

FEDERAL WAY SOCCER ASSOCIATION

Bylaws June 1st, 2022

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

48 Association as defined by these by-laws or as authorized under the charter issued by the WYS;
49 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 or admitted by a vote of the Board of Directors; the Federation articles of incorporation,
73 bylaws, policies, and requirements take precedence over and supersede the governing
74 documents and decisions of Federal Way Soccer Association and its members to the extent
75 applicable under Washington State law; and the Federal Way Soccer Association and its
76 members will abide by the articles of incorporation, bylaws and requirements of the Federation
77 and of the Washington State Youth Soccer 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.
152

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 1. 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

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

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

- 223 1. Enforcing the FWSA and WYS by-laws, procedures, and rules.
- 224 2. Approval and operation of any and all tournaments sponsored by the Association.
- 225 3. Approval or removal of the Association Board of Directors.
- 226 4. Recommendations to the Board of Directors for suspension or removal of the
227 Association officers.
- 228 5. Review and make recommendations on matters to be submitted to the Board of
229 Directors.
- 230 6. Sign order on the treasury.
- 231

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

- 233 1. The Board shall be elected at the Annual General Meeting by the Associations voting
234 membership, as follows:
 - 235 a. Officers to be elected on ODD numbered years are: President, Fields Director,
236 Secretary, and Webmaster
 - 237 b. Officers to be elected in EVEN numbered years are: Vice President, 2nd Vice
238 President of Administration, Registrar, and Treasurer
- 239 2. Thirty (30) days prior to the Annual General Meeting notification stating the date and
240 place of the election shall be mailed electronically to each member of the Body.
- 241 3. Nominations shall be accepted from the floor at the election.
- 242 4. Prior to each election, the President shall appoint a person who is not a candidate for
243 office to conduct the election. That person shall appoint a minimum of two (2) tellers and
244 a secretary to pass out, collect, and count the ballots in the presence of the election
245 chair. Ballots may be distributed in advance by this committee as part of the procedure
246 of signing in. The election results shall be announced to the membership by the election

- 247 chair who shall state the number of eligible votes, the number of votes counted, the
248 number of votes necessary to elect, and the results of the balloting.
- 249 5. A majority of votes cast shall be necessary to elect.
 - 250 6. In the event an objection is raised, a recount of the ballots may be approved by the
251 a. Board of Directors in a weighted, roll call vote. In the event a recount is
252 authorized, each person running for office shall be entitled to appoint one person
253 to monitor the recount.
 - 254 7. The election chair shall then entertain a motion to destroy the ballots.

255 **SECTION 4 Term of Office**

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

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

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

276 **A. PRESIDENT:**

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

290 **B. VICE PRESIDENT:**

- 291 1. Attend all Association meetings
- 292 2. Submit a report on his activities at each meeting
- 293 3. Assume the President's duties in his absence.
- 294 4. Assist the President as required
- 295 5. He shall be responsible for communication and education of all officers and committee
296 Directors on the Board of Directors regarding their duties and activities of their position.
- 297

- 298 6. He shall be responsible for all FWSA fund raising activities
299 7. He shall be a voting member of the Board of Directors.

300

301 **C. SECRETARY:**

- 302 1. Attend all Association meetings.
303 2. Submit a report on his activities 310 at each meeting.
304 3. Attend to and file all correspondence and maintain a business address for the
305 Association.
306 4. He shall record and prepare the minutes for all meetings of the Board of Directors and
307 the Association.
308 5. He shall distribute to all Board members and mail member organization Presidents
309 copies of such minutes no later than two weeks from previous Association meeting.
310 6. He shall provide timely notifications of the time and place of Board of Directors meetings
311 to all members of the Board of Directors.
312 7. He shall help the President prepare meeting agendas.
313 8. Call role of the Board.
314 9. He shall be a voting member of the Board of Directors.

315

316 **D. TREASURER:**

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

337

338 **E. REGISTRAR/RISK MANAGER**

- 339 1. Attend all Association meetings.
340 2. Submit a report on his activities at each meeting.
341 3. Coordinate Annual Player registration within the Association.
342 4. Verify age of all players registered in the Association.
343 5. Maintain an up to date file on all players, teams, and coaches.
344 6. He shall direct the club registrars in the processing of registration and
345 1. transfer of players, maintenance, and update of rosters.
346 7. He shall maintain liaison with the WYS Registrar.
347 8. Handle all transfers to and from teams, and to and from clubs and Associations as
348 required by deadlines.

- 349 9. Establish deadlines for league registrations, state cups, and player transfers as needed.
350 10. Be responsible for ensuring that all club and Association members who work with
351 children, such as, but not limited to, the Board of Directors, Executive Board, Head and
352 Assistant Coaches, Team Managers, fill out and return to the WYS, a Washington State
353 Youth Soccer Association Volunteer form, Washington State Patrol clearance form, in
354 addition to any other FWSA or WYS required security form.
355 11. Maintain a liaison and work with the WYS Risk Manager.
356 12. He shall be a voting member of the Board of Directors.
357

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

- 359 1. Attend all Association meetings.
360 2. Submit a report on his activities at each meeting.
361 3. Preside over all Association Disciplinary matters.
362 4. He shall be responsible for prompt disposition of all protests, letters of information,
363 complaints, appeals, and direct the proper committee to hold preliminary hearings and
364 file a report within seven days of validation.
365 5. He shall also report to the Board of Directors on all such matters concerning protests,
366 letters of information, complaints, or appeals.
367 6. He shall attend or send a representative to all District and State disciplinary committee
368 meetings as needed.
369 7. He shall appoint and chair the By-law Committee and review the by-laws yearly and
370 submit proposed changes to the FWSA By-laws, in their proper format, to all Association
371 members, a minimum of 30 days before the FWSA AGM or special board meeting.
372 8. Establish a Disciplinary pool to be called upon as needed.
373 9. He shall be a voting member of the Board of Directors.
374

375 **G. FIELDS DIRECTOR:**

- 376 1. He shall report on the availability and utilization of fields within the Federal Way
377 1. area.
378 2. He shall maintain liaison with the Parks Department and other organizations regarding
379 use, condition, and availability of fields for playing soccer.
380 3. He shall coordinate the activities of member organizations in acquiring and improving
381 fields for soccer.
382 4. He shall be the representative to the Recreation Council meetings.
383 5. He shall be a voting member of the Board of Directors.
384 6. He shall assign fields to member organizations for practice and competition.
385

386 **H. WEBMASTER:**

- 387 1. He shall be responsible for the maintenance of a web site for the Federal Way Soccer
388 Association and its member organizations.
389 2. He shall maintain a "domain name" called "Federal Way Soccer" and shall have that
390 domain name "hosted" by a reputable ISP.
391 3. He shall maintain an E-mail account and will setup forwarding of E-mail addressed to
392 officers or officials of the FWSA. The "Website content" shall be at the direction of the
393 Board of Directors.
394 4. The Webmaster will be responsible for design and graphics contained on the web site.
395 5. The Webmaster shall be a voting member of the Federal Way Soccer Association.
396 6. He shall report on the status of the website at the Association meetings.
397

398 **Article 9 Appointed Chairpersons**

399 **SECTION 1 Appointed Chairpersons Positions**

400 The Appointed Chairpersons positions shall be:

- 401 1. Chairman of Tournament Committee
- 402 2. Director of Coaching (ex-officio)

403

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

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

406

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

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

414 **B. DIRECTOR OF COACHING:**

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

417

418 **SECTION 3 Appointment of Chairpersons:**

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

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

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

422 stated

423

424 **SECTION 4 Terms of Office:**

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

431

432 **Article 10 Meetings**

433 **SECTION 1 Annual General Meeting**

- 434 1. The Association Annual General Meeting must be held before the WYS AGM.
- 435 2. Notification of the meeting and its agenda and any proposed by-law revisions, in addition
- 436 to a list of candidates for each elected office, shall be made available to all FWSA
- 437 Board of Directors members at least 30 days prior the Annual General Meeting.
- 438 Notification shall be issued to each member organization so that they may distribute it to
- 439 their various teams no later than fifteen (15) days prior to the Annual General Meeting.
- 440 3. The order of business at the AGM shall be as follows:
 - 441 a. Roll call
 - 442 b. Credentials
 - 443 c. Minutes
 - 444 d. Officer's reports
 - 445 e. Committee reports
 - 446 f. Unfinished business
 - 447 g. Proposals (by-law changes)
 - 448 h. New business
 - 449 i. Election of officers

- 450 j. Presentation of awards
- 451 k. Good of the game
- 452 l. Adjournment

453

454 **SECTION 2 Voting at the AGM**

455 Voting privileges at the AGM will be subject to the following:

- 456 1. Elected member of the FWSA Board of Directors (1 vote each)
- 457 2. One representative from each member organization, which will hold 4 total votes each.
- 458 3. Proxy votes shall not be allowed.

459

460 **SECTION 3 Regular Scheduled Meetings**

461

462 1. A quorum of the Board of Directors shall consist of five or more elected officers and fifty
463 percent (rounded to the next higher number) or more of the representatives from the
464 member organizations.

465 2. The Association Board shall meet on a monthly basis or as needed with time and place
466 specified by the Association President.

467 3. Special meetings of the Board of Directors may be called at the discretion of the
468 President to resolve matters that may arise between the regular meetings of the Board
469 including amendments to bylaws.

470 4. An agenda will be established by the President and made available before each
471 meeting.

472 5. Agenda for the meeting shall be:

- 473 a. Call to order
- 474 b. Roll call
- 475 c. Minutes
- 476 d. Officer's reports
- 477 e. Committee/Chairpersons reports
- 478 f. Unfinished business
- 479 g. New business
- 480 h. Good of the Game
- 481 i. Adjournment

482 6. Association meetings shall last no longer than two (2) hours.

483 7. The rules contained in the current edition of Robert's Rules of Order newly revised, shall
484 govern the Association in all cases to which they are applicable and in which they are
485 not inconsistent with these by-laws and with any special rules of order the Association
486 may adopt.

487

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

489 1. The following have the right to vote at any meeting:

- 490 a. Elected member of the FWSA Board of Directors (1 vote each)
- 491 b. One representative from each member organization, which will hold 4 total votes
492 each.

493 2. Proxy votes shall not be allowed.

494

495 **SECTION 5 Attendance at Meetings:**

496 Attendance at regular meetings and the AGM is mandatory for all Executive Board members.

497 Any Executive Board member unable to attend must send a proxy voter with his (board
498 member's) written vote. Any executive Board member, or Appointed Chairperson, missing two
499 (2) meetings consecutively, may be asked to vacate that office.

500

501 **SECTION 6 Special General Meetings:**

- 502 1. Special General Meetings shall be called only for the purpose of removing an elected
503 3. officer.
504 2. The order of business at such meetings:
505 a. Roll Call
506 b. Credentials
507 c. Report by the tribunal
508 d. Vote on the report
509 e. Adjournment
510 3. One vote may be cast per registered team in addition to voting member.
511 4. Special General Meetings may be convened by request of the President, or two (2) or
512 more of the elected officers, or 30% or more of the Association membership.
513

514 **Section 7 E-Mail Voting:**

- 515 1. The topic must have been discussed at the most recent regular meeting.
516 a. At the meeting the board must agree by simple majority to hold a vote by Email.
517 2. Through Email a motion and second must be received by the President and Secretary.
518 3. 100% of the board must vote by the dead line set in the Email requesting a vote.
519 a. Upon completion of the vote or expiration of time, the board will be notified of the
520 result via Email.
521 4. The Secretary will collect and tabulate the votes and report the results at the next
522 1. scheduled monthly meeting.
523

524 **Article 11 Finances**

525 **SECTION 1 Fiscal Year**

526 The fiscal year of this Association shall begin at 12:01 am on May 1st, and the end at 11:59 pm
527 on April 30th of the following year. All financial rules and regulations are in effect during the
528 twelve (12) months of the fiscal year.
529

530 **SECTION 2 Budget:**

- 531 1. The Treasurer, with the support of the Association Executive Board, shall prepare a
532 proposed budget for the next fiscal year. Copies of the proposed budget, by line item,
533 shall be submitted to the Association Board of Directors, at least thirty (30) days prior to
534 the meeting at which it is adopted. Copies of the approved budget, by line item, shall be
535 printed in the Annual report.
536 2. The budget shall be limited for any given year to expected income plus reserve for that
537 year. The total budget shall include no less than 10% contingency fund each year.
538

539 **SECTION 3 Registration Fees:**

- 540 1. Each player in FWSA shall pay a registration fee to his member organizations. FWSA
541 will then assess each member organization a per player fee to cover the WYS player
542 insurance and WYS player fees.
543 2. No player shall be denied the right to play soccer due to his/her inability to pay the
544 registration fee. All players unable to meet this fee shall declare hardship to his team
545 coach or the club registrar before the first scheduled game and uniform distribution.
546

547 **SECTION 4 Field Fund**

548 The organization shall establish and maintain a fund for the development and / or purchase of
549 fields. The FWSA Board of Directors shall administer said fund, including the establishment of
550 annual fees to be levied upon the members of the FWSA for the fund. A two-thirds affirmative

551 vote of a quorum of the FWSA Board of Directors is required before funds may be disbursed
552 from the field fund.

553

554 **SECTION 5 Annual Reports:**

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

- 556 1. President's report
- 557 2. Treasurer's report
- 558 3. Reports from each standing Committee Director
- 559 4. Reports from each member organization.

560

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

563

564 **SECTION 6 Audit:**

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

567

568 **Article 12 Fund Raising**

569 **SECTION 1 Fund Raising:**

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

574

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

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

579

580 **SECTION 3 Sponsorship:**

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

585

586 **Article 13 Insurance:**

587 **Section 1 Insurance:**

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

591

592 **SECTION 2 Insurance Claims:**

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

594

595 **Article 14 By-law Amendments**

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

597 1. Amendments to these by-laws may be affected at the Annual General Meeting or special
598 board meeting upon affirmative vote of the majority of the accredited delegates.

599 2. A proposed amendment to the by-laws must be submitted in writing to the Secretary of the
600 Association not later than thirty days (30) preceding the Annual General Meeting or special
601 board meeting.
602

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

604 Any case in which these by-laws are in conflict or become in conflict with the by-laws of the
605 WYS, the WYS will take precedence, and these by-laws shall be amended at the next Annual
606 General Meeting to eliminate the cause of conflict.
607

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

609 The Board of Directors, by two-thirds majority vote of a quorum of the Board of Directors, may,
610 from time to time, make temporary rules or regulations governing specific cases or occasions
611 ***not provided for in the existing by-laws***, but which may be necessary for carrying out the
612 purpose and objectives of the Association. Provisional rules that were approved during the
613 season shall remain in effect only until the next Annual General Meeting and must be submitted
614 for ratification at the next Annual General Meeting for adoption into the by-laws if approved by a
615 majority vote of a quorum of the eligible membership.
616

617 **Article 15 Player Registration**

618 **SECTION 1 Player Limitations:**

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

621 2. No player shall be denied the opportunity to participate, due to his/her inability to pay the
622 registration fee. Each member organization shall make every reasonable effort to assure that all
623 players under their authority receive the opportunity to participate in the game of soccer, and
624 thus will register said player as a hardship and allow said player to participate.
625

626 **SECTION 2 Player Registration:**

627 Each member organization must use the player registration process and system that is
628 approved by FWSA.
629

630 Each Club or teams coach shall be responsible to provide the items required, as defined by the
631 Association Registrar by stated deadlines. Club Registrar may have additional requirements and
632 earlier than Association deadlines.
633

634 **SECTION 3 Playing Down:**

635 As per WYS guidelines
636

637 **SECTION 4 Overage Players:**

638 Unless having been granted special permission by the FWSA and the WYS due to a physical or
639 mental disability, any team playing a player who is over age according to the above age
640 definitions listed in these by-laws, shall forfeit the game(s) in which such player takes part.
641

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

643 **Section 1 Player Participation:**

644 Member organizations shall have a policy in place for player participation that is appropriate for
645 age and level of competition of its players.
646

647 **SECTION 2 Member Organization Colors:**

648 Member organizations may reserve specific uniform color combinations for their exclusive use.
649 Organizations desiring to take advantage of this option should contact the Association
650 Secretary, and if there is no prior color reservation conflict, the specific color combination
651 thereof will be assigned to the exclusive use of the requesting organization.
652

653 **Article 17 Team Sponsorship and Donations**

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

655 Each team may actively seek their own sponsor or donations, and such moneys paid to the
656 team may be used for the team's expenses. All sponsors must be approved by the member
657 Organizations Board of Directors and comply with Article 12 sections 1, 2, and 3 of these by
658 Donations from individuals through company programs must be used for team expenses if
659 donor is expecting it to be a tax deduction. Monies cannot be credited to a specific player unless
660 the tax deduction is being waived. Donations from family or friends to a specific player account
661 are not tax deductible. Refer to IRS Publication 526 for more information
662

663 **Article 18 Team Staff**

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

665 Each team in FWSA must have a head coach who is at least 18 years of age. Every individual
666 on each team or a person who works with the players MUST register and submit a request for
667 risk management back ground check through the association's registration tools
668

669 **Article 19 Rules of Competition**

670 **SECTION 1 Organized Teams:**

671 Member Organizations shall organize teams within their various designated age divisions. All
672 such teams will be registered with the Association Registrar, and all teams so registered will be
673 organized into leagues and scheduled in accordance with each leagues rules and policies.
674

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

676 Teams from outside Federal Way Soccer Association may affiliate with FWSA for Regional Club
677 purposes only. Affiliation fees, if any, will be set annually by the Board of Directors. All said
678 teams will adhere to the FWSA By-laws.
679

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

681 Each year the Association will establish a date after which time players may not be added to the
682 roster of any team affiliated with a member organization.
683

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

685 FWSA will provide support as required to support member organizations participation in
686 jamboree, tournaments, and State Cup matches.
687

688 **Article 21 Disciplinary Procedure**

689 The FWSA Disciplinary Committee shall have the power to discipline any FWSA member,
690 player, coach, or parent whose actions have willfully violated these by-laws, constitution or
691 operating procedures or who's actions are detrimental to the purposes of the FWSA. Penalties
692 may consist of, but are not limited to, warnings, temporary or permanent exclusion from the
693 activities of the FWSA.
694

695 A claim of ignorance of these policies, procedures or by-laws shall not be satisfactory grounds
696 for the alteration or waiving of such polices or procedures.
697

698 The Association 2nd VP of Administration will advise and follow the appropriate governing
699 body's documents while conducting investigations and hearings.
700

701 **SECTION 1 Disciplinary Committee:**

- 702 1. The Disciplinary Committee shall have sole responsibility for disciplinary
703 recommendations.
704 2. Any parties' directly/indirectly involved in alleged violation shall not serve on the
705 Disciplinary Committee proceedings.
706 3. Disciplinary Committee shall be formed from a disciplinary pool and shall consist of a
707 minimum of two (2) non-partisan persons plus the Disciplinary Chair.
708 4. The Disciplinary Committee shall be formed on an as need basis.
709 5. The Disciplinary Chair shall vote only in a tie.
710

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

712 Any hearing of a protest, appeal, or allegation of misconduct must be as the result of a properly
713 submitted written and signed cause of action. No hearing or other administrative action shall
714 result from circumstances or charges which are only communicated verbally.
715

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

717 Contact the 2nd Vice-President of Administration for guidance on the filing and processes for
718 hearing, protests, and appeals.
719

720 **SECTION 4 General Grievances:**

721 A grievance is a complaint of a general nature, which is not based upon specific rule violations
722 or upon a specific administrative decision (or lack of decision). General grievances are not
723 handled through protest, appeals, or disciplinary hearing processes.
724

725 Grievances may be heard on an informal basis by the appropriate competition authority.
726

727 The Member organizations grievances shall be heard by their respective Executive Boards, and
728 then appealed to the FWSA Executive Board.
729

730 **SECTION 5 Tribunals:**

731 Upon two-thirds affirmative vote of a quorum of the Board of Directors a Tribunal shall be
732 appointed by the Board and chaired by the FWSA 2nd VP of Administration, to review the
733 conduct of an officer. Such Tribunal shall consist of Association members not then serving on
734 the Board of Directors. Each member organization shall be represented on the Tribunal. The
735 Tribunal shall serve for thirty calendar days. Upon unanimous vote of the Tribunal, a Special
736 General Meeting shall be called for the purpose of removing an elected officer from office prior
737 to the expiration of his term. Upon two-thirds vote of a quorum of accredited delegates at such a
738 meeting, the office shall be declared vacant, and shall be subsequently filled in accordance with
739 these by-laws.
740

741 **SECTION 6 Referee/linesman Abuse and Assault:**

742 This club will have a zero tolerance against referee abuse or assault. Any allegations of abuse
743 or assault against a game official (head and assistant) will be immediately directed to the
744 appropriate governing Board or committee for review and possible disciplinary action.
745

746 **SECTION 7 SPECTATOR CONDUCT:**

747 In general, the game is to be observed in a manner consistent with a safe physical and
748 emotional environment for the participants. Spectators are expected to conduct themselves
749 accordingly. Smoking or consumption of alcoholic beverages at the game site is prohibited.
750 Spectators are allowed to watch the game from the middle ½ of the sidelines and shall be no
751 closer than two (2) yards from the touchline. Spectators must remain between the penalty
752 areas.

753

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

757

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

761

762 **SECTION 8 Disciplinary Hearings:**

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

765

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

769

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

773

774 **Article 22 Coaches Code of Ethics**

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