

## **Article I Name**

The name of the organization shall be The Wellington Soccer Association herein after referred to as WSA.

## **Article II Mission Statement**

The Association shall govern organized soccer for the Wellington area for the purpose of building mind, body and self-esteem through sportsmanship, education, skill, teamwork, exercise and enjoyment.

It is our commitment to benefit the majority of Wellington youth, not the talented few. Our organization shall stress maximum participation, regardless of ability, and as much as is possible, evenly balanced competition.

It shall be our goal to ensure minimum pressure on our youth players from coaches, spectators and parents.

## **Article III Provisions**

- A. The WSA shall be a NOT FOR PROFIT organization.
- B. The WSA shall provide adult supervised, organized soccer for the youth residing in, but not restricted to the Wellington area.
- C. WSA income shall be used for operating expenses for the organization and in no way will financially benefit its officers or members.
- D. WSA is non-political in nature and shall not attempt to participate in or influence political campaigns or legislation.
- E. WSA shall not discriminate on the basis of race, color, creed or religious affiliation.

## **ARTICLE IV AFFILIATION**

The WSA shall be affiliated with the Ohio Youth Soccer Association North (OYSAN), the Lorain County Soccer League (LCSL), the Northern Ohio Girls Soccer League (NOGSL), and the American Amateur Soccer League (AASL) and shall follow the rules that each have set forward for all outdoor participation. All teams shall play under the name Wellington Soccer Association.

## **Article V Membership**

Voting membership in WSA shall consist of parents, and/or guardians of registered players. All WSA registered coaches, registered referees and existing members of the Executive Board shall be voting members of WSA providing they are at least 18 years of age. Voting membership in WSA entitles the person to vote on the selection of officers, committee chairs and organizational issues not limited to the executive board specified herein.

### **RESIGNATION OF MEMBERSHIP**

Any member may resign at any time by submitting a written resignation to the Executive Board, but such resignation shall not relieve any member of liability for any dues or other charges that may have occurred or that are unpaid at the time when such resignation is filed. Furthermore, resignation from membership shall not give any right to refund of any and all dues or other charges that were paid at the time of said resignation.

### **TERMINATION OF MEMBERSHIP**

If any person being a member of WSA shall at any time be guilty of any act prejudicial to the Association or to the purposes and policies for which it was formed, conduct themselves in such a manner as to bring disfavor and ill-will to the Association, or act inconsistently with the qualifications of membership set forth in this Article, said person may have their membership terminated. As shall be determined in the opinion of a majority of the Executive Board, then such person shall be notified to appear personally before the Executive Board at a designated time, not less than ten days after such notification, at which time, said member shall be given a hearing. Only by two-thirds vote of all of the Executive Board members present at said meeting may the membership of such person be terminated. Such termination shall not relieve any member from the liability for any dues or other charges that have occurred or that are unpaid at the time when such termination is effective. Furthermore, termination from membership shall not give any right to refund of any dues or other charges that were paid at the time of said termination.

## **Article VI Officers-Executive Board**

All current and past members of WSA, in good standing, shall be eligible to hold an office or serve on a committee. WSA shall be governed by an Executive Board consisting of the following elected officials:

## **EXECUTIVE BOARD**

A. WSA shall be governed by the Executive Board.

B. Each member of the Executive Board shall have voting power at meetings. No proxy votes are permitted and all business of the WSA shall be conducted at regularly scheduled meetings or at Special Executive Board meetings, held pursuant to this Constitution, a minimum of one monthly meeting of the Executive Board.

C. Prior to adjournment of each meeting of the Executive Board, the Board shall determine the date, time, and site of the next meeting and shall have the power, pursuant to the by-laws of this constitution, to call Special Executive Board Meetings.

D. Membership on the Executive Board consists of:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Registrar
6. Sportsmanship Director
7. Coaching Director
8. In-house Director

E. A quorum of the Executive Board shall consist of two-thirds of its members and the Board shall do business by majority vote of the members present.

F. By- Laws shall be established by the Executive Board.

G. The Executive Board shall have authority to create any and all Support Service Committees deemed necessary and shall determine the extent of the authority of said committees.

H. No individual may make commitments for the Wellington Soccer Association nor provide any information about Wellington Soccer Association to outside organizations without approval of the Executive Board. (e.g. mailing lists, financial commitments, use of logo, etc.)

I. The Executive Board shall meet to schedule any Special Public Membership meetings within three days of a request and shall schedule said Special General Membership meetings within ten days of receipt of said request.

J. The Executive Board shall be empowered except where restricted by Law to contract for any services required by the League.

K. WSA income shall be used for operating expenses. All expenditures ~~in excess of \$50.00~~ to any member of the Executive Board must be approved by two-thirds of the Board.

L. Any expenditure of funds over and above budgeted levels shall be approved by two-thirds of the Executive Board.

M. The Executive Board shall recommend to the membership passage or rejection of any proposal pursuant to Termination of Membership or Changes in Articles.

O. The Executive Board shall approve or reject the nomination of any Chairperson of any Support Services Committee.

P. The Executive Board shall have no power to take any action not specified in this constitution.

## Officers

**President** (elected for two year term on odd numbered years)

Duties:

- A. Responsible for overall management of WSA.
- B. Presides over meetings of the board and general membership.
- C. Serves as ex-officio member of all committees.
- D. Appoints special committees as needed.
- E. Provide policy direction for WSA.
- F. Establishes administrative procedures to ensure club policies are carried out.
- G. Represent or designate a representative in meetings with which WSA is affiliated or has a business interest.
- H. Shall be a voting member of the Executive board.

**Vice President** (elected for two year term on even numbered years)

Duties:

- A. Assist President and fulfill responsibilities in the absence of the President.
- B. Assume duties of any board member who resigns or is removed from the position on the WSA board.
- C. Works with In-House director in the development of soccer for all players under 7 years of age.
- D. Responsible for field scheduling/compliance, goal safety enforcement.
- E. Shall be a voting member of the Executive board.

**Treasurer** (elected for two year term on even numbered years)

Duties:

- A. Serves as chief financial officer of WSA with responsibility for all funds.
- B. Maintain records for all income and expenses authorized by the Board.
- C. Prepare financial records using generally accepted accounting principles to be presented at Board and general membership meetings.
- D. Present an annual financial statement to the general membership.
- E. Recommend fees for league play based on projected costs.
- F. Responsible for insuring that all federal and state forms are filed in the specific time frames.
- G. Shall be a voting member of the Executive board.

**Secretary** (elected for two year term on odd numbered years)

Duties:

- A. Record minutes and attendance of meetings of WSA Board and general membership meetings.
- B. Send minutes to Board members no later than two weeks after each meeting, via E-mail.
- C. Have charge of this Constitution, and responsibility for timely updating of any amendments to the document.
- D. Keep current record of Association membership containing names, address, phone numbers and e-mail address when possible.
- E. Assists the Publicity Director in the dissemination of information regarding WSA activities.
- F. Prepares meeting agendas.
- G. Shall be a voting member of the Executive board

**Registrar** (elected to a two year term on even numbered years)

Duties:

- A. Maintain registration records for all players and coaches within WSA and affiliates.
- B. Shall set up and chair a committee to handle registration , set dates and times for registration and set registration deadlines that provide sufficient time to meet deadlines set by affiliate leagues.
- C. Submit list of eligible players, separated by age and gender, to the rostering committee for rostering of teams.
- D. Submit team commitments to the appropriate leagues in the Spring and Fall of each year, by each leagues predetermined deadlines.
- E. Maintain record of all Risk Management (Kidsafe) forms for all coaches
- F. Maintain current licensing information for all coaches within WSA.
- G. Shall be a voting member of the Executive board.

**Sportsmanship Director** (elected to a two year term on odd numbered years)

Duties:

- A. Field all complaints dealing with the action of players, coaches and spectators (from opposing communities included) participating in WSA games and events.
- B. Investigate any claims of misconduct pertaining to any player, coach or spectator involved in WSA play within 7 days of complaint.
- C. Present all findings to the WSA board within 10 days, with any pertinent documentation for judgment and decision by the Executive Board.
- D. Inform all parties involved in the dispute, of WSA Executive Board findings in any disciplinary actions.
- E. Notify any individual, in writing via USPS certified mail, in the event of Disciplinary action or suspension within 7 days of Executive Board decision.
- F. Maintain records of any actions taken by the board involving WSA members for reference in the event of any further complaints.
- G. Shall be a voting member of the Executive board.

**Coaching Director** (elected to a two year term on even numbered years)

Duties:

- A. Charged with scheduling of all coaches for appropriate licensing courses.
- B. Keeps records of Wellington coaches who attend licensing courses, with name, date of licensing and level of license.
- C. Investigates claims of coaching misconduct and presents findings to Board for final judgment.
- D. Works with the In-House director in conducting coaching clinics for new coaches.
- E. Shall be a voting member of the Executive board.

**In-House Director** (elected to a two year term on odd numbered years)

Duties:

- A. Works with the Registrar during registration and handles registration of all players under 8 years of age.
- B. Sets up rosters for all teams, taking in to consideration gender and age when possible.
- C. Recruits coaches and assistants and ensures that they complete Risk Management requirements and submits certificates to Registrar for filing.
- D. Creates practice and game schedules ensuring that each team has a minimum of two practices and 8 games per season and provides electronic or paper copies of the schedules to the Vice President two weeks prior to the beginning of the season.
- E. Shall be a voting member of the Executive board.

## **Article VII**

### **Candidates and Elections**

A nominating committee consisting of the Vice-President and two other people appointed by the Vice-President shall report to the Executive Board a slate of candidates prior to the October meeting of the Executive Board. The Executive Board shall, at its October meeting, accept nominations from the committee and shall determine a slate of candidates and publish said slate to the membership prior to the general membership meeting in November.

- B. Nominations may be submitted by motion of a member from the floor at the October meeting, provided consent of the nominee has been obtained prior to the nomination.
- C. All members in good standing for at least one full year are eligible to hold elected office.
- D. All nominees shall be a minimum of 18 years old.
- E. Election to office will be by majority vote of those present and eligible to vote at the November meeting.

F. Term of office will begin immediately upon election and will continue until the following elections.

## **Article VIII**

### **Executive Board Vacancies**

The President shall nominate candidates to fill vacancies on the Executive board if none have been nominated with the concurrence of a majority of the Executive board.

## **Article IX**

### **Annual Meeting**

The annual meeting of registered members shall be held in November of every year at a time and place designated by the Executive Board.

Notice of the annual meeting shall be given to all voting members of the WSA no less than three weeks prior to the annual meeting.

All positions up for election shall be included in the notice.

## **Article X**

### **Special Meeting**

Special meetings of the Executive Board may be held at such time, date, and place in the Wellington District, as may be ordered by the President, or upon the call of three or more members of the board, giving the objective thereof, and any such order or call shall be presented to the secretary of the Association for the purpose of giving notice thereof.

## **Article XI**

### **Attendance**

Board members shall be removed from their positions due to accumulation of two unexcused absences from regularly scheduled meetings during their terms. Absences are excused by contacting the President or Secretary, prior to the regularly scheduled meeting to be missed.

## **Article XII**

### **Order of Business**

#### **Section I. Roberts Rule of Order**

The meetings of the General membership and Executive Board shall be governed by the Roberts Rule of Order. If there is a conflict between a provision in this constitution and Roberts Rule of Order, the provision of this constitution shall take precedence.

#### **Section II. Agenda**

Pursuant to article VI of this constitution the Secretary will draft an agenda before each Wellington Soccer Association (WSA) public meeting. Sufficient copies of the agenda will be made available to executive board members, coaches and guests.

At the close of the monthly WSA meeting, the President or person presiding over the meeting in the President's absence will ask for topics of discussion for inclusion in the agenda for the next public meeting. Additional agenda items can be made to the Secretary personally, or through an Executive Board member. All agenda items must be submitted no later than three days prior to the monthly WSA public meeting. Copies of the agenda will be kept on file with the league Secretary.

Meetings will be held on a monthly basis at a time and place that allows for maximum participation of all Executive Board members.

## **Article XIII**

### **Committees/ Misc positions**

The general functions and responsibilities of the various standing committees of the Wellington Soccer Association are herein stated. The committees' functions and duties shall include, but not necessarily be limited by those stated. Other standing and special committees may be organized from time to time by action of the Executive Board as required. All committee chairpersons shall be members of the Wellington Soccer Association, shall be appointed by the President, and shall be approved by the Executive Board for a one (1) year term. The committee chairpersons shall then appoint committee members. The Executive Board shall annually review and revise any and all guidelines for both standing and special committees.

#### **Coaches Committee**

The Coaches Committee shall be responsible for recruiting, maintaining and training the coaching staff. The committee shall be chaired by the Coaching Director. The Committee shall give a copy of all Club By-Laws and Operational rules to the coaches. The Coaches Committee will provide coaching clinics throughout the year as needed. The committee will schedule coaches for the appropriate licensing courses and forward completed certificates to the Registrar. The committee shall recommend to the Board the procurement of publications and any media



that supports the educational goals of WSA. The committee shall meet with all coaches before each season to go over any new information, and address all training issues.

### **Uniform Committee**

The Uniforms Committee shall be responsible for all WSA owned uniforms and shall act as the Club purchasing agent for such uniforms. When needed, the committee shall obtain at least three (3) bids for uniforms, which shall be submitted to the Executive Board for approval. The committee chair will maintain an inventory of uniforms for the players, fill orders, collect monies and submit to Treasurer.

### **Fields/Equipment Committee**

The Fields/Equipment Committee shall be responsible for the following equipment of WSA: balls, ball bags, goalie shirts and gloves, first aid kits, ice packs, pennies, cones, flat cones and any other such items that would be provided to coaches for the Fall/Spring seasons. All equipment should be labeled WSA for proper identification. The committee chair shall keep proper inventory record for such equipment. The committee chair shall be responsible for the purchase of necessary equipment used by WSA to include all of the above equipment plus goals, nets and any other field equipment deemed necessary. All purchases must be approved by the Executive Board with copies of receipts and packing slips provided to the Treasurer. All ball bags once assigned will be required to be signed for by the accepting coach.

The Fields/Equipment Committee shall be responsible for all soccer fields, goals, nets and goal accessories. They will ensure that all nets are removed at the end of the fall season and installed before practices start in the spring. The committee chair is responsible to schedule practices and resolve time/space conflicts. The chair will make the determination whether a field is playable or not in times of inclement weather and notify the appropriate league representatives when it is determined that the fields are unplayable within the time frames set by each league.

### **Fundraising Committee**

The fundraising Committee shall be responsible for raising funds and supervising and coordinating all ongoing and special fundraising projects. The committee shall be responsible for all concession stands to include purchasing and maintaining inventory, price setting and collection of all monies and providing the Treasurer with all receipts and funds. All fundraising activities must be approved by the Executive Board prior to commencing.

### **Publicity Committee**

The Publicity Committee shall formulate and execute all publicity and bring favorable attention for the Association to WSA and surrounding area. The Committee shall place notices of Association events in newspapers and other media and will endeavor to stimulate interest in the League. The Committee shall publish a newsletter and will work in various public relations capacities whenever applicable. Only Board approved material may be submitted to the Website Coordinator on a weekly basis to update.

## **Webmaster**

The webmaster shall be charged with creating, maintaining and updating the Association website. This may be a paid position with the terms to be negotiated by the Executive Board.

## **Article XIV Amendments to the Constitution**

Proposed amendments shall be submitted in writing to the Secretary and shall state the purpose of the change, the language to be deleted and/or the language to be added. Proposed Constitutional Amendments shall be reread and shall only be ratified by a vote of two-thirds of the general membership present and voting.

Proposed amendments will only be reviewed and voted on at the July general membership meeting.

## **Article XV Dissolution**

Dissolution of the Wellington Soccer Association shall be by a 2/3 majority of the Executive Board. In the event of dissolution of the Wellington Soccer Association, all assets will be dispersed by the Treasurer to the Wellington High School Soccer Boosters.

## **Article XVI Ratification**

A. This constitution shall be deemed ratified when all of the following conditions are met:

1. A copy of this constitution has been distributed to the general membership by the current secretary. (Electronic copies may be used)

2. This constitution has been discussed at a general membership meeting following distribution.

3. A two-thirds vote of the general membership present and voting at a meeting following the meeting mentioned in the paragraph above, votes to ratify with at least ten days between meetings.

B. Upon ratification of this constitution the current officers shall serve as interim officers until the next general membership meeting at which officers may be elected.

***Wellington  
Soccer  
Association  
Constitution***



