

# Constitution and Bylaws

## Flagstaff Women's Soccer League

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# Constitution

## Article I: Name

This organization shall be the Flagstaff Women's Soccer League (FWSL), referred to in the Bylaws as "the League".

## Article II: Purpose

The purpose of the League shall be to teach, promote, administer, and develop the game of soccer and a sense of community for adult women<sup>1</sup> in Northern Arizona.

## Article III: Location

The headquarters of the League shall be in Flagstaff, Arizona. The League shall maintain a mailing address for an elected committee member for the purpose of collecting registrations, payments, and other correspondence through U.S. postal mail.

## Article IV: Authorities

The League shall be governed by its Constitution, Bylaws, Rules & Regulations, Arizona State Soccer Association (ASSA), United States Adult Soccer Association (USASA), US Soccer (USSF) and by the rules of the Fédération Internationale de Football Association (FIFA).

## Article V: Membership

Members of the League shall consist of the participating players, captains, and the elected and appointed committee members of the League.

## Article VI: Organization

The policies and business of the League shall be determined and conducted by a Committee comprised of elected and appointed members of the League, whose powers shall be designated in the Bylaws.

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<sup>1</sup> The term woman shall be used throughout the Constitution and Bylaws and includes non-binary individuals who see themselves as partially or sometimes identifying with the female gender

## Article VII: Amendments

The Constitution and Bylaws may be altered, amended or repealed in whole or in part by vote of a two-thirds majority of the Committee members.

# Bylaws

## Section 1: Membership

### Equal Opportunity

The League will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, sexual orientation, or gender identity.

### Participation

#### Registered Players

Registered players are women aged 18 or older by the date of the first match of the season who have registered to play in the league by a specified deadline each season announced by the Committee. They shall submit a registration form to the League in the format prescribed by the League. A fee established by, and payable to, the League shall accompany all registration forms, with the exception of players on financial assistance or scholarship who must still submit a registration form. Registered players are assigned to play on one team for the duration of a season and shall be given priority for playing time over drop in players. Registered players who volunteer to play goalkeeper may be assigned to two teams; one team as a goalkeeper and the other team as a field player due to the shortage of goalkeepers.

#### Drop In Players

Drop in players are women aged 18 or older by the date of the first match of the season who are registered as drop in players. A one-time registration fee established by, and payable to, the League shall be required for drop in players that will add the drop in player to a team roster. Drop in players shall be given priority for playing time over pick up players.

#### Pick Up Players

Pick up players are registered players who desire to play in games in which they are not rostered on either team that is scheduled to play. Pick up players are permitted only when the total number of registered players and drop in players available for a given team does not exceed 14 players.

#### Captains

Captains are registered players who volunteer to lead a team for the duration of a season. Captains are responsible for communicating match times each week to their team members, developing lineups, managing substitutions and playing time, arranging for players to set up

and take down nets and corner flags depending on match times, and encouraging, mentoring, and teaching players in a positive manner.

### Committee Members

Committee members are registered or former players elected or appointed to the Committee for the duration of a fiscal year. They volunteer their time to administer League operations.

## Section 2: Organization and Committee

### Committee

The Committee shall be the representative governing authority of the League. The Committee will conduct the business of the League and shall be composed of the elected officers and other appointed members. The total number of Committee officers and members may be modified from season to season, but the number shall never be fewer than 3 and no greater than 12.

### Composition

The Committee shall consist of the following elected officers: President, Vice President of Field Operations, Vice President of Sportsmanship, Vice President of Outreach, Secretary, Treasurer, and Registrar. Additionally, the Committee may include members who are registered or former players that are appointed by elected officers to assist in the administration of the League in areas such as managing captains and skills training, securing sponsorships, and social media and website development.

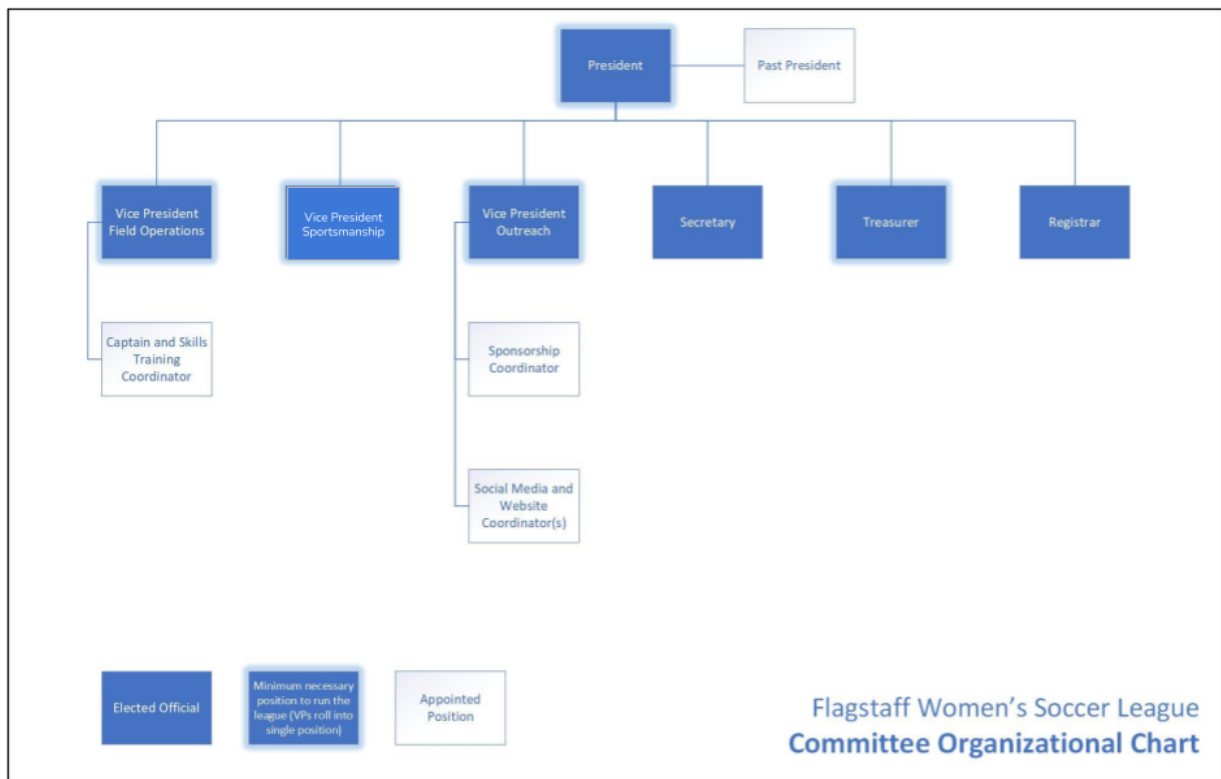
### Qualifications

All elected officers shall be registered or former players in good standing with at least one year of experience playing in the League. For an individual to be in good standing they must not have any unresolved formal grievances or protests against them, and must not have been ejected from a game in the previous season for unsportsmanlike conduct.

### Voting Rights

Each member of the Committee, regardless if they are elected or appointed, shall be entitled to one vote, irrespective of the number of positions held by said member.

## Organizational Chart



### Elected Officer Duties

#### President

The President shall:

- Provide leadership, inspiration and direction for the League during the term of office
- Be responsible for presiding over annual, committee, and team formation meetings
- Appoint positions as necessary on the committee such as Past President, Captain and Skills Training Coordinator, Sponsorship Coordinator, and Social Media and Website Coordinator(s)
- Act as the official representative of the League to external parties unless this authority has been delegated to another individual for a specific interaction

#### Vice President of Field Operations

The Vice President of Field Operations shall:

- Act as the president when the president is absent or incapacitated



- Be responsible for overseeing field operations such as securing playing fields, lining fields, securing goals, securing and maintaining league standings
- Be responsible for procuring League equipment such as balls, nets, corner flags, paint, training aids, team shirts, and other supplies to support normal soccer operations
- Oversee efforts to train individuals to be effective captains and hold pickup and skills sessions for new and existing players

#### Vice President of Sportsmanship

The Vice President of Sportsmanship shall:

- Define and implement a strategy to handle the grievance, protest and appeals processes for players and committee members
- Schedule and manage league referees

#### Vice President of Outreach

The Vice President of Outreach shall:

- Define and implement strategy to promote the League
- Be responsible for increasing total number of registered players from previous season
- Define strategy to secure League sponsors

#### Secretary

The Secretary shall:

- Initiate all communications to the committee, captains, and players
- Be responsible for presiding over all votes at meetings
- Be responsible for note taking at all meetings, disseminating notes and agendas, and monitoring attendance at meetings
- Be responsible for presiding over meetings in the absence of the president and vice presidents
- Be responsible for formulating and creating the season schedule

#### Treasurer

The Treasurer shall:

- Be responsible for accounting of all monies and other assets of the League
- Be responsible for creating or maintaining a League bank account separate from all personal finances
- Be responsible for managing League finances including bank account, PayPal account, Venmo, and other financial instruments
- Be responsible for all club deposits, invoicing, payments, and collections unless this authority has been delegated to another individual for a specific transaction or agreement

## Registrar

The Registrar shall:

- Be responsible for the registration of players in the League
- Maintain the registration form and backend ranking formulas, collect and maintain associated registration documents such as waivers, drivers licenses, and player cards
- Assist in the facilitation of the team formation meeting

## Appointed Position Duties

### Past President

The Past President shall:

- Ensure continuity during governance transitions and organizational change
- Help ensure the appropriate succession of Committee elected officials and appointed members
- Support the President in their role
- Provide continuity to the organization by providing historical context of issues

### Captain and Skills Training Coordinator

The Captain and Skills Training Coordinator shall:

- Clearly communicate expectations of captainship to all volunteer captains
- Schedule and carry out pick up and skills sessions for new and existing players

### Sponsorship Coordinator

The Sponsorship Coordinator shall:

- Work with the Vice President of Outreach to implement strategy for securing League sponsors
- Continue stewardship of League sponsors

### Social Media and Website Coordinator(s)

The Social Media and Website Coordinator(s) shall:

- Work with the Vice President of Outreach to implement strategy for outreach through social media platforms
- Maintain League website with updated League information and standings

The Elected Officers can add or remove an appointed position to the organizational chart as needed.

## Election of Officers

The President, Vice President of Field Operations, Vice President of Sportsmanship, Vice President of Outreach, Secretary, Treasurer, and Registrar shall be elected by the existing members of the Committee at the Annual Meeting with their term beginning immediately after the annual meeting has been adjourned and shall serve a term of two years. No person may be elected to more than 2 consecutive terms for a single office. It is acceptable for a single member to be elected to multiple positions. To ensure a consistent overlap in elected officers each year, the terms for elected officers will be staggered by even and odd years. The following positions are eligible for election every odd year: President, Vice President of Outreach, and Registrar, the following positions are eligible for election each even number year: Vice President of Field Operations, Secretary, Treasurer and Vice President of Sportsmanship.

## Appointment of Committee Members

The President has the authority to appoint committee members immediately following the President's election at the annual meeting. Appointed committee members shall serve a term of one year. Appointed committee members shall not have term limits.

## Removal of Elected Officers and Appointed Committee Members

The Committee may declare vacant the position of an elected or appointed member if they die, resigns in writing or in person, is declared incapacitated by a court order, is convicted of a felony, or if within sixty (60) calendar days after notice of their election or appointment, they do not accept such office or appointed position either in writing or by attending a committee meeting and fulfill each other requirements of qualification as the Bylaws may specify, or is removed by the Committee pursuant to the procedures below.

## Fact Finding

If the Committee receives a complaint regarding the conduct of a Committee member or otherwise becomes aware of allegations of misconduct regarding a Committee member, the Vice President of Sportsmanship shall appoint an impartial committee of no more than three fact-finders to review allegations within 15 days. In the event that a complaint is received against the Vice President of Sportsmanship, the President shall appoint the impartial committee. The fact finding committee shall present a report to the Committee within 30 days

of being appointed. A vote to remove a Committee member shall only be taken following a fact-finding hearing before the Committee.

#### 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 so requested by any voting member of the Committee. Suspension or removal of a Committee member shall require a two-thirds affirmative vote of the eligible voting Committee members, not including the person whose removal is in question. Voting to remove a committee member shall be conducted anonymously.

#### Filling Vacancies

Vacancies occurring subsequent to elections and appointments at the Annual Meeting shall be filled by a majority vote of the Committee with the newly elected or appointed member serving out the previous holder's remaining term. The term served by a newly elected individual shall not be considered as an election as defined in the section concerning term limits.

### Section 3: Meetings

The League shall hold an annual meeting, committee meetings, and a team formation meeting each fiscal year.

#### Quorum

A quorum for any meeting has been met if five members of the committee are present. If the committee currently consists of fewer than five members, a quorum shall be a simple majority of the current sitting members.

#### Notification

The date, time and location of any meeting shall be communicated to the Committee via email or phone no less than 7 days prior.

#### Changes

Changes to the date, time and location of any meeting require a simple majority and notification via the League's website, social media, and current committee members contacted directly no less than 24 hours prior to the start of the meeting.

## Annual Meeting

### Purpose

The purpose of the Annual Meeting is to review the League's Constitution & Bylaws, discuss and debate amendments, and elect officials and appoint members to the League's Committee.

### Frequency

The Committee shall convene an Annual Meeting once per fiscal year, typically in the February - March timeframe.

## Committee Meetings

### Purpose

The purpose of Committee Meetings is to debate and decide issues related to the normal operation of the League.

### Frequency

The Committee shall convene for Committee Meetings on an as-needed basis.

## Team Formation Meeting

### Purpose

The purpose of the Team Formation Meeting is to divide up all registered players into competitively matched teams based on skill, experience, fitness, and position on the field. In addition to the Committee, team captains shall be present at the Team Formation Meeting. Aside from team captains and committee members, no other members of the League may attend.

### Frequency

The Committee shall convene a Team Formation Meeting once per fiscal year, immediately after the registration deadline, typically in the May - June time frame.

## Season Closeout Meeting

### Purpose

The purpose of the Season Closeout Meeting is to provide an opportunity for the Committee to have an After Action Review of the season to answer the following questions: (1) what worked well? (2) what didn't work well? (3) what could we do differently in the future?

### Frequency

The Committee shall convene a Season Closeout Meeting once per fiscal year, within a month of the last games for the season.

## Section 4: Financial Administration

### Books and Records

The League shall keep a record of the proceedings of the Committee , which shall include the original or a copy of its Bylaws, including all amendments thereto to date, certified by the Secretary, giving the names of the Committee and their respective contact information, and the original minutes of all meetings and resolutions of the committee. The League shall keep appropriate, complete and accurate books or records of account.

### Transfer of Books and Records

At the expiration of an elected officer's term, any books and records of the League in the possession of the officer shall be transferred to the League President within 30 days.

### Policies

#### Right to Adopt, Repeal, or Amend Policies

The Committee may adopt policies to govern the operations of the League. A majority vote of those Elected Officers present at any Committee meeting at which there is a quorum is sufficient to adopt, repeal, or amend a policy.

### Financial Controls

#### Funds

The League shall create and maintain a bank account separate from any and all personal finances. The President and Treasurer of the League shall maintain and protect account information. No other members shall have access to the League's bank account unless agreed

upon by the President and Treasurer at a Committee meeting and documented in the meeting minutes.

#### Authorization to Commit Funds

No person is authorized to commit funds of the League or otherwise obligate the League except as authorized by the Treasurer and to the extent funds are available to the League for discharging such commitment.

#### Withdrawals and Expenditures

All funds received by or for the account of the League shall be properly receipted and deposited timely in banks or depositories, designated by the Treasurer, in the name of the League. All withdrawals from such accounts shall be made by check or other methods approved by the Treasurer or other designee of the Committee. Disbursements of League funds in excess of two thousand dollars (\$2000.00) shall require the signature of two (2) officers of the committee.

#### Reporting Requirements

The Treasurer shall provide financial statements acceptable to the Committee at each regular meeting of the committee or as otherwise directed.

## Section 5: Grievance, Protest, and Appeals

The League and its Committee shall follow procedures for handling grievances, protests and appeals in accordance with the principles of due process. Submission of a Grievance, Protest or Appeal shall be in writing and shall indicate the specific charges or alleged violation, and resolution desired.

#### Hearing Procedures

Grievances will be heard by the Vice President of Sportsmanship as scheduled by the President. Procedures for conducting the hearing will be set by the Vice President of Sportsmanship based upon the nature of the issues presented in the Grievance Hearing.

#### Protests

Any protests or complaints arising from the League will be heard by the Vice President of Sportsmanship and documented.

#### Final Decision

The decision of the Vice President of Sportsmanship shall be final and shall be verified in writing and retained in the League records. The decisions or sanctions imposed shall remain in effect until the time limit of the sanction has expired.

## Section 6: Risk Management

### Risk Management Policy

#### Policy Development

The Committee shall adopt a risk management policy that provides guidance to the League regarding the suitability of accepting a person to be a League representative. The policy shall not allow acceptance of a person who is disqualified by any affiliated organization, but may provide for the disqualification of a person who has been approved by any other affiliate.

#### Reporting Requirements

The League shall promptly notify applicable affiliates upon learning that any participant in the League has been formally charged with, or has been convicted of, a crime. The President is responsible for communicating this information on behalf of the League. The President will consult with the Committee regarding any concerns about the criminal history of any person who is, or has applied to become, a League player..

### Injury Management Policy

#### Policy Development

*The Committee shall adopt a policy to provide awareness and guidelines for League officials concerning concussions and other physical injuries. The policy shall define:*

- *The League's philosophy concerning player safety in regards to concussions and physical injuries,*
- *Best practices for introducing and coaching heading,*
- *Training requirements for injury awareness and prevention,*
- *Best practices for handling on-field injuries during League activities,*
- *Policies and procedures for reporting player injuries to the Committee,*
- *Policies and procedures for allowing players to return to the field of play.*



## Severe Weather Policy

### Policy Development

The Committee shall adopt a policy to provide awareness and guidelines for League participants concerning severe weather. The policy shall define procedures for: high winds, lightning, thunder, rain, snow, as well as watches and warnings for tornados.