

# Tri-County Women's Soccer League (TCWSL)



## Constitution & By-Laws

Revised 2025

## Contents

I. 3

A. 3

B. 3

II. 3

A. 3

B. 3

C. 3

D. 3

III. 4

IV. 4

V. 4

VI. 5

VII. 6

VIII. 6

IX. 6

X. 7

XI. 7

APPENDIX A. DUTIES OF TEAM REPRESENTATIVES

7

## **I. NAME & PURPOSE**

### **A. Name**

1. The name of this organization shall be the Tri-County Women's Soccer League Association, also known as TCWSL.

### **B. Purpose**

1. The purposes of the Tri-County Women's Soccer League are to promote, foster, and perpetuate the game of soccer on the amateur level, and to provide competition for the teams, either independent or from member clubs, to play the game with high standards of good sportsmanship and fair play.
2. Tri-County Women's Soccer League is located in the southeastern corner of the Commonwealth of Pennsylvania. TCWSL extends its services to any neighboring community which desires quality amateur soccer.
3. The colors of the Tri-County Women's Soccer League will consist of Sky Blue, Navy Blue and Red as an accent color.

## **II. MEMBERSHIP**

### **A. Membership Guidelines**

Membership in the League is open to women\* age eighteen (18) and over who do not participate on a high school, PAGS, or similar junior level team. Eligibility for membership is conditional upon any operative rules of the league.

Cisgender, transgender & nonbinary

### **B. Membership Class**

1. Membership in this league shall be in one of two classes, PROVISIONAL and FULL. All newly accepted clubs or teams shall be deemed provisional members of TCWSL for one (1) year from the date of their acceptance. At the expiration of the one (1) year period, a vote shall be taken at the next council meeting, to admit the club or team to full membership. All clubs or teams having met this requirement and in good standing with the league shall be deemed full members of the league, with applicable voting rights.
2. Any club or team may apply for provisional membership in the League. Application for membership in the league must be submitted in writing, by the club or team representative, to the President of the league and reviewed by the Board of Directors.
3. Acceptance will be contingent upon the receipt of all necessary documents and fees required by the league and the State Association, and upon agreement to adhere to all league and state association policies.

### **C. Obligation of Members**

1. Every club or team that is either a full or provisional member of this league thereby agrees for itself, and for all of its coaches and representatives, to accept, support, and adhere to the purpose and regulatory authority of this League Association. Furthermore, all member clubs and teams, whether full or provisional, agree for themselves and for their coaches and representatives to abide by the Constitution and By-Laws of this League Association and all Regulations of the League Association. Each member club or team, whether full or provisional, shall pay all annual fees and deposits (fines) assessed by the Executive Board. Such fees and fines shall be payable prior to the start of the next season. The Executive Board may, upon receipt of a written request, defer the payment due date of a particular fee, at their collective discretion. The refusal of any club or team to pay annual fees and required deposits and fines shall cause immediate forfeiture of membership in this League Association without legislative formality.

### **D. Removal of Members**

1. Any member club or team, whether full or provisional, may be removed from membership in the League Association for good cause upon the recommendation of the Executive Board and a 2/3

majority vote of the voting members present. Voting will occur at the general membership meeting in which the recommendation of removal is submitted.

### **III. MEMBERSHIP MEETINGS**

1. A semi-annual meeting of the League Association members shall be held prior to each fall & spring season at a time and place designated by the Board of Directors. The election of League Association officers shall be conducted at this meeting, if needed.
2. The President of the League Association may call for a special meeting of the membership of the League Association at any time.
  - a. At least 15 days before any meeting, notice of such a meeting shall be given to each club or team representative. Club or team representatives shall present items for the agenda to the President at least five (5) days prior to the meeting.
  - b. At least three (3) days notice shall be given to all interested parties in the calling of a special meeting.
  - c. At any semi-annual or special membership meeting, 50 percent of members plus one will represent a quorum.
  - d. Each member club or team is responsible for being represented at any semi-annual meeting by either a club representative or team representative, or an authorized coach. Failure to provide such representation shall subject the club or team to a fine to be determined by the Executive Board.
  - e. Each full member team or club in good standing shall be entitled to a vote at any semi-annual or special membership meeting. Each team or club shall have one (1) vote. No member may vote by proxy.

### **IV. BOARD OF DIRECTORS**

1. The Board of Directors of the League Association shall consist of the following officers: President, Vice-President, Games Commissioner, Secretary, Treasurer, and Registrar.
  - a. If applicable, Division Commissioners may be installed and will act as a council and work in conjunction with the Board of Directors.
2. The Board of Directors shall have general control and management, between meetings of the members, of the government and affairs of the League Association and shall have the powers usually possessed by the directors of similar associations. The Board of Directors shall have control of financial and policy matters.
3. The Board of Directors shall meet at least twice per year, with additional meetings conducted as required. The time and place of such meetings shall be fixed by the President.
4. At any meeting of the Board of Directors, a minimum of one-half of the sitting members shall constitute a quorum. Each member of the Board present at any meeting shall be entitled to one (1) vote, and the requisite vote necessary to take action shall be a majority of the votes cast.

### **V. ELECTIONS**

1. Officers elected to manage the affairs of the League Association, shall each be in good standing in the League Association. At the time of elections, no more than two members from any one team shall be elected.
2. An election of officers to fill vacant seats shall be conducted at the next league meeting. Officers shall be elected by a majority of the members voting at that meeting.

3. Nominations for officers shall be submitted in writing to the President and/or Board of Directors after first having obtained the consent of the persons nominated. The list of nominees shall be transmitted to the Team Representatives by the Secretary of the League Association in advance of that meeting. Additional nominations may be made from the floor at the semi-annual meeting, provided that the prior consent of any person so nominated has been obtained.
4. An interim vacancy in any elective office shall be filled by a majority vote of the Executive Board of Directors.

## **VI. OFFICERS**

1. The officers of the League Association shall consist of the President, Vice-President, Games Commissioner, Treasurer, Secretary, and Registrar..
2. The President shall preside at all meetings of the members and the Board of Directors, and shall be entitled to attend the meetings of all committees and shall perform all the duties usually pertaining to that office. They shall supervise and manage the affairs of the TCWSL in accordance with the needs and desires of the general membership. They shall preside at League and Committee meetings of the Association. The President shall enforce the Constitution and By-Laws; appoint committee chairpersons; shall sign all documents and contracts of the League when duly authorized by the Executive Board; and shall perform other such duties as the Executive Board shall from time to time direct, including, but not limited to, growth and development of the League.
3. The Vice-President shall assist the President in the performance of her duties. They shall be the chairperson of the Financial Committee, if/when formed. They shall also assist the treasurer in formulating the annual budget of the League Association if necessary. They shall be responsible for field safety & eligibility. They shall succeed to the authority of the President in the case of her absence, incapacity, death or at their resignation.
4. The Games Commissioner shall oversee all normal competition programs; oversee scheduling of all games, oversee receipt of game reports; keep up-to-date standings for each division; shall be the supervisor of the Grievance Committee and will be notified of any violation, complaint, game protest, or appeal. The Games Commissioner shall also oversee the Division Commissioners.
5. The Treasurer shall have custody of all funds, securities, and assets of the League Association. They shall provide and maintain complete records of the assets and liabilities of the League Association. They will prepare such reports as required by local, state, and federal law and regulations. They shall prepare a financial report to be presented at meetings as requested.
6. The Secretary shall prepare and maintain minutes of all meetings of the Board and of the League Association membership. They shall give proper notice of all membership meetings, officer elections, and other matters appropriate for consideration by the membership. They shall conduct the correspondence of the League Association, as needed and have custody of the same, as well as the League Constitution, By-Laws and amendments thereto, and the Rules of the League Association. The minutes of all meetings shall be signed by the Secretary.
7. The Registrar shall oversee all the registration concerns for the teams and players and keep up-to-date records on the member teams in the League Association. The Registrar shall coordinate with the EPSA Registrar and shall resolve any conflicts over applications from clubs, teams, coaches or players. They shall collect and submit all necessary registration forms and work in conjunction with the Treasurer to submit forms and fees to the state for player and insurance costs, as needed. They shall inform the Board of Directors of all new players to the League at the Board of Directors meetings.

8. If applicable, Division Commissioners may be installed and will act as a council and work in conjunction with the Board of Directors. The Division Commissioners shall undertake administrative and oversight functions as allocated by the Board of Directors. They shall oversee and manage their respective divisions and report to the Games Commissioner, as the Board sees fit.

## **VII. COUNCIL**

1. Each team shall select a Team Representative which will comprise a Council whose purpose will be to:
  - a. serve as an advisory committee to the Board of Directors, and
  - b. report on Board decisions and policies to their respective teams.
2. The Council will meet with the Board of Directors at least twice each year. Additional meetings may be called by the Board as necessary. Any Team Representative may petition the Board for a joint meeting of the Council and the Board of Directors.
3. The Board of Directors may establish other such council committees as it deems advisable to carry out the purposes of the League Association and shall define the duties and powers of any council committee established.
4. Responsibilities of Team Representatives can be found in Appendix A.

## **VIII. LEGISLATIVE POWERS & VOTES**

1. Voting Privileges – Each full member club or team shall be entitled to cast one (1) vote for each registered team that has a designated representative present at the semi-annual meeting in which a vote takes place.
2. The majority of the voting power present at any general membership meeting shall be necessary to decide any issue which is presented to the general membership, within the Constitution and By-Law's parameters.

## **IX. JUDICIAL POWERS**

1. The majority (two-thirds) of the voting power present at any general membership meeting shall be necessary to decide any issue which is presented to the general membership, within the Constitution and By-Law's parameters.
2. The Grievance Committee shall have the power to arbitrate disputes that stem directly from the violation of the laws of the game as promulgated by FIFA and the USSF and adopted by this League Association. Furthermore, the Grievance Committee Chairperson shall be the initial authority to impose sanctions that result from direct violations of the laws of the game as promulgated by FIFA and the USSF and adopted by this League Association.
3. Notification of the decision of the Grievance and/or Executive Committee shall be communicated to the club coordinators within 72 hours of the decision. It shall be the responsibility of the club coordinator to notify all interested parties in the club that is affected by the decision. All decisions shall be made in a timely fashion.
4. Any club or team dissatisfied with the decision of the Grievance Committee shall have an automatic right of appeal, provided that a written appeal is submitted to the Executive Board within 48 hours of the date of notification of the decision. Any club or team dissatisfied with the decision of the Executive Board has the right of appeal to the appropriate regional governing body, EPSA.

## **X. PROPERTY & FINANCES**

1. All funds of the League Association shall be deposited in such qualified depository or depositories as the Board may from time-to-time, by written resolution, designate.
2. All disbursements of funds of the League Association shall be made by checks signed by either of the following officers: President or Treasurer.
3. At the end of the Treasurer's term and/or on an ad hoc basis, the TCWSL books will be reviewed by the Executive Board. If requested by a member team or club, the books will be reviewed by an independent outside party. All auditing fees will be paid by the League Association of TCWSL.

## **XI. AMENDMENTS TO BY-LAWS**

1. Amendments to these bylaws may be adopted upon a vote of two-thirds of the members present and voting at a semi-annual membership meeting. Written notice of the proposed amendments shall be given to each Team Representative at least 10 days in advance of any meeting at which the amendments will be presented for adoption and voting.
2. Any proposals or motions to amend the Constitution or By-Laws of this League Association must be submitted in writing to the President and Secretary of the League Association. Amendments may be proposed by any full-member club or team of the League Association at any time. Proposed Amendments shall be presented and discussed at Council meetings before they are voted upon. Amendments passed shall take effect immediately upon their adoption by the voting membership, unless otherwise stipulated in the adopted amendment(s).

## **APPENDIX A. DUTIES OF TEAM REPRESENTATIVES**

1. Serves as team manager and liaison between TCWSL Board of Directors and team members.
2. Communicate rules, policies, game schedules, field locations, special events, weather decisions, and other important information to team members.
3. Reports team concerns, games scores, forfeits and injuries to appropriate board members and in the system, as required.
4. Compiles a current team roster and makes two copies available on game day to the referee for him/herself and for distribution to the opposing team.
5. Ensures alternate jerseys or pinnies are available in case of a color conflict.
6. Ensures that field duties are completed. Home team supplies corner flags and game ball.
7. Get Board member approval for changes to: team name, jersey color changes, and home field.
8. Reports referee no-shows to the Games Commissioner.
9. Team representatives are responsible for these duties, but are encouraged to coordinate these duties with other players on their team.

## Revision History

Revision – August 2025  
Revision – July 2021  
Revision – November 2019  
Creation – 1999