

BY-LAWS OF THE
WEST HARTFORD WOMEN'S SOCCER CLUB, INCORPORATED

ARTICLE I: NAME

Section 1 The name of the Organization shall be the "West Hartford Women's Soccer Club, Incorporated" hereinafter referred to as the League.

ARTICLE II: AUTHORITY

Section 1 The League is established in the Town of West Hartford, Connecticut, as a private organization with the consent of the Town of West Hartford, Department of Leisure Services, contingent upon the following requirements:

- a. That neither an organization nor a business will assert any claim to the assets of this organization except as may arise out of a contractual relationship.
- b. That the nature, function and objectives of this organization, together with provisions for proper disposition of residual assets and liabilities upon dissolution, will be established to this constitution.

ARTICLE III: PURPOSE

Section 1 The purpose of the League is to promote and encourage participation by women in soccer, to enhance the image of soccer within the community and to provide an organized means of social fellowship for members of the League.

ARTICLE IV: BOARD OF DIRECTORS/EXECUTIVE COMMITTEE

Section 1 The affairs and policies of the League shall be governed by a Board of Directors. A quorum for the transaction of business by the Board of Directors shall consist of a simple majority vote of the members of the Board.

Section 2 The Board of Directors shall consist of a Team Representative from each team, the members of the Executive Committee, a Coaches Representative and the immediate past President of the League.

Section 3 The Executive Committee shall consist of the following elected officers: President, Vice President, Treasurer, Secretary, A-Division Registrar and B-Division Registrar. The Executive Committee shall be responsible for implementing the overall administration, coordination and organization of the League. Duties of the Executive Committee shall also include the creation of and appointment to standing committees, and the determination of the season schedules.

Section 4 The Executive Committee shall be empowered to act for the full Board on all matters except as follows:

- a. Election and replacement of officers

- b. Final disciplinary action of coaches, fans, players and officials.
- c. Amendments to the By-Laws

A quorum for the transaction of business by the Executive Committee shall consist of four (4) members of the Executive Committee. The Executive Committee may act at all times by a simple majority vote of the quorum. The Executive Committee shall act as the Grievance Committee.

Section 5 The Board of Directors shall approve an annual budget for the League prior to the beginning of the spring season.

ARTICLE V: OFFICERS

Section 1 The League shall be administered by the Executive Committee, all of whom are officers, in accordance with this approved By-Laws under the supervision of the elected president.

Section 2 The President shall:

- a. Preside at all meetings of the Executive Committee, Board of Directors and the League.
- b. Have general supervision of the affairs of the League.
- c. Be a member ex-officio of all Standing Committees, except for Nominating Committee.
- d. Act as League liaison with the Town of West Hartford, especially with regard to field permits, field conditions and availability of game and practice fields.
- e. Coordinate game and practice schedules.
- f. Retain and schedule referees for games.

Section 3 The Vice President shall:

- a. In the event of the absence, resignation or incapacity of the President or in the event the President shall be unable to act, assume the office and duties of the President.
- b. Supervise any Standing Committees authorized by the Executive Committee (such as committees to manage Pre-Season Conditioning Clinics, End-of-Year Party, Publicity, Audit Review, Grievances).
- c. Solicit sponsors and purchase necessary uniforms and equipment.
- d. Be liaison with coaching personnel.

Section 4 The Treasurer shall:

- a. Be the custodian of the League's funds. She shall deposit the same in such banking institution(s) as the Executive Committee shall authorize. The account(s) shall (i.) be

in the League's name and (ii.) require the signatures of the President and Treasurer to make withdrawals.

- b. Be responsible for the deposit, safekeeping and disbursement of all funds of the League, and for keeping accurate financial records, including the filing of any necessary tax-related forms.
- c. Submit a full report of all receipts and expenditures and assets on hand at the annual meeting of the League and make such other reports as may be required.
- d. Prepare a budget of proposed annual expenditures for presentation and approval of the Executive Committee within 90 days of the beginning of each calendar year.

Section 5 The Secretary shall:

- a. Record and distribute a summary of the minutes of all official meetings to all members of the Board of Directors.
- b. Announce all meetings as required in the By-Laws.
- c. Maintain a current copy of the By-Laws.
- d. Produce and distribute correspondence from the Executive Committee to all members of the League.

Section 6 The Registrars shall:

- a. Coordinate and oversee the entire registration process for Spring and Fall Seasons.
- b. Operate according to Registration Guidelines, which shall be reviewed, amended and approved by the Board of Directors.

ARTICLE VI: ELECTIONS

Section 1 By the end of the Spring season during an election year, the Board of Directors shall elect a Nominating Committee to prepare a slate of officers to be presented for election at the Annual Meeting. Such nominations shall be made available to the members of the Board at least one (1) month prior to said meeting. Other nominations to League officership may be made from the floor at the Annual Meeting.

Section 2 Officers of the League shall be elected to two-year terms by a majority of the Incumbent Board of Directors at the Annual Meeting. The election will be held bi-annually. If a Board Member is unable to attend the election, a vote in writing may be submitted to the President prior to the election. Officers shall be voted in the following order: President, Vice President, Treasurer, Secretary, A-Division Registrar, B-Division Registrar.

There shall be a limit of two (2) members from any one team serving on the Executive Committee, although any number of active members from each team may place their names in nomination. Once two active members from the same team are voted onto the Executive

Committee, then any members from that same team nominated for remaining positions shall not be eligible to stand for election.

- Section 3 If any office of the directorship is vacated or is declared vacant by a two-thirds vote of the Board of Directors, the remaining members of the Board may fill this office for the remaining unexpired term by a majority vote.
- Section 4 The President shall remain in office no more than two consecutive terms, which is four consecutive years.
- Section 5 Any League member shall be eligible for nomination as an officer.
- Section 6 Each team will be entitled to one Team Representative seat on the Board of Directors. Each Team Representative shall have one vote on the Board. Team Representatives shall be voted by a majority of members of each team at the team's first practice each Spring. Team Representatives shall be members of the team they represent, and shall serve for one year (Spring and Fall Seasons), and may be re-elected to serve concurrent terms. A team representative will not lose her status during her one year term due to injury or pregnancy if she desires to continue her duties as team representative.
- Section 7 A Coaches Representative shall be voted by a majority of the Board of Directors held prior to the Spring Regular Season. In the case of a tie, the President shall cast the tie-breaking ballot. The Coaches Representative shall serve for one year (Spring and Fall seasons), and may be re-elected to serve concurrent terms.

ARTICLE VII: MEETINGS

- Section 1 The Annual Meeting of the Board of Directors shall be held during the month of November.
- Section 2 Meetings of the Executive Committee or of the Board of Directors shall be held at such times and places as are necessary and convenient to carry on the business of the League. Such meetings may be called by the President or by written request of three (3) members of the Board.
- Section 3 All Board of Directors' meetings shall be open to all League members, but only members of the Board or the appropriate committee (in the case of committee meetings) may vote.
- Section 4 No Board of Directors' meeting will be held without prior notice to the members of the Board.
- Section 5 Each team shall be represented by a Team Representative or her substitute and attend at least three-fourths of all Board meetings during the course of any given year. It is the responsibility of the Team Representative to see that this requirement is met. A substitute representative may be appointed in writing by a Team Representative to act as substitute for a specific meeting, and at such a meeting this authorized substitute may vote in the Team Representative's stead.

ARTICLE VIII: MEMBERSHIP

- Section 1 A league membership shall be open to all women age 23 or older by the first game of the current season. B league membership shall be open to all women age 25 or older by the first game of the current season. In addition, membership in both leagues is contingent on quota limitations set by the League in conjunction with the Department of Leisure Services, which stipulates that 75% of active League members must reside in West Hartford.
- Section 2 Membership shall consist of players who fall into the following categories:
1. Returning Players:
 - A division – players who were previously drafted and played in a previous Spring season
 - B division – players who played in a previous Spring season
 2. Non-drafted returning players (A division only) – players who played in a previous Spring season post June 2003 who were not included in the Spring season player assignment draft
 3. Fall Players who only played in a previous Fall season
 4. First Time Players who are new to the League.
- Section 3 To be an active member, players must complete the registration form, insurance forms, pay seasonal dues, and be placed onto a team by a registrar before they may play in any game. Seasonal dues for any season may be waived by the Executive Committee on a case by case basis.
- Section 4 Membership shall be open to all eligible women regardless of race, color, religion, or national origin.

ARTICLE IX: ORGANIZATION

- Section 1 The League shall offer two seasons: Spring and Fall. The League shall offer two divisions: A-Division and B-Division.
- a. A-Division shall play 11 v 11 on a full-sized field, and its Spring season shall consist of Regular Season games followed by post-season playoffs, and shall have Board-ratified coaches. Open subbing, within restrictions set in the League Rules, shall be allowed during the Fall season only.
 - b. B-Division shall play 8 v 8 on a smaller field, and its Spring season shall consist of Regular Season games without post-season playoffs, and shall have Board-ratified coaches. No slide tackling shall be allowed in B-Division games, and open subbing, within restrictions set in the League Rules, shall be allowed during Spring and Fall seasons.
- Section 2 The number of teams in each division and the number of players per team will be determined by the Executive Committee each season based on registration results. See Registration Guidelines in Addendum.
- Section 3 Recognizing that extenuating circumstances may exist from time to time, the Board of Directors is authorized to consider request(s) for exceptions ("request(s)") to the above Section 1 and 2 provided that a request(s) must be (a) submitted in writing and (b) must fully describe the extenuating circumstances. Request(s) shall be evaluated by the Board of Directors on their individual merits.

ARTICLE X: COACHING PERSONNEL

- Section 1 The Executive Committee shall ratify the selection by each team of one Head Coach per team. The Head Coach may select his or her assistants. Such coaching personnel shall be selected on the basis of the following qualities: their good character; a reasonable knowledge of the game of soccer and; conformance to these By-Laws and the goals of the League.
- Section 2 The Board of Directors will have the power by vote to dismiss or suspend any coach whose action is detrimental to the League goals as outlined in Article III, but only after a report on the matter has been made by the Grievance Committee to the Board of Directors.

ARTICLE XI: STANDING COMMITTEES

- Section 1 The League shall have the following standing committees, whose chairpersons will report as to the activities of said committees at appropriate meetings of the Board of Directors:
- a. Pre-Season Conditioning Clinics: The Coaches Clinic Committee shall be appointed by the President promptly after each annual meeting, whose duty it shall be to plan a number of pre-season conditioning clinics.
 - b. End of Year Party: The Party Committee shall be appointed by the President promptly after each annual meeting, whose duty it shall be to plan the League's End of Year Party. They shall be responsible for securing location, entertainment and refreshment, and for producing the event. Expenditures must be approved by the Executive Committee prior to the event.
 - c. Publicity Committee: The Publicity Committee shall consist of a Chairperson and each Team Representative. The Chairperson of the Publicity Committee shall be appointed by the President promptly after each annual meeting, whose duty it shall be to keep track of team statistics (such as goals and assists per player) and season win - loss records, and to report statistics and game highlights to appropriate news media. Team Representatives shall assist the Chairperson in these duties.
 - d. Rules Committee: The Rules Committee shall be appointed by the Board of Directors and shall include at least three (3) members of the Board of Directors. The Vice President shall chair this committee. They shall be responsible for an annual review of the League By-Laws and Rules, and shall recommend changes, additions or deletions of same to the Board of Directors as they deem fit.
 - e. Nominating Committee: The Nominating Committee shall be appointed by the Board of Directors before the end of the Spring season during an election year, and shall include not less than three (3) but not more than (5) members of the League and at least (2) who are not currently members of the Executive Committee. The Nominating Committee shall seek appropriate candidates from all members of the League. They shall present a slate of candidates consisting of at least one candidate per position to the Board of Directors at least one month prior to the Annual Meeting.
 - e. Grievance Committee: The Executive Committee shall act as a Grievance Committee in the handling of all protests and all complaints against any persons associated with the

League (players, coaches, referees and spectators). This committee will gather and consider all evidence, including the explanations of the parties involved in the protest or complaint where applicable. The committee shall then determine if action by the full Board of Directors is necessary and if so, recommend a course of action at its next meeting. If a member of the Executive Committee is lodging a complaint or protest or is the source of a complaint or protest, she shall be excused from the committee's determination regarding such a complaint or protest.

- f. Audit Committee: An Audit Committee of three (3) members shall be appointed by the President promptly after each annual meeting, whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year and to report **to the league within sixty (60) days of the end of the Fiscal Year**. The President shall chair this committee, and the Treasurer shall be an ex-officio member of the committee.

ARTICLE XII: FINANCES

Section 1 Revenue shall be derived from dues and sponsors as established by a majority vote of the Board of Directors.

Section 2 Income will not accrue to individual members, either individually or collectively, except that the League shall be empowered to pay reasonable compensation for services rendered, and to make payments and distributions in furtherance of the exempt purposes for which it was formed.

ARTICLE XIII: DISSOLUTION

Section 1 Upon dissolution, either by the initiative of the officers and/or active members of the League, the disposition of remaining assets after all debts and obligations have been liquidated will be in accordance with a majority vote of the Board of Directors at a duly constituted meeting.

ARTICLE XIV: ADOPTION

Section 1 These By-Laws are adopted, subject to approval by a majority vote by the Board of Directors at a duly constituted meeting.

ARTICLE XV: AMENDMENT

Section 1 Proposed changes in the By-Laws must be presented in writing to the League President and incorporated in the notice of meeting, which is sent to all members of the Board of Directors. The By-Laws or any section thereof may be amended or repealed by two-thirds vote of the quorum at a meeting of the Board of Directors following written notice of the proposed change (providing a quorum is present).

ADDENDUM I: REGISTRATION GUIDELINES

Section 1 After the registration period ends each season, the Executive Committee shall determine the number of teams and the number of players per team. Registration preference shall take place for both seasons in the following order: Returning Spring Players, Nondrafted returning Spring Players, Fall Players, First Time Players. Within each category, priority shall be given to players in the order that their registrations were received. Returning Spring Players shall be placed on the team for which they played the preceding Spring Season, unless they request a team change in writing on their registration form. A division players requesting a team change will be placed in the Spring draft. B division players will be changed subject to registrars approval.

Section 2 A-Division Spring Season Player Assignment (Draft):

- a. Each Spring, the Board of Directors shall conduct a draft for Returning Spring Players requesting team change, Non-drafted returning players, Fall Players and First Time Players prior to the beginning of the Regular Season.
- b. Team Age Composition: After the registration period ends, the Executive Committee shall determine the minimum number of players per team. Prior to the draft, each team's roster shall be assessed by the Registrar in terms of number and age of players. In an effort to balance the age composition of each team in relation to the other teams, the Registrar shall then determine how many slots from each age category are available to each team for the draft. The age categories are as follows: 23-26; 27-30; 31-34; 35-39; 40 and over.
- c. Master Draft List: The Registrar shall be responsible for the preparation of a Master Draft List to be presented to each Team Representative prior to the draft. For the Master Draft List, all Players included in the draft shall be categorized by age, and information (such as playing experience and field position).
- d. Teams will draft Players from the five (5) age categories (depending on team age composition) in reverse order of their team's prior Spring Regular Season win - loss record. Ties shall be resolved by coin flips. Teams involved in tie breaking coin flips will alternate selection positions on each new draft round.
- e. To determine drafting order for new (expansion) teams, a lottery system will be used. New teams shall draft first. Existing teams will then draft as usual, i.e. reverse order of finish in prior Spring Regular Season. After the first round, the same order of drafting will be repeated until all members are drafted. For the first five rounds the expansion teams will select players as follows:

1st & 2nd Rounds	2 players
3rd & 4th & 5th Rounds	3 players
6th & subsequent Rounds	1 player/round

Existing teams will draft 1 player per round.
- f. Player Pool: Players not drafted onto a team due to space limitations shall be placed in a player pool. Players in the player pool shall be eligible for available space on team rosters, according to the Registration Guidelines, in the order in which their registration was received, provided that residency quotas set by Department of Leisure Services have been met. Team representatives may opt not to choose additional players from the

player pool. (See also "Rosters" under League Rules.)

Section 3

B-Division Spring Player Assignment:

- a. The Executive Committee shall place players on B-Division teams, honoring requests for specific teams whenever possible, keeping in mind the intent of the league to maintain teams of equivalent skill level. _
- b. Player Pool: Players not assigned to a team due to space limitations shall be placed in a player pool. Players in the player pool shall be eligible for available space on team rosters, according to the Registration Guidelines, in the order in which their registration was received, provided that residency quotas set by Department of Leisure Services have been met. Team representatives may opt not to choose additional players from the player pool. (See also "Rosters" under League Rules.)

Section 4

Fall Season: Player placement for Fall season for both Divisions shall be conducted by the Executive Committee. Requests for specific team assignments shall be honored whenever possible.

Section 5

Perennial No-Shows: Players who have excessive unexcused absences at games shall receive a verbal warning from the team representative. If no change occurs, a verbal warning by the Registrar shall be issued. If no change occurs, the player shall be notified in writing that she has been dropped from the roster.

Section 6

Seasonal dues may be refunded by the Executive Committee on a case by case basis.

Section 7

Exceptions Any exceptions to the above Registration Guidelines must have the approval of the Board of Directors by a majority vote at any Board meeting.

ADDENDUM II: LEAGUE RULES

- Section 1 The Executive Committee shall submit a proposed schedule of games to the Board of Directors for approval before the start of each season.
- Section 2 The official rules of the F.I.F.A. shall be accepted as the official League rules. Exceptions can only be proposed by the Executive Committee and must be approved by the Board of Directors. Such rule changes can only be approved after the end of the Fall Season and before the Annual Meeting. Rule changes will be circulated to all Board members, coaches and referees.
- Section 3 There shall be one official to call each Regular Season game.
- Section 4 Rosters
- a. Registration must be received and rosters will be frozen on the day before first game of the season.
 - b. The Executive Committee shall make the final determination of eligibility for all players.
 - c. In the event that a team has less than the number of permitted players at any time during the season, the Registrar may add players from the player pool, at the request of the Team Representative. The team shall be assigned the first player from the player pool within the age category in accordance with the Registration Guidelines. If that player opts not to play on the team to which she has been assigned, she will become ineligible to play for any team that season.
 - d. Any team that uses an unregistered player shall forfeit any games in which such player appears. Similarly, any A division team that uses a player in a Spring game who is not on its roster shall forfeit any games in which such a player appears. In addition, the team captain will be suspended from continuing to play in the game with an unregistered player as well as the next scheduled game.
- Section 5 Trades: No trades shall be made of any players without approval of the teams involved and Executive Committee, in accordance with the Registration Guidelines.
- Section 6 Protests
- a. In keeping with the stated purpose of the League, the decisions of the officials shall be final. No protests shall be allowed based upon judgement of the officials. Any protests of the rules must be submitted in writing within 48 hours to the League President. The President shall bring these protests to the attention of the Executive Committee, and a decision shall be rendered by the Executive Committee before the next scheduled game.
 - b. The Board of Directors shall have the final jurisdiction provided however, that the Team Representatives or coaches (if one such coach is the Coaches Representative) of the contested game shall not vote on this issue. A protest may be withdrawn in writing by the protesting coach or Team Representative at any time up to the time that a final decision is rendered by the Board of Directors.
- Section 7 Official Game:
- a. A-Division: A team shall be allowed to begin a game with fewer than eleven (11)

- players if necessary, but must have a minimum of seven (7).
- b. B-Division: A team shall be allowed to begin a game with at least seven (7) members of its roster, and may be allowed up to four (4) substitute players to bring the total number to eleven (11) for an 8 v 8 game.
- Section 8 Each game shall consist of two (2) 40-minute halves.
- Section 9 Time on Field: All rostered players shall play a minimum of 20 minutes during each game they attend. However, injured or sick players shall be exempted from this rule. In addition, if a player arrives after the game has reached half-time, or beyond, the Head Coach shall decide on that player's playing time for the remainder of the game.
- Section 10 Any player that receives a red card will be suspended from that game and from her team's next scheduled game.
- Section 11 If a Regular Season game is tied at the end of regulation, no overtime shall be played.
- Section 12 Spring Season Playoffs for A-Division:
- a. Playoff Positioning shall be based on final Regular Season standings. Standings shall be based on a point system. Each win counts as three (3) points, each tie counts as one (1) point, and each loss counts as zero points. If two teams are tied at the end of the season, their final standings shall be based on the winner of the game in which they played each other during the season (head-to-head). If that game was a tie, the team who scored the most goals during the season shall be declared winner. Should that number also be a tie, the team with the least goals scored against them shall be declared winner. The team with the best record shall play the team with the worst record; the team with the second best record shall play the team with the second worst record and so forth.
- b. Only registered players who are on a team's roster prior to the second to last game of the Regular Season shall be eligible for post-season games.
- Section 13 Spring Season Playoff and Championship Games for A-Division: Standard tournament organization and progression shall ensue. In playoff and championship games that are tied after regulation, two ten-minute overtime periods shall be played. If the game is still tied, penalty kicks will be used to decide the winner according to the following guidelines:
- a. Official F.I.F.A. rules for conducting a penalty kick apply.
- b. Only the 11 players on the field at the end of the second overtime period may participate in the penalty kicks. Any of these players may be assigned the goalie position.
- c. Five players from each team shall be chosen from the 11 eligible players to shoot on goal. Teams shall alternate shooting one shot each; the team shooting first shall be determined by a referee's coin flip. If still tied after all five team penalty shots, then the next six players from each team shall alternate one shot each in a "sudden-death" penalty shot until a winner is declared.
- Section 14 B-Division Spring Season will consist only of Regular Season games, with no playoffs. Final standings will be based on Regular Season games.
- Section 15 Equipment
- a. The League will furnish each player with a soccer shirt and socks. If a team's sponsor remains the same, these uniforms may be re-used in subsequent seasons, depending on their condition.

- b. Items such as soccer shoes and shin guards will not be supplied by the League. Each member is responsible for obtaining such equipment; such equipment must be worn at all practices and games.

Section 16

Exceptions Any exceptions to the above League Rules must have the approval of the Board of Directors by a majority vote at any Board meeting.