior.
- e) Changes
Changes to the time, date, and location of a Board meeting requires a simple majority and notification via the Club's website and/or social media no less than 24 hours prior to the start of the meeting.
- f) Agenda
The agenda for the Board meeting shall be finalized and distributed to all Board members no less than 24 hours prior to the start of the meeting.
- g) Non-Voting Members
Coaches, appointed coordinators, former board members, and parents may attend meetings, participate in discussions, and provide advice to the Board but shall not have voting privileges at Board meetings.

3.2 Annual Meeting

- a) Purpose
The purpose of the Annual Meeting is to
 - review the Club bylaws and discuss and debate amendments,
 - elect officers to the Club's Board of Directors,
 - or call for the dissolution of the Club
- b) Frequency
The Board shall convene an Annual Meeting that shall be held every December. This meeting shall be in place of the regular monthly board meeting
- c) Quorum
The quorum requirements shall be the same as those for a general board meeting.
- d) Notification
The time, date, and location requirements shall be the same as those for a general board meeting.
- e) Changes
The changes requirements shall be the same as those for a general board meeting.

3.3 Special Meetings

Special meetings may be called by any 3 members of the board for the purpose of addressing important issues. Special meetings may be held remotely, via phone or another teleconference application (i.e. Zoom, WebEx, etc.) All other rules concerning the conduct of special meetings shall comply with the general guidelines and restrictions of standard board meetings.

Article 4: Amendments

4.1 Changes and Amendments

a) Acceptance of Amendments

Changes or amendments to these bylaws may be adopted at the Club's annual meeting (or any specially called meeting or regularly scheduled monthly board meeting) upon two-thirds majority vote of the voting members present, provided that the amendment has been presented in writing at least 7 days prior to the meeting. Each eligible person may only cast one vote, regardless of the number of offices held.

b) Effective Date

These Bylaws are effective as of August 1, 2023 and replace and supersede any and all prior Bylaws.

4.2 Provisional Changes

The Board, by a two-thirds (2/3) majority vote, may create temporary bylaw changes for governing specific cases or occasions not provided for in the Bylaws, but which may be necessary for the Club to meet required objectives. Provisional changes so adopted will be submitted to the Board in accordance with proposed Bylaw amendment at the next Annual General Meeting.

4.3 Severability and Precedence

a) Severability

Any section of these bylaws considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.

b) Precedence

The bylaws and policies of the organizations of which the Club is a member shall take precedence over these bylaws. The Board shall submit an amendment to these Club bylaws at the Club's next Annual General Meeting to eliminate the cause of any conflict

Article 5: Membership

5.1 Club Membership

The membership of the B&B United Soccer Club consists of players, parents, and coaches. All players and coaches must be registered to the Club in the year in which they participate.

5.2 Membership Responsibilities

It is the obligation of each member of the Club to adhere to the bylaws and rules of this organization and to those of affiliated organizations in all matters pertaining to any competition or other activities carried out by or under the name of the Club. Such obligation is a condition of membership.

5.3 Membership Suspension & Expulsion

Members may be suspended or expelled from the Club for reasonable cause by the vote of the Board of Directors in which a two-thirds majority vote is required. For purposes of this section, reasonable cause shall include, but not limited to, disciplinary reasons, violations of these bylaws or the code of conduct, and any other reasons deemed by the Board, in its discretion, to be in the best interests of the Club and its members

a) Notification

Suspended or Expelled members will be notified, in writing, within 48 hours of the board of directors' decision to suspend or expel said member. Those wishing to appeal the decision shall follow the process as described in Article 6: Protests & Appeals

b) Suspension Policy

A suspended member is still a member and such suspension does not terminate but rather deprives the member of the exercise of membership privileges until the reasons for suspension are rectified or until the member is expelled. This includes attending and/or participating in practices, games, and other club activities as determined by the Board of Directors.

c) Expulsion Policy

An expelled member is no longer a member of the Club and retains no privileges of membership. Expelled members may not reapply for membership for a period of one calendar year from the date of expulsion. The Board of Directors must approve any reapplication for membership.

Article 6: Protests & Appeals

6.1 Purpose

The purpose of the protest and appeals procedure shall be to hear protests and appeals pertaining to the Club bylaws, actions, rules, regulations and policies as may from time to time be in effect. The Board shall hear and pass judgment on all protests and appeals and their decision will be final.

6.2 Eligibility

Any current individual player, coach, parent, or actively serving board member may present a protest or appeal to the club Board. A current member is defined as a registered player, parent of a player, or coach in the current soccer year (Aug 1st – July 31st) or an active serving board member. Players, parents, and coaches not registered in the current soccer year have no right to protest or appeal.

6.3 Procedure

- a) Suspension or Expulsion appeals
The protest or appeal must be in writing, must describe in detail the grounds for the protest or appeal, and must be sent to the club email address (bbuscni@gmail.com) or a current Board Member within 3 calendar days of the individual being notified of their suspension or expulsion. The board shall review the protest or appeal and shall schedule a special meeting within one (1) week of the receipt of the protest or appeal.
- b) General protest or appeals
All other protests or appeals must be in writing, must describe in detail the grounds for the protest or appeal, and must be sent to the club email address (bbuscni@gmail.com) or current Board Member a minimum of seven (7) days prior to the next scheduled board meeting in order to be added to the meeting agenda for discussion.

Article 7: Travel Program Policies

7.1 Team Makeup

- a) Number of Teams
A maximum of one (1) team may exist at each age level for each of the Boys and Girls programs. An additional team at the same age group may be established with the approval of the Board of Directors, so long as there are sufficient number of intown players to field a minimum of four (4) in-town teams for that age group.
- b) Playing Up
Players will be placed on an age-appropriate team, where applicable, in which the year of birth will determine the applicable team. In situations where there is currently no team available for the players age group or the player has played for a team above their current age group within the past season, the player will be allowed to register and tryout for a team above their birth year without the need for board approval. All other requests to play-up will require approval from the Board of Directors.
- c) Roster Size
The maximum allowable team size for each age group is determined by the league in which the Club participates. Coaches have the option of taking up to 2 less players than the league-imposed roster maximum for that age group. Example: If the MCYSA max roster for a 7v7 team is 14 players, a coach must take at least 12 players, but may choose to leave the remaining 1-2 roster spots open, pending the outcome of the tryouts. Those additional roster spots can be filled during the season, but must first be approved by the Board.

Taking less than the club minimum would require approval from the Board. If the Board approves, the team is required to invite enough players to join as practice squad members so that the combined official MCYSA roster and practice squad meets or exceeds the club minimum. Example: If the MCYSA max roster for a 7v7 team is 14 players, a coach can request Board Approval to move forward with a roster of only 10 players, however they must extend a practice squad invite to at least 2 players.

d) Non-Residents

Non-residents of Butler or Bloomingdale are allowed to register and tryout for any B&B United travel team other than HS aged teams. Each team needs to have at least half of the players residing within either Butler or Bloomingdale at the time of registration. Any teams that have more than 50% of their team from out of town requires approval from the board prior to the team being registered with MCYSA.

7.2 Tryouts

Tryouts are held each year to determine who makes the official travel team roster for the following year (fall and spring seasons).

a) Eligibility

Players wishing to try out for a travel team must be registered with B&B United for the upcoming tryout, prior to the tryout taking place. Returning players must register for and attend the tryout and are not guaranteed a spot on the team.

b) Timeframe

Tryouts are typically held in June, once the initial travel registration period has ended (on or about May 31st). After the initial travel registration period has ended, if a team has less than the maximum allowable roster size set by the league, the coaches may elect to forgo tryouts for that year (Board approval not required).

Teams may also elect to have any interested players attend one or more practices during the season, in order to join the team as a practice squad member, for the remainder of the current soccer year (Fall/Spring). In order to join as a Practice Squad member, players must meet the eligibility requirements listed below under section 7.3 Practice Squad.

c) Process

Tryouts for each team will take place over the course of at least two separate days, to be scheduled by the Head Coach and communicated to the registered players at least 5 days in advance of the first tryout date. Every effort will be made to have more than one coach evaluate the players as well as to have at least one TDSA Trainer available at one of the two tryout days. The board shall approve all team rosters, considering the recommendations of the coach(es) and/or trainer(s) conducting the tryout. Once approved, the Head Coach will notify the players whether or not they made the team for the upcoming year.

d) Post Tryout Openings

If there are openings on a team after tryouts have concluded, for whatever reason, additional players may not be added to the official MCYSA roster during the year unless approved by the Board. This does not include teams that were below the minimum number of required players and extended the registration period beyond the initial May 31st deadline in order to register enough players to field a team. For those teams, newly registered players will be accepted until the minimum number of players has been reached, at which time registration will be closed. Players can be added to a teams' practice squad any time during the year; however, the Board needs to be notified in order to ensure players meet the eligibility requirements listed below under section 7.3 Practice Squad.

e) Adjusting Established Teams

The Board reserves the right to adjust established teams where the team is made up of players from more than one age group, when tryout registrations for the upcoming season are such that two separate, age-appropriate teams can be formed. In those situations, the Board will discuss options, with the existing coaches, to determine how to proceed in the best interest of the club and its players.

7.3 Practice Squad

B&B United provides a practice squad option, at the coach's discretion, for players that registered for a travel team tryout but did not make the roster.

a) Purpose

To help aspiring travel players who did not make the current travel team, but displayed a particular level of skill and/or potential during the tryout, and whom want to make the team in the future. It allows players to practice with the current travel team players, coaches, and trainers, while playing games in the in-town/recreation program, in order to help them continue to develop and improve their soccer skills in the hopes that they will eventually make the team in a future year.

b) Eligibility

The practice squad option is available to those players who attended a tryout, but did not make the team, and were identified by the coaches as a candidate for the practice squad option. Players that accept the practice squad option are required to register for the B&B United Fall Recreation program for the upcoming year, in order to get the requisite game time that they need to continue their development. If they are being added before or during the Spring season, they would be required to sign up for Spring Skillz, if they did not already participate in the previous Fall REC season.

Members of the practice squad are expected to attend the majority of REC practices and games while also attending (1) of the two travel practices most weeks. If players miss significant time in either the REC practices/games and/or travel practices, they may be removed from the practice squad, at the coach's discretion.

c) Cost

Practice squad players are only required to pay the Fall REC program registration fee which will cover the cost of the practice squad for both fall and spring seasons as well. As mentioned previously, if a player is being added for the Spring and did not participate in the Fall REC league, they would need to sign up for Spring Skillz.

d) Promotion to Official MCYSA Roster

Coaches may elect to promote players from the practice squad to the official MCYSA roster during the season, so long as there are available roster spots available and they receive approval from the Board. Players should not be notified until the Coach has received the necessary approval from the Board.

7.4 Coaches

All travel coaches need to be registered with B&B United Soccer Club for each season in which they coach and must complete, at minimum, the NJYS State Certificate Course (formerly known as the F-Course), as well as any other certification and/or training required by NJYS and/or MCYSA.