

FEDERAL WAY SOCCER ASSOCIATION

Bylaws April 25, 2012

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.

Article 2 Objectives and Purpose

The purpose of this Association shall be to teach, administer, the game of soccer among those youths, participating in the soccer program administered by the Federal Way Soccer Association as defined by these by-laws or as authorized under the charter issued by the WSYSA; train coaching personnel and referees; teach through the game sportsmanship and physical health, develop, promote and govern the game of soccer among such youths; establish

50 uniform rules applicable to youth soccer competition in the Federal Way Area consistent with
51 the principles of FIFA, its laws and decisions, establish areas of jurisdiction of its member
52 organizations; convenient to accomplish its primary purpose of teaching the game of soccer
53 directly and through its member organizations.

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55 **Article 3 Control and Authority**

56 **SECTION 1 Authority:**

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58 or amended, and in the charter issued by the WSYSA, except when these are superseded by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

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61 **SECTION 2 Control:**

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

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66 **SECTION 3 Membership:**

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

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77 **Section 4 Conflict of Interest**

78 No Member of Federal Way Soccer Association or its clubs, boards, or their directors, officers,
79 employees, volunteers and committee members shall engage themselves in a Federal Way
80 Soccer position or function in an effort to secure an advantage for another organization or
81 individual, or for their personal or business gain. Any potential conflict of interest shall be
82 declared in a disclosure statement to the Board, either voluntarily or upon the request of the
83 Board of Directors. If a conflict of interest is evident, the Board shall request the withdrawal of
84 the person or recommend an investigation. Each Director shall, on an annual basis, sign a
85 Conflict of Interest Disclosure Form to disclose any actual or potential conflicts that Director may
86 have.

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88 **Article 4 Boundaries and Jurisdiction**

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

90 The boundaries of this Association shall coincide with the boundaries of the Federal Way
91 School District #210, or as approved by two-thirds majority of the BOD. All youth soccer players
92 registered with the FWSA or participating in a program administered by the FWSA are subject to
93 the control and authority of this Association.

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

96 The geographical boundaries and age jurisdiction of FWSA member organizations shall be
97 approved by the Board of Directors.

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99 **Article 5 Membership**

100 **SECTION 1 Association Membership:**

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

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105 **SECTION 2 Application for Membership:**

106 Applications for membership shall be submitted in writing to the Secretary of the Association, in
107 the format prescribed by the Board of Directors, with copies of the organizations Constitution,
108 by-laws, and rules. Such applications shall be presented to the Board of Directors at the next
109 meeting, following acceptance by the Secretary, and a majority vote of the Board of Directors
110 shall constitute approval. Upon approval of the application the member organization shall be
111 granted the custodial responsibility over the youth soccer players registered with that member
112 organization.

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114 **SECTION 3 Affiliation Fee:**

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

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119 **SECTION 4 Member Organizations Votes:**

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

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127 **SECTION 5 Member Organization Duties:**

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

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135 **SECTION 6 Rules and Regulations:**

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

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145 **SECTION 7 Legal Services:**

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

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151 **SECTION 8 Membership Withdrawal:**

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

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155 **Article 6 Inter-Association Affiliation**

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

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163 **Article 7 Board of Directors**

164 **SECTION 1 the Governing Body**

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

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

- 171 1. They shall be responsible for enforcing the Constitution, by-laws and operating
172 procedures of the FWSA
- 173 2. Approval of formation and operation of tournaments.
- 174 3. Approval of interstate and international play.
- 175 4. Removal of FWSA officers based on detrimental actions or neglect of accepted
176 responsibilities.
- 177 5. Filling vacancies of the Executive Board.
- 178 6. To ensure member organizations by-laws are in compliance with FWSA and WSYSA
179 bylaws.

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181 **SECTION 2 Bonding:**

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

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185 **Article 8 Executive Board**

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

187 The Executive Board of this Club shall be:

- 188 1. President
- 189 2. Vice President
- 190 3. Secretary
- 191 4. Treasurer
- 192 5. Registrar
- 193 6. 2nd Vice President of Administration
- 194 7. Fields Director
- 195 8. Webmaster

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197 **SECTION 2 Duties and Responsibilities of the Executive Board:**

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

- 200 1. Enforcing the FWSA and WSYSA by-laws, procedures, and rules.
- 201 2. Approval and operation of any and all tournaments sponsored by the Association.
- 202 3. Approval or removal of the Association Board of Directors.

- 203 4. Recommendations to the Board of Directors for suspension or removal of the
204 Association officers.
205 5. Review and make recommendations on matters to be submitted to the Board of
206 Directors.
207 6. Sign order on the treasury.
208

209 **SECTION 3 Officers Election Procedures:**

- 210 1. The Executive Board (elected) shall be elected at the Annual General Meeting by the
211 Associations voting membership, as follows:
212 a. Officers to be elected on ODD numbered years are:
213 President Fields Director
214 Secretary Webmaster
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216 b. Officers to be elected in EVEN numbered years are:
217 Vice President 2nd Vice President of Administration
218 Registrar Treasurer
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220 2. Thirty (30) days prior to the Annual General Meeting notification stating the date and
221 place of the election shall be mailed electronically to each member of the Body.
222 3. Nominations shall be accepted from the floor at the election.
223 4. Prior to each election, the President shall appoint a person who is not a candidate for
224 office to conduct the election. That person shall appoint a minimum of two (2) tellers and
225 a secretary to pass out, collect, and count the ballots in the presence of the election
226 chair. Ballots may be distributed in advance by this committee as part of the procedure
227 of signing in. The election results shall be announced to the membership by the election
228 chair who shall state the number of eligible votes, the number of votes counted, the
229 number of votes necessary to elect, and the results of the balloting.
230 5. A majority of votes cast shall be necessary to elect.
231 6. In the event an objection is raised, a recount of the ballots may be approved by the
232 Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each
233 person running for office shall be entitled to appoint one person to monitor the recount.
234 7. The election chair shall then entertain a motion to destroy the ballots.
235

236 **SECTION 4 Term of Office**

- 237 1. The term of office for the FWSA Executive Board shall commence immediately upon
238 election, and shall continue until the Annual General Meeting two years hence.
239 Outgoing officers shall assist the successors for a period not to exceed the remainder of
240 the fiscal year, in order to assure a smooth transition. All Association officers are eligible
241 for re-election to the same office at succeeding elections. Vacancies occurring
242 subsequent to elections shall be filled by majority vote of a quorum of the Board of
243 Directors; except if the President is vacated, a new Vice President shall be selected.
244 The term of office for officers elected by such election is the unexpired term of the
245 vacated office.
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247 2. In the event the offices of the President, Vice President, Secretary, Treasurer, Registrar,
248 and 2nd VP of Administration are all vacated, the Board of Directors shall elect, by a
249 majority vote, replacements for the remainder of their respective terms. In the interim,
250 the Board of Directors shall designate a member of the Board of Directors as Acting
251 President.
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253 3. Any Executive Board member being absent from three (3) consecutive meetings of the
254 Executive Board or the Board of Directors, or being negligent in responsibilities to the

255 Association, or being in violation of the FWSA or WSYSA Code of Ethics or combination
256 thereof, shall be subject to suspension or removal by the Board of Directors.

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

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

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261 **A. PRESIDENT:**

- 262 1. He shall call, attend, and preside over all Association and Board of Director
263 meetings.
- 264 2. Submit a report on his/her activities at each monthly meeting
- 265 3. Supervise all activities of the Association and Board of Directors.
- 266 4. Serve as ex-officio chairman of all committees.
- 267 5. Present to the Board for approval all nominations for vacancies on the Board as
268 necessary during his/her term of office.
- 269 6. Prepare an agenda before all meetings.
- 270 7. Present for approval, by the Executive Board, appointed Chairpersons names.
- 271 8. When requested by a majority vote of the Board of Directors, he shall call special
272 meetings of the Board of Directors, as the need arises.
- 273 9. In his capacity as Chairman of the Board of Directors, he shall not have a vote.

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275 **B. VICE PRESIDENT:**

- 276 1. Attend all Association monthly meetings
- 277 2. Submit a report on his activities at each meeting
- 278 3. Assume the President's duties in his absence.
- 279 4. Assist the President as required
- 280 5. He shall be responsible for communication and education of all officers and
281 committee Directors on the Board of Directors regarding their duties and
282 activities of their position.
- 283 6. He shall be responsible for all FWSA fund raising activities
- 284 7. He shall be a voting member of the Board of Directors.

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286 **C. SECRETARY:**

- 287 1. Attend all Association monthly meetings.
- 288 2. Submit a report on his activities at each meeting.
- 289 3. Attend to and file all correspondence and maintain a business address for the
290 Association.
- 291 4. He shall record and prepare the minutes for all meetings of the Board of
292 Directors and the Association.
- 293 5. He shall distribute to all Board members and mail member organization
294 Presidents copies of such minutes no later than two weeks from previous
295 Association meeting.
- 296 6. He shall provide timely notifications of the time and place of Board of Directors
297 meetings to all members of the Board of Directors.
- 298 7. He shall help the President prepare meeting agendas.
- 299 8. Call role of the Board and name any proxy voters.
- 300 9. He shall be a voting member of the Board of Directors.

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303 **D. TREASURER:**

- 304 1. Attend all Association monthly meetings.
- 305 2. Submit a report on his activities at each meeting.
- 306 3. Keep financial records of all monetary transactions, including incoming and
307 outgoing monies

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4. Maintain a checking and savings account with dual signature authority by either the President, Vice president, and Treasurer; (checks will be signed by Treasurer and one other officer)
 5. Assist with and schedule an audit on the records prior to the Annual General Meeting.
 6. He shall present a written report on the financial status at all Association meetings.
 7. Submit at the Annual General Meeting a proposed budget for the year.
 8. File a tax exempt status with the IRS yearly
 9. File yearly State Tax Form and Federal Tax Form.
 10. Pay all registration and insurance fees to WSYSA
 11. He shall be required to have all member organizations file financial information with the Association in order that they may be covered by Association tax-exempt status.
 12. He shall maintain records necessary to assure that member organizations have and maintain insurance coverage acceptable to the Association.
 13. He shall assist in adjusting, with Board approval, all departmental accounts as necessary for balanced budgeting, within the total approved budget.
 14. He shall be a voting member of the Board of Directors.

328 **E. REGISTRAR/RISK MANAGER**

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

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

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1. Attend all Association monthly meetings.
 2. Submit a report on his activities at each meeting.
 3. Preside over all Association Disciplinary matters.
 4. He shall be responsible for prompt disposition of all protests, letters of information, complaints, appeals, and direct the proper committee to hold preliminary hearings and file a report within seven days of validation.
 5. He shall also report to the Board of Directors on all such matters concerning protests, letters of information, complaints, or appeals.
 6. He shall attend or send a representative to all District and State disciplinary committee meetings as needed.

- 360 7. He shall appoint and chair the By-law Committee and review the by-laws yearly
361 and submit proposed changes to the FWSA By-laws, in their proper format, to all
362 Association members, a minimum of 30 days before the FWSA AGM.
363 8. Establish a Disciplinary pool to be called upon as needed.
364 9. He shall be a voting member of the Board of Directors.
365

366 **G. FIELDS DIRECTOR:**

- 367 1. He shall report on the availability and utilization of fields within the Federal Way
368 area.
369 2. He shall maintain liaison with the Recreation Council, Parks Department and
370 other organizations regarding use, condition, and availability of fields for playing
371 soccer.
372 3. He shall coordinate the activities of member organizations in acquiring and
373 improving fields for soccer.
374 4. He shall be the representative to the Recreation Council meetings.
375 5. He shall be a voting member of the Board of Directors.
376 6. He shall assign fields to member organizations for practice and competition.
377

378 **H. WEBMASTER:**

- 379 1. He shall be responsible for the maintenance of a web site for the Federal Way
380 Soccer Association and its member organizations.
381 2. He shall maintain a "domain name" called "Federal Way Soccer" and shall have
382 that domain name "hosted" by a reputable ISP.
383 3. He shall maintain an E-mail account and will setup forwarding of E-mail
384 addressed to officers or officials of the FWSA. The "Website content" shall be at
385 the direction of the Board of Directors.
386 4. The Webmaster will be responsible for design and graphics contained on the
387 web site.
388 5. The Webmaster shall be a voting member of the Federal Way Soccer
389 Association.
390 6. He shall report on the status of the web site at the monthly meetings.
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392 **Article 9 Appointed Chairpersons**

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

394 The Appointed Chairpersons positions shall be:

- 395 1. Member Association Representative/District III Representative
396 2. Chairman of Tournament Committee
397 3. Director of Coaching (ex-officio)
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399 **SECTION 2 Duties and Responsibilities of the Appointed Chairpersons:**

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

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

- 402 1. Attend all Association monthly meetings.
403 2. Submit a report on all matters pertaining to WSYSA/District III activities, to the
404 Board of Directors at each monthly Association meeting.
405 3. Represent the interests of the Association at all District III and state level
406 meetings per prior instruction by the Board of Directors.
407 4. He shall be a voting member of the Board of Directors
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409 **B. CHAIRMAN OF TOURNAMENT COMMITTEE:**

- 410 1. Attend all Association monthly meetings.
411 2. Submit a report on his activities at each meeting.

3. He shall also coordinate with WSYSA Tournament Committee on all matters concerning field assignment for the WSYSA State Tournament games held within Association Boundaries and schedules for Association teams.
4. He shall be a voting member of the Board of Directors

C. DIRECTOR OF COACHING:

1. Preside over all Association development programs.
2. Coordinate development of programs for member organizations.

SECTION 3 Appointment of Chairpersons:

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

SECTION 4 Terms of Office:

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

Article 10 Meetings

SECTION 1 Annual General Meeting

1. The Association Annual General meeting must be held before the WSYSA AGM.
2. Notification of the meeting and its agenda and any proposed by-law revisions, in addition to a list of candidates for each elected office, shall be made available to all FWSA Board of Directors members at least 30 days prior the Annual General Meeting. Notification shall be issued to each member organization so that they may distribute it to their various teams no later than fifteen (15) days prior to the Annual General Meeting.
3. The order of business at the AGM shall be as follows:
 - a. Roll call
 - b. Credentials
 - c. Minutes
 - d. Officer's reports
 - e. Committee reports
 - f. Unfinished business
 - g. Proposals (by-law changes)
 - h. New business
 - i. Election of officers
 - j. Presentation of awards
 - k. Good of the game
 - l. Adjournment

SECTION 2 Voting at the AGM

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

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SECTION 3 Regular Monthly Meetings

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

SECTION 4 Voting at Monthly Meetings:

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

SECTION 5 Attendance at Meetings:

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

SECTION 6 Special General Meetings:

1. Special General Meetings shall be called only for the purpose of removing an elected officer.
2. The order of business at such meetings:
 - a. Roll Call
 - b. Credentials
 - c. Report by the tribunal
 - d. Vote on the report
 - e. Adjournment

- 516 3. One vote may be cast per registered team in addition to voting members.
517 4. Special General Meetings may be convened by request of the President, or two (2) or
518 more of the elected officers, or 30% or more of the Association membership.
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520 **Section 7 E-Mail Voting**

- 521 1. The topic must have been discussed at the most recent scheduled monthly meeting.
522 a. At the meeting the board must agree by simple majority to hold a vote by Email.
523 2. Through Email a motion and second must be received by the President and Secretary.
524 3. 100% of the board must vote by the dead line set in the Email requesting a vote.
525 a. Upon completion of the vote or expiration of time, the board will be notified of the
526 result via Email.
527 4. The Secretary will collect and tabulate the votes and report the results at the next
528 scheduled monthly meeting.
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530 **Article 11 Finances**

531 **SECTION 1 Fiscal Year**

532 The fiscal year of this Association shall begin at 12:01 am on May 1st, and the end at 11:59 pm
533 on April 30th of the following year. All financial rules and regulations are in effect during the
534 twelve (12) months of the fiscal year.
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536 **SECTION 2 Budget:**

- 537 1. The Treasurer, with the support of the Association Executive Board, shall prepare a
538 proposed budget for the next fiscal year. Copies of the proposed budget, by line item,
539 shall be submitted to the Association Board of Directors, at least thirty (30) days prior to
540 the meeting at which it is adopted. Copies of the approved budget, by line item, shall be
541 printed in the Annual report.
542 2. The budget shall be limited for any given year to expected income plus reserve for that
543 year. The total budget shall include no less than 10% contingency fund each year.
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545 **SECTION 3 Registration Fees:**

- 546 1. Each player in FWSA shall pay a registration fee to his member organizations. FWSA
547 will then assess each member organization a per player fee to cover the WSYSA player
548 insurance and WSYSA player fees.
549 2. No player shall be denied the right to play soccer due to his/her inability to pay the
550 registration fee. All players unable to meet this fee shall declare hardship to his team
551 coach or the club registrar before the first scheduled game and uniform distribution.
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553 **SECTION 4 Field Fund**

554 The organization shall establish and maintain a fund for the development and / or purchase of
555 fields. The FWSA Board of Directors shall administer said fund, including the establishment of
556 annual fees to be levied upon the members of the FWSA for the fund. A two-thirds affirmative
557 vote of a quorum of the FWSA Board of Directors is required before funds may be disbursed
558 from the field fund.
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560 **SECTION 5 Health and Welfare Fund:**

561 The FWSA shall establish and maintain a Health and Welfare fund for the use of the FWSA for
562 those activities deemed of a special nature by the FWSA member clubs, teams or individuals
563 meeting requirements of financial aid. A two-thirds affirmative vote of a quorum of the FWSA
564 Board of Directors is required before funds may be disbursed from the Health and Welfare fund.
565 Funds for the Health and Welfare fund will be acquired by donations, fund raisers, contributions
566 and "found" money.
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568 **SECTION 6 Annual Reports:**

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

- 570 1. Presidents report
571 2. Treasurer's report
572 3. Reports from each standing Committee Director
573 4. Reports from each member organization.

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

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578 **SECTION 7 Audit:**

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

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582 **Article 12 Fund Raising**

583 **SECTION 1 Fund Raising:**

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

588

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

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

593

594 **SECTION 3 Sponsorship:**

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

599

600 **Article 13 Insurance:**

601 **Section 1 Insurance:**

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

605

606 **SECTION 2 Insurance Claims:**

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

608

609 **Article 14 Year**

610 **SECTION 1 Seasonal Year:**

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

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Article 15 By-law Amendments

SECTION 1 By-law Amendments:

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

SECTION 2 By-law Conflicts:

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

SECTION 3 Provisional By-laws:

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

Article 16 Player Registration

SECTION 1 Player Limitations:

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

SECTION 2 Player Registration:

Each member organization must use the player registration process and system that is approved by FWSA.

Each Club or teams coach shall be responsible to provide the items required, as defined by the Association Registrar by stated deadlines. Club Registrar may have additional requirements and earlier than Association deadlines.

SECTION 3 Player Age Definition:

- U-6 player has not reached 6th birthday before August 1.
- U-7 player has not reached 7th birthday before August 1.
- U-8 player has not reached 8th birthday before August 1.
- U-9 player has not reached 9th birthday before August 1.
- U-10 player has not reached 10th birthday before August 1.
- U-11 player has not reached 11th birthday before August 1.
- U-12 player has not reached 12th birthday before August 1.
- U-13 player has not reached 13th birthday before August 1.
- U-14 player has not reached 14th birthday before August 1.
- U-15 player has not reached 15th birthday before August 1.
- U-16 player has not reached 16th birthday before August 1.

668 U-17 player has not reached 17th birthday before August 1.
669 U-18 player has not reached 18th birthday before August 1.
670 U-19 player has not reached 19th birthday before August 1.

671
672 **SECTION 4 Playing Down:**

673 As per WSYSA guidelines

674
675 **SECTION 5 Overage Players:**

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

679
680 **Article 17 Athletic Policies and Player Participation**

681 **Section 1 Player Participation:**

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

687
688 **SECTION 2 Try-outs:**

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

690
691 **SECTION 2 Member Organization Colors:**

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

696
697 **Article 18 Team Sponsorship and Donations**

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

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

706
707 **Article 19 Team Staff**

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

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

712
713 **Article 20 Rules of Competition**

714 **SECTION 1 Organized Teams:**

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

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SECTION 2 Association Affiliation for Scheduling:

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

SECTION 3 Deadlines for Roster Additions:

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

Article 21 Jamboree, Tournaments, and Cup Games

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

Article 22 Awards

Section 1 Karl Grosch Presidents Award

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

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 23 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.

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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 2nd 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.

SECTION 7 Tribunals:

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

SECTION 8 Referee/linesman Abuse and Assault:

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

SECTION 9 SPECTATOR CONDUCT:

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

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

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

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

823

824 **SECTION 10 Disciplinary Hearings:**

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

827

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

831

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

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836 **Article 24 Coaches Code of Ethics**

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838 Refer to Washington Youth Soccer Operating Document ETHICS for ethics code.

839