

FEDERAL WAY SOCCER ASSOCIATION

Bylaws April 4th, 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

50 health, develop, promote and govern the game of soccer among such youths; establish uniform
51 rules applicable to youth soccer competition in the Federal Way Area consistent with the
52 principles of FIFA, its laws and decisions, establish areas of jurisdiction of its member
53 organizations; convenient to accomplish its primary purpose of teaching the game of soccer
54 directly and through its member organizations.
55

56 **Article 3 Control and Authority**

57 **SECTION 1 Authority:**

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59 or amended, and in the charter issued by the WYS, except when these are superseded by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

61
62 **SECTION 2 Control:**

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

67 **SECTION 3 Membership:**

68 Membership to Federal Way Soccer Association is through a member organization which shall
69 be open to any soccer players, parent or legal guardian of a player, coaches, trainers,
70 managers, administrators, and officials not subject to suspension under section 4 of United
71 States Soccer Federation Bylaw 241, and to any amateur soccer organization in its designated
72 territory; the Federation articles of incorporation, bylaws, policies, and requirements take
73 precedence over and supersede the governing documents and decisions of Federal Way
74 Soccer Association and its members to the extent applicable under Washington State law; and
75 the Federal Way Soccer Association and its members will abide by the articles of incorporation,
76 bylaws and requirements of the Federation and of the Washington State Youth Soccer
77 Association, including on interplay.
78

79 **Section 4 Conflict of Interest**

80 No Member of Federal Way Soccer Association or its clubs, boards, or their directors, officers,
81 employees, volunteers and committee members shall engage themselves in a Federal Way
82 Soccer position or function in an effort to secure an advantage for another organization or
83 individual, or for their personal or business gain. Any potential conflict of interest shall be
84 declared in a disclosure statement to the Board, either voluntarily or upon the request of the
85 Board of Directors. If a conflict of interest is evident, the Board shall request the withdrawal of
86 the person or recommend an investigation. Each Director shall, on an annual basis, sign a
87 Conflict of Interest Disclosure Form to disclose any actual or potential conflicts that Director may
88 have.
89

90 **Article 4 Boundaries and Jurisdiction**

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

92 The boundaries of this Association shall coincide with the boundaries of the Federal Way
93 School District #210, or as approved by two-thirds majority of the BOD. All youth soccer players
94 registered with the FWSA or participating in a program administered by the FWSA are subject to
95 the control and authority of this Association.
96

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

98 The geographical boundaries and age jurisdiction of FWSA member organizations shall be
99 approved by the Board of Directors.
100

101 **Article 5 Membership**

102 **SECTION 1 Association Membership:**

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

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

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

115
116 **SECTION 3 Affiliation Fee:**

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

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

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

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

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

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

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

146
147 **SECTION 7 Legal Services:**

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

153 **SECTION 8 Membership Withdrawal:**

154 Any withdrawal of FWSA membership by a member organization (club) must be approved by
155 two-thirds majority vote of the FWSA Board of Directors.
156

157 **Article 6 Inter-Association Affiliation**

158 Any team or Association wishing to affiliate with the Federal Way Soccer Association for the
159 purpose of competition or promotion of soccer, will, after signing an agreement, fall under the
160 jurisdiction and will be governed by the Federal Way Soccer Association By-laws. Also said
161 teams or Associations must, if requested by the Association registrar, submit to the Federal
162 Way Soccer Association registrar, a properly filled out team roster and proof of age certificate,
163 before any scheduling can take place.
164

165 **Article 7 Board of Directors**

166 **SECTION 1 the Governing Body**

167 The Association Board of Directors shall have the right of decision on all matters pertaining to
168 Association affairs. The Board of Directors will conduct the business of the Association, and
169 shall consist of the elected officers, (here after referred to as the Executive Board) and the
170 appointed officers and one Representative from each member Organization.
171

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

- 174 1. They shall be responsible for enforcing the Constitution, by-laws and operating
175 procedures of the FWSA
- 176 2. Approval of formation and operation of tournaments.
- 177 3. Removal of FWSA officers based on detrimental actions or neglect of accepted
178 responsibilities.
- 179 4. Filling vacancies of the Executive Board.
- 180 5. To ensure member organizations by-laws are in compliance with FWSA and WYS
181 bylaws.
- 182 6. Duty of Care: The duty of care describes the level of competence that is expected of a
183 board member, and is commonly expressed as the duty of "care that an ordinarily
184 prudent person would exercise in a like position and under similar circumstances." This
185 means that a board member owes the duty to exercise reasonable care when he or she
186 makes a decision as a steward of the organization.
- 187 7. Duty of Loyalty: The duty of loyalty is a standard of faithfulness; a board member must
188 give undivided allegiance when making decisions affecting the organization. This means
189 that a board member can never use information obtained as a member for personal
190 gain, but must act in the best interests of the organization.
- 191 8. Duty of Obedience: The duty of obedience requires board members to be faithful to the
192 organization's mission. They are not permitted to act in a way that is inconsistent with
193 the central goals of the organization. A basis for this rule lies in the public's trust that the
194 organization will manage donated funds to fulfill the organization's mission.
195

196 **SECTION 2 Bonding:**

197 The officers elected to President, Vice President, Secretary, Treasurer, shall be bonded by the
198 FWSA. The FWSA Treasurer will facilitate this process.
199

200 **Article 8 Board**

201 **SECTION 1 Board:**

202 The Board of this Club shall be:

- 203 1. President
- 204 2. Vice President

- 205 3. Secretary
- 206 4. Treasurer
- 207 5. Registrar
- 208 6. 2nd Vice President of Administration
- 209 7. Fields Director
- 210 8. Webmaster
- 211 9. One representative from each member organization. Appointed by the member
- 212 organization.
- 213

214 The Executive Board of this Club shall be:

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

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

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

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

- 222 1. Enforcing the FWSA and WYS by-laws, procedures, and rules.
- 223 2. Approval and operation of any and all tournaments sponsored by the Association.
- 224 3. Approval or removal of the Association Board of Directors.
- 225 4. Recommendations to the Board of Directors for suspension or removal of the
- 226 Association officers.
- 227 5. Review and make recommendations on matters to be submitted to the Board of
- 228 Directors.
- 229 6. Sign order on the treasury.
- 230

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

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

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

| | |
|---------------|-----------------|
| 235 President | Fields Director |
| 236 Secretary | Webmaster |

237

238 b. Officers to be elected in EVEN numbered years are:

| | |
|--------------------|--------------------------------------|
| 239 Vice President | 2nd Vice President of Administration |
| 240 Registrar | Treasurer |

- 241
- 242 2. Thirty (30) days prior to the Annual General Meeting notification stating the date and
- 243 place of the election shall be mailed electronically to each member of the Body.
- 244 3. Nominations shall be accepted from the floor at the election.
- 245 4. Prior to each election, the President shall appoint a person who is not a candidate for
- 246 office to conduct the election. That person shall appoint a minimum of two (2) tellers and
- 247 a secretary to pass out, collect, and count the ballots in the presence of the election
- 248 chair. Ballots may be distributed in advance by this committee as part of the procedure
- 249 of signing in. The election results shall be announced to the membership by the election
- 250 chair who shall state the number of eligible votes, the number of votes counted, the
- 251 number of votes necessary to elect, and the results of the balloting.
- 252 5. A majority of votes cast shall be necessary to elect.
- 253 6. In the event an objection is raised, a recount of the ballots may be approved by the
- 254 Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each
- 255 person running for office shall be entitled to appoint one person to monitor the recount.
- 256 7. The election chair shall then entertain a motion to destroy the ballots.

257
258 **SECTION 4 Term of Office**

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

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

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

282
283 **A. PRESIDENT:**

- 284 1. He shall call, attend, and preside over all Association and Board of Director
285 meetings.
286 2. Submit a report on his/her activities.
287 3. Supervise all activities of the Association and Board of Directors.
288 4. Serve as ex-officio chairman of all committees.
289 5. Present to the Board for approval all nominations for vacancies on the Board as
290 necessary during his/her term of office.
291 6. Prepare an agenda before all meetings.
292 7. Present for approval, by the Executive Board, appointed Chairpersons names.
293 8. When requested by a majority vote of the Board of Directors, he shall call special
294 meetings of the Board of Directors, as the need arises.
295 9. In his capacity as Chairman of the Board of Directors, he shall not have a vote.
296

297 **B. VICE PRESIDENT:**

- 298 1. Attend all Association meetings
299 2. Submit a report on his activities at each meeting
300 3. Assume the President's duties in his absence.
301 4. Assist the President as required
302 5. He shall be responsible for communication and education of all officers and
303 committee Directors on the Board of Directors regarding their duties and
304 activities of their position.
305 6. He shall be responsible for all FWSA fund raising activities
306 7. He shall be a voting member of the Board of Directors.
307

308 **C. SECRETARY:**

- 309 1. Attend all Association meetings.

- 310 2. Submit a report on his activities at each meeting.
- 311 3. Attend to and file all correspondence and maintain a business address for the
- 312 Association.
- 313 4. He shall record and prepare the minutes for all meetings of the Board of
- 314 Directors and the Association.
- 315 5. He shall distribute to all Board members and mail member organization
- 316 Presidents copies of such minutes no later than two weeks from previous
- 317 Association meeting.
- 318 6. He shall provide timely notifications of the time and place of Board of Directors
- 319 meetings to all members of the Board of Directors.
- 320 7. He shall help the President prepare meeting agendas.
- 321 8. Call role of the Board.
- 322 9. He shall be a voting member of the Board of Directors.
- 323
- 324

325 **D. TREASURER:**

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

350 **E. REGISTRAR/RISK MANAGER**

- 351 1. Attend all Association meetings.
- 352 2. Submit a report on his activities at each meeting.
- 353 3. Coordinate Annual Player registration within the Association.
- 354 4. Verify age of all players registered in the Association.
- 355 5. Maintain an up to date file on all players, teams, and coaches.
- 356 6. He shall direct the club registrars in the processing of registration and
- 357 transfer of players, maintenance, and update of rosters.
- 358 7. He shall maintain liaison with the WYS Registrar.
- 359 8. Handle all transfers to and from teams, and to and from clubs and Associations
- 360 as required by deadlines.
- 361 9. Establish deadlines for league registrations, state cups, and player transfers as
- 362 needed.

- 363 10. Be responsible for ensuring that all club and Association members who work with
364 children, such as, but not limited to, the Board of Directors, Executive Board,
365 Head and Assistant Coaches, Team Managers, fill out and return to the WYS, a
366 Washington State Youth Soccer Association Volunteer form, Washington State
367 Patrol clearance form, in addition to any other FWSA or WYS required security
368 form.
369 11. Maintain a liaison and work with the WYS Risk Manager.
370 12. He shall be a voting member of the Board of Directors.
371

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

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

389 **G. FIELDS DIRECTOR:**

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

400 **H. WEBMASTER:**

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

414 **Article 9 Appointed Chairpersons**

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

416 The Appointed Chairpersons positions shall be:

- 417 1.. Chairman of Tournament Committee
- 418 2. 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. CHAIRMAN OF TOURNAMENT COMMITTEE:**

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

429 **B. DIRECTOR OF COACHING:**

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

432

433

434 **SECTION 3 Appointment of Chairpersons:**

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

436 the Board of Directors at the regular meetings, which will be open to all Association members.

437 The appointed Chairpersons shall not be voting members of the Board of Directors unless so

438 stated

439

440 **SECTION 4 Terms of Office:**

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

447

448 **Article 10 Meetings**

449 **SECTION 1 Annual General Meeting**

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

- 467 k. Good of the game
- 468 l. Adjournment

469

470 **SECTION 2 Voting at the AGM**

- 471 1. Voting privileges at the AGM will be subject to the following:
 - 472 a. Elected member of the FWSA Board of Directors (1 vote each)
 - 473 b. One representative from each member organization, which will hold 4 total votes
 - 474 each.
- 475 2. Proxy votes shall not be allowed.

476

477 **SECTION 3 Regular Scheduled Meetings**

478

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

504

505 **SECTION 4 Voting at Association Meetings:**

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

511

512 **SECTION 5 Attendance at Meetings:**

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

517

518 **SECTION 6 Special General Meetings:**

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

531 **Section 7 E-Mail Voting**

- 532 1. The topic must have been discussed at the most recent regular meeting.
- 533 a. At the meeting the board must agree by simple majority to hold a vote by Email.
- 534 2. Through Email a motion and second must be received by the President and Secretary.
- 535 3. 100% of the board must vote by the dead line set in the Email requesting a vote.
- 536 a. Upon completion of the vote or expiration of time, the board will be notified of the
537 result via Email.
- 538 4. The Secretary will collect and tabulate the votes and report the results at the next
539 scheduled monthly meeting.
- 540

541 **Article 11 Finances**

542 **SECTION 1 Fiscal Year**

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

546

547 **SECTION 2 Budget:**

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

556 **SECTION 3 Registration Fees:**

- 557 1. Each player in FWSA shall pay a registration fee to his member organizations. FWSA
558 will then assess each member organization a per player fee to cover the WYS player
559 insurance and WYS player fees.
- 560 2. No player shall be denied the right to play soccer due to his/her inability to pay the
561 registration fee. All players unable to meet this fee shall declare hardship to his team
562 coach or the club registrar before the first scheduled game and uniform distribution.
- 563

564 **SECTION 4 Field Fund**

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

570

571 **SECTION 5 Annual Reports:**

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

- 573 1. Presidents report
574 2. Treasurer's report
575 3. Reports from each standing Committee Director
576 4. Reports from each member organization.

577

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

580

581 **SECTION 6 Audit:**

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

584

585 **Article 12 Fund Raising**

586 **SECTION 1 Fund Raising:**

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

591

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

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

596

597 **SECTION 3 Sponsorship:**

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

602

603 **Article 13 Insurance:**

604 **Section 1 Insurance:**

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

608

609 **SECTION 2 Insurance Claims:**

610 All insurance claims will be coordinated with the WYS Representative.

611

612 **Article 14 By-law Amendments**

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

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

618

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

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

623

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

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

632

633 **Article 15 Player Registration**

634 **SECTION 1 Player Limitations:**

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

642

643 **SECTION 2 Player Registration:**

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

646

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

650

651 **SECTION 3 Playing Down:**

652 As per WYS guidelines

653

654 **SECTION 4 Overage Players:**

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

658

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

660 **Section 1 Player Participation:**

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

663

664 **SECTION 2 Member Organization Colors:**

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

669

670 **Article 17 Team Sponsorship and Donations**

671 **SECTION 1 Individual Team Sponsorship and donations:**
672 Each team may actively seek their own sponsor or donations, and such moneys paid to the
673 team may be used for the team's expenses. All sponsors must be approved by the member
674 Organizations Board of Directors and comply with Article 12 sections 1, 2, and 3 of these by-
675 laws. Donations from individuals through company programs must be used for team expenses
676 if donor is expecting it to be a tax deduction. Monies cannot be credited to a specific player
677 unless the tax deduction is being waived. Donations from family or friends to a specific player
678 account are not tax deductible. Refer to IRS Publication 526 for more information
679

680 **Article 18 Team Staff**

681 **SECTION 1 Coaches and Staff / Risk Management Processing:**
682 Each team in FWSA must have a head coach who is at least 18 years of age. Every individual
683 on each team or an person who works with the players MUST register and submit a request for
684 risk management back ground check through the association's registration tools
685

686 **Article 19 Rules of Competition**

687 **SECTION 1 Organized Teams:**
688 Member Organizations shall organize teams within their various designated age divisions. All
689 such teams will be registered with the Association Registrar, and all teams so registered will be
690 organized into leagues and scheduled in accordance with each leagues rules and policies.
691

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

693 Teams from outside Federal Way Soccer Association may affiliate with FWSA for Regional Club
694 purposes only. Affiliation fees, if any, will be set annually by the Board of Directors. All said
695 teams will adhere to the FWSA By-laws.
696

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

698 Each year the Association will establish a date after which time players may not be added to the
699 roster of any team affiliated with a member organization.
700

701 **Article 20 Jamboree, Tournaments, and State Cup Matches**

702 FWSA will provide support as required to support member organizations participation in
703 jamboree, tournaments, and State Cup matches.
704

705 **Article 21 Disciplinary Procedure**

706 The FWSA Disciplinary Committee shall have the power to discipline any FWSA member,
707 player, coach, or parent whose actions have willfully violated these by-laws, constitution or
708 operating procedures or who's actions are detrimental to the purposes of the FWSA. Penalties
709 may consist of, but are not limited to, warnings, temporary or permanent exclusion from the
710 activities of the FWSA.
711

712 A claim of ignorance of these policies, procedures or by-laws shall not be satisfactory grounds
713 for the alteration or waiving of such polices or procedures.
714

715 The Association 2nd VP of Administration will advise and follow the appropriate governing
716 body's documents while conducting investigations and hearings.
717

718 **SECTION 1 Disciplinary Committee:**

719 1. The Disciplinary Committee shall have sole responsibility for disciplinary
720 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 2nd Vice-President of Administration for guidance on the filing and processes for hearing, protests, and appeals.

SECTION 4 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 5 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 6 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 7 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.

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

776
777 The Federal Way Youth Soccer Association allows the coach to drop or suspend a player from
778 a team if the parent or guardian's behavior is in flagrant violation of the rules of spectator
779 conduct.

780
781 **SECTION 8 Disciplinary Hearings:**
782 Disciplinary hearings result from allegations of misconduct. Such misconduct must be a
783 violation of a published rule, regulation, or procedure.

784
785 A disciplinary committee shall only hear allegations of misconduct, which are lodged against
786 individuals or governing body for the competition and entities within the jurisdiction of the
787 convening authority.

788
789 Only the elected and or appointed officials of duly constituted clubs, leagues, or tournament
790 committees, or WYS administration may bring charges of misconduct. Referees are recognized
791 as officials of such organizations in matters regarding game conduct.

792
793 **Article 22 Coaches Code of Ethics**

794
795 Refer to Washington Youth Soccer Operating Document ETHICS for ethics code.