

ROUND ROCK WOMEN'S SOCCER LEAGUE CONSTITUTION

Adopted, August 16, 2009

ARTICLE 1 - NAME OF ORGANIZATION

The name of this organization shall be the Round Rock Women's Soccer League, hereinafter referred to as the **RRWSL** or the League. This league is and shall be a non-profit organization.

ARTICLE 2 - PURPOSE OF ORGANIZATION

The purpose of RRWSL shall be to:

- foster and advance the cause of women's participation in soccer,
- conduct educational activities and skills workshops for members and other participants,
- administer, develop, and encourage the growth of soccer within the Round Rock/Austin and surrounding areas,
- guard the interests of its members, regardless of race, creed, color, sexual preference and/or age, and
- promote goodwill and sportsmanship through physical fitness.

ARTICLE 3 - POWERS OF ASSOCIATION

The RRWSL shall be affiliated with:

- the Texas State Soccer Association - South (TSSAS),
- the United States Amateur Soccer Association (USASA),
- United States Soccer Federation (USSF), and
- Federal Internacional de Futbol Association (FIFA).

RRWSL will recognize the authority and sanctions of the TSSAS, USASA, and the USSF, except where noted in the RRWSL Constitution and Rules of Competition.

The RRWSL shall govern all divisions, teams, officials, players, and non-RRWSL members affiliated with the team, duly registered or otherwise, participating in any and all activities of the RRWSL.

A RRWSL member is defined as a female of at least 18 years of age by their first game in good standing (both financially and on-the-field behavior) within each Division of the League for which she is registered during the current season to play.

Any team or member which attempts to circumvent a decision by the League or damages the interest of the Association faces expulsion or suspension at a special Executive Committee Meeting called for this purpose.

RR PARD – Facility Use Agreement, Section I-League Information, A7: RRWSL must provide a Certificate of Liability Insurance Coverage for no less than 1,000,000 bodily injury and property damage.

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ARTICLE 4 - GOVERNING BODIES AND OFFICERS

4.1 The Board of Captains

The Board of Captains hereinafter is referred to as the Board, will be comprised of one voting representative (i.e., member) from each duly registered team. Each representative member shall agree to abide by the Constitution and By-Laws of RRWSL.

4.2 Executive Committee (Officers)

The RRWSL shall be governed by the Executive Committee. The Executive Committee shall administer affairs of the League between general meetings.

4.2.1 Elections

Nominations for officers shall be taken from a list prepared by each team and/or from the floor at the time of the elections.

The Executive Committee will be elected by the Board. The officers shall be elected by a 51% vote of a quorum of the Board at the general meeting held at the end of each Spring Season, to serve immediately for a term of one calendar year.

Only RRWSL members may be elected as officers.

Division Commissioners shall be elected by a majority vote of the Elected Officers and the teams within the specific division.

RR PARD – Facility Use Agreement: RRWSL must provide Name, Title, Responsibility, and Phone Number no later than 5 days after elections and/or when changes occur. RRWSL has stipulated that addresses will not be shared due to privacy and safety concerns.

4.2.2 Elected Officers

The following positions are the elected officers of the RRWSL. Each position performs the indicated functions within the League.

The President shall

- serve as representative and spokesperson of the RRWSL,
- preside over meetings of the Board and Executive Committee,
- coordinate and direct activities of the Board,
- appoint all committees, with the exception of the Executive Committee, subject to approval by the Executive Committee,
- enforce the Constitution and Rules of Competition,
- act as liaison for the RRWSL to all affected organizations, and
- keep all RRWSL members informed of all league developments and activities.

The President has no voting privileges, except as to decide on any matter resulting in a tie vote.

The Vice President shall

- assist the President with league activities,

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- act as substitute for the President in her absence and/or upon request,
- act as the chairperson of the Judicial Committee,
- function as a substitute when a Division Commissioner is unavailable or has conflicting assignments and
- preside over the Board and Executive Committee in the absence of the President.

The Registrar shall

- be responsible for all matters pertaining to the registration of League members, including providing membership information and coordination with TSSAS and other affiliations,
- establish and manage the process and procedures for League registration,
- maintain a file on all players registered within the League,
- coordinate team registrations with the Scheduler and Referee Commissioner to establish each season's game schedules,
- maintain the roster for each registered League team for each season,
- maintain the database containing information required by TSSAS for each registered member of RRWSL,
- organize other special competitions and tournament registrations and
- function as a substitute when a Division Commissioner is unavailable or has conflicting assignments.
- RR PARD – Facility Use Agreement: The Registrar will sign for/return, maintain, and assume responsibility for the OSP Concession/Bathroom Key.
- Report suspected forgeries on registration materials to the Judicial Committee

The Treasurer shall

- prepare and maintain an operating budget for each fiscal year,
- present ending year operating budget to the Executive Committee for approval in June,
- prepare a report of the previous budget year,
- present the previous budget year report at the August Board meeting,
- collect team fees, fines, and other income,
- make authorized expenditures,
- keep receipts of all expenditures,
- act as parliamentarian at all Board and Executive Committee meetings.

The Secretary shall

- attend to all correspondence of the League,
- shall record the minutes of each Board and Executive Committee meeting,
- produce the agendas for upcoming meetings based upon minutes from previous meetings,
- give notice of all meetings,
- archive official Game Card files and final statistics and schedules for all seasons,
- update and maintain a Calendar of Events for OSP/RRWSL and
- make available, upon request, all activities of the League to members and the community.
- RR PARD – Facility Use Agreement: provide Executive Board member contact information no later than 5 days after elections and/or when changes occur; registration statistics no later than 2 weeks after the start of the Fall and Spring seasons; provide game and practice schedules and notification at least 24 hours in advance of any schedule change(s).

A Division Commissioner shall, within their Division,

- act as an liaison between the teams in her division and other appropriate parties,
- advise the Board on matters that arise within their division,

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- attend TSSAS Annual Meetings,
 - accompany teams to handle registration and other details in major tournaments and
 - assist the Executive Committee to ensure all team representatives are aware of scheduling situations, league rules, and other league matters that arise.
- Representatives of the Board will vote for the respective Commissioner of their division, either 7v7 over 30 (Div 2 & 3), 11v11 Over 30 , 7v7 over 40 or 11v11 (Div 2 & 3).
- A Division Commissioner has voting privileges on issues related to the League overall and to their respective divisions specifically.
- The Vice President or Registrar shall substitute for the Division Commissioner in the event of a conflict involving their team.
- Upon election, all Commissioners will consult to nominate the member who will serve as the League's Senior Commissioner. The Senior Commissioner will
- represent the League at all statewide functions, including meetings and tournaments,
 - serve as the primary contact for the Referee Assignor for reschedules, referee concerns and/or rules related issues.
 - resolve issues pertaining to conflicts between the members of the League and a referee,
 - coordinate the Scheduler and respective Captain(s) to arrange referee(s) for reschedule games

4.2.3 Non-Elected Officers

The following positions are the non-elected officers of the RRWSL. A non-elected officer does not have a voting position. Each position performs the indicated functions within the League.

The Tournament Director shall

- manage the RRWSL Tournament(s) during each year,
- coordinate Tournament expenditures with the Treasurer,
- present proposal for RRWSL Tournament budget to the Executive Committee prior to the Tournament,
- track the Tournaments of interest to the League, and
- encourage the participation of RRWSL teams in tournaments or other special events.

Note: RR PARD – Facility Use Agreement: RRWSL will submit all known economic impact information for any tournaments in which they are the sponsor or co-sponsor.

The Webmistress shall

- update the web page with pertinent and timely information related to League activities,
- provide recommendations to the Executive Committee in relation to the website, statistics maintained, rainout procedures, and posting of data specific to the League,
- maintain a Captains Corner for secure information,
- provide electronic solutions to tracking game scores, statistics and contact information, and
- presents to the Treasurer invoices related to the on-going support of the League Web site and ensures renewal of the web page fees annually.

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The Scheduler shall

- produce the initial schedule of the season
- communicate schedule and schedule changes to the Secretary for distribution,
- produce the RRWSL Tournament schedule, upon request,
- produce game score cards for each League-scheduled game, including the RRWSL Tournament,
- coordinate with and assist the Registrar on the process and procedures during team and/or member registration during the Fall and Spring seasons,
- coordinate the collection, entry, and update of game statistics by Wednesday of each week of play, and
- via email, provide data to the Webmistress for posting on the League web page no later than Wednesday of each week of play, and
- serve as the substitute in the absence of the Registrar,
- perform other duties as desired by the Executive Committee.

4.2.4 Vacant Officer Positions

Officers having to vacate office should give two weeks notice. In case of any vacancy, the Executive Committee shall elect a replacement within one month.

In case of a vacancy in the office of President, the Vice President shall be Acting President until a special election by the Board can be conducted.

4.2.5 Non-Performance in Officers Responsibilities

In the event the Officers of the League fail in their responsibilities and obligations to the League and its membership, management of the League may be assumed by the Board of Directors of the League. A meeting of the League shall be called within seven (7) days to conduct elections of new officers.

4.3 Judicial Committee

The Judicial Committee shall have the power to enforce the rules and policies of the RRWSL. No member of the Executive Committee may be appointed as a team representative on the Judicial Committee. No committee member may review any controversy in which her team is involved.

The Judicial Committee shall be chaired by the Vice President. The Chair will act as the committee leader and will have no vote, except in the event of a tie decision.

The Judicial Committee shall be composed of the chair and a representative of each Division in good League standing, plus one alternate of each Division, appointed by the President. Members of the Judicial Committee are subject to approval by a majority vote of the Executive Committee.

The members of the Judicial Committee will be appointed by the President after election, but prior to the first game of the season, and posted on the League web site.

Disciplinary action decided upon by the Judicial Committee may include but is not limited to one or more of the following:

- A. written warning
- B. fine
- C. suspension

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ARTICLE 5 - MEETINGS

5.1 Rules of Conduct

Robert's Rules of Order (newly revised) shall serve as a general guide but shall not be procedurally binding.

5.2 Quorum

A quorum shall consist of the presence of 50% +1 Board member.

5.3 Executive Committee

The Executive Committee will meet a minimum of once each season or whenever the President, or one-third of the Executive Committee deems necessary.

Notice of additional or emergency meetings will be made at least one week (7 days) in advance. Meeting notices will also be posted on the League's web page.

5.4 Board

The Board shall hold organizational meetings. A minimum of two meetings per year: one succeeding registration, but prior to seasonal play, in the Fall and Spring seasons.

An Annual General Meeting shall be held at the end of the Spring Season of play each year to hold the election of officers, review rule change proposals, and to handle any old and/or new business.

Notice of each meeting will be given at least two weeks (14 days) in advance to each member of the Board. Meeting notices will also be posted on the League's web page.

5.5 Other

Additional or Emergency Meetings will be held on an as-needed basis, at the discretion of the President or one-third of the Board.

Notice of additional or emergency meetings will be made at least 48 hours in advance.

5.6 Voting

Each team may cast one vote. Only an RRWSL member representing that team shall be allowed to vote.

In order to prevent a conflict of interest, in the event that a registered team has multiple members elected to a League office resulting in a possibility that a team would have more than two (2) votes on matters before the Board, the team will be limited to no more than two (2) votes. This rule will be applied only in the case when both the elected officer and the team representative are present.

In the event of a tie vote, the President may cast a vote to reach a decision. In the event that the President is also the representative of a registered team, she is entitled to only one vote as the representative of her team. The tie vote will be decided by a vote from the Senior Commissioner (if not a voting representative of the Board) or if not voting on a division specific matter.

Each team shall send a representative to each Board meeting. All Alternative Teams Captains are invited to attend in order to facilitate the dissemination of information, as well as to assist the Primary Captain in enforcing the policies, procedures, rules and Constitution of RRWSL.

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5.7 Minutes

Minutes shall be made of each RRWSL meeting by the Secretary, or designated Scribe, that reflects all significant decisions.

Minutes will be approved at the following meeting of the appropriate Board, either Executive or Board.

Minutes shall be posted on the League web page within one (1) week of approval. A draft version of the Minutes may be posted as long as the document is cleared denoted with a header or background of "DRAFT".

Meetings for which Minutes are not available, the agenda will be posted for review.

ARTICLE 6 – VENDORS/CONTRACTORS

The Executive Committee shall enter into a contract with appropriate vendors to provide services needed by the league.

Contract proposals will be accepted a minimum of 14 calendar days after posting. Contracts will be for a one year period and will be awarded by the Executive Committee.

Depending upon the financial situation of the League, an outside individual may be selected, via a bid process, to serve as the Referee Commissioner for a season. The bid will be for a one year period and will be awarded by the Executive Committee.

ARTICLE 7 - FINANCE

7.1 Fiscal Year

The fiscal year of the RRWSL shall begin August 1st and end July 31st.

7.2 Operating Budgets

The Treasurer shall present to the Board, for their approval, a proposed operating budget for the next fiscal year at the Annual Board Meeting.

The Treasurer shall also prepare a final report of the previous budget year and present this report at the first Board meeting of the fall season.

The League Ledger(s) shall be presented for audit to the Board upon request. Any member of the League may submit a request to inspect the Ledger(s).

7.3 Payment Options

All member payments for fines, team fees, insurance fees, etc., shall be made by check, cashier's or teller's check, and/or money order made payable to RRWSL. The League **will not accept cash payments or checks/money orders addressed to any other payee.** All checks and money orders submitted to the League Treasurer must be made payable to: RRWSL.

All checks for procurement of services or payment of bills from RRWSL greater than \$1,000.00 will require the signature of the Treasurer and the President. All non-budgeted items greater than \$200 will require the signature of the Treasurer and the President. If both parties are unable to meet, then only one signature is required, as long as the consent of the other party is received and documented.

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7.4 Financial Support

Requests for financial support will be considered by the Executive Committee at any scheduled meeting. Requests may include, but are not limited to; attending any TSSAS sponsored events, USSF coach's clinic, referee training, teams requesting financial assistance to compete in matches, i.e. National Cup Regionals or finals. Recipients agree to meet requirements established by the Executive Committee. RRWSL encourages its members by reimbursement of expenditures related to Referees Certification, clinic attendance, etc., with prior notification to ensure availability of funds.

7.5 State Cup

The RRWSL will pay for the entry and referee fees (as determined by TSSAS) for two teams, Ranked #1 and #2 within each Division, from RRWSL. In the event that more than two teams from the same division wish to participate in State Cup, current division standings will determine financial award by the Executive Committee.

7.6 Round Rock Parks and Recreation Department Fees

RR PARD – Facility Use Agreement, Section II-Facility Usage, B: stipulates the fees associated with clean-up costs if performed by RR PARD. RRWSL will assign responsibilities throughout the League to ensure cleanup is performed to meet RR PARD requirements. RRWSL agrees to the stipulations in II-A and II-B, except in the instances in which prior players from other associations and/or the public have utilized the fields prior to RRWSL use on Sundays.

RRWSL does NOT currently agree to pay a fee for each player whose address is not in Round Rock. Negotiations may alter this agreement over time. The League's charter is to expand and offer the opportunity to participate in soccer regardless of their home address.

RRWSL does not currently utilize the lights and should not receive an invoice for the electric bill. However, should RRWSL request to use the lights, the organization agree to pay the associated electric bill for our use of the city resource. RRWSL will expect invoice(s) related to the bi-weekly lining the soccer fields at Old Settlers Park.

ARTICLE 8 – LEAGUE DATA/INFORMATION

8.1 RR PARD

Round Rock PARD has requested information related to the composition of the League, Game Schedules, Practice Schedules, Executive Board Members. Refer to RR PARD – Facility Use Agreement, Section I-League Information. This duty has been assigned to the League Secretary and/or President.

The Tournament Director is responsible for providing economic information to RR PARD prior to any RRWSL Tournament. Refer to RR PARD – Facility Use Agreement, Section I-League Information.

8.2 TSSAS

Quarterly Registration information must be provided to the TSSAS Registrar, as well as end of season statistics. The League Treasurer and Registrar must verify all invoices and data received from TSSAS related to registration and player membership.

ARTICLE 9 - DIVISIONS

9.1 Structure

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The RRWSL shall be structured into divisions. In order to determine the number of divisions and the placement of teams within these divisions, the Executive Committee shall review the teams registered each season and construct divisions that supports fair and equitable play.

9.2 Seasons

There shall be two seasons of play: Fall and Spring. The soccer year of the League shall be from September through June with a break for summer.

Final Division standings shall be computed at the end of Fall and at the end of the Spring seasons. Final Division standings shall be posted on the League web page.

9.3 Division and Division Alignment

The Executive Committee will work with the Board to identify the appropriate number of divisions and team composition within those divisions to facilitate fair and equal play. Division alignment should remain consistent until the end of the Fall and at the end of Spring season, but the Executive Committee may re-align teams if it results in a more equitable playing environment.

9.4 Age Restriction Divisions

Age restricted divisions may be formed (e.g. over 30, over 40). Teams forming such divisions shall coordinate with the Executive Committee regarding registration, fees, scheduling, and other similar matters.

ARTICLE 10 - EMERGENCY ACTIONS

In the event the RRWSL is required to take immediate action on a matter where the Executive Committee has not previously established a rule or policy and it is impractical or impossible to convene before such an action must be taken, the Executive Committee may, if three members concur, act on behalf of the League. In any such event the Secretary shall send a written report of any such action to each team representative within one week.

ARTICLE 11- GRIEVANCES

11.1 Definition

"Grievance" is defined as any complaint which, in the opinion of the complainant, is a violation of the RRWSL Constitution, Rules of Competition and/or published League procedures and policies.

11.2 Procedure

Any RRWSL member may file a written complaint with the Chair of the Judicial Committee or the President (in the event the complaint is against the Judicial Committee).

Within three days of the incident, the submitter must clearly outline the grounds of the grievance and provide any information necessary for the Judicial Committee to properly evaluate and render a decision.

Within 24 hour of receipt of the complaint, the Judicial Committee Chair will provide written acknowledgement to the submitter.

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Within 7 days the Chair shall convene a meeting of the Judicial Committee to investigate the allegations made in the complaint. In the event the complaint is against the Judicial Committee, the President shall call a joint meeting of the Executive Committee and Judicial Committees to determine the disciplinary action to be taken.

Within 14 days, the Judicial Committee will decide whether any action is warranted. Notice of the hearing shall be made available to all interested parties, as determined by the Chair. The hearing committee shall make findings of facts and made recommendations based upon legal or equitable principles not inconsistent with the RRWSL Constitution and/or Rules of Competition. The Chair shall send a written report containing the findings of facts and the recommendations to team representatives. The findings of facts shall be binding on the Executive Committee. The Executive Committee, by a majority vote, may set aside or modify the recommendations.

A written record of the above will be kept as part of the permanent records of the RRWSL for a minimum period of seven years.

11.2 Against Officers

Any RRWSL member may file a written complaint with the Chair of the Judicial Committee against any member of the Executive Committee acting outside the scope of her authority or for any action perceived to be in conflict with the principles of RRWSL.

11.3 Against Judicial Committee or a Member of the Judicial Committee

Any RRWSL member may file a complaint with the President against a Judicial Committee member acting improperly in connection with her official duties.

11.4 Other Grievances

Any RRWSL member aggrieved by the action of any member (other than those actions described in above and the Rules of Competition) may file a written grievance with the Chair of the Judicial Committee to review the grievance.

ARTICLE 12 – AMENDMENTS TO CONSTITUTION AND/OR RULES OF COMPETITION

Written notice of a proposed revision to the RRWSL Constitution and/or Rules of Competition shall be made available to each Board member at least 7 days before the vote. Revisions may be made at Board Meetings. Votes must be cast in person at the meeting and must pass with a two-thirds majority vote.

Any other matter shall be decided by a majority of a quorum.