



**Federal Way Soccer Association  
Annual General Meeting  
Secoma Lanes  
April 4, 2018**

**Attendees:**

President: Jammie Hair  
Vice President: Not Present (Joshua Cheatham)  
Treasurer: Carl Weber  
Secretary: Heather Hamashima  
2<sup>nd</sup> VP of Administration: Ken Lindquist  
Director of Fields: George Pfeiffer  
Registrar & Risk Management: Novella Fraser  
Webmaster: Not Present  
District 3 MAR: Open Position  
FWFC Representative: Sarah Scott  
Mod Representative: Chris Morrow  
Referee Representative: Open Position  
State Cup Representative: Ken Lindquist  
Mod Coach/Coordinator: Jaime Draeger  
Mod Coach: Ben Draeger  
FWFC Uniform Coordinator: Tammy Fossett (Proxy for Joshua Cheatham)  
FWFC VP of Competition: Tom George  
Kevin Wilburn  
AJ Otto  
Chris Adams

**Called to order 7:10 pm.**

**Roll Call**

- Quorum obtained

**Credentials:**

- Each FWSA Board member has one vote (total: 6), FWFC Rep (4 votes), MOD Rep (4 votes).  
Fourteen votes total.

**Approval of FWSA 2017 AGM Meeting Minutes:**

- Motion to approve minutes. Motion passes.

### **Officers' Year Ending Reports:**

- President – Discussed activities over the past year and meetings attended.
- Vice President – No report.
- Treasurer – submitted financial statement for the month.
- Secretary – No report.
- 2<sup>nd</sup> Vice President of Admin – bylaw proposals presented after Officer reports
- Fields – Discussed meetings with the City of Federal Way and plans for fields for the coming year.
- Registrar – No Report
- Webmaster – No Report.
- State Cup Rep - See attached report
- FWFC Rep – presented update on FWFC teams.
- MOD Rep – presented updated on teams and current spring league.

### **Bylaw Proposals:**

- Changes reviewed and explained by K. Lundquist, 2<sup>nd</sup> Vice President. (see end of minutes for bylaw proposals)
- Motion to vote on bylaw changes in the entirety. Motion was seconded.
- Discussion ensued:
  - References to monthly board meeting - changed to monthly board meeting or as needed.
  - Removed “monthly” from board position sections and in other pertinent sections
  - Removal of Chair of Tournament Committee
  - Removal of Director of Coaching
  - Make State Cup Rep as committee chair and voting member
  - Removed Health & Welfare fund as no longer relevant
  - Removed fundraising paragraph
  - Article 16 – player participation – removed and left up to Clubs to create policy
  - Article 18 – RMA, discussed removing and decided to keep in
  - Article 19 – leave in section regarding organization of teams
- Vote:
  - Housekeeping to change WSY to WYSA
  - Article 21 – deleting awards – create policy
  - Revised Article 16 re: playing time
  - Article 11, section 5, Health & Welfare Fund delete
  - Article 10 – removed “monthly” from positions and revised to as scheduled or as needed
- Motion to not change bylaws. No second.
- Motion withdrawn to vote on all aspects of bylaw proposals. Motion to vote on 5 items (listed under “vote”) as written. Seconded. Motion passes.

### **Committee Year Ending Reports:**

- None.

**Unfinished Business:**

- None

**New Business:**

- None.

**Election of Officers:**

- Vice-President: Nominated Joshua Cheatham. Won by acclimation.
- Treasurer: Nominated: Carl Weber and Tammy Fossett. Vote taken. Carl Weber was elected Treasurer.
- 2<sup>nd</sup> Vice President of Administration: Nominated: Ken Lindquist and Kevin Wilburn. Vote taken. Kevin Wilburn elected 2<sup>nd</sup> Vice President of Administration.
- Registrar: Nominated: Novella Fraser and AJ Otto. Novella Fraser withdrew. AJ Otto won by acclimation.

**Awards:**

- **President’s Award** given to Jaime and Ben Drager for their dedication to youth and support of all soccer programs! They have spent numerous hours with youth on the field and involved in club activities and it is greatly appreciated!

**Good of the Game:**

- Praise for Novella Fraser and the countless hours that she has spent supporting all clubs as the FWSA Registrar!

**Meeting adjourned 8:30 pm.**

Respectfully submitted,  
Heather Hamashima

Ken Lindquist – State Cup Report  
March 7, 2018

So I have been extremely busy the last month or so with Presidents/Champions State Cup Entries and questions. We are about ready to start ramping up with games and schedules are now out! Below is the list of teams entered, minus a few teams that we needed to pull with roster issues. I will recommend that teams will have roster audits before we enter any teams below “Blue/A” Teams

**Boys**

2009	FWFC Blue	<a href="#">Hadji Sow</a>	Presidents	D1	BU9
2009	FWFC White	<a href="#">Josh Hauck</a>	Presidents	D3	BU9
2008	FWFC Blue	<a href="#">Hadji Sow</a>	Presidents	D1	BU10
2008	FWFC White	<a href="#">Hadji Sow</a>	Presidents	D3	BU10
2008	FWFC Black	<a href="#">Tom George</a>	Presidents	D3	BU10
2007	FWFC Blue	<a href="#">Fawzi Belal</a>	Presidents	D1	BU11

2007	FWFC White	<a href="#">PJ Vargas</a>	Presidents	D2	BU11
2007	FWFC Black	<a href="#">Christian Hernandez</a>	Presidents	D3	BU11
2006	FWFC Blue	<a href="#">Bingy Lara</a>	Champions	n/a	BU12
2006	FWFC White	<a href="#">Darren Brookman</a>	Presidents	D2	BU12
2006	FWFC Black	<a href="#">Mark Froes</a>	Presidents	D2	BU12
2005	FWFC Blue	<a href="#">Steve Mohn</a>	Presidents	D2	BU13
2004	FWFC Blue	<a href="#">Philip Harris</a>	Champions	n/a	BU14
2004	FWFC White	<a href="#">PJ Vargas</a>	Presidents	D2	BU14
2004	FWFC Black	<a href="#">PJ Vargas</a>	Presidents	D2	BU14

### Girls

2009	FWFC Blue	<a href="#">Taylor Cecil</a>	Presidents	D2	GU9
2009	FWFC White	<a href="#">Taylor Cecil</a>	Presidents	D3	GU9
2009	FWFC Black	<a href="#">Jeffrey Corrales</a>	Presidents	D3	GU9
2008	FWFC Blue	<a href="#">Rob Fossett</a>	Presidents	D3	GU10
2007	FWFC Blue	<a href="#">Jenna Martinez</a>	Presidents	D1	GU11
2007	FWFC White	<a href="#">Paolo Mottola</a>	Presidents	D3	GU11
2006	FWFC Blue	<a href="#">Rob Fossett</a>	Champions	n/a	GU12
2006	FWFC White	<a href="#">Arica Slawson</a>	Presidents	D2	GU12
2006	FWFC Black	<a href="#">Arica Slawson</a>	Presidents	D2	GU12
2005	FWFC Blue	<a href="#">James Cecil</a>	Presidents	D2	GU13
2004	FWFC Blue	<a href="#">Bingy Lara</a>	Champions	n/a	GU14
2004	FWFC White	<a href="#">Jenna Martinez</a>	Presidents	D2	GU14
2003	FWFC Blue	<a href="#">James Cecil</a>	Presidents	D1	GU15
2002	FWFC Blue	<a href="#">Jenna Martinez</a>	Presidents	D1	GU16

I have learned a lot my second year, and hope to improve process for Next Years State Cups!!!

### **Bylaw Proposals:**

- ***proposed changes indicated by highlighting!***

## FEDERAL WAY SOCCER ASSOCIATION

Bylaws **April 4<sup>th</sup>, 2018**

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

## **Article 3 Control and Authority**

### **SECTION 1 Authority:**

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

### **SECTION 2 Control:**

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

### **SECTION 3 Membership:**

Membership to Federal Way Soccer Association is through a member organization which shall be open to any soccer players, parent or legal guardian of a player, coaches, trainers, managers,

administrators, and officials not subject to suspension under section 4 of United States Soccer Federation Bylaw 241, and to any amateur soccer organization in its designated territory; the Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of Federal Way Soccer Association and its members to the extent applicable under Washington State law; and the Federal Way Soccer Association and its members will abide by the articles of incorporation, bylaws and requirements of the Federation and of the Washington State Youth Soccer Association, including on interplay.

## **Section 4 Conflict of Interest**

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

## **Article 4 Boundaries and Jurisdiction**

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

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

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

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

## **Article 5 Membership**

### **SECTION 1 Association Membership:**

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

### **SECTION 2 Application for Membership:**

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

### **SECTION 3 Affiliation Fee:**

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

### **SECTION 4 Member Organizations Votes:**

All member organizations shall be entitled to one member on the Board of Directors and four votes at all regular and special meetings of the Board, except that no member organization in arrears with its dues or in bad standing, shall be entitled to vote or participate in the business of the Association.

Members holding Board office (elected or appointed) may not represent nor vote for clubs during Board meetings. In all business, the responsibility of the Board position supersedes the Club affiliation.

### **SECTION 5 Member Organization Duties:**

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

### **SECTION 6 Rules and Regulations:**

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

### **SECTION 7 Legal Services:**

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

### **SECTION 8 Membership Withdrawal:**

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

## **Article 6 Inter-Association Affiliation**

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

## **Article 7 Board of Directors**

### **SECTION 1 the Governing Body**

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

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

1. They shall be responsible for enforcing the Constitution, by-laws and operating procedures of the FWSA
2. Approval of formation and operation of tournaments.
3. Removal of FWSA officers based on detrimental actions or neglect of accepted responsibilities.
4. Filling vacancies of the Executive Board.

5. To ensure member organizations by-laws are in compliance with FWSA and **WYS** bylaws.
6. Duty of Care: The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.
7. Duty of Loyalty: The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.
8. Duty of Obedience: The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.

### **SECTION 2 Bonding:**

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

## **Article 8 Board**

### **SECTION 1 Board:**

The Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. 2nd Vice President of Administration
7. Fields Director
8. Webmaster
9. One representative from each member organization. Appointed by the member organization.

The Executive Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

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

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

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

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

1. The Board shall be elected at the Annual General Meeting by the Associations voting membership, as follows:

- a. Officers to be elected on ODD numbered years are:
 

President	Fields Director
Secretary	Webmaster
  
- b. Officers to be elected in EVEN numbered years are:
 

Vice President	2nd Vice President of Administration
Registrar	Treasurer
  
2. Thirty (30) days prior to the Annual General Meeting notification stating the date and place of the election shall be mailed electronically to each member of the Body.
3. Nominations shall be accepted from the floor at the election.
4. Prior to each election, the President shall appoint a person who is not a candidate for office to conduct the election. That person shall appoint a minimum of two (2) tellers and a secretary to pass out, collect, and count the ballots in the presence of the election chair. Ballots may be distributed in advance by this committee as part of the procedure of signing in. The election results shall be announced to the membership by the election chair who shall state the number of eligible votes, the number of votes counted, the number of votes necessary to elect, and the results of the balloting.
5. A majority of votes cast shall be necessary to elect.
6. In the event an objection is raised, a recount of the ballots may be approved by the Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each person running for office shall be entitled to appoint one person to monitor the recount.
7. The election chair shall then entertain a motion to destroy the ballots.

#### **SECTION 4 Term of Office**

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

#### **SECTION 5 Duties and Responsibilities of Board:**

The duties and responsibilities of the Elected officers shall be:

##### **A. PRESIDENT:**

1. He shall call, attend, and preside over all Association and Board of Director meetings.
2. Submit a report on his/her activities. at each monthly meetings.
3. Supervise all activities of the Association and Board of Directors.
4. Serve as ex-officio chairman of all committees.

5. Present to the Board for approval all nominations for vacancies on the Board as necessary during his/her term of office.
6. Prepare an agenda before all meetings.
7. Present for approval, by the Executive Board, appointed Chairpersons names.
8. When requested by a majority vote of the Board of Directors, he shall call special meetings of the Board of Directors, as the need arises.
9. In his capacity as Chairman of the Board of Directors, he shall not have a vote.

**B. VICE PRESIDENT:**

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

**C. SECRETARY:**

1. Attend all Association monthly meetings.
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.

**D. TREASURER:**

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 WYS
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.

**E. REGISTRAR/RISK MANAGER**

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 WYS 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 as needed.
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 WYS, a Washington State Youth Soccer Association Volunteer form, Washington State Patrol clearance form, in addition to any other FWSA or WYS required security form.
11. Maintain a liaison and work with the WYS Risk Manager.
12. He shall be a voting member of the Board of Directors.

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

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

**G. FIELDS DIRECTOR:**

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

**H. WEBMASTER:**

1. He shall be responsible for the maintenance of a web site for the Federal Way Soccer Association and its member organizations.

2. He shall maintain a "domain name" called "Federal Way Soccer" and shall have that domain name "hosted" by a reputable ISP.
3. He shall maintain an E-mail account and will setup forwarding of E-mail addressed to officers or officials of the FWSA. The "Website content" shall be at the direction of the Board of Directors.
4. The Webmaster will be responsible for design and graphics contained on the web site.
5. The Webmaster shall be a voting member of the Federal Way Soccer Association.
6. He shall report on the status of the website at the monthly Association meetings.

## **Article 9 Appointed Chairpersons**

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

The Appointed Chairpersons positions shall be:

- ~~1. Chairman of Tournament Committee~~
- ~~2. Director of Coaching (ex-officio)~~
1. State Cup Representative

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

The duties and responsibilities of the appointed chairperson shall be:

#### **A. CHAIRMAN OF TOURNAMENT COMMITTEE:**

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

#### **B. DIRECTOR OF COACHING:**

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

#### **A. STATE CUP REPRESENTATIVE**

1. Attend all Association scheduled meetings.
2. Submit a report on his activities at each meeting.
3. He shall work with Director of Coaching and Registrar to ensure Member Organization Teams are registered for the appropriate State Cups and Level of play. Provide coaches/managers with necessary information regarding deadlines, games, rules provided by WYS
4. He shall be a voting member of the Board of Directors

### **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 **WYS** 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:
  - a. Elected member of the FWSA Board of Directors (1 vote each)
  - b. One representative from each member organization, which will hold 4 total votes each.
  - c. **Appointed Chairpersons shall have 1 vote each**
2. Proxy votes shall not be allowed.

### **SECTION 3 Regular ~~Monthly~~ Scheduled 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.~~ **The Association Board shall meet on a monthly basis or as needed with 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 Association** 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 Association Meetings:**

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

#### **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
3. One vote may be cast per **registered team in addition to** voting member.
4. Special General Meetings may be convened by request of the President, or two (2) or more of the elected officers, or 30% or more of the Association membership.

#### **Section 7 E-Mail Voting**

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

### **Article 11 Finances**

#### **SECTION 1 Fiscal Year**

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

#### **SECTION 2 Budget:**

1. The Treasurer, with the support of the Association Executive Board, shall prepare a proposed budget for the next fiscal year. Copies of the proposed budget, by line item, shall be submitted

to the Association Board of Directors, at least thirty (30) days prior to the meeting at which it is adopted. Copies of the approved budget, by line item, shall be printed in the Annual report.

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

### **SECTION 3 Registration Fees:**

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

### **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:**

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

### **SECTION 2 Insurance Claims:**

All insurance claims will be coordinated with the WYS Representative.

## **Article 14 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 WYS, the WYS 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 15 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 FWASA.

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 Playing Down:**

As per WYS guidelines

### **SECTION 4 Overage Players:**

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

## **Article 16 Athletic Policies and Player Participation**

### **Section 1 Player Participation:**

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

Member organizations shall have a policy in place for player participation that is appropriate for age and level of competition of its players.

### **SECTION 2 Member Organization Colors:**

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

## **Article 17 Team Sponsorship and Donations**

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

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

**REMOVE ARTICLES 18-23**

## **Article 18 Team Staff**

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

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

## **Article 19 Rules of Competition**

### **SECTION 1 Organized Teams:**

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

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

Teams from outside Federal Way Soccer Association may affiliate with FWSA for Regional Club purposes only. 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 20 Jamboree, Tournaments, and State Cup Matches**

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

## **CREATE POLICIES FOR ARTICLE 21**

### **Article 21 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 22 Disciplinary Procedure**

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

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

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

### **SECTION 1 Disciplinary Committee:**

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

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

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

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

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

### **SECTION 6 General Grievances:**

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

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

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

### **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.

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

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

### ~~**Article 23 Coaches Code of Ethics**~~

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