

Lansing Area Women's Soccer Bylaws

Mission Statement

The mission of this non-profit organization shall be to encourage the advancement of women's soccer within the Greater Lansing area and beyond by demonstrating the true spirit of soccer through competitive, fun and fair play.

Article I: Name

The name of this organization shall be Lansing Area Women's Soccer and will be known as LAWS for all purposes hereinafter enumerated.

Article II: Jurisdiction

The jurisdiction of LAWS shall include all teams, members and volunteers that join under the conditions set forth by LAWS.

Article III: Membership

Members shall abide by the bylaws and policies of LAWS. All information obtained regarding LAWS members will be used for the sole purpose of LAWS and will not be given out for use by other organizations or individuals. Membership shall be open to any person without regard to race, religion, color, national origin, or sexual orientation. The membership of LAWS shall consist of:

- a) Authorized players:
 - i. Women who have registered during the calendar year and are in good standing;
 - ii. Must be at least 17 years of age before playing in a LAWS game;
 - iii. Must not be enrolled in high school.

- b) Team Managers:
 - i. Complete the team registration form each season;
 - ii. Serve on the Board of Directors;
 - iii. Perform duties as outlined in *Article VII*;
 - iv. May be, but are not necessarily, authorized players.

- c) Executive Board members:
 - i. Serve as volunteers;
 - ii. Perform duties as outlined in *Article IV*;
 - iii. Must be current or former authorized players.

Article IV: Executive Board

The Executive Board shall transact all business of LAWS. The following officers and representatives of LAWS shall constitute the Executive Board:

- a) **President** – The President's duties are outlined in policies and are usual to the office of the President, including but not limited to:
 - Attend and preside over all Executive Board, Board of Directors and membership meetings;
 - Sign contracts and agreements;
 - Appoint all vacancies or committees comprising of members or volunteers;
 - Call special meetings;
 - Act as an ex officio member of all committees;
 - Co-sign all checks for payment for the amount of \$400 or more;
 - Review the bank statements at least every month;
 - Attend to any other business of LAWS.

- b) **Vice-President** – The Vice-President's duties are outlined in policies and are usual to the office of the Vice-President, including but not limited to:
- Attend and, in the event of the President's absence, preside over all Executive Board, Board of Directors and membership meetings;
 - Succeed to the power of the President in her absence;
 - Co-sign checks in the amount of \$400 or more in the absence of the President;
 - Assume responsibility for coordinating the season schedule and referees with the assistance of the Division Representatives and League Administrator;
 - Attend to any other business of LAWS.
- c) **Division Representatives** – One representative for each division will be elected by the membership. The Division Representatives' responsibilities are outlined in the policies and include but are not limited to:
- Attend all Executive Board, Board of Directors and membership meetings;
 - Assist in setting the season schedule;
 - Place new players on teams with priority to fair and equal distribution;
 - Serve as head of a disciplinary or protest committees as needed, provided there is no conflict of interest;
 - Assist the League Administrator with ensuring authorized players are in good standing;
 - Other duties that are deemed necessary by the President and/or Vice-President
- d) **Traveling League/Tournament Coordinator** – The Traveling League/Tournament Coordinator will be appointed by the President with the approval of the Executive Board. The Traveling League/Tournament Coordinator shall be responsible for all matters pertaining to the traveling league and LAWS tournament play.

Article V: Policies

The Executive Board shall set, maintain and enforce the policies of LAWS.

- a) Policies will be reviewed by the Executive Board annually. The document is posted on the LAWS website and hardcopies will be made available upon written or electronic (email) request.
- b) Policy changes shall be developed and established by the Executive Board with input from the team managers.
- c) All policy changes are subject to approval of the Board of Directors.

Article VI: League Administrator and Marketing and Recruitment Coordinator

The League Administrator and Marketing and Recruitment Coordinator serve the Executive Board, Board of Directors and members of LAWS. It is preferred, but not mandatory, that the League Administrator be a member of LAWS.

- a) The League Administrator is:
- i. An elected administrator who does not vote on Executive Board or Board of Directors decisions, regardless of any other position she may hold as part of the Board of Directors or membership.
 - ii. Contracted for the duration of one calendar year or part thereof.
- b) The League Administrator assists the Executive Board with transacting business for LAWS. The League Administrator duties are outlined in the policies and the contract, and include but are not limited to:

- Attend all Executive Board, Board of Directors and membership meetings; take minutes and report the minutes of the previous meeting;
 - Attend to all correspondences on behalf of LAWS;
 - Maintain financial records and report on the budget at each Board of Directors meeting;
 - Collect all registration fees;
 - Confer with the President and Vice-President regarding expenses, prior to making payments. Checks in excess of \$400 or more shall be signed by the League Administrator and co-signed by either the President or Vice-President;
 - Monitor compliance of authorized players as outlined in the bylaws and policies;
 - Attend to all matters pertaining to membership drives and promotion, including forwarding promotional material to the media.
- c) The League Administrator shall report to the President and the Executive Board.
- d) The Marketing and Recruitment Coordinator is:
- i. An elected officer who does not vote on Executive Board or Board of Directors decisions, unless they also hold a position on the Board of Directors.
 - ii. Serves for a term of two years and may succeed themselves in office no more than one additional term.
- e) The Marketing and Recruitment Coordinator duties are outlined in the policies and include but are not limited to:
- Attend all Executive Board, Board of Directors and membership meetings as needed to report efforts and assistance required;
 - Promote all LAWS divisions throughout the greater Lansing area by developing strategies for recruitment and retention and working to increase our outreach and promotion;
 - Coordinate, plan, and oversee all recruitment events;
 - Maintain social network sites (Facebook, Twitter, etc.).
- f) The Marketing and Recruitment Coordinator shall report to the President and the Executive Board.

Article VII: Managers/Board of Directors

- 1) LAWS shall be governed by a Board of Directors comprised of a team manager from each team plus all officers and division representatives of the Executive Board.
- 2) Each team manager shall serve on the Board of Directors and represent their team. Managers' player fees are usually waived as a courtesy for performing necessary duties, at the discretion of the Executive Board. Duties will include but are not limited to:
 - Attend all Board of Directors meetings or send another representative from the team;
 - Communicate league business to their team's players and serve as a liaison between the Board of Directors and their team's players;
 - Help ensure that players on their team maintain good standing;
 - Communicate expectations of sportsmanship to players.
- 3) The Board of Directors shall have the power to interpret and enforce the laws of the game, the bylaws and the policies of LAWS. It shall have the power to settle all disputes, appeals or protests.
 - a) The Board of Directors shall have the final decision regarding rules governing LAWS teams, competitions, tournaments and special competitions within its own structure.
 - b) The Board of Directors may veto any policy presented by the Executive Board by a quorum vote of the majority of those present.

Article VIII: Regulations of Play

- 1) Unless otherwise specified within the policies of LAWS, the FIFA Laws of the Game and Universal Guide for Referees shall govern the regulation of play.
- 2) League divisions and game schedules shall be established by the Executive Board with the approval of a majority of team managers, in a manner consistent with the bylaws and policies, and in the spirit of the mission statement of LAWS to provide competitive, fun and fair play.
- 3) At the discretion of the Executive Board, if there is a need for such, the President shall appoint the following ad hoc committees. Committees may be composed of any member or volunteer, but must be chaired by a Division Representative as outlined in *Article IV, Section C*.
 - a) Disciplinary Committee (Four members) – Upon report of misconduct, the Division Representative will appoint a disciplinary committee to determine an appropriate action. The course of action will be as follows:
 - Misconduct or violations by coaches, players or spectators shall be reported in writing or email to the President and Vice-President by the referee, or any other coach, manager or player, within 72 hours of the incident.
 - When the misconduct involves a serious injury, a written report from each player involved shall be submitted to the President within 72 hours of the incident.
 - The President will notify the appropriate Division Representative to form an ad hoc Disciplinary Committee. No Disciplinary Committee members shall be in the same division in which the misconduct occurred.
 - The Disciplinary Committee will meet, and actions shall be taken within two weeks of the misconduct. All decisions will be final.

Misconduct may include, but is not limited to:

- Receipt of a red card during play by any coach or player;
 - Play which results in a serious injury to an opposing player (serious injury means a player has suffered a broken bone(s), a concussion, a cut requiring stitches, or other injury which prohibits her from playing for the remainder of the season);
 - Physical contact directed at another player, referee, or bystander which does harm or has the potential to do harm;
 - Repeated physical injury administered by the same individual;
 - Violations of bylaws or policies;
 - Playing unauthorized players.
- b) Protest Committee (Four members) – Upon receipt of protest, the Division Representative will appoint a Protest Committee to rule on any protest submitted to the organization.
 - Protests shall be reported in writing or email to the President and Vice-President by the referee, or any other coach, manager or player, within 72 hours of the incident.
 - The President will notify the appropriate Division Representative to form an ad hoc Protest Committee. The Division Representative and all Protest Committee members may not be from the same division in which the misconduct occurred.
 - The Protest Committee will meet and actions shall be taken within two weeks of the protest. All decisions will be final.
 - Prior to the beginning of the season, the Executive Board will determine a protest fee, payable at the time of protest. The fee will be refunded if the protest is upheld.

Article IX: Meetings/Quorum

Rules of procedure for all meetings of LAWS shall be the Robert's Rules of Order.

- 1) The Board of Directors shall meet twice yearly, or more often at the discretion of the President. A two-thirds majority of eligible voters shall constitute a quorum at Board meetings, and a simple majority of those present shall decide all issues. Board of Directors meetings are open to all LAWS members to attend.
- 2) The Executive Board shall meet a minimum of three times a year, once prior to the start of each season, and at the discretion of the President, to transact the business of LAWS. A two-thirds majority of eligible voters shall constitute a quorum at Executive Board meetings, and a simple majority of those present shall decide all issues.
- 3) Ad hoc committees (e.g. disciplinary, protest) shall meet as needed. All members of committee must be present for quorum of ad hoc committees, and a simple majority vote is binding.
- 4) The Annual Membership Meeting will be held at the end of the fall season.
 - a) A quorum is established when at least 10 percent of the membership is present. A simple majority of the votes shall be binding.
 - b) In the event a quorum is not present at the Annual Membership Meeting, membership input will be taken and considered, but the election of officers must be postponed until quorum is achieved.
 - c) The purpose of the Annual Membership Meeting is to elect officers, discuss and/or vote on proposed changes to LAWS bylaws or policies, report LAWS business and provide guidance to the Board of Directors.
 - d) The agenda for the Annual Membership Meeting will be set by the Executive Board at least two weeks prior to the annual meeting. Team managers will make the agenda available to their team members at least one week prior to the Annual Membership Meeting.

Article X: Elections

Elections shall be decided by a vote of LAWS members. Each member is allowed only one vote, regardless of positions she/he may hold as League Administrator or as part of the Executive Board or Board of Directors.

- 1) Members of the Executive Board shall be elected by a quorum vote of the membership at the Annual Membership Meeting or by absentee ballot.
 - a) An absentee ballot is obtained by the member wanting to vote by contacting the league administrator and submitting her ballot at least one week prior to the AMM. Absentee ballots will be collected by the President in even years and Vice-President in odd years.
 - b) Executive Board members must be members of LAWS.
 - c) Executive Board members serve for a term of two years and may succeed themselves in office for no more than one additional term.
 - d) The President and Open Representative will be elected on odd years. The Vice-President, 30+ Representative, and 40+ Representative will be elected on even years.

The following steps will be taken to determine a slate of candidates for open Executive Board positions:

- Membership will be made aware of open positions during the fall season.
 - Members can nominate themselves or others, in writing or by email to the designated Executive Board member, for open positions by the pre-determined deadline.
 - All nominated candidates who are eligible for the position in question will constitute the slate of candidates.
 - A Nominating Committee, made up of LAWS members appointed by the Executive Board, shall present a slate of candidates to the membership for each open office at least two weeks prior to the Annual Membership Meeting.
- 2) The League Administrator is a paid position. To qualify for the position, she/he will previously have served at least one term on the Board of Directors or have relevant administrative experience. The League Administrator will be an independent contractor for the duration of one year. The following steps will be taken to determine a slate of candidates for the League Administrator position:
- The Nominating Committee, made up of LAWS members appointed by the Executive Board, will receive resumes from all League Administrator candidates.
 - The Nominating Committee will conduct interviews with each League Administrator candidate and will reduce the applicant pool to no more than three individuals.
 - The Nominating Committee will provide relevant information about each League Administrator candidate to the Board of Directors and the LAWS membership.
 - The Nominating Committee shall present a slate of League Administrator candidates to the membership at least two weeks prior to the Annual Membership Meeting.
 - LAWS membership will vote for League Administrator at the Annual Membership Meeting, and the final decision will be in accordance with *Article IX, Number 4*.
- 3) The Marketing and Recruitment Coordinator shall be elected by quorum vote of the membership at the Annual Membership Meeting.
- a) Serves for a term of two years and may succeed themselves in office for no more than one additional term.
 - b) Will be elected on odd years.
 - c) The slate of candidates for this position will follow the guidelines used for Executive Board positions.

Article XI: Grounds for Removal

Any Executive Board member or League Administrator not completing their duties as stated in the bylaws and policies, or who misses two consecutive meetings without good cause determined by a vote of the Executive Board, shall have their office declared vacant. Offices that have been vacated prior to the completion of the term will be filled by appointment of the President in accordance with *Article IV, Section A* for the duration of the term.

Article XII: Amendment to Bylaws

These bylaws may be amended by the following procedure:

- a) Any member can submit proposed amendments with rationale (if necessary) to the Executive Board three weeks prior to the Annual Membership Meeting.
- b) Upon receipt, the proposed amendment will be made available to the membership.
- c) The proposed amendment will be presented by the proposing member at the Annual Membership Meeting. At the Annual Membership Meeting or by absentee ballot, members will vote on the

Updated November 2017

Article XIII: Disbandment

Any assets left over at the end of a season are to be carried forward to the next season. If Lansing Area Women's Soccer (LAWS) disbands, its assets are to be donated to a non-profit organization committed to the advancement of women's sports.

Date amended: 11/27/2017, per Annual Membership Meeting in November 2017

Approved:


Cheryl Williams – President


Jacquelynn Derrig – Vice-President