

# **BYLAWS OF THE NORTH TEXAS WOMEN'S SOCCER ASSOCIATION**

## **ARTICLE I.**

### **Name**

The name of this organization shall be the North Texas Women's Soccer Association ("NTWSA"). This Association shall be directly affiliated to, and comply with the authority of, the North Texas State Soccer Association ("NTSSA") and the United States Soccer Federation ("USSF"), and shall represent all its members in both the NTSSA AND USSF.

## **ARTICLE II.**

### **Object**

The object of this Association shall be to promote and maintain a high quality of amateur (NTSSA Senior) soccer competition for women.

## **ARTICLE III.**

### **Members**

#### **A. Qualifications and Admission**

Any properly constituted team that falls within the geographical boundaries of this Association is eligible for admission to the league if all requirements of membership are met and the Association finds that such membership would be in the best interest of soccer. All applications for membership must be accompanied by the team name, name of the team captain, and a \$30.00 deposit on player cost for the coming season.

#### **B. Good Standing**

A team is considered to be in good standing if all team fees have been paid and there are no outstanding fines. A team must be in good standing to have voting and playing privileges.

#### **C. Representation**

Each member team in good standing shall have one (1) vote at any NTWSA General Meeting on any given issue brought before the membership at the meeting.

#### **D. Boundaries**

The boundaries of the NTWSA shall be non-exclusive and consist of Denton, Collin, Rockwall, Kaufman, Dallas, and Tarrant Counties.

E. Jurisdiction.

NTWSA shall have jurisdiction over all member teams, players, and coaches affiliated with the NTWSA. Each member team player, coach, and team manager will adhere to the Bylaws and General Rules of NTWSA and will comply with its authority.

**ARTICLE IV.  
Nominations and Elections**

A. Schedule of Elections

Elections will be held at the annual meeting in **May of each year** with one-half (1/2) of the Executive Officers elected at each annual meeting, according to the following schedule. Subdivision Commissioners will be appointed to the following schedule.

President	Elected in odd years
Vice President	Elected in even years
Secretary	Elected in odd years
Treasurer	Elected in even years
League Commissioner	Elected in even years
Field Coordinator	Elected in odd years
Conference Commissioners	Appointed in January or July and ratified at the next general meeting.

B. Nominations

A Nominating Committee of three (3) members shall be appointed by the President to propose a slate of officers for those officers whose term expires at the next semi-annual meeting. This slate of officers shall be made known to the voting delegates at least ten (10) days prior to the election meeting. The members of the committee shall appoint their chairman.

1. Duties of the Nominating Committee  
It shall be the duty of the Nominating Committee to nominate candidates for each office.
2. Report  
In addition to the prior notification to delegates, the Nominating Committee shall submit a report at the semi-annual meeting, at which further nominations may be made from the floor.

C. Election of Officers

Election shall be by ballot and a majority shall elect. In the case of a no majority vote, a runoff will be held between the top two candidates. If only one name appears on the ballot, that election can be rendered by acclamation.

## **ARTICLE V Officers**

### **A. Elected Officers**

The elected officers of NTWSA shall be President, Vice-President, Secretary, Treasurer, League Commissioner, and Field Coordinator. These officers shall compose the Executive Board of NTWSA and shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by NTWSA. A quorum of fifty (50%) percent of this Executive Board is necessary to transact the business of this Association at any meeting.

The Executive Board shall transact all business of the Association and shall have the power to enforce the Laws of the Game, Rules of the United States Soccer Federation, the North Texas State Soccer Association (NTSSA), and the Bylaws and General Playing Rules of this Association. Its meetings may be held at a time and place appointed by the President. It shall review and then confirm or veto the findings of the Appeals and Disciplinary Committee.

Any member of the Executive Board that misses three (3) consecutive Board meetings or four (4) Board meetings within a six-month period will have their office declared vacant unless such absences are excused by the Executive Board. The office shall be filled in accordance with Article V.E. of these Bylaws.

Any member of the Executive Board shall be required to resign following a vote of no confidence in their ability to remain in office. Twenty percent (20%) of the Association's members simultaneously may petition for such a vote. The petition must be submitted, in writing, to the Executive Board by sending a copy of same to either the President, Secretary, or League Commissioner. The Executive Board must immediately review the petition and forward copies of the petition and notice of the vote to be taken on the petition to all members within ten (10) days of receipt of said petition. All Association members must have at least ten (10) days' notice of the pending petition and vote. The vote of no confidence must be passed by three-fourths (3/4) majority of all members present and voting. A quorum must be present.

### **B. Appointed Officers**

The appointed officers of NTWSA shall be the Conference Commissioners who will be a part of the NTWSA Board.

### **C. Qualifications**

Officers of NTWSA can be anyone who desires to serve in any elected or appointed office. This shall be limited to two (2) officers who are not currently registered with NTSSA. A member of the Executive Board can be an official of a team, club, league or association. No more than two (2) members of the Executive Board may be a member of the same club or team. A person holding the office of NTWSA President may not serve concurrently in either the capacity of President for any other adult soccer association or

the office of NTSSA Women's Commissioner (the "Concurrency Rule"). If any President resigns, is removed, or vacates the position of Presidency for any reason during their term, the succeeding officer to the Presidency is exempt from the Concurrency Rule until formally elected at the next NTWSA General Meeting in accordance with Article V.E. This officer is not entitled to vote twice, but must vote only as a NTWSA board member. In the event of any grievance involving a board member's team or club, that board member may not act in the team's behalf nor be entitled to vote on any matter concerning the grievance. In the event of any grievance involving the NTWSA board, the NTSSA board member may not act in the board's behalf nor be entitled to vote on any matter concerning the grievance.

D. Term of Office

Officers shall be elected for a term of two (2) years and may succeed themselves in office. The new officers shall take office at the close of the semi-annual meeting at which they were elected and shall serve for two years or until their successors are elected and assume office. No one officer may hold two offices at the same time. Any officer wishing to run for a different office before his/her term has expired may do so. If an officer is elected to a second office, that officer must resign the previous office immediately upon election to the new position. The vacant office shall be filled in accordance with Paragraph E below.

E. Vacancy in Office

A vacancy in the office of President shall be filled by the Vice President (**Please reference V.C.**). Other vacancies on the Executive Board shall be filled by appointment of the President, with the Board's approval, and the person so appointed shall serve in such capacity until the next general meeting following the announcement, at which time an election shall be held. Nominations shall be from the floor and election shall be by ballot.

F. Duties of Elected Officers

1. The President shall:

- a. Preside at all regular and special meetings of the Association and the Executive Board.
- b. Appoint those committees not provided for by the Bylaws; may create new special committees and dissolve old special committees as needed.
- c. Rotate delegates to any meeting of other Associations, as appropriate.
- d. Be the Association's voting delegate to NTSSA.
- e. Supervise the Executive Board.
- f. Be responsible for the strategic long-term development of women's soccer.

2. The Vice President shall:

- a. Serve as Chairman of the Appeals and Disciplinary Committee.
  - (1) Be responsible for notifying appropriate captains, League Commissioner and appropriate Conference Commissioner by

telephone and in writing of all Appeals and Disciplinary decisions within 48 hours of the decision.

- (2) Be responsible for sending a list of committee members and report of Appeals and Disciplinary decisions to NTSSA and NTWSA Executive Board.
  - b. Preside in the absence of the President and shall succeed to the office of the President if that office becomes vacant during the President's term.
  - c. Have charge of caution and ejection reports and maintain records of penalty points, notifying League Commissioner and appropriate Conference Commissioner when applicable.
  - d. Notify appropriate captains, Conference Commissioner and League Commissioner of all ejected, suspended, probationary and/or ineligible players when applicable.
  - e. Be responsible for the continuing development of the Association and promotion of women's soccer.
  - f. Serve as a member of committees, as required.
3. The Secretary shall:
- a. Record the minutes of all meetings of the General Assembly and Board. Distribute copies to the President and any absent board members with 10 days after the meeting.
  - b. Maintain and make available upon request a current version of the General Rules and Bylaws and possess a general knowledge of both.
  - c. Take and document attendance at all regular meetings.
  - d. Maintain list of teams in good standing.
  - e. Notify proper Conference Commissioner within 48 hours after the monthly meetings of any team(s) that were not in attendance at the meeting so the Conference Commissioner can notify appropriate team(s) of the assessment of the \$20.00 fine.
  - f. Attend Appeals and Disciplinary meetings and be responsible for taking minutes of such meetings.
  - g. Provide written notices to all team captains and officers relative to the business of the Association. Send captains meetings to all team captains.
  - h. Serve as Chairman of the Awards Committee and be responsible for ordering all awards.
  - i. Read minutes at semi-annual meetings.
4. The Treasurer shall:
- a. Collect all fees and monies, directly or indirectly, and have charge of all money of NTWSA.
  - b. Keep a detailed account of income and expenditures of NTWSA.
  - c. Give an oral report at regular meetings of major income and expenditures.
  - d. Prepare and distribute to the Board and the general membership a written financial report and have the financial report available upon request at the May and November General Meetings.
  - e. Serve as Chairman of the Budget and Finance Committee.

- f. Pay all bills and expense reports as required in a timely manner
  - g. File all necessary tax statements on a yearly basis, according to the deadlines set forth by the IRS.
  - h. Generate a budget and registration fees for each playing season.
  - i. The Treasurer should, whenever possible, be an accountant or have an accounting/bookkeeping background.
5. The League Commissioner shall:
- a. Be responsible for organization and coordination of the registration of all teams and players.
  - b. Maintain all team rosters and player registrations.
  - c. Serve as Chairman of the Rules and Regulations Committee.
  - d. Be responsible for submitting required registration paperwork to NTSSA.
  - e. Supervise the Conference Commissioners.
  - f. Maintain new player information list for team placement.
  - g. Act as liaison to the Field Coordinator during field scheduling and at other times during the season where there are additional field scheduling requirements.
  - h. Have the authority to order temporary player suspensions and game forfeitures for those violations of NTWSA Bylaws and General Rules which specify such action with a written summary sent to the President, Vice President and appropriate Conference Commissioners.
  - i. Serve as insurance liaison and/or supervise any person(s) appointed to handle insurance matters.
6. The Field Coordinator shall:
- a. Be responsible for obtaining permission for use of fields through proper cities and local associations in a timely manner, and send a confirmation letter to each city and association contact person prior to the beginning of each season;
  - b. Verify price structure for each field/complex with cities and/or local associations prior to each season, report to Treasurer and notify League Commissioner of fee changes from season to season;
  - c. Be responsible for coordinating game schedules with League Commissioner and help supervise the playing schedules throughout the season;
  - d. Be responsible for providing schedules to the proper cities and local associations in a timely manner;
  - e. Be responsible for coordinating necessary field usage for rescheduled games and coordinating each rescheduled game through the local association contact person and conference commissioner(s) in a timely manner;
  - f. Maintain a constant list of field usage throughout the season to assist in paying the cities or local associations (i.e., a list itemizing the dates on which fields were actually used, which fields were actually used, the games that were rescheduled or not played, and the dates and location of the

- rescheduled game, etc.) and provide this list to the Treasurer within two weeks after the last game of each season has been played;
- g. Arrange for gates (if any) to be unlocked, lights to be turned on (if necessary), and all other requirements that may be necessary concerning field usage for all games;
  - h. Establish and maintain good working relationship with city parks and local youth associations;
  - i. Maintain a current list of each local association contact person (including their address and phone number) for each field/complex used by NTVSA and providing said list to League Commissioner with updates as necessary;
  - j. Provide an activity report at all board meetings, including, but not limited to:
    - (1) Team no-shows
    - (2) Current field usage/fees
    - (3) Field closings before or during the season
    - (4) Any problems with teams regarding field usage

G. Duties of Appointed Officers

1. Conference Commissioners shall:

- a. Be appointed each soccer year by the League Commissioner with approval of the Executive Board and shall serve for one (1) soccer season; shall not serve as Commissioner of the Conference(s) in which she is registered as a player.
- b. Be responsible for coordinating scheduling of make-up games with Field Coordinator.
- c. Have charge of game reports and maintain teams standings.
- d. Be responsible for notifying Field Coordinator of any game changes (cancellations, make-ups and rescheduled games).
- e. Be responsible for notifying teams of and collecting all team fines, excluding fines for ejection and caution cards.

**ARTICLE VI.  
FEES AND FINANCE**

A. Registration Fees

Registration fees are determined by Executive Board and are payable as defined by the registration procedure in the General Rules. These fees are non-refundable.

B. Budget

A proposed budget shall be prepared by the Budget and Finance Committee and submitted at the semi-annual meeting in May

C. Audit

1. At the Semi-Annual Meeting in May, the Board shall appoint an Audit Committee of two (2) members. The Audit Committee shall present its report for adoption at the September NTWSA meeting.
2. An independent audit shall be conducted every third (3rd) year by an outside auditor at the end of the fiscal year (i.e., July 31st) as of 1983.

D. Fiscal Year

The fiscal year of NTWSA shall be from September 1 through August 31.

**ARTICLE VII.  
Meetings**

A. General Meetings

General meetings of NTWSA shall be held a minimum of twice each playing season. The time and location will be set by the Executive Board and proper notification will be given. The meeting in May will be considered the annual meeting and the meeting in November will be considered the semi-annual meeting as defined below.

B. Semi-Annual and Annual Meetings

The semi-annual and annual meetings order of business shall be as follows:

Roll call and vote accreditation  
Reading and approval of the minutes of the last semi-annual meeting.  
Reports of Officers  
Reports of Standing Committees  
Reports of Special Committees  
Amendments to Bylaws or General Rules  
Election of Officers (depending on year)  
Unfinished Business  
New Business  
Announcements  
Adjournment

NTWSA shall be governed by its members, which shall consist of the Executive Officers, appointed officers, and team representatives from each member team in good standing, each of whom shall be entitled to one (1) vote.

C. Team Representation.

Each member team shall appoint an official representative (usually the captain) to vote on behalf of their team. No representative will be entitled to vote on behalf of more than one (1) team. Any member may speak at any NTWSA meeting, but only the team representative may vote on any questions.



D. Quorum.

A majority of the voting representatives of teams in good standing shall constitute a quorum for any regular or special meeting.

**ARTICLE VIII.  
Committees**

A. Composition

There shall be the following standing committees:

Appeals and Disciplinary Committee  
Audit Committee  
Budget and Finance Committee  
Nominating Committee  
Rules and Regulations Committee

The Chairmen of the Standing Committees shall be announced at the regular monthly meetings following the semi-annual meetings in May and November unless otherwise stated in these bylaws. The chairmen hold that office by virtue of their elective office on the Executive Board; each committee shall be filled by appointment or election, as the case may be, within thirty (30) days of the vacancy. In the case of an emergency, the President shall have the power to fill vacancies on any committee by appointment until such vacancy can be filled in accordance with normal procedures.

B. Duties and Composition, Standing Committees

1. Appeals and Disciplinary Committee

The Vice President shall be chairman. At team registration, each team is required to submit the name of two "Committee Persons" who shall be members of the Appeals and Disciplinary Committee. These committee persons shall not be a captain or coach of their respective teams, must be currently registered on the team they represent, and shall serve for one (1) soccer season or until their team submits a new name to the Vice President. A minimum number of three committee members in addition to the Chairman must sit at each hearing for the purpose of hearing matters brought before the Appeals and Disciplinary Committee. A member may not sit on a hearing concerning her own team or any team in her own division. Decisions of the committee shall be made by vote; a majority of members present shall decide. The chairman shall vote only in case of a tie. All decisions shall be tactfully reported at the General Meetings. The Appeals and Disciplinary Committee shall hear all misconduct matters that it feels is necessary, valid protests, and complaints, and shall have the authority to take any necessary disciplinary action. The Chairman shall be aware of the rules and

regulations of NTWSA, NTSSA, and USASA regarding minimum penalties to be assessed.

2. Caution and Ejection Sanctions Committee

The Vice President will assess player and/or coach sanctions for each caution and ejection based on the "Cumulative Twelve (12) Point System" as stated in the NTWSA General Rules. The Vice President will then submit their decision and justification to the Secretary for review. If the Executive Board member reviewing the decision determines the sanction(s) is not in accordance with the "Cumulative Twelve (12) Point System", then they must notify the Executive Board for further review. Neither person issuing or reviewing sanctions can partake in any decision concerning their own team or any team in the division in which their team plays. Based on the previous statement, the chair in conflict will be succeeded by the order of the Executive Board as stated in these Bylaws. After each final decision has been determined regarding sanctions of a player or coach, the presiding Chairperson will then inform the division commissioner, team captain, and the Executive Board of the decision.

3. Budget and Finance

The Budget and Finance Committee shall be composed of three (3) members. The Treasurer shall be Chairman; two (2) members shall be appointed by the Executive Board. This committee shall submit a proposed budget for the upcoming year at the semi-annual meeting in May and shall submit a financial report for the previous playing season at the first meeting of each playing season.

4. Rule and Regulations

The Rules and Regulations Committee shall be composed of all the Executive Board members and members recommended by the member delegates. The League Commissioner shall serve as Chairman. This committee shall provide guidelines and recommendations concerning rules and regulations and may recommend amendments to the Bylaws and General Rules at the semi-annual meetings in May and November.

5. Auditing Committee

The Auditing Committee shall consist of two (2) members appointed by the President at the semi-annual meeting in May. This committee shall review the accounts and accounting of the Association and shall submit a year-end report at the September General Meeting, and at other times, as directed by the President.

6. Awards Committee

The Awards Committee shall consist of three (3) members. The Secretary shall serve as Chairman, and shall also select two (2) members to serve on the committee, who may not be officers. This committee shall select and recommend appropriate awards for each playing season.

7. Nominating Committee

The Nominating Committee shall consist of three (3) members. The Chairman shall be appointed by the President. The Chairman shall select two (2) members to serve on the committee who may not be current officers of the Association or candidates for offices to be voted on in the upcoming election. This committee will interview possible candidates and present all interested persons' names to the membership for election.

The President may appoint other Service/Special committees as necessary. The President shall be an ex-officio member of all committees except the Nominating Committee.

**ARTICLE IX.  
Protest and Appeals Procedure**

A. Fees

All protests and appeals must be accompanied by the appropriate fee (cash or cashier's check) as follows:

Protests	\$25.00
Appeals	\$50.00

If the protest or appeal is denied, the fee will be forfeited to the Treasury of the Association.

B. Filing Procedures

1. Protests

a. All protests of game matters must be submitted in writing to both the League Commissioner and Vice President with the appropriate fee (\$25.00) accompanying the League Commissioner's copy. Submitted protests must be postmarked within five (5) calendar days from the protested game.

b. The League Commissioner or Vice President will review the protest with both teams no later than three weeks from receipt of written notification. There are only two acceptable causes for the protesting of a game after it has been played. They are:

- (1) A team knowingly plays an unregistered, ineligible or suspended player; or

- (2) There has been an obvious error made in the application of the Laws of the Game that directly affects the outcome of the match and the referee admits it. No protest can even be entertained based on judgment decisions made by the referee during play. The Laws of the Game clearly state in Law V (Referees) that "A referee shall be appointed to officiate each game. His decisions on point of fact connected with the play shall be final, so far as the result of the game is concerned." A game cannot be protested because one coach, or both for that matter, thinks the referee was incompetent. This is a matter to be handled through the local referee's group or the State Referee Committee.
  - c. The Vice-President will notify both teams when the protest has been validated.
  - d. The Appeals and Disciplinary Committee will meet to consider the protest within ten (10) days after validation of the protest. The Vice President shall notify the involved parties of the date, time, and place of the hearing, if deemed necessary, 48 hours in advance by registered mail and verbally.
2. Any protest relating to the grounds, field conditions, goal posts, cross bars, or other appurtenances of the match shall not be entertained by any protest committee or board unless an objection has been lodged with the match referee **BEFORE THE COMMENCEMENT OF THE MATCH**. The referee shall require the responsible team to remove the cause of objection if this be possible, without unduly delaying the process of the match.

When an objection has been lodged, a protest, in writing, must be given to the match referee and a notation must be made on the game cards and initialed by the captain of the opposing team **PRIOR TO THE START OF THE GAME**. The written protest given to the referee must include the name and address of the Vice President so the referee can mail it after the conclusion of the game. The protesting team must request the referee to mail it to the Vice President following the game. The protesting team must submit the appropriate fee (\$25.00, cash or cashier's check) to the Vice President prior to the hearing. If a protest is filed with the referee, the captain of the protesting team will be prohibited from participating in any game until the \$25.00 protest fee is received by the Vice President.

**When an objection or protest has been lodged, it shall not be withdrawn for any reason (i.e., the protestor won the game) except by consent of the Appeals and Disciplinary Committee.** In the event the referee fails to mail the written protest to the Vice President, the game cards with the noted protest can be used to verify that the protest was made prior to commencement of the game. The Vice President may contact the referee to verify that the protest was filed prior to commencement of the game. Protests concerning these matters will not be heard unless this procedure is followed.

### 3. Appeals

- a. Any matter other than those listed above as “Protests” that require Association attention will be considered an appeal and shall be heard by either the A&D Committee or the Executive Board of the Association (the “Appeal Committee”), as specified herein.
- b. The Executive Board will hear all appeals of an Executive Board member's decision. The Association President shall serve as Chairman of the Committee, unless the appeal is based upon a decision of the President, in which case the Vice President will serve as Chairman. The Executive Board member whose decision is being appealed will not serve on the appeal committee, but rather will be a party to be heard in the appeal. The appropriate fee of \$50.00 must accompany the appeal (cash or cashier's check only).
- c. The A&D Committee will hear all other appeals. The Vice President will serve as Chairman.
- d. All appeals to either the A&D Committee or Executive Board must be submitted to the Vice President or President of the Association, as appropriate, in writing and postmarked within five (5) calendar days of the appealed incident. All appeals shall be accompanied by the appropriate fee of \$50.00 (cash or cashier's check only).
- e. The Chairman of the Appeal Committee may restrict the number of witnesses and the time allotted to each, so long as fair hearings are held. NTWSA may also determine whether it will allow open or closed hearings.
- f. The Chairman of the Appeal Committee, at its discretion, may, when requested in writing to do so, waive the time limit for filing appeals, but in no case shall an extension of more than ten (10) days be granted.
- g. Upon receipt of the appeal, properly submitted, the Chairman of the Appeal Committee shall set a time and place for a hearing and will advise the appropriate parties. All hearing settings are solely the responsibility of the Committee.
- h. Decisions of the A&D Committee may be appealed to the Executive Board of this Association by mailing the appeal, in writing, to the President, along with the appropriate fee (\$50.00, cash or cashier's check). The appeal must be postmarked within five (5) days of the decision of the A&D Committee.
- i. Decisions of the Executive Board may be appealed to North Texas State Soccer Association in accordance with NTSSA Rules.

- j. NTWSA refuses to hear any appeal by any party that is threatening a lawsuit. This appeal shall be passed on to the next higher forum which would hear it. This is a sport to which we are giving freely of our time and none of us needs to take the trouble and expense to appear in court. The use of tape recorders, court reporters, and the presence of attorneys (except as a party to the appeal) is prohibited at hearings.
4. Complaints
- Complaints are handled in the following manner:
- a. A serious complaint concerning misconduct of a player, coach and/or team should be submitted in writing to the Conference Commissioner within 48 hours after the incident.
  - b. The Conference Commissioner shall forward a copy of the complaint to the Vice President who will inform the captain of the offending player, coach and/or team.
  - c. When three (3) letters have been received during a playing season concerning the same player, coach and/or team, they shall be brought before the Appeals and Disciplinary Committee for disciplinary action.

#### **ARTICLE X. Amendments**

Proposals to amend the Bylaws and/or General rules may be submitted to the Rules and Regulations Committee at any time during the soccer year. For the amendment to be proposed to the membership for a vote, it must be submitted electronically to the Chairperson of the Rules and Regulations Committee at least 30 days prior to the next meeting of this Association for review by the committee.

Amendments to these Bylaws and General Rules can be made at any semi-annual or general meeting by majority vote of the voting membership present, provided ten (10) days written or electronic notice of the meeting, including a written or electronic copy of the proposed changes, have been submitted to all voting members. Any changes or additions to the General rules or Bylaws that are approved by the voting membership shall immediately become part of them and in effect.