

# CONSTITUTION AND BY-LAWS FOR SOUTHWEST MICHIGAN WOMEN'S SOCCER ASSOCIATION

Updated February, 2011

## Section I ~ Constitution

The purpose of this nonprofit organization shall be to encourage the advancement of adult soccer within the territory under its jurisdiction by demonstrating the true spirit of soccer through competitive fun and fair play. Any funds will be carried forward from season to season. If the Southwest Michigan Women's Soccer Association disbands, funds will be donated to a charity approved by the Internal Revenue Service.

### Article I

The name of this organization shall be The Southwest Michigan Women's Soccer Association and will be known as the Association for all purposes hereinafter enumerated. The Association shall have jurisdiction over all leagues, clubs, officials, referees and players within its jurisdiction in Southwestern Michigan. The membership of this Association shall include officials, referees, registered players of the teams, clubs and leagues within its jurisdiction. The Association shall be governed by an Executive Board. Members of the Executive Board shall be current players in the Association. The officers shall be elected for a term of one year and may succeed themselves in office. Elections shall be held at the annual meeting each fall and the Association shall meet at times and places designated by the Association President.

### Article II

The officers of this Association shall consist of:

**President:** The president shall appoint all committees. She can, whenever she deems it necessary that an officer be replaced, call an Executive Board meeting and present the case for a vote. There shall not be any officer who cannot fully do her assigned duty. The president shall preside over all meetings and call the meetings to order. She shall have the power to call a meeting at any time. She may cast the deciding vote in the event of a tie on any issue. The president is an ex-officio member of all committees. The president shall appoint the following committees, whose chairpersons shall be approved by the Executive Committee: Nominations - Shall present a slate of candidates for each vacant office at least two weeks prior to the annual meeting. Disciplinary - Shall have responsibility for all matters relating to misconduct of players, coaches, and spectators. Protest - The decision of the board is final.

**Vice President:** The vice president shall preside over all meetings and call the meetings to order when the president is not able to attend and shall succeed to the power of the president in her absence.

**Secretary:** The secretary shall attend all meetings and take minutes. The secretary shall report the minutes of the previous meetings. The secretary shall report to the president any important events pertaining to soccer promotion. The secretary shall attend to correspondence as designated by the president, including forwarding promotional material to the media.

**Treasurer:** The treasurer shall keep a detailed account of income and expenditures. A financial report shall be made at each Association meeting. Expenditures shall be listed and submitted to the Executive Board for approval before payment. Checks shall be signed by the treasurer or by the president or the vice president.

**Registrar:** The registrar shall receive all league registrations submitted by prospective league members. This includes obtaining official verification of birth dates of prospective league members in compliance with league rules.

**Referee Coordinator:** The referee coordinator is not an officer of the Association; the coordinator is appointed by the president and shall be responsible for all matters pertaining to referees.

### Article III

A member of the Executive Board may be a member of any team, club or league, but in the event of any grievance involving said team, she may not act on its behalf and is not be entitled to vote on the grievance.

### Article IV

- A. The Executive Board shall transact all business of the Association and shall have the power to enforce the laws of the game, the rules of the USSF and the Constitution and By-Laws of this Association. It shall have the

power to set policies, settle all disputes, appeals or protests brought to the Association. Its meetings may be held at the discretion of the president and at a time and place appointed by the president.

- B. Any Executive Board member not attending three consecutive meetings shall have her office declared vacant. The president shall then appoint a new member to fill the vacancy until new elections are held.
- C. A majority of the voting power shall constitute a quorum at the Executive Board meetings and a majority of the votes represented shall decide all issues.
- D. A Board of Trustees shall be established composed of all past presidents. Management of the Association shall be assumed by the trustees in the event that the officers of this Association fail in their responsibilities and obligations to the Association and its membership.

## **Section II ~ By-Laws**

### **Article I ~ Misconduct**

- A. Serious misconduct or violations by coaches or players shall be reported immediately by the referee to the President.
- B. The President, with the input of the officers, shall rule on these misconducts and violations.
- C. When a red card is issued to a SMWSA coach or player, they will not be allowed to participate in the next scheduled game (byes are not considered a game).
- C.

### **Article II ~ Teams**

- A. A team registration fee will be established by the Executive Board at the time of registration.
- B. The registration fee for board members will be waived as payment for their service.
- C. Each player on a team must be 18 years of age as of April 1 for the spring season or August 1 for the fall season. Players age 17 by the same criteria will be allowed to play provided they obtain their parent's signature on the waiver.
- D. The Executive Board shall maintain a player's pool for new registrant and shall assign registrants to teams from the pool as needed.
- E. Registration fees may not be pro-rated. A \$30 fee will be charged for any check payable to the SMWSA that is returned by the bank.
- F. Justification of suspension of a game shall exist if a team plays a player who is not registered, is below the age limit, or is still assigned to another team within the Association.
- G. If at any time both teams scheduled to play wear the same jersey color, the home team shall provide a different color jersey. The home team is designated as the team listed first on the game schedule.
- H. The Executive Board will accept late sign-ups; however, waivers must be signed prior to playing.

### **Article III ~ Playing Rules**

- A. The duration of each league game will be two 40-minute halves when daylight allows, otherwise there will be two 35-minute halves.
- B. Substitution on goal kicks, own throw-in, or opposition throw-in when they are subbing. Players do not have to go to the center line to sub but must receive referee's acknowledgement prior to substitution.
- C. Spectators, coaches, and players not on the field must remain at least five feet from the touch line. No persons are allowed behind the goal lines. Teams must assist the referee and the linespersons in keeping the sidelines clear.
- D. In the event a game is called due to rain, foul weather or darkness, the game will be rescheduled on the specific rain-out date as approved by the Executive Board unless one-half of the game has been played. If one-half of the game has been played, the score will stand as is at the time the referee calls the game.
- E. All decisions regarding cancellations or postponements of games will be made AT THE FIELDS BY THE OFFICIALS; late games are automatically cancelled if the early games are cancelled. In regards to the early games, each team must have a minimum of seven players at the field at the time the game is postponed to be considered a rain-out game. To the team with less than seven players present it is considered a forfeit, awarding them zero points and giving the opposing team three points for a win. If neither team has seven players present it will be considered a double forfeit, neither team will receive any points, the game will NOT

be replayed. If the board or field directors determine games will be canceled prior to game time, every effort will be made to relay the information to the team contact person and post on the league website.

- F. TORNADO WATCH/WARNING: In the event a tornado watch/warning is in effect in the Kalamazoo County at 5:30 pm or later on the day of a scheduled game, all play is automatically suspended for that evening and games will be made up on the regularly scheduled rain-out date as approved by the board.
- G. League standings: Points will be computed as follows; win, 3 points; tie, 2 points; loss, 1 point; forfeit, 0 points.
- H. All protests shall be in writing and delivered within 48 hours of the game in questions to the Executive Board and a copy of the protest shall be filed with the Referee Coordinator. Remember that judgment calls cannot be protested.
- I. Teams are to exhibit sportsmanlike conduct at all times along with treating the referees on the field with respect. Players are also expected to promote a positive atmosphere. Referees are instructed to use both yellow and red cards in an effort to curb unsportsmanlike conduct. The team contact person should take responsibility for the actions of her teammates.

#### Article IV ~ Playing Season

- A. Beginning and ending dates for league play will be determined by the Executive Board in accordance with the Constitution and By-Laws.
- B. The league will offer two playing seasons (spring and fall). Individual waivers only need to be filed in the spring season but team contacts are required to supply rosters for each season. Players who weren't on the team in the spring need to submit a waiver in the fall.
- C. During the fall season when there is only one start time for games (typically after the 2<sup>nd</sup> week of play), the start time of games will be moved to 6:15 pm.

#### Article V ~ Divisional Placement

Divisional placement will be at the discretion of the Executive Board based on various factors including prior season standings, team composition, and team contact input.

#### Article VI ~ Number of Players

- A. Each team in an official game shall field no more than eleven players and not less than seven players.
- B. If a team does not field the minimum number of players within ten minutes of the starting time, a forfeit shall be awarded to the opposing team. If neither team can field the minimum number of players, the game will be recorded as a forfeit for both teams. If during the course of play the number of players falls below seven due to injuries, the team may continue to play. If the team elects not to continue play, the game will be considered a loss.

#### Article VII

Unless otherwise specified with the Constitution and By-Laws of this Association or policies enacted by the Executive Board, this Association shall be governed by the FIFA Laws of the Game and Universal Guide for Referees.