



Georgia Amateur Women’s Soccer Association (GAWSA)



Bylaws

Updated March 6, 2022

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## **ARTICLE I - NAME**

The name of this Association shall be Georgia Amateur Women's Soccer Association, Inc. (GAWSA).

## **ARTICLE II – PURPOSE**

The purpose of this non-profit organization shall be to organize, administer, regulate and promote recreational and competitive soccer programs for Georgia adult women's soccer teams.

Georgia Amateur Women's Soccer Association will foster and promote the growth and development of adult women's soccer in the state of Georgia by providing the best possible environment for female players of all skill levels and backgrounds to participate and develop soccer skills in a sporting, friendly and recreationally competitive manner without regard to race, national origin, sexual orientation, religion, lifestyle and socio-economic status. The Association encourages collaboration, cooperation and friendships among our players and teams and participation in the Georgia soccer community.

## **ARTICLE III – AFFILIATION**

This Association shall be a member of the Georgia State Soccer Association (GSSA), Georgia Amateur Soccer Association (GASA), US Adult Soccer Association (USASA) and the United States Soccer Federation (USSF). This organization shall be governed by its Bylaws and Policies and Procedures, to the extent permissible under all applicable Georgia laws or statutes, except where these documents are in conflict with or are superseded by the enabling documents of any organizations to which GAWSA is affiliated. GAWSA will not join any organization that has requirements that conflict with USSF or its articles, Bylaws, policies, and requirements

## **ARTICLE IV – DEFINITIONS**

1. "Affiliate" shall refer to organized team affiliated with GAWSA that has an identifiable membership of players, on whose behalf the organization conducts or engages in soccer activities in a manner consistent with the provisions of Article 2.
2. "Board" is the Board of Directors and is comprised of the duly elected President, Vice-President Competitive, Vice-President Recreational, Secretary and Treasurer.
3. "Council" shall consist of one delegate from each affiliated team in good standing, plus the members of the Executive Board. Each council member shall have one vote.
4. "Executive Board" means the GAWSA Board of Directors.
5. "Federation" means the United States Soccer Federation, Inc. (USSF).
6. "FIFA" means the federation International de football Association of which the Federation is the national association member for the United States.
7. "Fiscal Year" is the 12-month accounting period beginning July 1 and ending June 30, or as determined by the GAWSA Board of Directors.
8. "GASA" means Georgia Amateur Soccer Association
9. "GSSA" means Georgia State Soccer Association
10. "Member" is an individual who has applied for and/or been approved for membership with GAWSA.
11. "Player" an individual person over the age of 18 who is duly registered and actively playing with a GAWSA affiliated team during the current seasonal year.

12. "Officer" is a duly elected member of the Board of Directors who shall serve as officer of the corporation as governed by applicable law
13. "Quorum" The quorum for any GAWSA Board of directors' meetings shall be a majority, or 3 members of the Board. The quorum for the Annual General Meeting (AGM) and the Semi-Annual General Meeting (SAGM) and any special meetings shall consist of a majority of council members.
14. "Scheduler" is an appointed position by the GAWSA President that shall have the duties of generating a playing schedule made up of all current approved league teams consistent with the League's Policies and Procedures and these By-laws.
15. "Seasonal Year" The seasonal year shall be the 12-month period from September 1 through August 31; unless the seasonal year is otherwise defined by the Georgia Amateur Soccer Association (GASA) and/or the United States Soccer Federation (USSF).
16. "Team" shall be deemed to be a recognized entity of at least eleven players affiliated with and/or approved by GAWSA and organized for the purpose of playing the sport of soccer.
17. "USASA" means the United States Adult Soccer Association.
18. "USSF" or "US Soccer" means the United States Soccer Federation.

## **ARTICLE V – MEMBERSHIP**

### **GENERAL**

1. All active affiliated teams, active players registered with an affiliated team, non-playing coaches and/or managers registered with an affiliated team, and members of the Executive Board, provided each is in good standing with the league, shall be members of GAWSA.
  - a. A member is in good standing if she has paid all the required fees, is properly registered with the league and is not on disciplinary probation.
2. The association shall not discriminate on the basis of race, color, creed, national origin, disability, religion or sexual orientation.

### **TERMS OF MEMBERSHIP**

#### **ELIGIBILITY AND QUALIFICATION - TEAMS**

Each annual application for GAWSA membership and/or affiliation shall be on a form (hard or soft copy) as approved from time to time by the Board of Directors and shall provide that the applicant agrees to abide by the articles of incorporation, Bylaws, policies, procedures and decisions of GAWSA and the organizations with which it is affiliated. The fees due shall accompany each application for the current period. Applications shall be filed with the Registrar of the Association and shall be acted upon according to the established policies and procedures of the league.

#### **1. FEES**

- a. All fees assessed shall be determined by the Board of Directors and shall be approved by a majority of authorized votes cast at a duly called council meeting.
- b. All required fees are due as per GAWSA policies.
- c. All current fee schedules shall be available through the league registrar of Georgia Amateur Women's Soccer Association.

## **2. ELIGIBILITY AND QUALIFICATION - INDIVIDUALS:**

- a. Player Members of the Organization are all women registered to play with a GAWSA team.
- b. Player members must be of proper age as defined for the division in which they wish to register as set forth in the Policies and Procedures;
  - i. GAWSA membership shall be open to any woman who is at least 18 years old at the time of registration.
  - ii. Youth players may play on teams in this organization in accordance with regulations of the United States Youth Soccer Association (USYSA) and GSSA, provided their coach has supplied written permission and she is properly registered with Georgia Youth Soccer Association (GYSA) and Georgia Amateur Soccer Association (GASA)
  - iii. Release by other USSF Organizations: This organization recognizes registrations and releases of other associations within USSF. If a player moves into the jurisdiction of this organization, it shall be necessary for her to obtain a release from her former association in order to register with GAWSA in the State of Georgia.
  - iv. The Registrar has custody of all records pertaining to the registration, transfer, release and inactive roster and reserve rosters of all players under the jurisdiction of this organization, and shall administer the rules and regulations pertaining to such matters.
- c. Players must have properly submitted all required forms, pictures and fees to this organization.
  - i. The Registrar shall maintain a list of players with outstanding debts and shall require payment prior to registration of each player.
- d. Associate members of the Organization are non-playing members of any affiliated GAWSA team.
  - i. Associate membership registration is required of any person who is the non-playing coach, manager, and/or club official of a GAWSA team.
  - ii. Associate members shall adhere to and be subject to this organization's By-Laws and Policies and Procedures.

## **3. TEAM REGISTRATION REQUIREMENTS:**

To be recognized by the Organization, each team must meet the following requirements:

- a. Has at least 11 registered players, but not more than 28 active players;
- b. Has a home field located in the Metropolitan Atlanta Area or has a field otherwise approved by the Board of Directors;
- c. Confirmed that the address and directions to their home field is listed on the GSSA website, GSSA field locator, or, if not listed, submitted written directions and a map for the location of their home field;
- d. Designated one person who shall be their delegate to the Council; this delegate shall:
- e. Have the authority to vote at all Council meetings;
- f. Be responsible for insuring that the team, including each individual player, coach, manager, and/or club official is duly registered and complies with the Leagues By-laws and Policies and Procedures; and

- g. Be responsible for submitting all required information for each player, coach, manager, or other club official
- h. A team must submit all fees and registration requirements to the GAWSA registrar by the published registration deadline. The registration deadline shall be posted on the GAWSA website no less than 14 days before the deadline, and each team manager shall be notified by electronic e-mail at least 14 days before the deadline.
  - i. A \$75.00 late fee will be assessed against any team that fails to complete their team registration by the published deadline, absent good cause shown, as determined by the Board of Directors.
- f. Registration requirements:
  - i. Declare a team name and uniform colors;
  - ii. Designate a team manager and an alternate team contact;
  - iii. Provide an official team mailing address, electronic mail address and phone number for both the manager and the alternate team contact;
  - iv. Designate home playing facility, with an address & field contact information;
  - v. Insure that the team's forfeiture bond is current
- g. Resignation
  - i. Any Affiliate or team that desires to resign from the Association shall submit its resignation in writing to the President, who shall present it to the Board of Directors for action.
  - ii. No Affiliate's resignation shall be accepted until its entire financial obligations to GAWSA are paid in full.

## **ARTICLE VI – BOARD OF DIRECTORS**

### **1. COMPOSITION**

The Board shall be comprised of the following officers:

President; Vice-President Competitive; Vice President Recreational; Secretary; and, Treasurer.

### **2. GENERAL DUTIES**

- a. The sole authority of this Corporation shall be vested in a Board.
- b. The Board will be responsible for enacting, reviewing and publishing policies to enable the League to attain its stated goals.
- c. The Board shall be responsible for any and all financial responsibilities that are incurred during their term on behalf of the GAWSA membership.
- d. This Board shall have power to incur pecuniary liabilities on behalf of the League, subject to the requirements of the By-laws.
- e. The Board shall have full authority to act for the Corporation in all matters of administration, and shall make a report to the Membership at its Annual and Semi-Annual meetings of all business has been conducted by the board.

### **3. BOARD MEMBER ELECTION**

- a. The term of office shall be two years and/or until a qualified successor is elected.
- b. The Board Officers shall be elected by the Council at the AGM, as defined in Article VI, section 7-D.
- c. The eligibility of each team and their designated Council representative shall be determined as described in Article VII, section 5.

d. Officers elected at the AGM shall take office September 1.

**4. TERMS IN OFFICE**

- a. The President shall be elected in odd-numbered years.
- b. The Vice President Competitive shall be elected in even – numbered years.
- c. The Vice President Recreational shall be elected in odd - numbered years.
- d. Treasurer shall be elected in even – numbered years.
- e. The Secretary shall be elected in odd - numbered years.

**5. QUALIFICATIONS**

- a. No Board member shall serve simultaneously in more than one elected position;
- b. No Board Member shall be a paid employee of GAWSA.
- c. Members of the Board may be removed from office for failure to perform assigned duties, as set forth below in Article VI, section 8.
- d. No individual member may be elected to the same office for more than two (2) consecutive terms, absent approval of a majority of the Council. The only exception to this shall be that an individual who was appointed to fill a vacancy of an un-expired term of more than one year may not subsequently be elected for more than two (2) terms.
- e. Eligibility
  - i. All registered members in good standing are eligible to serve as members of the Board of Directors.
  - ii. The Vice President Competitive shall be a member of an affiliated team in the competitive divisions;
  - iii. The Vice President Recreational shall be a member of an affiliated team in the recreational division.
- f. The nomination and election process is provided for at Article VI, Section 3.

**6. DUTIES of OFFICERS**

- a. **PRESIDENT** - The President shall serve as chairperson of the Board and is chief executive officer of the corporation and her responsibilities shall include:
  - 1. Preside at all Board and Council meetings;
  - 2. Oversee and direct all activities of GAWSA;
  - 3. Sign contracts as approved by the Board and/or the Council;
  - 4. Cast a deciding vote at any Board or Council meeting where a question presented results in a tie vote;
  - 5. Represent this Association in all matters that require state representation;
  - 6. Submit an annual report in writing at the Annual General Meeting;
  - 7. Establish committees, appoint committee heads and appoint other positions with approval by majority vote of the Board and/or the Council;
  - 8. Be a standing member of all committees; and,
  - 9. In the event a Board member, appointee and/or committee chair is unable to complete their term of office, the President, with the approval of the Board, shall appoint another person to fill the remainder of the un-expired term.

- b. **VICE PRESIDENT COMPETITIVE** - The Vice President Competitive Division's responsibilities shall include:
1. Performing all the duties assigned to the President in the President's absence, including presiding at all Board or Council meetings;
  2. Serve as Discipline and Protest (D & P) Chairperson for all GAWSA hearings involving members in the recreation division, except that in the event of a conflict, the Vice-President Competitive will recuse herself from the D & P hearing and the Vice-President Recreational Division shall serve as Chairperson;
  3. Serve as the GAWSA representative for all Competitive Division GSSA related Appeals, D&P and Ethic & Grievance related issues as required by GSSA;
  4. Set all Competitive GAWSA Appeals, Ethic & Grievance hearings as required by the policies and procedures;
  5. If the President should resign or otherwise vacate the position, the Vice President Competitive Division will assume the position of President for the remainder of the President's term or until the next officers' election;
  6. Administer the suspension and/or any restrictions on membership for all Competitive Players and Teams within GAWSA;
  7. Serve as Risk Management Chairperson for GAWSA;
  8. Oversee the nominations and elections committees;
  9. Oversee the League Statistician and Webmaster; and,
  10. In cooperation with the Vice-President Recreational Division draft an annual report of the Organization for presentation to the Council at the Annual General Meeting.
  11. Coordinate new players with existing teams during the current playing season.
- c. **VICE PRESIDENT RECREATIONAL** - The Vice President Recreational Division responsibilities shall include:
1. Shall preside at all meetings that the President and the Vice President Competitive Division do not attend;
  2. Serve as Discipline and Protest (D & P) Chairperson for all GAWSA hearings involving members of the competitive division, except that in the event of a conflict, the Vice-President Recreational Division will recuse herself from the D & P hearing and the Vice-President Competitive Division shall serve as Chairperson;
  3. Serve as the GAWSA representative for all Recreational Division GSSA related Appeals, D&P and Ethic & Grievance related issues as required by GSSA;
  4. Set all Recreational Division GAWSA Appeals, Ethic & Grievance hearings as required by the policies and procedures;
  5. Administer the suspension and/or any restrictions on membership for all Recreational Division Players and Teams within GAWSA;
  6. In cooperation with the Vice-President Competitive Division, draft an annual report of the Organization for presentation to the Council at the Annual General Meeting.
  7. Coordinate new players with existing teams during the current playing season.

- d. **SECRETARY** - The Secretary shall be responsible for the following:
1. Record the minutes of all meetings, including but not limited to recording all Board and Council votes, maintaining current by-laws and policies and procedures, and publishing said minutes either on the Organization's website or by electronic mail delivered to each team's representative within 45 days of each Council meeting;
  2. Maintain a current list with contact information for all Council Designees, Team Captains and Board Members;
  3. Attend to the correspondence;
  4. Furnish each affiliated team in good standing with a current copy of the Bylaws and Policies and Procedures when the team enters the league and ensure that the GAWSA website contains up-to-date copies of the governing documents;
  5. Notify the affiliated membership at least fourteen (14) days prior to an AGM and SAGM and provide copies of proposed changes to GAWSA Bylaws, Policies and Procedures or any other changes to the governing rules;
  6. Notify the affiliated membership at least fourteen (14) days prior to any AGM, SGM or other special and/or general membership meeting, such notice shall set forth the purpose of the meeting;
  7. Maintain an attendance log for all Board and Council meetings;
  8. Maintain current Bylaws and Policies and Procedures, incorporating any duly passed changes thereto;
  9. Provide to GSSA copies of the GAWSA Bylaws, Policies and Procedures and other governing documents annually, and submit all duly adopted changes to the Bylaws and Policies and Procedures to GSSA for approval not later than 90 days after adoption;
  10. Provide notice to GSSA of any changes in the GAWSA Board and their contact information.
  11. Upon reasonable request make copies of all documents available to GAWSA members and Affiliates.
- e. **TREASURER** - The Treasurer shall:
1. Receive any monies paid to this organization;
  2. Keep records on all the property of this organization;
  3. Maintain a detailed account of all fines assessed and fees owed by all teams and players;
  4. Issue written notice of all fines assessed;
  5. Maintain a detailed account of the income and expenditures thereof;
  6. Deposit all funds upon receipt in a bank account in the name of this organization;
  7. Present a financial report with the present balance at each Council Meeting;
  8. Present a written financial report at the Annual Meeting;
  9. Submit all required affiliation and registration forms and fees to the GSSA and to GASA;
  10. Shall annually submit all required documentation necessary to insure the incorporation's status as a Georgia registered non-profit organization;
  11. Shall sign all checks of the organization which must be countersigned by the President, except when checks are written to the GSSA and/or GASA; and
  12. Shall be bonded at the expense of the organization by a recognized bonding company.
  13. Prepare and present an annual budget for approval by the Council at the AGM



## **7. NOMINATION AND ELECTION OF OFFICERS**

- a. The Council, as defined herein, shall serve as the nominating committee. The nominating committee shall select and recruit qualified members to serve as Officers on the Association's Board of Directors.
- b. To the extent possible, the nominating committee will attempt to recruit members from each division within the league to insure representation of all divisions on the Board.
- c. At the AGM, the nominating committee shall present the names of the nominees to the Council.
  - i. Further nominations will be accepted from the Council during the AGM.
- d. At the AGM the Council and the current Board will elect the new members of the Board of Directors.

## **8. REMOVAL AND RESIGNATION**

- a. Any officer absent from two (2) consecutive meetings or four (4) meetings in a year without cause shall be considered unable to perform the assigned duties;
- b. Any Council Member may move for the removal or resignation of a Board member for failure to perform assigned duties and/or good cause shown, provided that such Motion requires a two-thirds vote of the Council;
- c. Any Board Member may move for the removal or resignation of another Board member for failure to perform assigned duties and/or good cause shown, provided that such Motion requires a majority vote of the Board, with approval by two-thirds vote of the Council.
- d. The President shall appoint, with the approval of the Board, replacements to fill vacancies on the Board arising from removal, resignation or departure of the incumbent for any reason and, upon approval by the GAWSA Board, the appointee shall fill the remainder of the term with full voting rights

## **ARTICLE VII – MEETINGS**

### **1. COUNCIL AUTHORITY**

- a. The Council, as defined above in Article IV, section 3, shall have the authority to elect officers, approve changes to the Bylaws, approve changes to the Policies and Procedures and approve the annual budget.
- b. Council members shall be designated by their duly registered team.
  - i. Council meeting are open to all members of the organization.
  - ii. Only designated Council members are eligible to vote, as set forth herein.
- c. A quorum is necessary to conduct any meeting as defined by the organization's Bylaws.
  - i. A majority of those Council members eligible to vote shall constitute a quorum to conduct the business of any Council meeting.
- d. Each team that is a member of this organization in good standing is accorded one vote. Such vote may be cast by the team captain, coach, manager or other registered player as designated by the team captain or manager.
- e. A team may designate a proxy to represent the team at Council meetings, but such proxy vote must be in writing and signed by the team captain and/or authorized team manager and submitted to the Secretary no less that 24-hours prior to the Council meeting.

- f. Teams may not designate a proxy for more than one council meeting per annual playing season.
- g. Any team that fails to have team representative attend three consecutive meetings shall lose its eligibility to vote until the team's representative has attended two consecutive meetings.

## 2. **REGULAR COUNCIL MEETINGS**

- a. There shall be at least two annual meetings of the Organization: The Annual General Meeting (AGM) of the Council; and, a Semi-Annual General Meeting (SAGM) of the Council;
- b. The AGM shall be held during the month of May each calendar year, on a date to be designated by the President, but no later than the end of the spring playing season and no less than 14 days prior to the first date of play for the summer season.
- c. The SAGM shall be held in the first quarter of the annual calendar year, on a date to be designated by the President, but no later than 14 days prior to the first date of play for the spring playing season.
- d. Additional regular Council meetings can be called each playing year consistent with the Bylaws as set forth in Article VII, section 3.
- e. The annual budget shall be determined by the Board and shall be approved by a vote of the Council at the AGM.
- f. The actions of the Board of Directors shall be presented at any general meeting.

## 3. **SPECIAL MEETINGS**

- a. Special Meetings may be called by a majority vote of the Board and/or at the request of two-thirds of the eligible council members;
- b. A special meeting called by the Board of Director's must be announced to the members no less than 14 days prior to the date of said meeting;
- c. A special meeting requested by the Council members must be announced within 14 days of the Council's request, and held within 60 days of the request, and 14 days' notice must be provided to the membership;
- d. The quorum for a special meeting shall be a majority of the votes eligible to be cast at any meeting of the Organization.
- e. Special Meetings may be conducted via electronic meeting and/or telephone conference, provided 21 days' advance notice is issued to the Affiliates.
- f. Amendments or Changes to the Bylaws and/or the Policies and Procedures as set forth in Article XI may be conducted via electronic polling, provided such amendments and/or changes have been:
  - i. Presented to the Council at a duly called General or Special meeting,
  - ii. A majority of the Council has approved electronic voting for the amendments and/or changes at issue, and
  - iii. Any proposed amendments or changes are published to the Council no less than 14 days prior to the opening of the electronic voting.
  - iv. In no event shall the period for electronic voting be less than ten (10) full days.
  - v. Results of any electronic polling shall be confirmed by a majority of the Board and hard-copies of any such polls shall be maintained by the secretary for a period of no less than three (2) years.

**4. NOTICE**

- a. The Secretary shall provide written notice sent by electronic means and/or by U.S. mail to all affiliated teams at least (14) fourteen days in advance of all General or Special meetings.
- b. The announcement must contain the purpose of the meeting.
- c. If any changes or amendments are proposed to the GAWSA Bylaws, or Policies and Procedures, the Secretary must provide copies of all proposed changes to the Council members at the time the meeting is announced.

**5. VOTING REPRESENTATION** - Voting representation at the AGM and the SAGM, and any other Council meetings shall be as follows:

- a. One vote per team in good standing with the association.
- b. Prior to the start of any membership meeting, credentials will be established to determine the authorized votes. For any issue before the GAWSA membership to be determined by vote, the authorized votes will be used.
- c. The League Registrar shall determine if a team has properly registered and has submitted the appropriate payments.
- d. The GAWSA Vice Presidents shall determine, based upon the League Registrar's report, if a team is in good standings with the league.
- e. A majority of the Board shall resolve any conflicts over credentials prior to conducting any other business
- f. Any team that is found not in good standing will have no voting representation at Council meetings.

**6. BOARD OF DIRECTORS MEETINGS**

- a. The Board shall meet at least bi-annually, before the AGM and the SAGM, and at other times at the call of the President or a majority of the Board;
- b. The order of business and agenda shall be as determined by the President in consultation with the Secretary or as set forth for general meetings;
- c. A majority of the voting members of the Board shall constitute a quorum to conduct business;
- d. Each member of the Board shall be entitled to cast one (1) vote on any matter of business before the Board. Voting by proxy shall not be allowed;
- e. The Board may act on any matter without a meeting with the written consent of all Officers, such consent may be given in written form electronically submitted;
- f. The Board may conduct business via electronic meeting and/or telephonic conference call in accord with the policies established by the Association.

**7. PARLIAMENTARY PROCEDURE**

- a. All Council Meetings shall follow parliamentary procedure as set for in Robert's Rules of Order.
- b. The order of business at all meetings of the Council shall be as follows:
  - i. Roll Call
  - ii. Minutes of the previous meeting

- iii. Communications
- iv. Reports of the Executive Board of Directors
- v. Reports of other Committees
- vi. Financial report of the Treasurer
- vii. Unfinished business
- viii. New business
- ix. Miscellaneous items
- x. Adjournment

## **ARTICLE VIII – APPOINTED POSITIONS**

### **a. APPOINTED LEAGUE POSITIONS (Paid)**

- a. The Board will select and appoint a League Registrar to administer the registration affairs of the League. The Registrar will receive and process all affiliate applications for GAWSA membership
- b. The Board will set the appropriate remuneration, to be paid quarterly at the conclusion of registration for each of the four (4) seasons of play, the proposed amount to be approved by the Council;
- c. The Registrar will be directly responsible to the Board through the President of the League.
- d. The Board will select and appoint a League Scheduler to who shall have the duties and responsibilities for generating a playing schedule for all current registered teams (to be supplied by the Registrar).
  - i. The Board of Directors will set the appropriate remuneration, to be paid quarterly after the publication of each of the four (4) seasons of play, the proposed amount to be approved by the Council;
  - ii. The League Scheduler will be directly responsible to the Board through the President
  - iii. The League Scheduler will be responsible for keeping current the league’s weekly game scores and team standing during the fall, winter, spring and summer playing sessions.
- e. The Board will appoint a Web Master that shall have the duties of keeping current the League’s Website and any social media sites.
  - i. The Board of Directors will set the appropriate remuneration, to be paid quarterly after the publication of each of the four (4) seasons of play, the proposed amount to be approved by the Council;
  - ii. The Web Master will be directly responsible to the Board and will report to the Vice-President Competitive and/or the President of the League.

### **b. APPOINTED LEAGUE POSITIONS (Unpaid)**

- a. The Vice President-Competitive and the Vice President will serve as League Player Coordinator’s and shall have the duties of coordinating new players with existing teams during the current playing season.
- b. The Board may appoint additional members to the Board who shall be non-voting members.

## **Article IX –COMMITTEES**

The President, with approval of the Board, shall have authority to:

- a. Appoint Committee and Sub-Committee Chairs as defined in Article 9: Committees.

- b. The Board may dissolve any nonfunctioning committee as defined in Article 9: Committees.
- c. The President may establish special committees with the approval of the Board of Directors to accomplish a special purpose.
  - i. The membership and structure of these committees will be determined at the time they are established.
- d. All committee appointments shall be annual appointments unless otherwise stated.
- e. All committee appointments shall take place at the first Board meeting following the Annual General Meeting.

1. **STANDING COMMITTEES** - The Standing Committees of GAWSA shall be:

- a. Discipline & Protest
- b. Bylaws & Policy
- c. Promotion & Relegation
- d. Adjudication
- e. Tournament

a. **DISCIPLINE AND PROTEST COMMITTEE**

- 1. The GAWSA Vice Presidents will chair all D & P Committees.
- 2. The Vice-President Competitive will chair all D & P meetings concerning discipline of members in the recreation divisions, unless a conflict of interest exists as set forth herein.
- 3. The Vice President Recreational will chair all D & P meetings concerning discipline of members in the competitive divisions, unless a conflict of interest exists as set forth herein
- 4. Each hearing committee shall be composed of the D&P Chair and two (2) additional members selected from divisions of play other than the accused. The committee shall be comprised of at least two members from a different division than the division in which the alleged infraction arose.
- 5. The D & P Committee will hear all allegations of misconduct that arise during the playing of any League game, including hearings on all disciplinary actions based on warnings or ejections issued by referees, complaints regarding the composition of teams (e.g. the use of unregistered players or members not in good standing) or other protests related to the conduct of affiliates during a league game.
- 6. The D & P Committee will review all protests directly related to game incidents and rule on such matters in accordance with the Bylaws, Policies and Procedures of GAWSA.
- 7. The Chair of these committees must contact the individual member alleged to have engaged in misconduct and/or team captain of a team alleged to have engaged in misconduct, and that members and/or team's Council representative within (96) hours of notification of the alleged misconduct, to set a hearing date within a (10) ten-day period. Notification may be by electronic mail.
- 8. The Chair of these committees must provide, in writing, the rulings of the committee to the accused within ninety-six (96) hours after the hearing.
- 9. The Chair of these committees must provide, in writing, the rulings of the committee to the GAWSA Secretary for appropriate record keeping.
- 10. This committee shall adhere to and comply with all the requirements of GASA, GSSA, USAS and USSF.

11. The GAWSA Policies and Procedures shall set forth the procedures and Notice requirements for any D & P Committee meeting.

b. **BYLAWS AND POLICY COMMITTEE**

1. The Committee shall be composed of three (3) members appointed by the President
2. This Committee shall meet on an as needed basis as determined by the membership
3. This committee shall be responsible for reviewing the Bylaws and Policies and Procedures of GAWSA.
4. Proposed changes shall be presented in accordance with Article XI.
5. This committee shall review all proposed changes properly submitted in accordance with Article XI and make recommendations to the Board of Directors.
6. All proposed changes shall be transmitted to the Council Members by the Secretary in accord with the Notice provisions set forth in Article 7, section 4 of the Bylaws
7. This committee shall be prepared to discuss and make recommendations regarding any proposed change(s) at Council Meetings.
8. This committee shall also be responsible for ensuring that Bylaws, Policies and Procedures are all consistent with and in compliance with the same of Georgia State Soccer Association, US Adult Soccer and USSF.

c. **PROMOTIONS AND RELEGATION COMMITTEE**

1. The Promotion & Relegation Committee shall have the duties of reviewing the final standing of all teams and assigning teams to divisions for the following season.
2. There shall be a member of each division represented on the Promotion & Relegation Committee and the Chair shall be the League Scores & Standings statistician.
3. This committee shall meet twice a year, at least 8 weeks prior to the fall and spring seasons.
4. It shall be the responsibility of this committee to assure the fair distribution of approved teams into the correct playing divisions.
5. This Committee shall make a recommendation to the Vice-Presidents no later than 7 weeks prior to the fall and spring playing seasons regarding the division of teams for the upcoming season.
6. The Vice-Presidents shall make a joint recommendation regarding the promotion, relegation and division of teams for the upcoming playing season to the Board no later than 6 weeks prior to the fall or spring season.
7. A majority of the Board shall approve the proposed promotions, relegations and division of teams and this information will be forwarded to the affected Team council member no less than 5 weeks prior to the playing season.
8. The affected affiliates who have received notice of promotion or relegation will have 72 hours to file any and all objections to the proposal with the Vice-Presidents, who will make recommendations for reconsideration or denial to the Board within 24 hours.
9. Within 48 hours of any objections to promotion or relegation the Board will, by majority vote, determine whether to sustain or deny the objection, and the affected team will be notified electronically, in writing, of the decision.

d. **ADJUDICATION COMMITTEE** - This Committee shall be divided into two sub committees: Appeals, and Ethics and Grievance Committee

1. APPEALS SUB COMMITTEE

- i. Appeals sub-committees shall be appointed on an “as needed” basis. These committees shall hear all appeals of any D & P decisions properly submitted to the GAWSA League President.
- ii. Appeals shall be heard within a two (2) week period unless an alternate date is requested in the written appeal.
- iii. The President will appoint an unbiased committee composed of a Chair and two (2) additional members for each individual hearing.
- iv. The Chair must provide, in writing, the rulings of the committee to the accused and to the GAWSA Secretary within ninety-six (96) hours after the hearing.
- v. This committee shall adhere to and comply with all the requirements of GSSA, USAF and USSF.
- vi. Decisions of the GAWSA Appeals Committee can be appealed to the GASA, then to USASA, and then to the USSF National Appeals Committee by payment of the appropriate fee and in accordance with the regulations of these bodies.

2. ETHICS AND GRIEVANCE SUB COMMITTEES

- i. Ethics and Grievance Sub Committees shall be appointed on an “as needed” basis. These committees shall hear all grievances and issues brought to the Board’s attention that may affect the integrity of this organization.
- ii. These committees shall hear all grievances within a two (2) week period unless an alternate date is requested by the grieving party.
- iii. The Vice President of the Division that generated the complaint or grievance will appoint an unbiased committee composed of a Chair and two (2) additional members for each individual hearing.
- iv. The Chair of these committees must provide, in writing, the rulings of the committee to the affected member and the GAWSA Secretary within ninety-six (96) hours after the hearing/
- v. This committee shall adhere to and comply with all the requirements of GASA, GSSA, USAS and the USSF.

e. **TOURNAMENT PLANNING COMMITTEE**

1. The GAWSA President shall appoint, with approval of the Board of Directors, a Tournament Planning Committee Chairperson.
  - a. Two other members shall be appointed to serve on the Tournament Committee
2. The committee will work together on recommendations, and make recommendations to the Board of Directors for approval of the following 75 days prior to the tournament:
3. The Chairperson shall review the committee’s recommendations and thereafter and make recommendations to the Board of Directors for approval of the following:
  - a. Dates of GAWSA Tournament
  - b. Location of GAWSA Tournament
  - c. GAWSA Tournament Rules
  - d. GAWSA Tournament Budget
4. Upon approval by the Board of Directors of the items in Subsection A., above, the committee shall undertake the following:
  - a. Arrange a host hotel, referees, and other tournament logistics.
  - b. Present a nomination of Tournament Director for approval to the Board 45 days prior to the tournament.

c. Recommendation for marketing, recruitment and advertising for the tournament.

**f. GAWSA TOURNAMENT TEAM COMMITTEE**

1. The GAWSA President shall appoint, with approval of the Board of Directors, a Tournament Team Committee Chairperson.
  - a. Supply a list of potential tournaments at the start of the fall and spring seasons
  - b. Propose a budget for each tournament
  - c. Compile a list of players to attend tournament 45 days prior to the tournament
  - d. Organize travel, hotels and registration
2. The GAWSA Board of Directors reserve the rights to pay for registration towards affiliated tournaments for registration cost of less than \$500 for seven (7) tournament per seasonal year (September 1 – August 31)
  - a. Where registration cost is greater than \$500, the league will vote on whether to pay for registration

**ARTICLE X-DISCIPLINE**

**A. SUSPENSION OF MEMBERSHIP**

- a. Any Affiliate or individual member may be determined to be in bad standing for cause and placed in suspension. Cause shall be defined but not limited to the following:
  - i. Failure to pay registration fees;
  - ii. Failure to pay fees or fines assessed against the Affiliate and/or member
  - iii. Any other violation of GAWSA Bylaws or Policies and Procedures.
- b. An Affiliate in bad standing may not receive any privileges and/ or benefits of membership.
- b. The Vice Presidents shall be responsible for administering the suspension or curtailment of membership.
- c. Any suspension or expulsion shall be subject to appeal to the Appeals Sub-Committee as outlined in Article IX, section d.

**ARTICLE XI – AMMENDMENT OF BYLAWS & LEAGUE POLICY & PROCEDURE**

1. Proposed amendments to the GAWSA Bylaws, Policies and Procedures or rules of play should be submitted in writing and must be submitted to the GAWSA Bylaws Committee Chair and to the Board.
  - a. Proposed changes can be submitted in writing during any Council meeting, but cannot be adopted absent sufficient notice to all affiliates;
  - b. The Board must notify all affiliates of any proposed changes by electronic or US mail no less than 14 days prior to the Council meeting at which the proposed amendments will be presented for vote.
  - c. Any member in good standing may make a proposal to amend the Bylaws, Policies and Procedures of Rules of Play.
2. Amendments to the Bylaws require approval by a two-thirds vote of the Council
  - a. Amendments to the Policies and Procedures or other Rules of Play require approval of a majority vote of the Council.



## **ARTICLE XII – FINANCIAL OBLIGATIONS**

1. The accounts of this organization shall be managed to support the organization’s short and long-range plans.
2. The Council shall authorize all purchases prior to the expenditure of funds for any amount, except emergency expenditures, and registration expenditures.
  - a. The President shall have the authority to approve emergency expenditures of an amount not to exceed \$250.
3. Reimbursements shall be in accordance with proper procedures and shall be paid only upon presentation of receipt and notice of approval of purchase.
4. The Treasurer shall control the expenditures for registration.
5. The accounting purposes the fiscal year of this Organization will be July 1 through June 30.
  - a. At the end of the fiscal year the Treasurer shall prepare the following:
  - b. An income statement for the fiscal year ended June 30.
  - c. A Balance Sheet as of July 1.
  - d. Prepare and submit all necessary papers to the Internal Revenue Service.

## **ARTICLE XIII – INDEMNIFICATION**

The Association shall indemnify to the fullest extent permitted by law its Officers, Directors, employees and other representatives against any loss, liability, costs or expense including attorney fees in any way arising out of any act or omission taken by or omitted in good faith belief that such act or omission was lawful and furtherance of the Association’s purpose.

## **ARTICLE XIV – DISSOLUTION**

In the event that GAWSA disbands, after liabilities and obligations are satisfied in accordance with government regulations, any remaining monies in the GAWSA treasury shall be dispersed as determined by the GAWSA Board of Directors. None of the funds will be used for the benefit of the individual members.