

NORTHWEST INDIANA SOCCER LEAGUE CONSTITUTION

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NORTHWEST INDIANA SOCCER LEAGUE CONSTITUTION

ARTICLE I

NAME

The name of this Association shall be the **North West Indiana Soccer League, Incorporated**. Referred to herein as **NWISL**, the “**ASSOCIATION**” or as the “**LEAGUE**.”

ARTICLE II

TERRITORY

The territory of NWISL shall be that of Northwest Indiana and appropriate neighboring regions approved by Representatives of the Association and Board of Directors of NWISL.

ARTICLE III

PURPOSE

The purpose of this Association shall be the promotion, development, regulation, and control of youth soccer within the territory under the jurisdiction of NWISL.

ARTICLE IV

HEADQUARTERS

The Headquarters of the NWISL shall be a centralized location within the territory approved by the Board of Directors.

ARTICLE V

AFFILIATION

NWISL shall be affiliated with U.S. Soccer and SAY Soccer and shall recognize its authority and authorities.

NWISL shall be governed by its Constitution, By-Laws, and Policies except where they are in conflict with or are supplanted by the Constitution, or By-Laws of U.S. Soccer and SAY Soccer, or other present governing bodies. NWISL retains the right to establish policies in support of, and for the good of, the Association.

ARTICLE VI

MEMBERSHIP

Section 1 – MEMBERSHIP QUALIFICATION:

Members combined within NWISL in Association shall be referred to as **MEMBERS**.

- I. Association Members are those constituted Clubs within the territory of NWISL interested in the promotion and improvement of soccer within their territory and have applied and been approved for membership within NWISL.
- II. Implied Membership in NWISL includes all Club Officers, Coaches, Teams, and Players participating in NWISL play.

Section 2 – APPLICATION:

Application for Membership must be made in writing to the League. The Application must be accompanied by:

- I. Franchise fee of Fifty Dollars (\$50.00)
- II. Description of Member Colors
- III. Details of Home Field(s)
- IV. Copy of Applicant Club's Constitution and By-Laws
- V. List of Applicant Club's Officers

Section 3 – ACCEPTANCE:

The Board of Directors shall have sole authority to determine qualification for Membership and to accept or reject any Applicant. In all matters of controversy, the decision of the Board of Directors shall be final.

- I. Upon recommendation of the Board of Directors to accept an Applicant as a new NWISL Member, the Representatives of the League shall vote for approval of the Applicant's request in order for Membership to be final.
- II. Upon acceptance as a new NWISL Member, said new Member shall be furnished with a copy of the League Constitution, By-Laws, and all current Policy statements of NWISL.
- III. Any rejection from the league must be accompanied by a formal notice in writing of the reasons why the club is being rejected, and what they can do to remedy the rejected items; there must also be a date listed on when the rejected club may reapply for acceptance. This date can not be longer than twelve (12) months from the rejection date.

Section 4 – MAINTAINING MEMBERSHIP:

- I. A Member must field a team within one (1) seasonal year or pay an annual fee of Two Hundred Fifty (\$250.00) Dollars payable by the date set for the declaration of Teams for League play.
- II. Members do not retain a vote within the Representatives of the Association during a season, or post season in which said Member does not field a team.
- III. Any Member disbanding or withdrawing from NWISL shall give written notice to the Board of Directors describing their intentions. Failure to do so may be cause for rejection of future Membership or reinstatement Application.
- IV. Resignation of a Member does not relieve the Member from any obligation(s) the Member may have to the League as a result of obligations incurred or commitments made prior to said resignation.

Section 5 – FAILURE TO MAINTAIN AFFILIATION:

- I. The failure of any Member to maintain affiliation as herein provided shall be cause for immediate forfeiture of membership, at the discretion of the Board of Directors.
- II. Reinstatement requires reapplying for Membership pursuant to the process described in Section 2, hereinabove.

Section 6 – DISAFFILIATION:

- I. Any Member who invites disrespect upon, or creates disruptive influence on the discipline or good order of the League may have their membership suspended by the Board of Directors.
- II. The Board of Directors shall provide not less than fifteen **(15)** days prior written notice of the disaffiliation, suspension, or termination of any Member for the same reasons.
- III. In all matters of controversy, the decision of the Board of Directors shall be determined based upon criteria that is fair and reasonable, be carried out in good faith, and be final.

ARTICLE VII

PENALTIES, DEBTS, AND ASSESSMENTS

A debt of any Member to NWISL shall be paid within Thirty (30) days of notification. Failure to do so may result in a penalty/fine up to Five Hundred (\$500.00) Dollars, as determined by the Board of Directors, in addition to a “Suspension in Bad Standing” report to USYSA.

The debt or obligation of a Member to a creditor may not be imputed to the League, unless otherwise required by applicable Indiana law.

ARTICLE VIII

AMENDMENTS TO CONSTITUTION

For the good of the League, any Article of the Constitution or By-Laws may be altered, amended, or repealed at any meeting by a two-thirds (2/3) vote of duly recognized voting Members provided the proposed amendment has been submitted in writing to the President at least Thirty (30) days in advance of the particular meeting. The proposal is to be read at two (2) monthly regularly scheduled meetings with a vote occurring at the second meeting.

ARTICLE IX

REPRESENTATIVES OF THE ASSOCIATION

Every authorized and current Member Club of NWISL shall elect/appoint a Representative to reflect their membership in this Association. This individual shall be a Board Member of the respective Club and have authority to vote in the name of the Club on all issues presented to the Representatives of the Association.

In the event the Board of Directors removes a Member Representative from the NWISL, said Member shall appoint an alternative Member Representative to vote on behalf of said Member in all matters regarding the League.

ARTICLE X

BOARD OF DIRECTORS

The Board of Directors of NWISL shall consist of the Officers of the League, being namely the following: President, Vice President, Secretary, Treasurer, Registrar, Game Issues Coordinator, Referee Coordinator, and six (6) Members At Large.

Section 1 – GENERAL POWERS:

The authority of Members of the Association of the NWISL shall be vested in the Board of Directors in all matters approved by the Representatives of the Association, or so designated within the Constitution, By-Laws, and Policies of NWISL.

Section 2 – PRESIDENT:

The President shall preside at all League meetings and meetings of the Board of Directors. The President shall, in general, disperse and control all business and affairs of the League. The President shall serve as an ex-officio member on all committees. The President shall represent the Association in meetings with other Leagues and/or Associations.

Section 3 – VICE – PRESIDENT:

The Vice-President of NWISL shall be responsible for keeping the official divisional statistics in a copy or electronic format. The Vice-President shall assume the duties of the President in the latter's absence or in the event of the President's refusal or inability to act. The Vice-President shall perform any other duties as may be assigned by the President.

Section 4 – SECRETARY:

The Secretary shall keep the minutes of all meetings in one or more books provided for that purpose. The Secretary shall see that all notices are duly given in accordance with the League's Constitution, By-Laws, and Policies and shall keep a register of the Mailing addresses of all League Officers and Representatives of the Association. The Secretary shall be responsible for the compiling and distribution of League schedules. The Secretary shall, in general, perform all duties incident to the office of Secretary and any other duties as may be assigned by the President.

Section 5 – TREASURER:

The Treasurer shall have charge of and be responsible for all funds and securities of the League. The Treasurer shall receive and give receipts for monies due the League from any source whatsoever and deposit all monies in a bank account in the name of the League, or as directed by the Representatives of the Association and Board of Directors.

The Treasurer shall maintain a detailed account of the income and expenditures of the League and prepare statements of the League. The Treasurer shall sign all checks of the League and shall be bonded, the fee paid by the League. The Treasurer shall provide all books and financial records of the League upon request of the Board of Directors.

Section 6 – REGISTRAR:

It is the duty of the Registrar to establish the procedures and handle the registration for all teams and players within the League in order to meet the governing body's requirements. The Registrar shall keep all player and team information in an orderly way. The Registrar shall handle all player cards and letters of eligibility requests. All letters of eligibility requests shall be executed by the President before being finalized.

Section 7 – GAME ISSUES COORDINATOR:

The Board of Directors, by majority vote, may add the position of "Game Issues Coordinator" to the Board. This position will hold Office for one (1) year and must be reappointed for each successive year.

This position will oversee all game issues (red/yellow cards) given during a season and keep rolling documentation of said cards in a spreadsheet that will be shared with the Executive Board.

Section 8 – REFEREE COORDINATOR:

The Referee Coordinator will handle all scheduling of referees for regular season, make-up, rain out, and tournament games. The Referee Coordinator will be paid for every game successfully staffed, pursuant to the payment schedule below.

The Referee Coordinator will also handle the education, training, and certification for all NWISL referees. This training includes, but is not limited to, a classroom portion with a test to demonstrate knowledge of the SAY rule book and a hands - on portion to demonstrate the practical side(s) of being both a Center Ref and an AR. The Referee Coordinator may appoint any veteran referees to assist with the teaching of said classes, for both the classroom and practical portion. The Referee Coordinator will be paid for these services pursuant to a payment schedule set by the executive board.

The Referee Coordinator will attend games and observe any new referees or referees that are reported to have issues understanding the rules outlined by the NWISL and SAY soccer. It is the responsibility of the Referee Coordinator to re-educate and train any referee that is deemed to need additional training. This may be done by partnering with a veteran referee said to have knowledge of the rules outlined by the NWISL and SAY soccer for the remainder of the seasons, having a meeting with said referee to review proper rules and regulations, or any other method deemed to be effective by the Referee Coordinator. The Referee Coordinator will be paid for these services in a divided stipend with the categories listed below.

- I. Payment for Scheduling Games:
- II. Payment for Teaching Referee Certification Classes:
- III. Payment for Observation of Games (in lieu of being a referee):

This payment shall be in lieu of accepting open games; not in addition to. If the Referee Coordinator accepts open games, this payment will be forfeited for that week.

Section 9 – EXECUTIVE BOARD MEMBERS (AT LARGE):

The Executive Board Members of the League shall be elected from the Representatives of the Association and shall assume Officer status upon election to the Executive Board.

Based on Article XI Section 4b of this document, Member Clubs are encouraged to elect/appoint a replacement Representative of the Association to assure proper functioning of the League.

Section 10 – BOARD OF DIRECTORS DUTIES:

- I. The Board of Directors shall transact all authorized business of NWISL directly or by delegation of its authority to such persons whom it may from time to time designate.
- II. The Board of Directors shall enforce the Constitution, By-Laws and Policies of NWISL and its governing bodies. It shall have the authority to arrange soccer games of any nature in its own name, and to that end may marshal and demand the support of any or every member of NWISL.
- III. The Board of Directors may demand and expect to receive such papers, books, documents, and accounts for the Officers review which it may from time to time require.
- IV. The Board of Directors may investigate and correct, or demand to be corrected, unfavorable conditions which may develop in the organization of its Members.
- V. The Board of Directors may suspend, expel, or impose assessments or penalties upon any Member, Team Administration, Player, or Parent under its jurisdiction guilty of violation or breach of the rules of NWISL and/or its governing bodies.
- VI. The Board of Directors will settle any disputes between two or more Members of the Association properly presented and may do anything which it may deem necessary and expedient to enforce the purpose of NWISL. In all matters of controversy its decision shall be final.
- VII. The Board of Directors will vote on matters presented to the Representatives of the Association that end in a tie. The decision of the Board of Directors will be final. No individual shall be permitted to cast more than one (1) vote on any issue.

Section 11 – JURISDICTION:

The Board of Directors shall have jurisdiction over all Members, Officials, Referees, Parents and Players within NWISL on behalf of all Associate Members.

Section 12 – RIGHT TO VOTE:

Unless provided for elsewhere in this document, the majority vote of Representatives of Association shall be the decision of the League. In all matters properly presented to the Board of Directors, each Officer shall have the right to cast one **(1)** vote. No individual shall have more than a single vote on any issue. The President's vote shall represent the final vote.

- I. Each Executive Board Member will be allotted One **(1)** vote.
- II. Each club will also be allowed One **(1)** vote.

Executive Board Members may not count their votes twice (once as an Executive and once as a Club Representative). It is advised that should a Member Club have only one Representative, and that Representative be elected to an Executive seat; they appoint a second to represent them at League meetings.

Executive Board Members are defined below to meet different meeting criteria.

- I. League Meetings: Monthly
 - a. President
 - b. Vice – President
 - c. Registrar
 - d. Secretary
 - e. Treasurer
 - f. Game Issues Coordinator
 - g. Referee Coordinator
- II. Board of Directors Meetings: As Needed: Called by the President
 - a. President
 - b. Vice – President
 - c. Registrar
 - d. Secretary
 - e. Treasurer
 - f. Game Issues Coordinator
 - g. Referee Coordinator
 - h. At Large Members
- III. Special Meetings: As Needed: Can be called by any Elected Member
 - a. President
 - b. Vice – President
 - c. Registrar
 - d. Secretary
 - e. Treasurer
 - f. Game Issues Coordinator
 - g. Referee Coordinator
 - h. At Large Members

Section 13 – ELECTIONS:

- I. Election of Officers shall be held in the month of December.
- II. The Officers shall be elected by separate balloting by a majority of the votes cast.
- III. Nominations will be accepted at the month of November's League meeting.
- IV. Final nominations from the floor will be accepted at the December League meeting.
- V. In the event of a tie for any Board of Directors position, a run-off ballot will be held for said position with all attending members voting again for one of the candidates.
- VI. The ballots will be counted by the Secretary.
- VII. Any Board Representative of an affiliated organization in good standing with the League may have a representative run for the Office of the President.
- VIII. The elected Board of Directors shall take Office effective January 1.
- IX. The term of Office for all Officers of the Board of Directors shall be one **(1)** year.
- X. In the event that an Officer is elected to fill a vacancy on the Board of Directors, the term of the Director filling in the vacancy will be the remainder of the unexpired term being filled.

Section 14 – ABSENCES:

If any Officer is absent from three **(3)** consecutive League Meetings, the Board of Directors may revoke his/her right to Office for the remainder of the term.

Section 15 – RESIGNATION:

A Director may resign at any time by delivering written notice to one **(1)** of the following:

- I. The Board of Directors
- II. The presiding officer of the Board of Directors
- III. The President or Secretary of the League

A resignation is effective when the notice is effective immediately, unless the notices specify a later effective date. If a resignation is made effective at a later date, the Board of Directors may fill the pending vacancy before the effective date if the Board of Directors provides that the successor does not take Office until the effective date.

Section 16 – REMOVAL OF BOARD MEMBERS:

See Article XII hereinbelow.

Section 17 – VACANCIES:

- I. In the event a vacancy occurs in any Office other than that of the President, the President shall appoint a temporary successor until the position can be filled at a League Meeting in the manner outlined in Section 11 of this Article.
 - a. In the event of a vacancy of the President, the Vice-President shall fill the unexpired term.

ARTICLE XI

MEETINGS

Section 1 – LEAGUE MEETINGS:

League Meetings shall be regularly scheduled by the Board of Directors. The annual electoral meeting of the League shall be held in the month of December. At the annual meeting, the President and the Treasurer, or their designee, shall report on the activities and financial condition of the League.

“Robert’s Rules of Order” is hereby deemed to be the parliamentary authority of the NWISL and shall be used at all general special meetings of the Board of Directors.

Section 2 – BOARD OF DIRECTOR MEETINGS:

As called by the President, and/or majority of the Board of Directors.

Section 3 – SPECIAL MEETINGS:

- I. Special Meetings of the League may be called at any time by the President, or upon written demand of one third (**1/3**) or more of the Membership to the President.
- II. The Special Meeting shall be called within two (**2**) weeks of such demand.
- III. The Meeting notification shall indicate the specific reason for the meeting, and no other business will be conducted.

Section 4 – QUORUMS:

- I. League Meetings – 1/3 of Representatives of the Association are required to be present in order to conduct a meeting. One (**1**) over one half (**1/2**) of the total Representatives of the Association must be present to conduct a vote of the Representatives.
- II. In the event 1 over (**1/2**) of the Representatives of the Association are not present to vote on issues, the Board of Directors shall add their votes in order to represent the majority. No individual may cast more than one (**1**) vote on any issue.
- III. Board of Directors Meeting – A majority of the Board Members shall constitute a quorum to conduct business of the League.
- IV. If a quorum is present, the affirmative vote of the majority shall be the decision of the League, except for issues covered under **Article VIII** or elsewhere in this document.

Section 5 – NOTICES:

For all meetings, the Secretary shall give written, electronic, or posted notice to all Members concerned. In the case of Special Meetings, the intent of the meeting shall be indicated on the notice, and no business other than that specified shall be considered.

Section 6 – GUESTS:

Guests may attend League Meetings at the discretion of the President and should be so indicated in the agenda and minutes of the meeting.

Section 7 – ATTENDANCE:

Lack of attendance of any Representative of the Association, unless otherwise regulated such as in **Article VI Section 4** of this document, for three **(3)** consecutive meetings shall result in a fine of Ten Dollars **(\$10.00)** assessed to the Member's Club for the first 3 meetings and Ten Dollars **(\$10.00)** per meeting for every subsequent meeting.

Section 8 – VOTE BY PROXY:

A Member may appoint a proxy to vote for said Member by execution of a proxy appointment form. An appointment of a proxy is effective when received by the Secretary or other Officer or Agent authorized to tabulate votes. An appointment is valid for eleven (11) months unless a shorter or longer time period is expressly provided for in the appointment form.

ARTICLE XII

REMOVAL FROM OFFICE

Section 1 – REMOVAL OF DIRECTOR WITH OR WITHOUT CAUSE:

A Director or Member Representative may be removed from the League with or without cause. The following list shall constitute an exemplary list of the basis for removal with cause:

- I. Actions in violation of the Constitution or By-Laws of the League
- II. Dereliction of duty and/or incompetence in Office
- III. Misappropriation/theft of funds
- IV. Conduct unbecoming of an Officer as determined by the Board of Directors
- V. Commission of a misdemeanor or felony

Section 2: REMOVAL PROCESS

- I. Removal of a Member Representative Director with or without cause shall be by majority vote of a quorum of the Member Representatives at a meeting called for the purpose of determining whether said Representative Director should be removed. The Notice for the meeting shall state the purpose of the meeting is the removal of the Director.
- II. An entire Board of Directors may be removed.
- III. Removal of an Executive Director with cause shall be by majority vote of a quorum of the Executive Board of Directors.
- IV. In the event that a Director or Executive Director is removed from the League, the vacancy of said removed Director or Executive Director shall be immediately filled pursuant to the provisions of **Article X, Section 17**.
- V. A Director or Executive Director that is removed from the League without cause may apply for reinstatement to the Board of Directors after a period of twelve **(12)** months. A Director or Executive Director that is removed from the League with cause may apply for reinstatement to the Board of Directors after a period of thirty-six **(36)** months.

ARTICLE XIII **MATTERS NOT PROVIDED FOR**

Any matter not provided for in this Constitution, seceding By-Laws, or Policies shall be determined by the Board of Directors of the League whose decision, so made shall be final and binding, all pursuant to the Indiana Non-Profit Corporations Act, I.C. §23-17-1-1 *et. seq.*