

# Wadsworth Amateur Soccer Association

## Bylaws

Adopted October 28, 2002

Revised 3/2006

### Section 1. Membership

#### A. Members

All duly registered members of WASA in good standing shall be considered members. Membership shall be established pursuant to the Constitution. Players over age 18 may cast a vote, the vote of players under 18 will be cast by the parents/guardians of the player.

#### B. Removal of Members

Removal of players, coaches and managers listed on the roster will be by disciplinary hearing before the Discipline, Fair Play and Appeals Committee (DFPAC). Parents of players are not considered members and may be prohibited by the Board from attending games/practices/activities by a vote of the majority of the board.

#### C. Condition of Membership

Membership for all is only for the current seasonal year, and only after all paperwork is finished and accepted, and fees are paid. Members have to be accepted by WASA as required in the Constitution. Membership can be denied for those on suspension through the hearing process. If a player's parents/guardians have consistently violated rules of the league as determined by the board of directors, the player may be denied membership in subsequent years.

#### D. Fees

Registration fees are set by the Board of Directors for each season (fall or spring). The registration fees may be reduced or waived for hardship cases as determined by the Board of Directors upon a written petition by the registrant or guardian of said registrant.

### Section 2. Officers and Committees

#### A. Board of Directors

The responsibility for management of the WASA shall reside in the Board of Directors through their activities as a whole and through their duly appointed volunteers, employees and committee chairpersons. The board is entitled to employ or appoint such persons as needed to perform the functions of the programs and activities as necessary. As set forth in the Constitution, the board is made up of the four (4) members of the Executive Committee, the five(5) Directors and three (3) Chairpersons of the Standing Committees.

##### 1. Executive Committee

Committee members are the President, Vice President, Secretary and Treasurer

##### 2. General Directors

The general directors are Director of the Select Program, Director of Recreation Program, Director of In-House Program, Director of Coaching and Player Development, and Director of Communication.

### 3. Standing Committees Chairpersons

The Standing Committees Chairpersons are the Tournament Chairperson; Discipline, Fair Play & Appeals Chairperson; and Fund Raising Chairperson.

## **B. Duties**

### 1. Board of Directors

The Board of Directors shall be the official ruling body of the Association. The board shall have control and management of league business, and make all policies. The board may apply sanctions or suspensions as appropriate in its discretion. The board will set fees and dues, and will approve a yearly budget and the amendments and changes to the budget, and will establish such financial policies that will insure proper management of the finances of the league. Only the Executive Committee and Directors may vote on such matters. The Chairpersons of the Standing Committees are ex-officio, non voting members of the board.

### 2. Executive Committee

The Executive Committee will propose an annual budget to the board of directors, and will prepare a list of coaches, managers and other volunteers (including standing committee chairpersons) to be accepted by the board. The Executive Committee will have other duties as assigned by the Board.

#### (a) President

The president will preside at all meetings, will propose to the executive committee the names of the coaches, managers, volunteers and standing committee chairpersons. The president will vote only in case of a tie unless the vote is one regarding an amendment to the Constitution, in which case the President shall vote from the outset. The president shall be the league delegate to OYSAN district and state meetings and will represent the league at those meetings. The president will be the second signatory on checks greater than \$5000 and may sign checks in the absence of the treasurer. The president may attend all committee meetings as an ex-officio, non voting member. The president will be elected at the ACM for a two year term at elections in odd numbered years.

#### (b) Vice President

The vice president will serve in the absence of the president. The Vice President will assist the Directors and serve in a vacant position until a replacement appointment is made. The Vice President is responsible for scheduling and care of the game and practice facilities of the WASA. The vice-president works closely with the Directors of the Select, Recreation and In-House programs to coordinate all practice and game field assignments and times. In case of a vacancy in the office of the president, the vice president shall assume that position until the next ACM election. The vice president will be elected at the AGM for a two year term at elections in even numbered years.

#### (c) Secretary

The secretary will keep all minutes of the association and will conduct the correspondence of the association. The Secretary checks and maintains the credential report for the general membership meeting and gives the report at the beginning of the meeting. The secretary will be responsible for all league registrations. The secretary will preside over all voting of the BOD and at the ACM or special general membership meetings. The secretary will be elected at the ACM for a two year term at elections in odd numbered years.

#### (d) Treasurer

The treasurer shall be responsible for the financial affairs of the league. The treasurer will keep all books, write checks, and recommend financial procedures to improve the handling of funds. The treasurer shall meet all statutory financial requirements as to filing state and federal tax returns. The treasurer will be one of the

persons able to sign checks abiding by the limitations of the budget or budget amendments passed by the board. The treasurer will be elected at the ACM for a two year term at elections in even numbered years.

### 3. General Directors

Will provide specific services as defined by this document and any other duties that may be assigned by the board.

#### (a) Director of the Select Program

The director of the Select Program will recommend to the President and Executive Committee which leagues the Select Program will participate. The Director and/or their designee will be responsible for the attendance for all such league meetings. The Director will report the results of those meetings at the General Meetings of WASA. The Director will be responsible for WASA and their participating teams compliance with the various leagues rules and regulations in which the Select Program participates. The Director may appoint those individuals necessary to assist in meeting his/her duties. The Director will work closely with the Director of Coaching & Player Development in the selection process of coaches. The Director will work closely with the Secretary to assure timely and accurate registration with it's participating leagues. The Director of the Select Program will be elected at the AGM for a two-year term at elections in odd numbered years.

#### (b) Director of the Recreation Program

The Director of the Recreation Program will recommend to the President and Executive Committee which leagues the Recreation Program will participate. The Director and/or their designee will be responsible for the attendance for all such league meetings. The Director will report the results of those meetings at the General Meetings of WASA. The Director will be responsible for WASA and their participating teams' compliance with the various leagues' rules and regulations in which the Recreation Program participates. The Director may appoint those individuals necessary to assist in meeting his/her duties. The Director will work closely with the director of Coaching & Player Development in the selection process of coaches. The Director will work closely with the Secretary to assure timely and accurate registration with it's participating leagues. The Director of the Recreation Program will be elected at the AGM for a two-year term at elections in even numbered years.

#### (c) Director of the In House Program

This Director will recommend to the President and the Executive Committee the rules & regulations by which the In-House Program will operate. The Director will be responsible for their participating teams compliance with the rules & regulations. This Director may appoint those individuals necessary to assist in meeting his/her duties. The Director will work closely with the Secretary to assure timely and accurate registration with WASA. This Director will be elected at the AGM for a two-year term at elections in odd numbered years.

#### (d) Director of Coaching & Player Development

The Director will oversee the coaching education program, and require all coaches to abide by the rules, standards of behavior, fair play and ethics of coaching and the game. The Director will receive and investigate all complaints about coaches and recommend actions to the Board. This Director will propose guidelines by which coaches of WASA will train and develop players. This Director may appoint those individuals necessary to assist in meeting his/her duties. This Director may appoint those individuals necessary to assist in meeting his/her duties. This Director will work closely with the Discipline, Fair Play & Appeals Committee. This Director will be elected at the AGM for a two-year term at elections in even numbered years.

#### (e) Director of Communication

This person will be responsible for the distribution of information to the members of WASA via newsletter, mailings, website or other viable methods of communication. The Director of Communication will be elected at the AGM for a two-year term at elections in even numbered years.

### 4. Standing Committees Chairpersons

Each committee chairperson will be appointed by the board for a one year term. Each chairperson is an ex-officio member of the board and may present or second motions and participate in debate, but may not vote.

#### (a) Tournament Committee

This committee will meet as necessary. The Committee will be responsible for the annual WASA Soccer Tournament. The Committee will propose policies and procedures by which the Tournament will operate. The Chairperson for this Committee will be appointed by the Board at the first meeting after the AGM to fill the position for one year or until the position is filled after the next AGM.

#### (b) Discipline, Fair Play & Appeals

This Committee will investigate any alleged violations by WASA members, teams, coaches, players, volunteers, or any member of the WASA BOD of any leagues' regulations, rules or procedures. They will report their findings to the BOD and recommend actions to be taken. This Committee will hold all disciplinary hearings for official people (those on the Board, players, coaches and managers) for the purpose of applying discipline for all but single red card offenses. These hearing outcomes are appealable to OYSAN. Referee Assault and Abuse cases by official people shall be referred to OYSAN. The Committee will hold disciplinary cases for non-official people such as parents and volunteers not on rosters. The outcomes of these hearings are not appealable. The Committee will use standards for hearings as set by USSF. The Committee will hold membership hearings pursuant to the Constitution and its decisions at such hearings shall be final. The Chairperson for this Committee will be appointed by the Board at the first meeting after the AGM to fill the position for one year or until the position is filled after the next AGM.

#### (c) Fund Raising Committee

This Committee will also conduct fundraisers as approved and directed by the Board of Directors, ensuring proper handling of all funds. This committee will be responsible for the operation of the Concession Stand at Muhl Park. The Chair for this Committee will be appointed by the Board at the first meeting after the AGM to fill the position for one year or until the position is filled after the next AGM.

## **C. Elections, Vacancies, Resignations, and Removals**

#### (a) Vacancies

If a vacancy occurs in any elected position in which succession is not indicated in this document the Board of Directors will appoint a person to fill that position until the next Annual General Meeting, pursuant to the Constitution.

#### (b) Removal

Board members may be removed from office for just cause, and/or failure to attend meetings or perform the duties of the office. The board member has a right to a hearing and has rights of appeal. The hearing will be by the board of directors with the board member who is the subject of the hearing not having a right to vote. The vote to remove must be by % majority of the remaining and attending members.

## **D. Meetings**

Board of Directors shall be held one time per month at a date, time and place announced to the membership through regular communication channels. Annual General Meeting shall be held at the date listed in the constitution, or at a time in November announced to the entire membership in a letter mailed to every member household at least 30 days in advance.

General Meetings of the directors shall be held the third Monday of each month, except the month of December and the month of the ACM. The time of the meeting will be 8:00 p.m. unless proper notice has changed the time and date.

Organizational Meeting shall be held within two months of the ACM. At that time the Committee Chairpersons will be proposed.

Special Board Meeting shall be called only as needed by the President or by a majority of the Board Members, with 5 days notice to the entire board in a letter mailed to every board member's home.

Cancellation of a meeting must be made 24 hours before the scheduled meeting by mail, electronically or by phone by the president only for extraordinary reasons.

## **E. Quorum**

A quorum needed to conduct business at Board, Organizational, and Special Board Meetings will exist when a simple majority of voting Board Members are present. For an ACM or CMM, a quorum will exist when any number of voters are in attendance at the time called for the meeting.

## **F. Finance Report**

The treasurer will present a financial report to the members at the ACM. An outside audit will be made every year, if requested by the board or the membership, and at least 30 days prior to the ACM at which the treasurer's term is over.

## **G. Amendments**

The Board of Directors may propose amendments to the Bylaws. Such proposals require a majority of the entire board. Such Board approved recommended bylaws must be voted on by the members at the next ACM or general meeting of the Members and approved by a majority vote of those present and voting. Amendments proposed at the AGM or general meeting of the Members from the floor must be approved by a  $\frac{3}{4}$  vote of those present and voting.

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