

FEDERAL WAY SOCCER ASSOCIATION

Bylaws May 5, 2014

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

78 **Section 4 Conflict of Interest**

79 No Member of Federal Way Soccer Association or its clubs, boards, or their directors, officers,
80 employees, volunteers and committee members shall engage themselves in a Federal Way
81 Soccer position or function in an effort to secure an advantage for another organization or
82 individual, or for their personal or business gain. Any potential conflict of interest shall be
83 declared in a disclosure statement to the Board, either voluntarily or upon the request of the
84 Board of Directors. If a conflict of interest is evident, the Board shall request the withdrawal of
85 the person or recommend an investigation. Each Director shall, on an annual basis, sign a
86 Conflict of Interest Disclosure Form to disclose any actual or potential conflicts that Director may
87 have.
88

89 **Article 4 Boundaries and Jurisdiction**

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

91 The boundaries of this Association shall coincide with the boundaries of the Federal Way
92 School District #210, or as approved by two-thirds majority of the BOD. All youth soccer players
93 registered with the FWSA or participating in a program administered by the FWSA are subject to
94 the control and authority of this Association.
95

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

97 The geographical boundaries and age jurisdiction of FWSA member organizations shall be
98 approved by the Board of Directors.
99

100 **Article 5 Membership**

101 **SECTION 1 Association Membership:**

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

105
106 **SECTION 2 Application for Membership:**

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

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115 **SECTION 3 Affiliation Fee:**

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

119
120 **SECTION 4 Member Organizations Votes:**

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

127
128 **SECTION 5 Member Organization Duties:**

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

135
136 **SECTION 6 Rules and Regulations:**

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

145
146 **SECTION 7 Legal Services:**

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

152 **SECTION 8 Membership Withdrawal:**

153 Any withdrawal of FWSA membership by a member organization (club) must be approved by
154 two-thirds majority vote of the FWSA Board of Directors.
155

156 **Article 6 Inter-Association Affiliation**

157 Any team or Association wishing to affiliate with the Federal Way Soccer Association for the
158 purpose of competition or promotion of soccer, will, after signing an agreement, fall under the
159 jurisdiction and will be governed by the Federal Way Soccer Association By-laws. Also said
160 teams or Associations must, if requested by the Association registrar, submit to the Federal
161 Way Soccer Association registrar, a properly filled out team roster and proof of age certificate,
162 before any scheduling can take place.
163

164 **Article 7 Board of Directors**

165 **SECTION 1 the Governing Body**

166 The Association Board of Directors shall have the right of decision on all matters pertaining to
167 Association affairs. The Board of Directors will conduct the business of the Association, and
168 shall consist of the elected officers, (here after referred to as the Executive Board) and the
169 appointed officers and one Representative from each member Organization.
170

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

- 173 1. They shall be responsible for enforcing the Constitution, by-laws and operating
174 procedures of the FWSA
- 175 2. Approval of formation and operation of tournaments.
- 176 3. Removal of FWSA officers based on detrimental actions or neglect of accepted
177 responsibilities.
- 178 4. Filling vacancies of the Executive Board.
- 179 5. To ensure member organizations by-laws are in compliance with FWSA and WSYSA
180 bylaws.
- 181 6. Duty of Care: The duty of care describes the level of competence that is expected of a
182 board member, and is commonly expressed as the duty of "care that an ordinarily
183 prudent person would exercise in a like position and under similar circumstances." This
184 means that a board member owes the duty to exercise reasonable care when he or she
185 makes a decision as a steward of the organization.
- 186 7. Duty of Loyalty: The duty of loyalty is a standard of faithfulness; a board member must
187 give undivided allegiance when making decisions affecting the organization. This means
188 that a board member can never use information obtained as a member for personal
189 gain, but must act in the best interests of the organization.
- 190 8. Duty of Obedience: The duty of obedience requires board members to be faithful to the
191 organization's mission. They are not permitted to act in a way that is inconsistent with
192 the central goals of the organization. A basis for this rule lies in the public's trust that the
193 organization will manage donated funds to fulfill the organization's mission.
194

195 **SECTION 2 Bonding:**

196 The officers elected to President, Vice President, Secretary, Treasurer, shall be bonded by the
197 FWSA. The FWSA Treasurer will facilitate this process.
198

199 **Article 8 Board**

200 **SECTION 1 Board:**

201 The Board of this Club shall be:

- 202 1. President
- 203 2. Vice President

- 204 3. Secretary
- 205 4. Treasurer
- 206 5. Registrar
- 207 6. 2nd Vice President of Administration
- 208 7. Fields Director
- 209 8. Webmaster
- 210 9. One representative from each member organization. Appointed by the member
- 211 organization.

212
213 The Executive Board of this Club shall be:

- 214 1. President
- 215 2. Vice President
- 216 3. Secretary
- 217 4. Treasurer

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

219 The Executive Board shall be responsible for conducting the business and administrating the

220 affairs of the Association to include, but not limited to, the following:

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

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230 **SECTION 3 Election of the Board Procedures:**

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

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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.
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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 WSYSA Code of Ethics or combination
277 thereof, shall be subject to suspension or removal by the Board of Directors.
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279 **SECTION 5 Duties and Responsibilities of Board:**

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

281 **A. PRESIDENT:**

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

- 308 1. Attend all Association monthly meetings.

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2. Submit a report on his activities at each meeting.
 3. Attend to and file all correspondence and maintain a business address for the Association.
 4. He shall record and prepare the minutes for all meetings of the Board of Directors and the Association.
 5. He shall distribute to all Board members and mail member organization Presidents copies of such minutes no later than two weeks from previous Association meeting.
 6. He shall provide timely notifications of the time and place of Board of Directors meetings to all members of the Board of Directors.
 7. He shall help the President prepare meeting agendas.
 8. Call role of the Board.
 9. He shall be a voting member of the Board of Directors.

324 **D. TREASURER:**

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

349 **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.

- 361 10. Be responsible for ensuring that all club and Association members who work with
362 children, such as, but not limited to, the Board of Directors, Executive Board,
363 Head and Assistant Coaches, Team Managers, fill out and return to the WSYSA,
364 a Washington State Youth Soccer Association Volunteer form, Washington State
365 Patrol clearance form, in addition to any other FWSA or WSYSA required
366 security form.
367 11. Maintain a liaison and work with the WSYSA Risk Manager.
368 12. He shall be a voting member of the Board of Directors.
369

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

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

387 **G. FIELDS DIRECTOR:**

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

399 **H. WEBMASTER:**

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

413 **Article 9 Appointed Chairpersons**

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

415 The Appointed Chairpersons positions shall be:

- 416 1. Member Association Representative/District III Representative
- 417 2. Chairman of Tournament Committee
- 418 3. Director of Coaching (ex-officio)

419
420 **SECTION 2 Duties and Responsibilities of the Appointed Chairpersons:**

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

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

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

429
430 **B. CHAIRMAN OF TOURNAMENT COMMITTEE:**

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

437 **C. DIRECTOR OF COACHING:**

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

440
441 **SECTION 3 Appointment of Chairpersons:**

442 The appointed Chairpersons shall be appointed and approved by a majority vote of a quorum of

443 the Board of Directors at the regular monthly meetings, which will be open to all Association

444 members. The appointed Chairpersons shall not be voting members of the Board of Directors

445 unless so stated.

446
447 **SECTION 4 Terms of Office:**

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

454
455 **Article 10 Meetings**

456 **SECTION 1 Annual General Meeting**

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

- 466 c. Minutes
- 467 d. Officer's reports
- 468 e. Committee reports
- 469 f. Unfinished business
- 470 g. Proposals (by-law changes)
- 471 h. New business
- 472 i. Election of officers
- 473 j. Presentation of awards
- 474 k. Good of the game
- 475 l. Adjournment

476
477 **SECTION 2 Voting at the AGM**

- 478 1. Voting privileges at the AGM will be subject to the following:
 - 479 a. Elected member of the FWSA Board of Directors (1 vote each)
 - 480 b. One representative from each member organization which will hold 4 total votes
 - 481 each.
- 482 2. Proxy votes shall not be allowed.

483
484 **SECTION 3 Regular Monthly Meetings**

- 485
- 486 1. A quorum of the Board of Directors shall consist of five or more elected officers and fifty
- 487 percent (rounded to the next higher number) or more of the representatives from the
- 488 member organizations.
- 489 2. The Association Board shall meet on a monthly basis during the playing season, time,
- 490 and place specified by the Association President.
- 491 3. Special meetings of the Board of Directors may be called at the discretion of the
- 492 President to resolve matters that may arise between the regular meetings of the Board.
- 493 4. An agenda will be established by the President and made available before each
- 494 meeting.
- 495 5. Agenda for the monthly meeting shall be:
 - 496 a. Call to order
 - 497 b. Roll call
 - 498 c. Minutes
 - 499 d. Officer's reports
 - 500 e. Committee/Chairpersons reports
 - 501 f. Unfinished business
 - 502 g. New business
 - 503 h. Good of the Game
 - 504 i. Adjournment
- 505
- 506 6. Monthly meetings shall last no longer than two (2) hours.
- 507 7. The rules contained in the current edition of Robert's Rules of Order newly revised, shall
- 508 govern the Association in all cases to which they are applicable and in which they are
- 509 not inconsistent with these by-laws and with any special rules of order the Association
- 510 may adopt.

511
512 **SECTION 4 Voting at Monthly Meetings:**

- 513 1. The following have the right to vote at any meeting:
 - 514 a. Elected member of the FWSA Board of Directors (1 vote each)
 - 515 b. One representative from each member organization which will hold 4 total votes
 - 516 each.
- 517 2. Proxy votes shall not be allowed.

518

519 **SECTION 5 Attendance at Meetings:**

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

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525 **SECTION 6 Special General Meetings:**

- 526 1. Special General Meetings shall be called only for the purpose of removing an elected
527 officer.
- 528 2. The order of business at such meetings:
- 529 a. Roll Call
- 530 b. Credentials
- 531 c. Report by the tribunal
- 532 d. Vote on the report
- 533 e. Adjournment
- 534 3. One vote may be cast per registered team in addition to voting members.
- 535 4. Special General Meetings may be convened by request of the President, or two (2) or
536 more of the elected officers, or 30% or more of the Association membership.

537

538 **Section 7 E-Mail Voting**

- 539 1. The topic must have been discussed at the most recent scheduled monthly meeting.
- 540 a. At the meeting the board must agree by simple majority to hold a vote by Email.
- 541 2. Through Email a motion and second must be received by the President and Secretary.
- 542 3. 100% of the board must vote by the dead line set in the Email requesting a vote.
- 543 a. Upon completion of the vote or expiration of time, the board will be notified of the
544 result via Email.
- 545 4. The Secretary will collect and tabulate the votes and report the results at the next
546 scheduled monthly meeting.

547

548 **Article 11 Finances**

549 **SECTION 1 Fiscal Year**

550 The fiscal year of this Association shall begin at 12:01 am on May 1st, and the end at 11:59 pm
551 on April 30th of the following year. All financial rules and regulations are in effect during the
552 twelve (12) months of the fiscal year.

553

554 **SECTION 2 Budget:**

- 555 1. The Treasurer, with the support of the Association Executive Board, shall prepare a
556 proposed budget for the next fiscal year. Copies of the proposed budget, by line item,
557 shall be submitted to the Association Board of Directors, at least thirty (30) days prior to
558 the meeting at which it is adopted. Copies of the approved budget, by line item, shall be
559 printed in the Annual report.
- 560 2. The budget shall be limited for any given year to expected income plus reserve for that
561 year. The total budget shall include no less than 10% contingency fund each year.

562

563 **SECTION 3 Registration Fees:**

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

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SECTION 4 Field Fund

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

SECTION 5 Health and Welfare Fund:

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

SECTION 6 Annual Reports:

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

1. Presidents report
2. Treasurer’s report
3. Reports from each standing Committee Director
4. Reports from each member organization.

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

SECTION 7 Audit:

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

Article 12 Fund Raising

SECTION 1 Fund Raising:

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

SECTION 2 Approved Areas of Fund Raising:

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

SECTION 3 Sponsorship:

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

Article 13 Insurance:

Section 1 Insurance:

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

623

624 **SECTION 2 Insurance Claims:**

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

626

627 **Article 14 Year**

628 **SECTION 1 Seasonal Year:**

629 1. The seasonal year of the club shall begin September 1, and end on August 31, of the
630 following year. Insurance coverage shall be for the same period of time.

631 2. Team rosters for existing teams will be in effect September 1 through May 1 of the
632 following year, except for teams participating in Regional or national competition.

633

634 **Article 15 By-law Amendments**

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

636 1. Amendments to these by-laws may be affected at the Annual General Meeting upon
637 affirmative vote of the majority of the accredited delegates.

638 2. A proposed amendment to the by-laws must be submitted in writing to the Secretary of
639 the Association not later than forty-five days (45) preceding the Annual General Meeting.

640

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

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

645

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

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

654

655 **Article 16 Player Registration**

656 **SECTION 1 Player Limitations:**

657 1. No player shall be denied the opportunity to participate due to physical and/or mental
658 limitation.

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

664

665 **SECTION 2 Player Registration:**

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

668

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

672

673 **SECTION 3 Playing Down:**

674 As per WSYSA guidelines

675

676 **SECTION 4 Overage Players:**

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

680

681 **Article 17 Athletic Policies and Player Participation**

682 **Section 1 Player Participation:**

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

688

689 **SECTION 2 Try-outs:**

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

691

692 **SECTION 2 Member Organization Colors:**

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

697

698 **Article 18 Team Sponsorship and Donations**

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

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

707

708 **Article 19 Team Staff**

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

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

713

714 **Article 20 Rules of Competition**

715 **SECTION 1 Organized Teams:**

716 Member Organizations shall organize teams within their various designated age divisions. All
717 such teams will be registered with the Association Registrar, and all teams so registered will be
718 organized into leagues and scheduled in accordance with each leagues rules and policies.

719

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

721 Teams from outside Federal Way Soccer Association may affiliate with FWSA for Regional Club
722 purposes only. Affiliation fees, if any, will be set annually by the Board of Directors. All said
723 teams will adhere to the FWSA By-laws.

724

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

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

728

729 **Article 21 Jamboree, Tournaments, and State Cup Matches**

730 FWSA will provide support as required to support member organizations participation in
731 jamboree, tournaments, and State Cup matches.

732

733 **Article 22 Awards**

734 **Section 1 Karl Grosch Presidents Award**

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

739

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

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

743

744 **Article 23 Disciplinary Procedure**

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

750

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

753

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

756

757 **SECTION 1 Disciplinary Committee:**

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

766

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

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

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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.

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

SECTION 10 Disciplinary Hearings:

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

823
824 A disciplinary committee shall only hear allegations of misconduct, which are lodged against
825 individuals or governing body for the competition and entities within the jurisdiction of the
826 convening authority.

827
828 Only the elected and or appointed officials of duly constituted clubs, leagues, or tournament
829 committees, or WSYSA administration may bring charges of misconduct. Referees are
830 recognized as officials of such organizations in matters regarding game conduct.

831

832 **Article 24 Coaches Code of Ethics**

833

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