



# BYLAWS

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# **South Kitsap Soccer Club Bylaws**

## **ARTICLE I. NAME AND PURPOSE**

Section A. The name and purpose of this organization shall be as stated in Article I. Constitution of the South Kitsap Soccer Club.

## **ARTICLE II. POLICIES**

Section A. This Club shall not, directly or indirectly, participate in any political campaign on behalf of, or in opposition to, any candidate for public office; nor shall any of its officer's use their official capacities to endorse any commercial enterprise or partisan interest. The Club may from time to time, as necessary, endorse projects serving the betterment or development of soccer.

## **ARTICLE III. AFFILIATION**

Section A. This club shall be affiliated with local, regional and national members of United States Soccer Federation (USSF) as determined by the Executive Board to be consistent with the long-term developmental goals of the club; including, but not limited to the following: US Club Soccer; and the United States Youth Soccer Association (USYSA) and its state association Washington Youth Soccer (WYS), via membership in the Northwest Sound Youth Soccer Association (NSYSA), and hereby agrees to be bound by the bylaws, procedures and rules of NSYSA, WYS, USYSA, US Club Soccer and USSF.

## **ARTICLE IV. THE BOARD**

### **Section A. The Board**

The Board will consist of the Executive Board (elected officers) and duly appointed positions as defined in Article IV Section F.

### **Section B. Executive Board (Elected Officers)**

1. The elected officers will consist of the following:
  - a. President
  - b. Vice-President of Administration
  - c. Vice President of Competition
  - d. Regulation Coaching Director
  - e. Modified Coaching Director
  - f. Academy Coaching Director
  - g. Vice-President of Fields
  - h. Secretary
  - i. Treasurer
  - j. Registrar
  - k. NSYSA Club Representative
  - l. Equipment Manager
2. These officers shall be elected from within the members of the Club and shall be elected at the Club's Annual General Meeting, for a term of three (3) years.
  - a. The following positions shall be elected in 2010 and then every three years thereafter:
    1. President
    2. Vice-President of Competition
    3. Treasurer
    4. Regulation Coaching Director
  - b. The following positions shall be elected in 2011 and then every three years thereafter:
    1. Vice-President of Administration

2. Modified Coaching Director
  3. Secretary
  4. NSYSA Representative
- c. The following positions shall be elected in 2012 and then every three years thereafter:
1. VP of Fields
  2. Registrar
  3. Academy Coaching Director
  4. Equipment Manager
3. Should any current Officer be elected or appointed to another Club office prior to fulfilling their elected term, or the office becomes vacant for any other reason, the office vacated will be filled in accordance with Article IV Section E.
4. If, in the opinion of the Executive Board, an Elected Officer or an Appointed Board Member is found to be neglecting his/her duties as outlined by the Constitution or Bylaws, the Executive Board shall be empowered to remove the said Officer or Appointee from their position.
- a. Removal shall require a three-quarter (3/4) vote of the Executive Board.
5. The Executive Board shall be responsible for and have the sole authority:
- a. To make changes or revisions to the Policies and Procedures. Such changes will be approved by a majority vote of the Executive Board present.
  - b. To revise and maintain club policies for registration and any other policies deemed necessary by the Executive Board to carry out the objectives of the Club. Such changes will be approved by a majority vote of the Executive Board present.
  - c. For approval of all affiliated memberships.
  - d. To discipline any player, team staff or other club member upon recommendation of the applicable disciplinary or hearing committee. Such disciplinary measures may include but shall not be limited to temporary, permanent, partial or full suspension.

**Section C. Officer Election Process**

1. Any member of the Club, who is in good standing, may be nominated for any office by any member of the club. Written consent shall be required for any nominee not present at the meeting.
  - a. Nominations are made at the October Executive Board Meeting prior to the Annual General Meeting. The Nomination Committee will present its report of recommendations at this meeting.
  - b. Those nominated at the October Executive Board Meeting will appear on the election ballot and will also be posted on the Club Website as noted in Article VII Section A. 1.b.
  - c. Nominations made after the October Executive Board Meeting will be facilitated as a write-in candidate, but the nominee's name will not appear on the ballot
2. Any duly elected Officer shall be eligible for re-election or nomination to another office.
3. Election shall require a majority vote of qualified Club members present at the Annual General Meeting, who are at least 19 years of age.

**Section D. Duties of the Executive Board Members.**

The duties of the elected officers shall include but not be limited to:

**1. President**

- a. Preside over all Executive Board Meetings, the Annual General Meeting and any Special Club Meeting of the Membership.
- b. Nominate, from club membership, Chairpersons for committees as designated by Club Bylaws and Policies and Procedures, subject to approval by a majority vote of the Executive Board.
- c. Nominate, from club membership, a person or persons to fill the vacancy of any officer who, for any reason does not fulfill his/her term of office, subject to approval by a majority vote of the Executive Board.
- d. Co-Sign all contracts and other instruments.
- e. Oversee the activities of the Fundraising Coordinator

- f. The appointment of any Hearing Committee as deemed necessary by the Executive Board per Article VIII Section B of the Bylaws
- 2. Vice President of Administration**
  - a. Preside in the absence of, and serve as an aide to the President.
  - b. Co-sign all contracts and other instruments in the absence of the President.
  - c. Assume the office of President if the office is vacated.
  - d. Chair the Documents Committee.
  - e. Review duties with each newly elected Board Member.
  - f. Publicize all club activities thru local venues, i.e. Website, Newsletters, Newspaper, etc.
  - g. Is manager of website as creator or liaison with volunteer website manager ensuring all club status and information is updated regularly.
  - h. Oversee all correspondence, i.e. informational mailings and newsletters.
  - i. Oversee the activities of the Public Relations Coordinator.
  - j. Oversee the Awards ceremony at the end of the year.
- 3. Vice President of Competition**
  - a. Attend league scheduling meetings and perform the preparation of match schedules as required with the Club Registrar.
  - b. Provide all materials received from NSYSA and District IV to coaches at season coaches meetings.
  - c. Coordinate the assignment of referees for all matches that will not be covered by the local Referee Chapter.
  - d. Assist the Registrar with the formation of teams of registered players that are a potential conflict of interest to the Registrar.
  - e. Shall review on-line scorekeeping and standings for all South Kitsap teams, ensuring prompt submittal of game results.
  - f. Communicate any referee's reports on ejections to the Club President.
  - g. Review and maintain final league standings and awards
  - h. Scheduling of games for fall, and spring league
  - i. Organize player camps, coach's clinics and referee clinics.
  - j. Be responsible for the small sided referee scheduling.
  - k. Be responsible for the placement of all SKSC teams at the appropriate level of competition within NSYSA and District IV.
- 4. Regulation Coaching Director**
  - a. Obtain U-11 to U-19 soccer coaches prior to team formation as needed.
  - b. Obtain U-11 to U-19 soccer assistant coaches prior to team formation as needed.
  - c. Help any coaches with training and team practices.
  - d. Preside over all Club Select committee meetings.
  - e. Resource/advocate for select teams.
  - f. Along with committee:
    1. Organize select club tryouts.
    2. Review and screen coach applications for select teams.
    3. Coordinate coach development.
    4. Formulate select guidelines.
- 5. Modified Coaching Director**
  - a. Obtain U08 to U10 soccer coaches prior to team formation as needed.
  - b. Obtain U08 to U10 soccer assistant coaches prior to team formation as needed.
  - c. Help any coaches with training and team practices.
- 6. Academy Coaching Director**
  - a. Coordinate and oversee the "Micro" academy training program for players u7 and below.
  - b. Coordinate and oversee Academy training programs for players U8 and above in conjunction with the applicable coaching director.
  - c. Help any coaches with training and team practices.
- 7. Vice President of Fields**
  - a. Obtain permission for and coordinate the use of South Kitsap School District, County property and community property for use by the club.

- b. Serves on all committees to secure future expansion of Soccer Fields in South Kitsap.
  - c. Serves as Chairperson on the Committee for Field development and maintenance.
  - d. Oversee the preparation and maintenance of all fields and equipment
  - e. Coordinate the assignment of practice fields to coaches.
- 8. Secretary**
- a. Keep an accurate and official record of all meetings and distribute to the Board prior to the next meeting.
  - b. Be responsible for all correspondence of the Club.
  - c. Arrange for meeting place for all meetings and give notice of all meetings as stipulated in the Bylaws.
  - d. Notify all coaches for Coach Training and Information meetings Create and distribute (on the clubs website and intranets,) a Club Calendar for the Board, Coaches, and Volunteers. The Secretary shall work closely with the various Board Members to actively advertise club activities and schedules. The Calendar is to include the following:
    - 1. Coaches meetings, Coaches Training and Information meetings.
    - 2. All scheduled Executive Board meetings
    - 3. Deadlines for proposals to be submitted for Club approval.
    - 4. Deadlines for Nominations for People of the Year.
    - 5. Uniforms and equipment disbursement and return dates.
  - e. Co-sign all contracts and other instruments.
  - f. Prepare a Club Annual Report for the Annual General Meeting.
  - g. Manage scholarship applications and present to executive board for award vote.
  - h. Maintain a record of injury claims.
- 9. Treasurer**
- a. Receive and issue receipts for all monies of the Club.
  - b. Keep an accurate written record of all financial transactions, according to the Club Bylaws, Policies and Procedures, and Board of Directors, and present a monthly report.
  - c. Co-sign all orders on the Treasury.
  - d. Review board member budget status. Provide at the October Executive Board Meeting a proposed budget for the next year.
  - e. Prepare and maintain yearly state and federal forms which establish the Club as being a non-profit youth organization.
  - f. Provide books and financial records for annual audit Responsible to obtain audit and turn in appropriate IRS forms.
  - g. Obtain up to three additional signatures on the treasury, as deemed necessary, with board approval.
  - h. Establish, monitor and maintain all individual team accounts.
  - i. Annually obtain new Certificates of Insurance from each affiliated organization. Certificates shall be distributed to applicable field/facility owner or custodian.
- 10. Registrar**
- a. Be in charge of the on-line registration program, and handle all registration of teams and players
  - b. Be the club liaison with the on-line registration vendor, ensuring all required changes are completed in a timely accurate manner.
    - 1. Provide information to advertise for Fall and Spring registration.
    - 2. Roster teams – during registration monitor teams, alert coaches/parents to potential problems.
  - c. Provide a list of possible coaches to the applicable coaching director for filling coach vacancies.
  - d. Assist President in preparation of Coaches meetings.
    - 1. Have team rosters and medical releases for all teams.
    - 2. Have all materials received from NSYSA at scheduling meeting.
  - e. Ensure that final registration information is updated.
  - f. Record verification of age of players.

- g. Prepare and distribute Team rosters for all teams to coaches prior to each soccer season.

**11. NSYSA Club Representative**

- a. Be a voting member of the Association Board of Directors.
- b. Be thoroughly familiar with the Constitution, Bylaws and Policies and Procedures of the Club and the Association.
- c. Present the Club's position on all Association business.
- d. Promote Club proposals considered to be relevant to sustain growth and improvement within the Association.
- e. Be responsible to the Club and the Association to perform the duties of the Club's Association Representative.

**12. Equipment Manager**

- a. Obtain bids and purchase equipment for use by the club members.
- b. Maintain an inventory of all club field equipment and uniforms.
- c. Issue equipment and uniforms to teams.

**Section E. Vacancies in the Executive Board**

- 1. Any vacancy that occurs on the Executive Board will be filled as follows:
  - a. The Club President will nominate an individual to fill the vacant Executive Board position for the remainder of the current term.
  - b. The Executive Board will vote to approve each such nomination
  - c. Successful filling of a vacant position shall be by a majority vote of the Executive Board

**Section F. Appointed Board Positions**

- 1. The appointed board positions will consist of the following three (3) positions:  
The Term of office for each of these positions is one year maximum and will expire each year at the conclusion of the Club's AGM.
  - a. Regulation Fields Director
  - b. Modified Fields Director
  - c. Micro Fields Director
- 2. Filling of an Appointed Board Position/s (Annual or vacant position):
  - a. The Club President will nominate an individual to fill each appointed board position
  - b. The Executive Board will vote to approve each such nomination
  - c. Successful appointment shall be by a majority vote of the Executive Board

**Section G. Duties of the Appointed Board Positions**

**1. Regulation Fields Director**

- a. Responsible for maintaining all the fields used to sustain U11 to U19 soccer.
- b. Responsible for readying the fields for the beginning of season play that pertains to Regulation soccer.
- c. Responsible for field draws for Regulation fields at Annual Coaches Meeting.
- d. Issue and secure nets and corner flags on all game days in coordination with the Fields Director for Modified and Micro
- e. Alternate for the VP of Fields.
- f. Report to the VP of Fields.

**2. Modified Fields Director**

- a. Responsible for maintaining all the fields used to sustain U08 to U10 soccer.
- b. Responsible for readying the fields for the beginning of the season play that pertains to U08 to U10 soccer.
- c. Responsible for field draws for U08 to U10 fields at the Annual coaches meeting.
- d. Issue and secure nets and corner flags on all game days in coordination with the Field Director for Regulation and Fields Director for U05 to U07.
- e. Alternate to the VP of Fields
- f. Report to VP of Fields

**3. Micro Fields Director**

- a. Responsible for maintaining all the fields used to sustain U05 to U07 soccer.

- b. Responsible for readying the fields for the beginning of the season play that pertains to U05 to U07 soccer.
- c. Responsible for field draws for U05 to U07 fields at the Annual coaches meeting.
- d. Issue and secure nets and corner flags on all game days in coordination with the Field Director for Regulation and Fields Director for U08 to U10.
- e. Alternate to VP of Fields
- f. Report to VP of Fields

## ARTICLE V. ORGANIZATION

**Section A.** Youth residing within the boundaries of South Kitsap Soccer Club (SKSC) and wishing to play soccer sanctioned by Washington State Youth Soccer Association (WSYSA) shall register annually with SKSC, unless playing for other clubs within District IV.

**Section B.** The Executive Board shall determine the player registration fees annually.

- 1. All dues and fees for players shall be payable at the time of registration. Teams are not eligible for league play until all dues and fees are paid.
- 2. All persons requesting membership with this Club shall register annually via the clubs registration system (i.e. Bonzi). Only teams properly affiliated and in good standing, having paid all dues and fees, shall be permitted to participate in competition under the jurisdiction of the Club.

**Section C.** Only members as defined in the Constitution, Article II, Section A., which are properly affiliated and in good standing shall be permitted to vote at the Annual General Meeting.

**Section D.** It shall be understood that upon acceptance in this Club, it will be the duty of that team to comply with the Constitution, Bylaws, and Policies and Procedures, published by this Club, as from time to time amended.

**Section E.** All unaffiliated teams requesting use of facilities of SKSC shall be assessed a user's fee to be determined by the Executive Board annually.

**Section F.** All officers of this Club and officials of affiliated teams shall be insured against personal liability claims for performing acts and duties directly related to the work of the Club.

## ARTICLE VI. ADMINISTRATION

**Section A.** This Club shall be governed by its Constitution and Bylaws and the Policies and Procedures as published. The governing authority of this Club shall be in the voting members of this Club as defined in the SKSC Bylaws Article IV. Section C.

**Section B.** Financial matters and daily operating decisions regarding the business of this Club, shall be conducted by the Executive Board as described in Article III of the Constitution.

- 1. Policy and interpretations of the Constitution and Bylaws, is the duty of the Executive Board serving the interests of the Club members.
- 2. Statements or actions by individual Executive Board members shall not be construed as Executive Board policy.

## ARTICLE VII. MEETINGS

**Section A. Annual General Meeting (AGM):** An Annual General Meeting shall be held in December (normally to coincide with the regular Monthly Executive Board Meeting) of each calendar year as specified in the Constitution.

- 1. **Notification** of this meeting shall be posted on the clubs website at least thirty (30) days prior to such meeting for all to see, and shall include the following:
  - a. Date, Time and Location of the AGM
  - b. a copy of the recommendations of the Nomination Committee
  - c. any proposed amendments to the Constitution

- d. and any resolutions offered for consideration of the assembly
2. **Order of Business** - Recommended order of business of the AGM is as follows:
  - a. Roll Call – Credentials
  - b. Approval of Minutes of previous AGM
  - c. Officer's Reports
  - d. Unfinished Business
  - e. Proposed Amendments to the Constitution
  - f. Proposed Resolutions
  - g. New Business - General
  - h. Report of Nominating Committee
  - i. Election of Officers
  - j. Good of the Game
  - k. Adjournment
3. **Voting** –
  - a. Any Club Member In Good Standing present at the Annual General Meeting who is at least 19 years of age shall have the right to vote at this meeting.
  - b. Voting by proxy or absentee ballot shall not be allowed.
4. **Quorum** – A quorum for the Annual General Meeting shall be a minimum of 2/3 of the current Executive Board Members of which one must be the President or any Vice President.

**Section B. Executive Board Meetings** The Executive Board shall establish and publish a schedule of at least eleven (11) regular Executive Board meetings each year.

1. **Notification** of this meeting shall be posted on the clubs website at least seventy-two (72) hours prior to such meeting for all to see, and shall include the following:
  - a. Date, Time and Location of the Meeting
  - b. Proposed meeting agenda
2. **Order of Business** - Recommended order of business is as follows:
  - a. Roll Call – Credentials
  - b. Approval of Minutes
  - c. Communications
  - d. Officer's Reports
  - e. Committee Reports
  - f. Unfinished Business
  - g. New Business
  - h. Good of the Game
  - i. Adjournment
3. **Voting** – For business of the club
  - a. Each Executive Board Member present will have one (1) vote.
  - b. Voting by proxy or absentee ballot shall not be allowed.
4. **Quorum** – A quorum for the Executive Board Meeting shall be a minimum of 2/3 of the current Executive Board Members of which one must be the President or any Vice President.
5. The rules contained in Roberts Rules of Order (Revised) shall govern the Club in all cases to which they are applicable, and in which they are not inconsistent with the Clubs Constitution, Bylaws, Policies and Procedures or the governing documents of any affiliated member organization of US Soccer.

**Section C. Special Meeting of the Membership** – may be called as specified in the Constitution.

1. **Notification** of this meeting shall be posted on the club's website at least thirty (30) days prior to such meeting for all to see, and shall include the following:
  - a. Date, Time and Location of the Special Meeting of the Membership
  - b. a copy of the proposed agenda
2. **Order of Business** - Recommended order of business of a Special Meeting of the Membership is as follows:
  - a. Roll Call – Credentials
  - b. Proposed Business the Meeting was called for

- c. Good of the Game
- d. Adjournment
- 3. **Voting –**
  - a. Any Club Member In Good Standing present at the Special Meeting of the Membership, who is at least 19 years of age shall have the right to vote at this meeting.
  - b. Voting by proxy or absentee ballot shall not be allowed.
- 4. **Quorum –**
  - a. If the meeting was called by the Membership using a signed petition in accordance with Article VI. A. 3 of the Constitution - A quorum for the Special Meeting of the Membership shall be a minimum of 2/3 of the current Executive Board Members of which one must be the President or any Vice President and at least twenty (20) percent of the Club Members – these need not be the same 20% who signed the petition to call the meeting.
  - b. If the meeting was called by the Executive Board in accordance with Article IV. C. 1 of the Constitution - A quorum for the Special Meeting of the Membership shall be a minimum of 2/3 of the current Executive Board Members of which one must be the President or any Vice President.

## **ARTICLE VIII. COMMITTEES**

### **Section A. Standing Committees -**

- 1. The President shall appoint, subject to Board approval, the Chairperson of the following Standing Committees;
  - a. **Nomination Committee** - The committee shall enlist those members wishing to run for an office of the Club and present those members to the Executive Board at its October meeting.
  - b. **Audit Committee** - The committee shall audit the books and accounts once yearly for presentation at the Annual General Meeting. The committee may not have more than one (1) Executive Board Member serve on the Committee.
  - c. **Documents Committee** - The committee may submit recommendations for amendments to the Constitution, Bylaws, and Policies and Procedures at any regular meeting.
  - d. **Tournament Committee** – The committee will conduct the Kitsap Kick-Off Tournament and Great Root Bear Jamboree under the direction of the club's VP of Competition.
  - e. **Select Committee** – The committee will organize club select try-outs, review and screen coach applications for select teams and present any changes in the select program to the Executive Board for approval.
- 2. Each Standing Committee Director will be required to obtain and maintain a valid Risk Management Clearance.
- 3. Each of these Standing Committees is to be comprised of at least three (3) members in good standing selected by the committee Chairperson and approved by a majority of the Executive Board.

### **Section B. Special Committees –** Special Committees are formed by the President for a specific purpose, case, or situation at hand and for no other.

- 1. The President shall appoint, subject to Executive Board approval, the Chairperson of any Special Committee formed.
- 2. Each Special Committee will consist of a Chairperson and at least three (3) but no more than five (5) additional members in good standing selected by the committee Chairperson and approved by a majority of the Executive Board.
- 3. Each Special Committee Director will be required to obtain and maintain a valid Risk Management Clearance.
  - a. **The Hearing Committee** will be a Special Committee The **Hearing Committee** is the responsibility of the President
  - b. The committee shall consist of:
    - 1. The Chair appointed by the President. The President can elect to appoint them

- self as the chair.
2. At least 3 but no more than 5 members selected by the committee Chairperson and approved by a majority of the Executive Board, none of which should have any potential conflict of interest involving the matter to be heard.
  3. The committee will follow the hearing procedures delineated in WSYSA Rule 602 (Protests, Appeals, and Administrative Hearings), or any other applicable procedures from other affiliated member organizations

### **ARTICLE IX. FUNCTIONAL COORDINATORS**

Section A. The President may appoint individuals who are members of the club to fulfill the following Coordination Positions for the club, subject to approval by a majority vote of the Executive Board. Each of these Coordinators will be required to obtain and maintain a valid Risk Management Clearance.

1. **Picture Coordinator** – Meet with the President to determine requirements for photos. Obtain bids and bring any recommendations before the Executive Board to be voted on. Assist the photographer by scheduling all the teams and in any other way they may need.
2. **Public Relations Coordinator** – Work under the direction of the VP of Administration, obtain sponsorships for the club, report to the newspapers activities associated with the club including registration sign ups and meetings, promote the soccer club with local schools, and be responsible for coordinating the awards ceremony at the end of the year.
3. **Fundraising Coordinator** – Work under the direction of the President, obtain bids and prize purchasing pertaining to club fundraising, obtain product storage place and arrange pickup and delivery of the same, appoint and coordinate distributors, collect money and coordinate with the treasurer.

### **ARTICLE X. AMENDMENTS**

Section A. To be considered, the proposed amendment shall meet the following requirements:

1. Have been submitted in writing to the Secretary by a registered member of the Club.
2. The Secretary shall enter the proposed amendment in the minutes of the next Executive Board Meeting under "Communications". Upon entry in the minutes, it shall be immediately tabled until the following Executive Board Meeting.
3. At the following Executive Board Meeting, the Order of Business as described in Article VI, Section B., and Paragraph 2 shall be set aside after "b. Approval of Minutes". At this time, the Secretary shall take from the table for consideration the proposed amendment.
  - a. Debate on the proposed amendment shall be limited to thirty (30) minutes. The Secretary notes the time and notifies the President of the same.
4. To be approved, the proposed amendment must pass by two-thirds (2/3) vote of those present and in good standing as described in Article II., of the Constitution.
5. Upon approval, the revised by laws shall be posted on the club's website within twenty (20) days of approval
6. Approved amendments shall become effective immediately unless stated otherwise in the amendment.

### **ARTICLE XI. DISSOLUTION OF THE CLUB**

Section A. Upon dissolution of the Club, the Executive Board shall retain legal counsel to assist with the distribution of any Club assets remaining after payment of, or provision for payment of, all debts and liabilities of the Club. The Club's net assets shall be distributed to an organization or organizations, as determined by the Executive Board, that are recognized as exempt under one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, and used to accomplish the same, or materially similar, purposes for which the Club was organized; or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so distributed, shall be disposed of

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by the Superior Court of Common Pleas of the county in which the principal office of the Club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.