

# FEDERAL WAY SOCCER ASSOCIATION

Bylaws May 4, 2011

All references to "he" will mean He, His, She, or Her

## **Article 1 Name**

This organization shall be known as Federal Way Soccer Association (incorporated), here after referred to as the Association; and be affiliated with parent soccer organizations that provide guidance and oversight of our activities.

All of the purposes and powers of the Corporation shall be exercised exclusively for charitable and educational purposes in such manner that the Corporation shall qualify as an exempt organization under Section 501(c) (3) of the Internal Revenue Code of 1986, as amended ("the Code") or any successor provision, and that contributions to the Corporation shall be deductible under Section 170(c) (2) of the Code or any successor provisions.

No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, except as otherwise permitted to an organization described in Section 501(c)(3) of the Code or any successor provision. The Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any activities not permitted to be carried on (a) by a corporation exempt from federal and state income taxes under Section 501(c) (3) of the Code or any successor provision, or (b) by a corporation, contributions to which are deductible under Section 170(c) (2) of the Code or any successor provision.

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributed to, its members (if any), directors, officers, or other private persons, except that the Corporation is authorized or empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its purposes.

Upon the winding up and dissolution of the Corporation, the assets of the Corporation remaining after payment of, or provision for payment of, all debts and liabilities of the Corporation, shall be distributed to an organization or organizations, as determined by the Board of Directors, that are recognized as exempt under Section 501(c) (3) of the Code or any successor provision, and used exclusively to accomplish the purposes for which this Corporation is organized.

45 **Article 2 Objectives and Purpose**

46 The purpose of this Association shall be to teach, administer, the game of soccer among those  
47 youths, participating in the soccer program administered by the Federal Way Soccer  
48 Association as defined by these by-laws or as authorized under the charter issued by the  
49 WSYSA; train coaching personnel and referees; teach through the game sportsmanship and  
50 physical health, develop, promote and govern the game of soccer among such youths; establish  
51 uniform rules applicable to youth soccer competition in the Federal Way Area consistent with  
52 the principles of FIFA, its laws and decisions, establish areas of jurisdiction of its member  
53 organizations; convenient to accomplish its primary purpose of teaching the game of soccer  
54 directly and through its member organizations.  
55

56 **Article 3 Control and Authority**

57 **SECTION 1 Authority:**

58 The authority of this Association shall be vested in the by-laws of the Association as approved  
59 or amended, and in the charter issued by the WSYSA, except when these are superseded by  
60 those of the WSYSA by-laws and Constitution.  
61

62 **SECTION 2 Control:**

63 The final control of the Association shall be vested in an elected and appointed body known as  
64 the Board of Directors which shall exercise the right of decisions on all matters pertaining to  
65 Association affairs.  
66

67 **SECTION 3 Membership:**

68 Membership to Federal Way Soccer Association shall be open to any soccer players, parent or  
69 legal guardian of a player, coaches, trainers, managers, administrators, and officials not subject  
70 to suspension under section 4 of United States Soccer Federation Bylaw 241, and to any  
71 amateur soccer organization in its designated territory; the Federation articles of incorporation,  
72 bylaws, policies, and requirements take precedence over and supercede the governing  
73 documents and decisions of Federal Way Soccer Association and its members to the extent  
74 applicable under Washington State law; and the Federal Way Soccer Association and its  
75 members will abide by the articles of incorporation, bylaws and requirements of the Federation  
76 and of the Washington State Youth Soccer Association, including on interplay.  
77

78 **Article 4 Boundaries and Jurisdiction**

79 **SECTION 1 FWSA Boundaries and Jurisdiction:**

80 The boundaries of this Association shall coincide with the boundaries of the Federal Way  
81 School District #210, or as defined under the Charter issued by the WSYSA. The FWSA is the  
82 official authority for all the children of the Federal Way School District #210. All youth soccer  
83 players registered with the FWSA or participating in a program administered by the FWSA are  
84 subject to the control and authority of this Association.  
85

86 **SECTION 2 Member Organizations Boundaries and Jurisdiction:**

87 The geographical boundaries and age jurisdiction of FWSA member organizations shall be  
88 approved by the Board of Directors and are as follows:  
89

90 **Federal Way Mod Soccer Club:**

91 This club shall have custodial responsibility for ages U-6 through U-10 with boundaries that  
92 coincide and encompass all of Federal Way school District #210. This club may choose to  
93 include any private schools that may fall within the above listed boundaries.  
94  
95

96 **Federal Way United Soccer Club:**

97 This club shall have custodial responsibility for youth ages U-11 through U19 with boundaries  
98 that coincide and encompass all of Federal Way School District #210. This club may choose to  
99 include any private schools that may fall within the above listed boundaries.

100  
101 **Article 5 Membership**

102 **SECTION 1 Association Membership:**

103 The membership of this Association shall be by Member Organizations. All such organizations  
104 are eligible for membership subject to approval of the Board of Directors and upon payment of  
105 an annual affiliation fee.

106  
107 **SECTION 2 Member Organization Teams:**

108 Member Organizations shall have a minimum of five (5) registered and active teams. Such  
109 teams shall be generally formed of players who reside within the geographic area specified in  
110 Article 4 of these by-laws.

111  
112 **SECTION 3 Application for Membership:**

113 Applications for membership shall be submitted in writing to the Secretary of the Association, in  
114 the format prescribed by the Board of Directors, with copies of the organizations Constitution,  
115 by-laws, and rules. Such applications shall be presented to the Board of Directors at the next  
116 meeting, following acceptance by the Secretary, and a majority vote of the Board of Directors  
117 shall constitute approval. Upon approval of the application the member organization shall be  
118 granted the custodial responsibility over the youth soccer players registered with that member  
119 organization.

120  
121 **SECTION 4 Affiliation Fee:**

122 The Affiliation fee for each member organization shall be an amount set by two-thirds affirmative  
123 vote of a quorum of the Board of Directors. The annual affiliation fee is due and payable to  
124 FWSA when requested and is for the current seasonal year.

125  
126 **SECTION 5 Member Organizations Votes:**

127 All member organizations shall be entitled to one member on the Board of Directors and four  
128 votes at all regular and special meetings of the Board, except that no member organization in  
129 arrears with its dues or suspended, shall be entitled to vote or participate in the business of the  
130 Association. Members holding Board office (elected or appointed) may not represent nor hold  
131 proxy vote for clubs during Board meetings. In all business, the responsibility of the Board  
132 position supersedes the Club affiliation.

133  
134 **SECTION 6 Member Organization Duties:**

135 It is the duty of all member organizations to uphold the purpose of the Association and to help in  
136 the supervision of all soccer activities that take place. Each member organization shall be  
137 responsible for the conduct of its players, coaches, officials, and spectators. Each member  
138 organization shall take all precautions reasonable to safeguard the players, game officials, and  
139 spectators. Each member organization shall make reasonable effort to protect the property,  
140 public, or private, on which the game is played from damage or misuse.

143 **SECTION 7 Rules and Regulations:**

144 All member organizations shall abide by the rules and regulations of the Association. Any  
145 member organization, which attempts to circumvent a decision rendered by the Association, or  
146 which damages the interests of the Association by word or deed, shall be charged with  
147 misconduct and shall face suspension, expulsion, or lesser disciplinary action. The FWSA  
148 Disciplinary chair and his committee shall review the full particulars relating to a charge of  
149 misconduct and upon two-thirds majority vote of a quorum of the committee may suspend or  
150 expel the offending member organization or take other lesser disciplinary action considered  
151 appropriate, upon approval of the Executive Board of FWSA.

152

153 **SECTION 8 Legal Services:**

154 In any Disciplinary matter, no player, coach, manager, team assistant, referee, parent or officer  
155 from any member team, club, Association or organization shall engage the services of any  
156 lawyer or attorney or invoke the aid of the courts until all avenues of approach of the Disciplinary  
157 and mediation procedures are exhausted through regular channels of organized soccer.

158

159 **SECTION 9 The Referee Association:**

160 The Referee Association shall be entitled to one member on the Board of Directors and one  
161 vote at all regular and special meetings of the Board. The Referee Administrator shall be  
162 appointed to the Board of Directors by the Referee Association. It shall be his duty to represent  
163 FWSA at State level, be responsible for referee development, and referee disciplinary review,  
164 and to be the liaison with the Washington State Soccer Referee Association. He shall be a  
165 qualified referee, shall assist the 2nd Vice President of Administration with regards to the laws  
166 of the game. He shall maintain liaison between the Association and Referees Association. He  
167 shall coordinate referees clinics. He shall be a voting member of the Board of Directors.

168

169 **SECTION 10 Membership Withdrawal:**

170 Any withdrawal of FWSA membership by a member organization (club) must be approved by  
171 two-thirds majority vote of the FWSA Board of Directors.

172

173 **Article 6 Inter-Association Affiliation**

174 Any team or Association wishing to affiliate with the Federal Way Soccer Association for the  
175 purpose of competition or promotion of soccer, will, after signing an agreement, fall under the  
176 jurisdiction and will be governed by the Federal Way Soccer Association By-laws. Also said  
177 teams or Associations must, if requested by the Association registrar, submit to the Federal  
178 Way Soccer Association registrar, a properly filled out team roster and proof of age certificate,  
179 before any scheduling can take place.

180

181

182 **Article 7 Board of Directors**

183 **SECTION 1 the Governing Body**

184 The Association Board of Directors shall have the right of decision on all matters pertaining to  
185 Association affairs. The Board of Directors will conduct the business of the Association, and  
186 shall consist of the elected officers, (here after referred to as the Executive Board) and the  
187 appointed officers and one Representative from each member Organization.

188  
189 The responsibilities of the Board of Directors and Authority shall include, but not be limited to:

- 190 1. They shall be responsible for enforcing the Constitution, by-laws and operating  
191 procedures of the FWSA
- 192 2. Approval of formation and operation of tournaments.
- 193 3. Approval of interstate and international play.
- 194 4. Removal of FWSA officers based on detrimental actions or neglect of accepted  
195 responsibilities.
- 196 5. Filling vacancies of the Executive Board.
- 197 6. To ensure member organizations by-laws are in compliance with FWSA and WSYSA  
198 bylaws.

199  
200 **SECTION 2 Bonding:**

201 The officers elected to President, Vice President, Secretary, Treasurer, shall be bonded by the  
202 FWSA. The FWSA Treasurer will facilitate this process.

203  
204 **Article 8 Executive Board**

205 **SECTION 1 Executive Board (Elected):**

206 The Executive Board of this Club shall be:

- 207 1. President
- 208 2. Vice President
- 209 3. Secretary
- 210 4. Treasurer
- 211 5. Registrar
- 212 6. 2nd Vice President of Administration
- 213 7. Fields Director
- 214 8. Webmaster

215  
216 **SECTION 2 Duties and Responsibilities of the Executive Board:**

217 The Executive Board shall be responsible for conducting the business and administrating the  
218 affairs of the Association to include, but not limited to, the following:

- 219 1. Enforcing the FWSA and WSYSA by-laws, procedures, and rules.
- 220 2. Approval and operation of any and all tournaments sponsored by the Association.
- 221 3. Approval or removal of the Association Board of Directors.
- 222 4. Recommendations to the Board of Directors for suspension or removal of the  
223 Association officers.
- 224 5. Review and make recommendations on matters to be submitted to the Board of  
225 Directors.
- 226 6. Sign order on the treasury.

229 **SECTION 3 Officers Election Procedures:**

- 230 1. The Executive Board (elected) shall be elected at the Annual General Meeting by the  
231 Associations voting membership, as follows:  
232 a. Officers to be elected on ODD numbered years are:  
233 President Fields Director  
234 Secretary Webmaster  
235  
236 b. Officers to be elected in EVEN numbered years are:  
237 Vice President 2nd Vice President of Administration  
238 Registrar Treasurer  
239  
240 2. Thirty (30) days prior to the Annual General Meeting notification stating the date and  
241 place of the election shall be mailed electronically to each member of the Body.  
242 3. Nominations shall be accepted from the floor at the election.  
243 4. Prior to each election, the President shall appoint a person who is not a candidate for  
244 office to conduct the election. That person shall appoint a minimum of two (2) tellers and  
245 a secretary to pass out, collect, and count the ballots in the presence of the election  
246 chair. Ballots may be distributed in advance by this committee as part of the procedure  
247 of signing in. The election results shall be announced to the membership by the election  
248 chair who shall state the number of eligible votes, the number of votes counted, the  
249 number of votes necessary to elect, and the results of the balloting.  
250 5. A majority of votes cast shall be necessary to elect.  
251 6. In the event an objection is raised, a recount of the ballots may be approved by the  
252 Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each  
253 person running for office shall be entitled to appoint one person to monitor the recount.  
254 7. The election chair shall then entertain a motion to destroy the ballots.  
255  
256

257 **SECTION 4 Term of Office**

- 258 1. The term of office for the FWSA Executive Board shall commence immediately upon  
259 election, and shall continue until the Annual General Meeting two years hence.  
260 Outgoing officers shall assist the successors for a period not to exceed the remainder of  
261 the fiscal year, in order to assure a smooth transition. All Association officers are eligible  
262 for re-election to the same office at succeeding elections. Vacancies occurring  
263 subsequent to elections shall be filled by majority vote of a quorum of the Board of  
264 Directors; except if the President is vacated, a new Vice President shall be selected.  
265 The term of office for officers elected by such election is the unexpired term of the  
266 vacated office.  
267  
268 2. In the event the offices of the President, Vice President, Secretary, Treasurer, Registrar,  
269 and 2nd VP of Administration are all vacated, the Board of Directors shall elect, by a  
270 majority vote, replacements for the remainder of their respective terms. In the interim,  
271 the Board of Directors shall designate a member of the Board of Directors as Acting  
272 President.  
273  
274 3. Any Executive Board member being absent from three (3) consecutive meetings of the  
275 Executive Board or the Board of Directors, or being negligent in responsibilities to the  
276 Association, or being in violation of the FWSA or WSYSYA Code of Ethics or combination  
277 thereof, shall be subject to suspension or removal by the Board of Directors.  
278  
279

280 **SECTION 5 Duties and Responsibilities of Executive Board:**

281 The duties and responsibilities of the Elected officers shall be:

282 **A. PRESIDENT:**

- 284 1. He shall call, attend, and preside over all Association and Board of Director  
285 meetings.
- 286 2. Submit a report on his/her activities at each monthly meeting
- 287 3. Supervise all activities of the Association and Board of Directors.
- 288 4. Serve as ex-officio chairman of all committees.
- 289 5. Present to the Board for approval all nominations for vacancies on the Board as  
290 necessary during his/her term of office.
- 291 6. Prepare an agenda before all meetings.
- 292 7. Present for approval, by the Executive Board, appointed Chairpersons names.
- 293 8. When requested by a majority vote of the Board of Directors, he shall call special  
294 meetings of the Board of Directors, as the need arises.
- 295 9. In his capacity as Chairman of the Board of Directors, he shall not have a vote.

296 **B. VICE PRESIDENT:**

- 297 1. Attend all Association monthly meetings
- 298 2. Submit a report on his activities at each meeting
- 299 3. Assume the President's duties in his absence.
- 300 4. Assist the President as required
- 301 5. He shall be responsible for communication and education of all officers and  
302 committee Directors on the Board of Directors regarding their duties and  
303 activities of their position.
- 304 6. He shall be responsible for all FWSA fund raising activities
- 305 7. He shall be a voting member of the Board of Directors.

306 **C. SECRETARY:**

- 307 1. Attend all Association monthly meetings.
- 308 2. Submit a report on his activities at each meeting.
- 309 3. Attend to and file all correspondence and maintain a business address for the  
310 Association.
- 311 4. He shall record and prepare the minutes for all meetings of the Board of  
312 Directors and the Association.
- 313 5. He shall distribute to all Board members and mail member organization  
314 Presidents copies of such minutes no later than two weeks from previous  
315 Association meeting.
- 316 6. He shall provide timely notifications of the time and place of Board of Directors  
317 meetings to all members of the Board of Directors.
- 318 7. He shall help the President prepare meeting agendas.
- 319 8. Call role of the Board and name any proxy voters.
- 320 9. He shall be a voting member of the Board of Directors.
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326 **D TREASURER:**

- 327 1. Attend all Association monthly meetings.
- 328 2. Submit a report on his activities at each meeting.
- 329 3. Keep financial records of all monetary transactions, including incoming and
- 330 outgoing monies
- 331 4. Maintain a checking and savings account with dual signature authority by either
- 332 the President, Vice president, and Treasurer; (checks will be signed by Treasurer
- 333 and one other officer)
- 334 5. Assist with and schedule an audit on the records prior to the Annual General
- 335 Meeting.
- 336 6. He shall present a written report on the financial status at all Association
- 337 meetings.
- 338 7. Submit at the Annual General Meeting a proposed budget for the year.
- 339 8. File a tax exempt status with the IRS yearly
- 340 9. File yearly State Tax Form and Federal Tax Form.
- 341 10. Pay all registration and insurance fees to WSYSA
- 342 11. He shall be required to have all member organizations file financial information
- 343 with the Association in order that they may be covered by Association tax-exempt
- 344 status.
- 345 12. He shall maintain records necessary to assure that member organizations have
- 346 and maintain insurance coverage acceptable to the Association.
- 347 13. He shall assist in adjusting, with Board approval, all departmental accounts as
- 348 necessary for balanced budgeting, within the total approved budget.
- 349 14. He shall be a voting member of the Board of Directors.

350  
351 **E. REGISTRAR/RISK MANAGER**

- 352 1. Attend all Association monthly meetings.
- 353 2. Submit a report on his activities at each meeting.
- 354 3. Coordinate Annual Player registration within the Association.
- 355 4. Verify age of all players registered in the Association.
- 356 5. Maintain an up to date file on all players, teams, and coaches.
- 357 6. He shall direct the club registrars in the processing of registration and
- 358 transfer of players, maintenance, and update of rosters.
- 359 7. He shall maintain liaison with the WSYSA Registrar.
- 360 8. Handle all transfers to and from teams, and to and from clubs and Associations
- 361 as required by deadlines.
- 362 9. Establish deadlines for league registrations, state cups, and player transfers.
- 363 10. Be responsible for ensuring that all club and Association members who work with
- 364 children, such as, but not limited to, the Board of Directors, Executive Board,
- 365 Head and Assistant Coaches, Team Managers, fill out and return to the WSYSA,
- 366 a Washington State Youth Soccer Association Volunteer form, Washington State
- 367 Patrol clearance form, in addition to any other FWSA or WSYSA required
- 368 security form.
- 369 11. Maintain a liaison and work with the WSYSA Risk Manager.
- 370 12. He shall be a voting member of the Board of Directors.



373 **F. 2ND VICE PRESIDENT OF ADMINISTRATION:**

- 374 1. Attend all Association monthly meetings.  
375 2. Submit a report on his activities at each meeting.  
376 3. Preside over all Association Disciplinary matters.  
377 4. He shall be responsible for prompt disposition of all protests, letters of  
378 information, complaints, appeals, and direct the proper committee to hold  
379 preliminary hearings and file a report within seven days of validation.  
380 5. He shall also report to the Board of Directors on all such matters concerning  
381 protests, letters of information, complaints, or appeals.  
382 6. He shall attend or send a representative to all District and State disciplinary  
383 committee meetings as needed.  
384 7. He shall appoint and chair the By-law Committee and review the by-laws yearly  
385 and submit proposed changes to the FWSA By-laws, in their proper format, to all  
386 Association members, a minimum of 30 days before the FWSA AGM.  
387 8. Establish a Disciplinary pool to be called upon as needed.  
388 9. He shall be a voting member of the Board of Directors.

389 **G. FIELDS DIRECTOR:**

- 390 1. He shall report on the availability and utilization of fields within the Federal Way  
391 area.  
392 2. He shall maintain liaison with the Recreation Council, Parks Department and  
393 other organizations regarding use, condition, and availability of fields for playing  
394 soccer.  
395 3. He shall coordinate the activities of member organizations in acquiring and  
396 improving fields for soccer.  
397 4. He shall be the representative to the Recreation Council meetings.  
398 5. He shall be a voting member of the Board of Directors.  
399 6. He shall assign fields to member organizations for practice and competition.  
400

401 **H. WEBMASTER:**

- 402 1. He shall be responsible for the maintenance of a web site for the Federal Way  
403 Soccer Association and its member organizations.  
404 2. He shall maintain a "domain name" called "Federal Way Soccer" and shall have  
405 that domain name "hosted" by a reputable ISP.  
406 3. He shall maintain an E-mail account and will setup forwarding of E-mail  
407 addressed to officers or officials of the FWSA. The "Website content" shall be at  
408 the direction of the Board of Directors.  
409 4. The Webmaster will be responsible for design and graphics contained on the  
410 web site.  
411 5. The Webmaster shall be a voting member of the Federal Way Soccer  
412 Association.  
413 6. He shall report on the status of the web site at the monthly meetings.  
414

415 **Article 9 Appointed Chairpersons**

416 **SECTION 1 The Appointed Chairpersons Positions shall be:**

417 The Appointed Chairpersons positions shall be:

- 418 1. Member Association Representative/District III Representative  
419 2. Chairman of Tournament Committee  
420 3. Director of Coaching (ex-officio)  
421 4. Representative of the Referees  
422

425 **SECTION 2 Duties and Responsibilities of the Appointed Chairpersons:**

426 The duties and responsibilities of the appointed chairperson shall be:

427 **A. Member Association Representative/District III REPRESENTATIVE:**

- 428 1. Attend all Association monthly meetings.  
429 2. Submit a report on all matters pertaining to WSYSA/District III activities, to the  
430 Board of Directors at each monthly Association meeting.  
431 3. Represent the interests of the Association at all District III and state level  
432 meetings per prior instruction by the Board of Directors.  
433 4. He shall be a voting member of the Board of Directors  
434

435 **B. CHAIRMAN OF TOURNAMENT COMMITTEE:**

- 436 1. Attend all Association monthly meetings.  
437 2. Submit a report on his activities at each meeting.  
438 3. He shall also coordinate with WSYSA Tournament Committee on all matters  
439 concerning field assignment for the WSYSA State Tournament games held  
440 within Association Boundaries and schedules for Association teams.  
441 4. He shall be a voting member of the Board of Directors

442 **C. DIRECTOR OF COACHING:**

- 443 1. Preside over all Association development programs.  
444 2. Coordinate development of programs for member organizations.  
445

446 **SECTION 3 Appointment of Chairpersons:**

447 The appointed Chairpersons shall be appointed and approved by a majority vote of a quorum of  
448 the Board of Directors at the regular monthly meetings, which will be open to all Association  
449 members. The appointed Chairpersons shall not be voting members of the Board of Directors  
450 unless so stated.  
451

452 **SECTION 4 Terms of Office:**

- 453 1. The term of office for the appointed Chairpersons shall commence immediately upon  
454 appointment and shall continue until the AGM two (2) years hence. Outgoing  
455 chairpersons shall assist the successors for a period not to exceed the remainder of the  
456 fiscal year, in order to assure a smooth transition.  
457 2. In the event any of the appointed positions become vacant, the Board of Directors shall  
458 elect, by a majority vote of a quorum, a replacement.  
459

460 **Article 10 Meetings**

461 **SECTION 1 Annual General Meeting**

- 462 1. The Association Annual General meeting must be held before the WSYSA AGM.  
463 2. Notification of the meeting and its agenda and any proposed by-law revisions, in addition  
464 to a list of candidates for each elected office, shall be made available to all FWSA  
465 Board of Directors members at least 30 days prior the Annual General Meeting.  
466 Notification shall be issued to each member organization so that they may distribute it to  
467 their various teams no later than fifteen (15) days prior to the Annual General Meeting.  
468

- 469 3. The order of business at the AGM shall be as follows:  
470 a. Roll call  
471 b. Credentials  
472 c. Minutes  
473 d. Officer's reports  
474 e. Committee reports  
475 f. Unfinished business  
476 g. Proposals (by-law changes)  
477 h. New business  
478 i. Election of officers  
479 j. Presentation of awards  
480 k. Good of the game  
481 l. Adjournment  
482

### **SECTION 2 Voting at the AGM**

- 483  
484 1. Voting privileges at the AGM will be subject to the following: Each member listed shall  
485 have one (1) vote.  
486 a. Member of the FWSA Board of Directors  
487 b. One representative may present a vote for a team.  
488 c. One parent or guardian representing the family of active player(s) in good  
489 standing.  
490 2. Proxy votes shall not be allowed.  
491

### **SECTION 3 Regular Monthly Meetings**

- 492  
493  
494 1. A quorum of the Board of Directors shall consist of five or more elected officers and fifty  
495 percent (rounded to the next higher number) or more of the representatives from the  
496 member organizations.  
497 2. The Association Board shall meet on a monthly basis during the playing season, time,  
498 and place specified by the Association President.  
499 3. Special meetings of the Board of Directors may be called at the discretion of the  
500 President to resolve matters that may arise between the regular meetings of the Board.  
501 4. An agenda will be established by the President and made available before each  
502 meeting.  
503 5. Agenda for the monthly meeting shall be:  
504 a. Call to order  
505 b. Roll call  
506 c. Minutes  
507 d. Officer's reports  
508 e. Committee/Chairpersons reports  
509 f. Unfinished business  
510 g. New business  
511 h. Good of the Game  
512 i. Adjournment  
513  
514 6. Monthly meetings shall last no longer than two (2) hours.  
515 7. The rules contained in the current edition of Robert's Rules of Order newly revised, shall  
516 govern the Association in all cases to which they are applicable and in which they are  
517 not inconsistent with these by-laws and with any special rules of order the Association  
518 may adopt.  
519  
520

521 **SECTION 4 Voting at Monthly Meetings:**

- 522 1. The following have the right to vote at any meeting:  
523 a. Member of the FWSA Board of Directors  
524 b. One representative may present a vote for a team.  
525 c. One parent or guardian representing the family of active player(s) in good  
526 standing.  
527 2. Association members have a maximum of one (1) vote.

528  
529 **SECTION 5 Attendance at Meetings:**

530 Attendance at regular monthly meetings and the AGM is mandatory for all Executive Board  
531 members. Any Executive Board member unable to attend must send a proxy voter with his  
532 (board member's) written vote. Any executive Board member, or Appointed Chairperson,  
533 missing two (2) meetings consecutively, may be asked to vacate that office.  
534

535  
536  
537 **SECTION 6 Special General Meetings:**

- 538 1. Special General Meetings shall be called only for the purpose of removing an elected  
539 officer.  
540 2. The order of business at such meetings:  
541 a. Roll Call  
542 b. Credentials  
543 c. Report by the tribunal  
544 d. Vote on the report  
545 e. Adjournment  
546 3. One vote may be cast per registered team in addition to voting members.  
547 4. Special General Meetings may be convened by request of the President, or two (2) or  
548 more of the elected officers, or 30% or more of the Association membership.  
549

550 **Section 7 E-Mail Voting**

- 551 1. The topic must have been discussed at the most recent scheduled monthly meeting.  
552 a. At the meeting the board must agree by simple majority to hold a vote by Email.  
553 2. Through Email a motion and second must be received by the President and Secretary.  
554 3. 100% of the board must vote by the dead line set in the Email requesting a vote.  
555 a. Upon completion of the vote or expiration of time, the board will be notified of the  
556 result via Email.  
557 4. The Secretary will collect and tabulate the votes and report the results at the next  
558 scheduled monthly meeting.  
559

560 **Article 11 Finances**

561 **SECTION 1 Fiscal Year**

562 The fiscal year of this Association shall begin at 12:01 am on May 1<sup>st</sup>, and the end at 11:59 pm  
563 on April 30<sup>th</sup> of the following year. All financial rules and regulations are in effect during the  
564 twelve (12) months of the fiscal year.  
565

566 **SECTION 2 Budget:**

- 567 1. The Treasurer, with the support of the Association Executive Board, shall prepare a  
568 proposed budget for the next fiscal year. Copies of the proposed budget, by line item,  
569 shall be submitted to the Association Board of Directors, at least thirty (30) days prior to  
570 the meeting at which it is adopted. Copies of the approved budget, by line item, shall be  
571 printed in the Annual report.

- 572 2. The budget shall be limited for any given year to expected income plus reserve for that  
573 year. The total budget shall include no less than 10% contingency fund each year.  
574

575 **SECTION 3 Registration Fees:**

- 576 1. Each player in FWSA shall pay a registration fee to his member organizations. FWSA  
577 will then assess each member organization a per player fee to cover the WSYSA player  
578 insurance and WSYSA player fees.  
579 2. No player shall be denied the right to play soccer due to his/her inability to pay the  
580 registration fee. All players unable to meet this fee shall declare hardship to his team  
581 coach or the club registrar before the first scheduled game and uniform distribution.  
582

583 **SECTION 4 Field Fund**

584 The organization shall establish and maintain a fund for the development and / or purchase of  
585 fields. The FWSA Board of Directors shall administer said fund, including the establishment of  
586 annual fees to be levied upon the members of the FWSA for the fund. A two-thirds affirmative  
587 vote of a quorum of the FWSA Board of Directors is required before funds may be disbursed  
588 from the field fund.  
589

590 **SECTION 5 Health and Welfare Fund:**

591 The FWSA shall establish and maintain a Health and Welfare fund for the use of the FWSA for  
592 those activities deemed of a special nature by the FWSA member clubs, teams or individuals  
593 meeting requirements of financial aid. A two-thirds affirmative vote of a quorum of the FWSA  
594 Board of Directors is required before funds may be disbursed from the Health and Welfare fund.  
595 Funds for the Health and Welfare fund will be acquired by donations, fund raisers, contributions  
596 and "found" money.  
597

598 **SECTION 6 Annual Reports:**

599 A written annual report shall be published each year. Such report shall include:

- 600 1. Presidents report  
601 2. Treasurer's report  
602 3. Reports from each standing Committee Director  
603 4. Reports from each member organization.  
604

605 The annual report shall be compiled by the Secretary and forwarded to each member  
606 organization no later than thirty days after the Annual General Meeting.  
607

608 **SECTION 7 Audit:**

609 The financial books and accounts maintained by the Treasurer shall be audited at the end of  
610 each Treasurer's term, or every two (2) years which ever comes first.  
611

612 **Article 12 Fund Raising**

613 **SECTION 1 Fund Raising:**

614 All fund raising activities will comply with the current issue of the Washington State charitable  
615 Solicitations Act, RCW 19.09, as revised. The Association Treasurer will obtain a copy of said  
616 act at the beginning of each fiscal year and provide this information to member organizations.  
617 Member organizations failing to comply with this Article may be charged with misconduct.  
618

619 **SECTION 2 Approved Areas of Fund Raising:**

620 Fund raising by member organizations shall be restricted to the geographic area served by the  
621 member organization except as otherwise approved by the Board of Directors. All fund raising  
622 shall be undertaken only with prior approval of the Board of Directors.

623

624 **SECTION 3 Sponsorship:**

625 No member organization shall approach a sponsor committed to another member organization  
626 for the purpose of enticing the sponsor away from the other. Copies of sponsorship agreements  
627 will be forwarded to the Secretary of the Association upon execution. The Secretary will  
628 compile and maintain up to date records of the Association sponsors.

629

630 **Article 13 Insurance:**

631 **Section 1 Insurance:**

632 All member organizations are required to purchase athletic insurance provided by the WSYSA.  
633 Full particulars regarding insurance coverage's are available through the WSYSA Office and  
634 FWSA Insurance Coordinator (WSYSA Representative).

635

636 **SECTION 2 Insurance Claims:**

637 All insurance claims will be coordinated with the WSYSA Representative.

638

639 **Article 14 Year**

640 **SECTION 1 Seasonal Year:**

- 641 1. The seasonal year of the club shall begin September 1, and end on August 31, of the  
642 following year. Insurance coverage shall be for the same period of time.  
643 2. Team rosters for existing teams will be in effect September 1 through May 1 of the  
644 following year, except for teams participating in Regional or national competition.

645

646 **Article 15 By-law Amendments**

647 **SECTION 1 By-law Amendments:**

- 648 1. Amendments to these by-laws may be affected at the Annual General Meeting upon  
649 affirmative vote of the majority of the accredited delegates.  
650 2. A proposed amendment to the by-laws must be submitted in writing to the Secretary of  
651 the Association not later than forty-five days (45) preceding the Annual General Meeting.

652

653 **SECTION 2 By-law Conflicts:**

654 Any case in which these by-laws are in conflict or become in conflict with the by-laws of the  
655 WSYSA, the WSYSA will take precedence, and these by-laws shall be amended at the next  
656 Annual General Meeting to eliminate the cause of conflict.

657

658 **SECTION 3 Provisional By-laws:**

659 The Board of Directors, by two-thirds majority vote of a quorum of the Board of Directors, may,  
660 from time to time, make temporary rules or regulations governing specific cases or occasions  
661 **not provided for in the existing by-laws**, but which may be necessary for carrying out the  
662 purpose and objectives of the Association. Provisional rules that were approved during the  
663 season shall remain in effect only until the next Annual General Meeting and must be submitted  
664 for ratification at the next Annual General Meeting for adoption into the by-laws if approved by a  
665 majority vote of a quorum of the eligible membership.

666

667

668 **Article 16 Player Registration**

669  
670 **SECTION 1 Player Limitations:**

- 671 1. No player shall be denied the opportunity to participate due to physical and/or mental  
672 limitation.
- 673 2. No player shall be denied the opportunity to participate, due to his/her inability to pay the  
674 registration fee. Each member organization shall make every reasonable effort to  
675 assure that all players under their authority receive the opportunity to participate in the  
676 game of soccer, and thus will register said player as a hardship and allow said player to  
677 participate.

678  
679 **SECTION 2 Player Registration:**

680 Each member organization must use a player registration form that is approved by the FWSA.  
681 Such form shall include, name, address, telephone number, date of birth, and a signed  
682 emergency medical authorization treatment form.

683 Each team Coach shall be responsible for collecting and submitting to his member organization  
684 or Association's registrars by stated deadlines the following items:

- 685 1. Documented registration for each team member.  
686 2. Any club registration fees due from each of his team players.  
687 3. Appropriate proof of age for each of his team players.

688 The following are acceptable documents for proof of age: certified birth certificate, birth  
689 registration issued by an appropriate government agency, Board of Health records, passport,  
690 alien registration card issued by the United States Government, a certificate issued by the  
691 Immigration and Naturalization Service attesting to age or a certification of an American citizen  
692 born abroad issued by the appropriate government agency. Hospital or baptismal or religious  
693 certificates will not be accepted.

694  
695 **SECTION 3 Player Transfers:**

696 Transfers will be held in accordance with WSYSA guidelines.

697  
698 **SECTION 4 Residency Changes:**

699 In case of a residency change, a player may not be compelled to transfer from a team of which  
700 he has been a registered member prior to changing residence.

701  
702 **Article 17 Player Team Assignments**

703 Except as otherwise specified in these by-laws, all players will be assigned to teams based on  
704 their age as of August 1<sup>st</sup> of the seasonal year.

706 **SECTION 1 Player Age Definition:**

- 707 U-6 player has not reached 6<sup>th</sup> birthday before August 1.  
708 U-7 player has not reached 7<sup>th</sup> birthday before August 1.  
709 U-8 player has not reached 8<sup>th</sup> birthday before August 1.  
710 U-9 player has not reached 9<sup>th</sup> birthday before August 1.  
711 U-10 player has not reached 10<sup>th</sup> birthday before August 1.  
712 U-11 player has not reached 11<sup>th</sup> birthday before August 1.  
713 U-12 player has not reached 12<sup>th</sup> birthday before August 1.  
714 U-13 player has not reached 13<sup>th</sup> birthday before August 1.  
715 U-14 player has not reached 14<sup>th</sup> birthday before August 1.  
716 U-15 player has not reached 15<sup>th</sup> birthday before August 1.  
717 U-16 player has not reached 16<sup>th</sup> birthday before August 1.  
718 U-17 player has not reached 17<sup>th</sup> birthday before August 1.  
719 U-18 player has not reached 18<sup>th</sup> birthday before August 1.  
720 U-19 player has not reached 19<sup>th</sup> birthday before August 1.

721  
722 **SECTION 2 Playing Down:**

723 As per WSYSA guidelines

724  
725 **SECTION 3 Overage Players:**

726 Unless having been granted special permission by the FWSA and the WSYSA due to a physical  
727 or mental disability, any team playing a player who is over age according to the above age  
728 definitions listed in these by-laws, shall forfeit the game(s) in which such player takes part.

729  
730 **Article 18 Athletic Policies and Player Participation**

731 **Section 1 Player Participation:**

732 Except for disciplinary reasons or illness or injury, every player assigned to a team, who is  
733 present and in proper uniform at the game, shall play a portion of all games in which a FWSA  
734 registered team participates. Each player has the right to play in every game. For U11 and  
735 below: Each player will play 50% of each game, and for U12 and above: It is recommended  
736 that each player participate a minimum of ten (10) minutes per half in each game.

737  
738 **SECTION 2 Try-outs:**

739 Team try-outs are not allowed until U-11 and above.

740  
741 **Article 19 Uniform and Equipment**

742 **SECTION 1 Uniforms and Equipment:**

743 Shall be in accordance with FIFA rules.

744  
745 **SECTION 2 Member Organization Colors:**

746 Member organizations may reserve specific uniform color combinations for their exclusive use.  
747 Organizations desiring to take advantage of this option should contact the Association  
748 Secretary, and if there is no prior color reservation conflict, the specific color combination  
749 thereof will be assigned to the exclusive use of the requesting organization.



752 **Article 20 Team Sponsorship and Donations**

753 **SECTION 1 Individual Team Sponsorship and donations:**

754 Each team may actively seek their own sponsor or donations, and such moneys paid to the  
755 team may be used for the team's expenses. All sponsors must be approved by the member  
756 Organizations Board of Directors and comply with Article 12 sections 1, 2, and 3 of these by-  
757 laws. Donations from individuals through company programs must be used for team expenses  
758 if donor is expecting it to be a tax deduction. Monies cannot be credited to a specific player  
759 unless the tax deduction is being waived. Donations from family or friends to a specific player  
760 account are not tax deductible. Refer to IRS Publication 526 for more information  
761

762 **Article 21 Team Staff**

763 **SECTION 1 Coaches and Staff / Risk Management Processing:**

764 Each team in FWSA must have a head coach who is at least 18 years of age. Every individual  
765 on each team or an person who works with the players MUST register and submit a request for  
766 risk management back ground check through the association's registration tools  
767

768 **Article 22 Rules of Competition**

769 **SECTION 1 Organized Teams:**

770 Member Organizations shall organize teams within their various designated age divisions. All  
771 such teams will be registered with the Association Registrar, and all teams so registered will be  
772 organized into leagues and accordingly scheduled games by the Club, Association, District, and  
773 State, whichever is appropriate.  
774

775 **SECTION 2 Association Affiliation for Scheduling:**

776 Teams from outside Federal Way Soccer Association may affiliate with the FWSA for  
777 scheduling purposes only. In which case a certificate of insurance must be filed with the FWSA  
778 Secretary by the parent organization of said team. Affiliation fees, if any, will be set annually by  
779 the Board of Directors. All said teams will adhere to the FWSA By-laws.  
780

781 **SECTION 3 Deadlines for Roster Additions:**

782 Each year the Association will establish a date after which time players may not be added to the  
783 roster of any team affiliated with a member organization.  
784

785 **Article 23 Special Game Rules**

786 **SECTION 1 Player Participation in Senior Amateur Soccer:**

787 Refer to WSYSA rules.  
788

789 **Article 24 Jamboree, Tournaments, and Cup Games**

790 The control, organization, and decisions for conducting jamborees, tournaments, and cup  
791 games is vested in the Association. Rules, regulations, schedules, entry fees and so forth, will  
792 be determined on an individual basis depending solely upon participation, timing, and  
793 requirements for such competition. The Board of Directors will supervise through special and  
794 standing committees all matters pertaining to such competitions.  
795

796 **Article 25 or new number Awards**

797 **Section 1 Karl Grosch Presidents Award**

798 This award Selected by the Association Board and Club Presidents is named after the founder  
799 of Federal Way Soccer and a founding father of United States Youth Soccer. The award is  
800 given to an individual that demonstrates exceptional commitment to the youth soccer community  
801 and the promotion of the game through selfless action and dedication.

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**Section 2 Gale and June Rhoades Dedication Award**

Annual award selected by the Executive Board and presented to an individual or individuals for outstanding service to the youth of Federal Way as members of FWSA.

**Article 26 Disciplinary Procedure**

The FWSA Disciplinary Committee shall have the power to discipline any FWSA member, player, coach, or parent whose actions have willfully violated these by-laws, constitution or operating procedures or who's actions are detrimental to the purposes of the FWSA. Penalties may consist of, but are not limited to, warnings, temporary or permanent exclusion from the activities of the FWSA.

A claim of ignorance of these policies, procedures or by-laws shall not be satisfactory grounds for the alteration or waiving of such polices or procedures.

The Association 2nd VP of Administration will advise and follow the appropriate governing body's documents while conducting investigations and hearings.

**SECTION 1 Disciplinary Committee:**

1. The Disciplinary Committee shall have sole responsibility for disciplinary recommendations.
2. Any parties' directly/indirectly involved in alleged violation shall not serve on the Disciplinary Committee proceedings.
3. Disciplinary Committee shall be formed from a disciplinary pool and shall consist of a minimum of two (2) non-partisan persons plus the Disciplinary Chair.
4. The Disciplinary Committee shall be formed on an as need basis.
5. The Disciplinary Chair shall vote only in a tie.

**SECTION 2 Cause of Action Filing Requirements:**

Any hearing of a protest, appeal, or allegation of misconduct must be as the result of a properly submitted written and signed cause of action. No hearing or other administrative action shall result from circumstances or charges which are only communicated verbally.

**SECTION 3 Rules of Competition – Protests and Misconduct Filing Procedures:**

Contact the 2<sup>nd</sup> Vice-President of Administration for guidance on the filing and processes for hearing, protests, and appeals.

**SECTION 6 General Grievances:**

A grievance is a complaint of a general nature, which is not based upon specific rule violations or upon a specific administrative decision (or lack of decision). General grievances are not handled through protest, appeals, or disciplinary hearing processes.

Grievances may be heard on an informal basis by the appropriate competition authority.

The Member organizations grievances shall be heard by their respective Executive Boards, and then appealed to the FWSA Executive Board.

850 **SECTION 7 Tribunals:**

851 Upon two-thirds affirmative vote of a quorum of the Board of Directors a Tribunal shall be  
852 appointed by the Board and chaired by the FWSA 2nd VP of Administration, to review the  
853 conduct of an officer. Such Tribunal shall consist of Association members not then serving on  
854 the Board of Directors. Each member organization shall be represented on the Tribunal. The  
855 Tribunal shall serve for thirty calendar days. Upon unanimous vote of the Tribunal, a Special  
856 General Meeting shall be called for the purpose of removing an elected officer from office prior  
857 to the expiration of his term. Upon two-thirds vote of a quorum of accredited delegates at such  
858 a meeting, the office shall be declared vacant, and shall be subsequently filled in accordance  
859 with these by-laws.

860

861 **SECTION 8 Referee/linesman Abuse and Assault:**

862 This club will have a zero tolerance against referee abuse or assault. Any allegations of abuse  
863 or assault against a game official (head and assistant) will be immediately directed to the  
864 appropriate governing Board or committee for review and possible disciplinary action.

865

866

867 **SECTION 9 SPECTATOR CONDUCT:**

868 In general, the game is to be observed in a manner consistent with a safe physical and  
869 emotional environment for the participants. Spectators are expected to conduct themselves  
870 accordingly. Smoking or consumption of alcoholic beverages at the game site is prohibited.

871

872 Spectators are allowed to watch the game from the middle ½ of the sidelines and shall be no  
873 closer than two (2) yards from the touchline. Spectators must remain between the penalty  
874 areas.

875

876 Spectators shall be dismissed from the game field, by the coach, for flagrant un-sportsman-like  
877 infractions including but not limited to: swearing, physical violence or physical or verbal  
878 intimidation or degradation of players, coaches, or referees.

879

880 The Federal Way Youth Soccer Association allows the coach to drop or suspend a player from  
881 a team if the parent or guardian's behavior is in flagrant violation of the rules of spectator  
882 conduct.

883

884 **SECTION 10 Disciplinary Hearings:**

885 Disciplinary hearings result from allegations of misconduct. Such misconduct must be a  
886 violation of a published rule, regulation, or procedure.

887

888 A disciplinary committee shall only hear allegations of misconduct, which are lodged against  
889 individuals or governing body for the competition and entities within the jurisdiction of the  
890 convening authority.

891

892 Only the elected and or appointed officials of duly constituted clubs, leagues, or tournament  
893 committees, or WSYSA administration may bring charges of misconduct. Referees are  
894 recognized as officials of such organizations in matters regarding game conduct.

895

896 **Article 27 Coaches Code of Ethics**

897

898 Refer to WSYSA Administrative Handbook rule 608.2 for ethics code.