

TIDEWATER WOMEN'S SOCCER LEAGUE PROPOSED BYLAWS

Bylaws_June2017

ARTICLE I – GENERAL

1.1 - NAME.

The Association shall be named: Tidewater Women's Soccer League, abbreviated as TWSL.

1.2 - LEGAL STATUS

The league shall be a non-profit, non-partisan, non-secretarian and non-commercial league. It shall be affiliated with the United States Soccer Federation (USSF) and the Metropolitan D.C.-Virginia Soccer Association (MDCVSA).

1.3 - PURPOSES OF THE LEAGUE.

The Tidewater Women's Soccer League is a recreational league; our sole purpose is to provide a safe and fun environment for women to play soccer.

1.4 - PROHIBITED ACTIVITIES.

Board Members of the League shall not be entitled to any part of the net earnings of the League. This does not prohibit the payment of fees, reimbursement of expenses or other payments made to Board Members in the normal course of the affairs of the League.

1.5 - BY-LAWS OF THE LEAGUE

The By-Laws set out in this document shall be the By-Laws of the League. The By-Laws may be amended by majority vote at any general meeting of the registered seasonal players provided the amendment has been mailed or emailed to each eligible voter at least 15 days in advance.

ARTICLE 2 - GOVERNING BODIES

2.1 - THE BOARD OF DIRECTORS

The direction and management of the affairs of the League and the control and disposition of the property and the funds of the League shall be vested in a Board of Directors. The Board of Directors will govern the affairs of the League and define the policies of the League. These policies may be overruled or amended any time by a majority of the Board of Directors at any scheduled meeting.

2.2 – ELECTED OFFICERS OF THE BOARD.

The Officers of the Board shall be: The President, the Vice President, the Registrar, the Secretary, the Treasurer, the Communications Director, the Open Division Coordinator, the O-30 Division Coordinator and additional Division Coordinators as needed per division.

2.3 - ELIGIBILITY FOR ELECTION AS AN OFFICER OF THE BOARD.

Any registered, paying seasonal player is eligible for election as an Officer of the Board.

2.4 - APPOINTMENT OF OFFICERS OF THE BOARD.

2.4.1 – Elections of each Officer of the Board will be by majority vote of the registered, paying, seasonal members. The President of the Board may designate any Active League Member to act temporarily in the capacity of any vacant Officership of the Board with a Board majority vote approval. Such appointment by the President shall continue until withdrawn with a Board majority vote approval or until the vacancy is filled by the majority vote in the normal manner.

2.4.2 - An annual general meeting of the registered, paying, seasonal players will be held prior to June 30th of the seasonal year to announce the elected officers of the league and for general information.

2.4.3 - Voting for new officers of the board will be completed online by registered, paying, seasonal members prior to the annual general meeting

2.5 - TENURE OF OFFICE.

Officers shall hold the position for a two-year term beginning July 1 and ending June 30. Previous office will not bar an officer from re-election. The Officers of the board will be divided into two groups. To prevent turnover of the entire board in a single year Group A will turn over in even years and Group B in odd years.

Group A will consist of: President, Communications Director, Secretary, and O-30 Division Coordinator

Group B will consist of: Vice President, Registrar, Treasurer, and Open Division Coordinator

Candidates running for the office of President must have previously served on the TWSL board for at least one year.

2.6 - TERMINATION OF OFFICERSHIP.

Any Officer of the Board may resign their Officership in writing addressed to the Board and Robert's Rules of Order will be followed for Office termination.

ARTICLE 3 - DUTIES OF OFFICERS OF THE BOARD.

3.1 - DUTIES OF OFFICERS OF THE BOARD.

The duties of the Officers of the Board may be defined in more detail or added to or altered at the discretion of the Board. The Board of Directors shall determine the operating structure of the league's seasons. All Board Members share fiducial responsibility. Each Board Member shall be entitled to one vote at meetings of the Board of Directors and the President shall not vote except for the purpose of breaking a tie. The main duties of the Officers of the Board are set out below:

3.1.1 - OBLIGATIONS OF THE BOARD.

All Board members are expected to attend 75% of the meetings or a written proxy vote is given to another board member. Failure to attend 75% of board meetings could constitute removal from office.

3.2 - PRESIDENT

The President of the Board shall:

- a. Organize and preside at all meetings of the Board.
- b. Act as the Chief Executive Officer of the League.
- c. Have general charge and supervision of the administration of the affairs and business of the League subject to these By-Laws.
- d. Ensure that resolutions of the Board are carried into effect.
- e. Sign and execute all legal documents and instruments in the name of the League as authorized by the Board.
- f. Submit to the Board plans and suggestions for the activities of the league.
- g. Submit a report of the activities and affairs of the League at each general meeting of the registered players and at other times required by the Board.
- h. Perform such other duties as may be assigned periodically by the Board.
- i. Be the primary representative at soccer functions including meetings at MDCVSA. If unable to attend, must notify MDCVSA of the absence and the proxy vote if necessary.
- j. Must have active participation in all league functions.
- k. Send out meeting reminder and proposed agenda to the Officers of the Board at least 3 days prior to the scheduled meeting.
- l. The President may delegate any of her duties to other Officers of the Board.
- m. Coordinate maintenance of the website.

3.3 - VICE PRESIDENT

The Vice President of the Board shall:

- a. Obtain a state certified assignor in scheduling of referees for games.
- b. Schedule all matches for the League, including regular scheduled matches and end of season tournament schedule via the online scheduler.
- c. Act for the President of the Board in her absence or at her request.
- d. Succeed to the office of President for the unexpired term, in the event of a vacancy in that office.
- e. Must have active participation in all league functions.
- f. Perform such other duties as may be assigned periodically by the Board.

- g. Coordinate use of the playing fields, negotiating contractual agreements with the facility board and communicating concerns to the facility board.

3.4 – REGISTRAR

The Registrar of the Board shall:

- a. Act as the official registrar for the League.
- b. Verify the accuracy of registration of all players within the league. Maintain a complete listing of all registered players via the online registration system.
- c. Request player cards from MDCVSA for all those players in need of them.
- d. Setup and maintain the registration system online for every season.
- e. Provide rosters to the Board of Directors and Division Coordinators.
- f. Provide guest player lists to the Division Coordinators prior to the start of each season.
- g. Track the following: T-shirts needed for new players, waiting lists, and emergency contact lists.
- h. Must have active participation in all league functions.
- i. Perform such other duties as may be assigned periodically by the Board

3.5 SECRETARY

The Secretary of the Board shall:

- a. Record the minutes and Action Items of all meetings of the Board of Directors.
- b. Forward the minutes and Action Items of the Board of Directors meetings and other information to TRs within seven (7) days of meeting.
- c. Annually audit and submit proposed changes to the Bylaws to the Board of Directors before the Spring general meeting.
- d. Act as correspondence secretary on behalf of the Board of Directors and of the President.
- e. Collect all proxy votes for meetings and elections.
- f. Provides monthly newsletters to all active league participants.
- g. Must have active participation in all league functions.
- h. Perform such other duties as may be assigned periodically by the Board.

- i. Newsletter – collect info from Board, send to league players by the 15th of each month/within first 10 days of the month/within 7 days of Board Meeting, unless otherwise specified.

3.6 - TREASURER

The Treasurer of the Board shall:

- a. Be responsible for the safekeeping of all funds and other financial assets of the League.
- b. Maintain the funds of the League in one or more bank accounts approved by the Board.
- c. Issue payments authorized by the Board as far as practical by way of check.
- d. Verify and deposit registration fees received.
- e. Ensure that each check issued bears the signature authorized by the Board.
- f. Submit a Financial Summary at the general meeting containing: A Balance Sheet made up to a date not more than one month prior to the date of the meeting.
- g. Provide a copy of the status of the treasury for inclusion into the minutes of each meeting of the Board of Directors.
- h. Update the budget as the year progresses with the actual income and expenses.
- i. Ensure end of year financial records are audited prior to submitting to newly elected treasurer for the upcoming year.
- j. Must have active participation in all league functions.
- k. Perform such other duties as may be assigned periodically by the Board.
- l. Coordinate with Communications Director for all fundraisers and community functions.
- m. Order equipment as needed to play (balls, flags, nets, ice packs, field paint, shirts, etc.)
- n. Perform such other duties as may be assigned periodically by the Board.

3.7 – OPEN DIVISION COORDINATOR

The Open Division Coordinator of the Board shall:

- a. Responsible for the operation, maintenance and overall supervision of the Open Division.
- b. Ensure that players abide by the “By-Laws” and “Rules of Play” for the age group.
- c. Make every effort to ensure players and spectators demonstrate appropriate behavior at all times.
- d. Notify Team Representatives of game cancellations, rescheduling, and all other league information, the VP for facility and referee notification, and Communications Coordinator for social media posting, and the President for website updates.
- e. Maintain a complete list of all teams and players.
- f. If not already playing, the coordinator must attend at least 3 games per season, with the first and last game being mandatory (as reasonable as possible).
- g. Responsible for team formations in conjunction with Team Representatives and the Board.
- h. Ensure that game equipment, such as nets, flags, balls, and vests, are provided before the start of the season and maintain the quality and quantity of the equipment.
- i. Keep an inventory of items/equipment that need to be re-ordered for the end of season inventory.
- j. Collect all scores from games played and post them on the website.
- k. Help the Vice President coordinate use of the playing field.
- l. Must have active participation in all league functions.
- m. Manages the use of the guest player list.
- n. Coordinate the setting up of flags, field lights, and opening and closing of bathrooms.
- o. Responsible for checking IDs and distributing shirts to new players at the beginning of the season. Coordinate with Registrar.
- p. Perform such other duties as may be assigned periodically by the Board

3.8 – OVER 30 DIVISION COORDINATOR

The Over 30 Division Coordinator of the Board shall:

- a. Responsible for the operation, maintenance and overall supervision of the O-30 Division.
- b. Ensure that players abide by the “By-Laws” and “Rules of Play” for the age group.

- c. Make every effort to ensure players and spectators demonstrate appropriate behavior at all times.
- d. Notify Team Representatives of game cancellations and all other league information, the VP for facility and referee notification, and Communications Coordinator for social media posting, and the President for website updates.
- e. Maintain a complete list of all teams and players.
- f. Responsible for team formations in conjunction with Team Representatives and the Board.
- g. Ensure that game equipment, such as nets, flags, balls, and vests, are provided before the start of the season.
- h. Keep an inventory of items/equipment that need to be re-ordered for the end of season inventory.
- i. Collect all scores from games played and post them on the website.
- j. Help the Vice President coordinate use of the playing field.
- k. Must have active participation in all league functions.
- l. If not already playing, the coordinator must attend at least 3 games per season, with the first and last game being mandatory (as reasonable as possible).
- m. Manages the use of the guest player list.
- n. Coordinate the setting up of flags, field lights, and opening and closing of bathrooms.
- o. Responsible for checking IDs and distributing shirts to new players at the beginning of the season. Coordinate with Registrar.
- p. Perform such other duties as may be assigned periodically by the Board

3.9 COMMUNICATION DIRECTOR

The Communication Director of the Board shall

- a. Maintain social media activity for the league.
- b. Update and actively pursue advertisements for registration through flyers, banners, marquees and providing information to local newspapers..
- c. Organize community events and social events and gatherings.
- d. Coordinate with the Treasurer for all fundraisers and community functions.
- e. Must have active participation in all league functions.

- f. Coordinate with Registrar to contact and welcome New Players to the league after Team Formation (guest or full player).
- g. Perform such other duties as may be assigned periodically by the Board

TEAM REPRESENTATIVE (TR) –

The Team Representative of a team shall

- a. Be responsible for communicating important league and seasonal information from the Division Coordinator to their team members.
- b. Contact their team weekly for attendance at the next game and report those numbers back to the Division Coordinator no later than 3 days prior to the next game.
- c. Act as captain when needed for a coin toss.

ARTICLE 4 - MEETINGS OF THE BOARD OF DIRECTORS.

The Board of Directors shall meet as follows:

Regular Meetings will be held monthly, at a designated time and place.

An Annual General Meeting each seasonal year. Prior to June 30th.

Special Meetings upon the written request of any seasonal registered member addressed to the Secretary. The Secretary must schedule the meeting within 4 days of written request.

4.1 - NOTICE OF MEETINGS OF THE BOARD.

Notice of meetings of the Board may be issued in writing (via electronically or website) to each member of the board and registered seasonal players.

4.2 - ANNUAL MEETING OF THE BOARD.

An annual meeting of the Board of Directors shall be held prior to June 30th of the seasonal year. The agenda for this meeting shall include: Minutes of the previous Annual Meeting of the Board, President's report on the state of the League, Registrar's Report on issues relating to the Duties as Registrar of the League, Treasurer's Report shall contain a Financial Statement of the League, Election of Officers, Other business.

4.3 - QUORUM OF MEETINGS OF THE BOARD OF DIRECTORS.

A majority of half plus one of the Members of the Board of Directors shall constitute a quorum for the transaction of business at all meetings convened according to these by-laws.

4.4 - VOTING AT MEETINGS OF THE BOARD OF DIRECTORS.

Each Board Member shall have one vote. Any Board Member may abstain from any vote. The vote of any Board Member may be issued by written proxy dictating the manner in which their vote is to be cast to the Secretary of the League.

4.5 - TIED VOTES: THE PRESIDENT'S CASTING VOTE.

The President shall have a casting vote in the case of a tied vote of the Board Members. The President cannot abstain from using her casting vote whenever a vote by Board Members is tied.

4.6 - CALLING OF MEETINGS TO ORDER: CHAIRPERSON.

The President (or any person designated by the President) shall call meetings of the Board of Directors to order and shall act as chairperson. In the absence of the President (or delegated chairperson) at the appointed time for any meeting of the Board of Directors; the Board Members present shall choose an alternative chairperson who shall call the meeting to order and shall act as chairperson until the President (or delegated chairperson) shall arrive and take over as chairperson.

4.7 - CONTROL OF MEETINGS OF THE BOARD OF DIRECTORS.

Meetings of the Board of Directors shall be controlled by the President. The chairperson shall; subject to these By-Laws: Conduct the meeting generally in accordance with the agenda. Alter the agenda for the meeting in accordance with the wishes of the Board Members attending. Arrange for voting and declaration of results of voting at the meeting. Generally control the behavior of the persons attending the meeting. Warn and/or eject from the meeting any person behaving in a manner voted objectionable at the meeting. Set the venue and date of the next meeting. Conclude the meeting at the completion of business. The rules contained in the current edition of Robert's Rules of Order shall govern the League in all cases.

ARTICLE 5- APPOINTMENT OF OFFICERS, AGENTS, COMMITTEES AND SUB-COMMITTEES.

The Board may appoint such officers, agents, committees and sub-committees in addition to those provided for elsewhere in these Articles. Such Appointees shall have such authority and perform such duties as shall from time to time be prescribed by the Board. Such Appointees shall hold their respective offices or positions at the pleasure of the Board, and may be removed from office or discharged at any time with or without cause.

ARTICLE 6- COMPENSATION

The officers (President, Vice President, Registrar, Treasurer, Secretary, Communications Director, Open Coordinator, Over 30 Coordinator) serving on the Board of Directors may receive free registration for play.

ARTICLE 7- CONFLICT OF INTEREST

Board members shall abstain from voting on any item that would personally benefit them or a member of their family and shall abstain from voting on any item that would benefit them financially in the amount of \$250 or more.

ARTICLE 8- DISSOLUTION

In the event of dissolution of the League, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Officers of the Board to one or more not-for-profit soccer related organizations, or any not-for-profit athletic community organizations.

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