

**BY-LAWS of THE STANWOOD CAMANO YOUTH SOCCER CLUB (“SCYSC”) (A  
Washington Non-Profit Corporation)**

**ARTICLE I: IDENTIFICATION**

The identification of this organization shall be the Stanwood Camano Youth Soccer Club, hereinafter referred to as “SCYSC”. SCYSC shall be affiliated with the North County Youth Soccer Association, hereinafter referred to as “NCYSA” and US Club Soccer “US CLUB”. SCYSC shall be a non-profit corporation organized and existing under the laws of the state of Washington. SCYSC's jurisdiction encompasses the general geographical area bounded by the Stanwood-Camano School District.

**ARTICLE II: PURPOSE**

Section 1: The purpose of SCYSC is: a. To provide a program that is enjoyable and rewarding for the participants; b. To teach, govern, and promote the game of soccer. c. To encourage courtesy, proper conduct and respect for players, officials, coaches and spectators by the players, officials, coaches, and spectators; d. To promote sportsmanship and develop leadership; and e. To develop physical fitness and mental alertness

**ARTICLE III: MEMBERSHIP**

Section 1-Participants: a. Participants shall be boys and girls from the Stanwood/Camano Island area between the US CLUB ages of U-5 to U-19. b. It shall be the responsibility of the officers of SCYSC to attempt to find a playing opportunity for every child at the recreational level. No youth will be denied the opportunity to play due to financial reasons (inability to pay sign-up fees).

Section 2- Members: The membership of the SCYSC shall consist of the following: a. All parents, or guardians of registered players. b. All team coaches, assistant coaches, and team managers who have submitted a completed US CLUB and WSP background check as required by SCYSC and US CLUB. c. All officers and directors of SCYSC who have submitted a completed US CLUB and WSP background check form as required by SCYSC and US CLUB. d. All SCYSC referees who have submitted a completed US CLUB and WSP background check form as required by SCYSC and US CLUB and are licensed for the current year by U.S. Soccer Federation.

Section 3-Judicial Process: Any member of the SCYSC corporation may be suspended or removed for just cause by the Stanwood Camano Youth Soccer Club Judicial/Ethics Committee. Notice of the proposed action must be given to the member sought to be suspended or removed at least seven (7) days prior to Judicial hearing. Any member of the corporation is subject to the normal course of routine of SCYSC, NCYSA and US CLUB Judicial process as governed by the SCYSC, NCYSA and US CLUB By-Laws. Results will be reported to all affiliates, both local and State levels, for appropriate actions.

**ARTICLE IV: OFFICERS AND BOARD OF DIRECTORS**

Section 1-Officers: The officers of SCYSC shall consist of President, Vice President, Secretary, and Treasurer.

Section 2-Board of Directors: The Board of Directors of SCYSC shall consist of all of the Officers, along with the persons holding the following positions (i) Recreational Coordinator, (ii)

Micro-League Coordinator, (iii) Equipment Coordinator, (iv) Scheduling/Referee Coordinator, and (v) Registrar (all collectively herein the “Board of Directors” or individually “Board Member”).

Election and Term of Office. The Board of Directors of the Club shall be elected biennially by the Members of SCYSC at the annual Officer Election meeting to be held November of the current season calendar year. Terms of office shall run for two calendar years. Elections for President, Treasurer, Recreational Coordinator, Equipment Coordinator and Scheduling/Referee Coordinator will occur in even years. Elections for Vice President, Secretary, Micro-League Coordinator and Registrar will occur in odd years.

Section 3-Resignation: Any Board Member may resign at any time by giving written notice of such resignation to the President or Secretary of SCYSC. Unless otherwise specified in such written notice, such resignation shall take effect upon receipt thereof by the Board of Directors or by such officer, and the acceptance of such resignation shall not be necessary to make it effective.

Section 4-Removal: Any Officer or Board Member may be removed by a two-thirds (2/3) vote of the Membership, or by a two-thirds (2/3) vote of the Board of Directors for just cause. Any Officer or Board Member who fails to fulfill their duties over a period of not less than two months shall be notified by the Secretary, and their removal automatically proposed to be voted upon at the next regular meeting of the Board of Directors by the Members.

Section 5-Vacancies: Any vacancy occurring by resignation in any Board of Director position may be filled by the affirmative vote of the Board of Directors. An Officer or Board Member elected to fill a vacancy shall finish the un-expired term of his predecessor in office.

Section 6-Assistant Officers: The President shall have the power and authority to appoint assistant officers to fill a temporary vacancy as he/she deems appropriate, who shall serve until such time of the next regular meeting of the Board of Directors, where the vacancy shall be subject to review of the Board and motions for candidates shall be submitted by the Membership and voted upon at the next following regular Board meeting. The Assistant Officers are not considered Board members for the purpose of voting.

Section 7. Officer's Duties. The officers shall be responsible for the following:

a. President shall

1. He/she shall supervise all activities of the SCYSC and the work of the Board of Directors; 2. He/she shall call and preside at all meetings of the Board of Directors, be the chief representative of SCYSC at all other meetings, and perform all duties usually inherent in such office; 3. He/she shall be the general representative of the SCYSC in all matters and shall act as the Stanwood Camano Youth Soccer Club representative to NCYSA; 4. He/she shall ensure the members of the Board conduct organization business; 5. He/she shall create the annual Budget; 6. He/she shall assist the Vice-President and Secretary in fielding and responding to Club emails. All responses shall be “cc’d” to appropriate Officers; 7. He/she may execute all instruments on behalf of the Club; 8. He/she shall work with the Secretary in maintaining the SCYSC Website; 9. He/she shall work with the Vice-President in hiring efforts of the Referee Assignor role; 10. He/she shall attend the monthly NCYSA Board Meetings.

In the event the President is not able to perform his/her tasks, the Vice President shall serve in

his/her behalf.

b. Vice President shall be responsible for the following:

1. The oversight of: i. Committees for field acquisition, development and maintenance, equipment acquisition, distribution, and maintenance, Public relations and special events, such as team pictures, as may be required; and ii. Recruitment for new and/or vacant teams, coaches, and players; 2. He/she shall act as Liaison with the School District and School Principals; 3. He/she shall conduct Bylaws administration and revisions when required; 4. He/she shall form, chair and preside over the Ethics/judiciary Committees; 5. He/she shall fill-in for other Board members as necessary to complete organization business; 6. He/she shall assist the President in creating the annual Budget; 7. He/she shall assist the President and Secretary in fielding and responding to Club emails. All responses shall be "cc'd" to appropriate Officers; 8. He/she shall organize and facilitate the end of season assessment meeting; 9. He/she shall work with the President & Secretary in maintaining the SCYSC Website; 10. He/she shall work with the President in hiring efforts of the Referee Assignor role; 11. He/she may execute instruments on behalf of the Club.

He/she shall also perform all duties usually inherent in this office, or as required.

In the President's absence shall serve in his/her behalf and attend the NCYSA Board Meetings when the President is unable to attend them.

c. Secretary shall be responsible for the following:

1. He/she shall record and maintain the minutes of the members' and of each and every Board of Directors' and Special meetings, 2. He/she shall be custodian of the corporation records and in general perform all duties incident to the office of Secretary. He/She shall also be responsible for official correspondence of SCYSC. 3. He/she shall be responsible for checking the organization mailbox 4. He/she shall coordinate arrangements for the monthly Board meeting (agenda, location, etc.); 5. He/she shall assist the President and Vice-President in fielding and responding to Club emails. All responses shall be "cc'd" to appropriate Officers.; 6. He/she shall coordinate the distribution of registration notifications (banner, signs, school flyers, etc.); 7. He/she shall act as the organization Information / Public Relations Officer 8. Shall conduct other duties as assigned.

d. Treasurer shall have charge and custody of and be responsible for all funds of SCYSC:

1. He/she shall maintain organization accounts 2. He/she shall receive, and give receipts for, monies due and payable to the SCYSC from any source whatsoever, and shall deposit all such monies in the name of SCYSC in such banks as shall be selected in accordance with the provisions of these By-Laws; 3. He/she shall ensure organization debt are paid on time 4. He/she shall maintain Equipment Coordinator Debit card as necessary; 5. He/she shall coordinate and be contact with the NCYSA Treasurer; 6. He/she shall track and coordinate awards of scholarships 7. He/she shall be responsible for the appropriate administration of any club fundraisers; 8. He/she shall pay any and all registrations fees owed by SCYSC on a timely basis. 9. He/she shall perform keeping of the minutes in the absence of the Secretary; 8. He/she shall conduct other duties as assigned. The Treasurer's position shall be bonded.

Section 8. Other Board Member Duties.

e. Recreational Coordinator shall supervise all activities and coaches of the SCYSC Recreational League, along with:

1 He/she shall act as primary contact for Recreational Level General Membership; 2. He/she shall work with the Registrar to create the team rosters and shall obtain appropriate and completed medical release forms from the coaches for all Recreational League players; 3. He/she shall coordinate all Recreational Level Special Events 4. He/she shall coordinate Recreational Level uniforms and shall present findings to the Board, He/she shall also arrange dispersion of Recreational Level uniforms to coaches 5. He/she shall coordinate training and certification opportunities for Recreational Level coaches; 6. He/she shall coordinate with the Secretary the creation of and distribution of the coach folders, rosters, and materials for the Coaches Meeting/Training Event; 7. Other duties as assigned

f. Micro League Coordinator shall supervise all activities and coaches of the SCYSC Micro League, along with:

1. He/she shall act as primary contact for Micro Level General Membership; 2. He/she shall coordinate all Micro Level Special Events; 3. He/she shall coordinate Micro Level uniforms and shall present findings to the Board, He/she shall also arrange dispersion of Micro Level uniforms to coaches; 4. He/she shall coordinate training and certification opportunities for Micro Level coaches; 5. He/she shall coordinate with the President, Vice-President and Registrar the creation of the team rosters and shall obtain appropriate and completed medical release forms from the coaches for all players in Micro League; 6. He/she shall coordinate with the Secretary the creation of and distribution of the coach folders, rosters, and materials for the Coaches Meeting/Training Event; and 7. Other duties as assigned

g. Equipment Coordinator shall oversee all equipment owned by SCYSC , along with:

1. He/she shall conduct an inventory of all equipment owned by SCYSC upon the beginning of their term of office. 2. He/she shall, throughout the soccer year, oversee and monitor the inventory of all equipment, decide and conduct the purchase of/replacement of coaching and field supplies (such as popup goals, balls, cones, first aid kits, goalie jerseys/gloves, and other low cost replacement items- [Large ticket items such as goal replacements will shall be presented to the Board of Directors, along with options for Vendors and their pricing, for Board Approval]., 3. He/she shall, throughout the soccer year, obtain and keep inventory of field lining supplies such as paint, measuring apparatus/tools 4. He/she shall be responsible for creating the U-8 Mini, and the U-09 thru U13 full sized coaches equipment bags; 5. He/she shall be responsible for assigning all coaches equipment bags, and shall be responsible for tracking the return to SCYSC of all said bags; 6. He/she shall, throughout the soccer year, ensure that SCYSC owned equipment in good working order and is safe for use by SCYSC players 7. He/she shall, throughout the soccer year, ensure that SCYSC owned equipment NOT in good working order be properly disposed of; 8. He/she shall be responsible for maintaining and organizing both the Offsite Equipment Storage Locker and the Heritage Park Equipment Storage Locker; 9. He/she shall be responsible for arranging transportation of SCYSC owned equipment between the Offsite Equipment Storage Locker and the Heritage Park Equipment Storage Locker; 10. Other duties as assigned.

**h. Scheduling/Referee Coordinator:**

1 He/she shall act as primary contact for issues surrounding scheduling of games and referees; 2.

He/she shall work with the Referee Assignor to assign referees as needed; 3. Other duties as assigned.

**i. Registrar:**

**1 He/she shall act as primary contact for coaches and the general membership during registration; 2. He/she shall work with the Recreational and Micro-League coordinators to create the team rosters and shall obtain appropriate and completed medical release forms from the coaches for all Recreational League players; 3. Other duties as assigned.**

Section 9. Appointed Volunteers shall fill positions as designated by the Board of Directors. Positions may include but shall not be limited to Referee Assignor, Fields Manager, Sponsorship Coordinator, Special Events Coordinator, Photo Coordinator, Coaching Coordinator and Web Design/Maintenance Coordinator.

Section 10. Ethics Committee. The Ethics committee shall be composed of the Vice President, one other officer or Board Member, one coach, the Referee Assignor, one parent who is a member of the SCYSC, and one alternate. The Vice President shall chair the committee which shall meet as needed to review discipline issues pursuant to the Club's By-Laws to preserve the integrity, safety, and well being of all members of SCYSC. Ethics members shall excuse themselves and appoint an alternate if a matter brought before Ethics is about that member, member's team, relative, close friend, or other relationship that may cause conflict of interest. The coach, Referee Assignor, parent who is a member of the SCYSC, and one alternate, shall be appointed to the Ethics committee no later than the Board Meeting following the end date of Registration of players of the fiscal year. Minutes of this committee will be recorded per Article 6, section 4.

Section 11. Conflict of Interest Policy exists to protect the club's interest when it is entering into a transaction or arrangement that may benefit the private interest of a board member and/or relative of the club or might result in an excess benefit to the board member and/or relative. a. In connection with any possible conflict of interest, the person must disclose to the board all facts pertaining to the transaction or arrangement. Failure to disclose will result in disciplinary action to be determined by the ethics committee. b. If it is determined that a conflict of interest exists, the person of interest will be removed from all voting power with regards to the transaction or arrangement. c. The board may proceed by researching and reviewing other options and/or voting on the transaction or arrangement without the voting power of the interested person. d. Minutes will be taken on all discussions, determinations, proceedings, and voting that takes place with regards to the possible conflict of interest.

**ARTICLE V: Coaches Section**

Section 1. Head Coaches shall be approved annually by the Board of Directors of SCYSC and shall be responsible for their teams and their actions on the field. Coaches are role models for their teams, and as such shall exhibit self control and proper decorum at all times on the game and practice fields.

Section 2. Head Coach Meetings: Head Coaches or their representatives must attend the Season Scheduling meeting and Annual Voting meeting. Unexcused non-attendance at these two meetings

shall be considered during the approval of Coaches for the upcoming year. They are encouraged to attend the monthly Board meetings during the season.

Section 3. Head Coach / Assistant Removal: Head Coaches and/or their Assistant Coaches may be removed from their position(s) during the season if they do not exhibit the citizenship qualities required for their role model positions. If complaints are deemed serious enough, The Ethics committee shall meet to determine the fitness of any coach, and shall vote on the removal of that coach with results given to the Board of Directors for final approval. The coach in question shall be given the opportunity to hear charges and dispute them.

## **ARTICLE VI: Meetings**

Section 1. Annual Membership Meeting: The annual meeting of the members of the SCYSC shall take place during November of each year. The last order of business at the annual meeting shall be the election of officers for the coming year.

Section 2. Regular Board of Directors Meetings: In addition to the annual membership meeting, the Board of Directors shall meet at least once during the first quarter and monthly during each of the other months of the year. The Board of Directors shall establish a regular meeting schedule that is published and open to the public.

Section 3. Special Meetings of Board of Directors: Special meetings of the Board of Directors may be called by or at the request of the President or any one-third (1/3) of the Officers. The person or persons authorized to call special meetings of the Board of Directors may fix any reasonable time and place for holding the meeting provided all members of the Board of Directors and the Members are given at least seven (7) days written notice.

Section 4. On-line Meetings: In situations where a state of emergency has been declared by either state or local authorities, or any other official declaration disallowing in person meetings, the Board of Directors will conduct their meetings virtually. The platform used for the virtual meetings will be one that allows attendance by the Members.

Section 5. Minutes: The Secretary shall keep minutes of all meetings manually and/or on tape recording and the minutes shall be reduced to writing, signed by the Secretary or other appropriate officer and placed in the SCYSC minute book as soon as practicable.

In addition, the Secretary shall be responsible for having draft copies of the minutes available to all members of the Board of Directors as soon as practicable. Approved minutes will be available to the public upon request.

Section 6. Meeting Conduct: Robert's Rules of Order shall govern the manner of conducting meetings. The order of business shall be as follows: Call to order. Proof of notice of meeting. Reading and approval of the minutes. Treasurer's Report. Vice President's Report. Secretary's Report. Recreational Coordinators Report. Micro- League Coordinators Report. Equipment Coordinators Report. President's Report Unfinished Business New Business

## **ARTICLE VII - BOARD VOTING AND QUORUM**

Section 1. Voting: Each Board Member present at any annual or regular meeting shall be entitled to

one vote. Except as otherwise provided by these By-laws, any action to be taken by vote of the Board shall be authorized by a majority of votes cast. The President, or any other presiding officer, shall cast his vote only in case of a tie.

Section 2. Manner of Action: Except as otherwise provided by these By-Laws, the action of a majority of the Board Member votes present at any meeting at which a quorum is present shall be considered the act of the Board of Directors.

Section 3. Quorum: A quorum for all Board of Directors' meetings shall consist of fifty-one percent (51%) of the Board of Directors. If less than such a majority is present at a meeting, a majority of the Officers present may adjourn the meeting to another time and place without further notice. The President or Vice President shall be present for the meeting to proceed.

Section 4. On-line Voting: It is recognized there situations that may arise in-between regularly scheduled meetings which require decisions without delay. In those rare instances the Board of Directors will conduct a vote through either a group email or a group messaging application. Any voting conducted in this manner will be memorialized in minutes of the following board meeting.

## **ARTICLE VIII - EQUIPMENT**

Section 1: All equipment purchased by SCYSC will remain the property of SCYSC.

Section 2: Each recreational player will purchase a uniform in a style and colors approved by SCYSC.

Section 3: It shall be the responsibility of each head coach to return all equipment issued by SCYSC at the end of each season. The Equipment Coordinator is to oversee the issuing of, and return of, all coaching equipment, and is to report to the Board of Directors the names of those coaches who have not timely returned their equipment. This report should be given no later than the end of calendar year meeting in December. Gross disregard of this responsibility by coaches shall be grounds for fines and legal action and/or withholding coaching approval for following season, as directed by the Board of Directors unless all equipment is timely returned.

Section 4: SCYSC club colors are red, black and white. All teams shall strive to represent SCYSC club colors if at all possible, including those teams who purchase their uniforms through sponsorship or individually.

## **ARTICLE IX Financial Policy**

Section 1: The fiscal year of SCYSC shall begin at 12:01am on January, 1 and end at 12:00 midnight on December 31st of each year. All financial rules and regulations are in effect during the 12 months of the fiscal year.

Section 2: The President in conjunction with the Treasurer, and with support of the Board of Directors, shall prepare a proposed budget at least 60 days prior to the first registration date for the upcoming season. At such time, the fee charged to the participants shall be set.

Section 3. Late sign up fees for those un-excused late signees (defined as any sign-up after the last scheduled sign-up date) shall also be set at an additional fee of \$20.00 higher than the normal fee.

Section 4. A year end independent examination of internal control over financial assets shall be performed no later than the first quarter of each fiscal year.

Section 5. All affiliate fees shall be reviewed and/or amended annually during the budgeting process by the Board of Directors.

Section 6. A participant will not be assigned to a team and will not be allowed to play with SCYSC until all current and past due funds owed from that participant are paid, unless an exception is granted by the majority vote of the Board of Directors.

Section 7. Registration refund policies shall be reviewed and/or amended annually during the budgeting process by the Board of Directors. Refund policy will be posted on the SCYSC web site and on forms participants must complete to request registration refunds.

#### **ARTICLE X. REVISION OF BYLAWS.**

Section 1. Every five years (years that end with a 2 or a 7) the Secretary shall initiate a review of these By-Laws by the Board of Directors.

Section 2. Any proposed changes to these bylaws shall be done as follows: a. Public submission of Proposed amendments to SCYSC at regular board of directors meeting. b. Public reading of changes and revisions to proposed amendments at next regular board of directors meeting. All affiliates shall be notified of proposed changes as soon as possible following the meeting. c. Proposed changes voted on by 2/3 majority of the membership at following Board of Directors meeting.

Section 3. The board shall endeavor (if time and circumstances permit) to attempt to schedule any voting on proposed revisions to bylaws to be at the annual membership meeting.

Section 4. All Affiliates will be notified in writing annually of the ratified amendments to bylaws.

#### **ARTICLE XI. Dissolution of Organization.**

Section 1. If dissolution of SCYSC is necessary for either voluntary or involuntary reasons, The State of Washington Non-Profit Corporations Act RCW 24.03.240 , shall be followed.

#### **ARTICLE XII. Standing Rules.**

Section 1. The SCYSC shall keep a document that contains the “Standing Rules” (attached) that govern the day to day running of the club. These “standing rules” will be as agreed upon by a majority vote of the Board of Directors and will be available to the public upon request. The “Standing Rules” shall not conflict with these Bylaws and shall be considered subordinate to these bylaws.