

# Neah Bay Soccer Club



## BYLAWS

Approved 01/23/08

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# **Neah Bay Soccer Club Bylaws**

## **ARTICLE I. NAME AND OBJECTIVE**

Section A. The name and objective of this organization shall be stated in Article I. Section A. through E. of the Constitution of the Neah Bay 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 officers use their official capacities to endorse any commercial enterprise or partisan interest. The Club may from time to time, or as necessary, endorse projects serving the betterment or development of soccer.

## **ARTICLE III. AFFILIATION**

Section A. This Club shall be affiliated with the Olympic Youth Soccer Association (OYSA) and shall be subject to the Rules and Regulations of that body.

## **ARTICLE IV. ORGANIZATION**

Section A. Youth residing within the boundaries of Neah Bay Soccer Club (NBSC) and wishing to play soccer sanctioned by Washington State Youth Soccer Association (WSYSA) shall register annually with NBSC, unless playing for other clubs within District IV. Acceptance of player registration is subject to approval of the Board.

1. This Club may, with the approval of OYSA, accept affiliation of teams outside the boundaries of this Club.
2. Any team organized outside the boundaries of the Club may seek affiliation with NBSC, but only with the approval of this Club and OYSA.
  - a. Application for affiliation in this Club as an affiliated team shall be submitted in writing to the Secretary, accompanied by a copy of the applicant's roster (the form to be provided by this Club). The application shall include the name of the team, the coach, and the name and address of players. The application must be presented to the Board of Directors at the next meeting after the application has been received by the Secretary.
  - b. Application for affiliation with the Club shall be by a majority vote of the Board.

Section B. The 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 Association league play until all dues and fees are paid.
2. All persons requesting membership with this Club shall register annually. 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. Only teams properly affiliated and in good standing shall be permitted a voting team representative at Club business meetings.

Section D. Any team wishing to leave the jurisdiction of the Club, once affiliated, in order to affiliate with any other Club governed by OYSA, must apply in writing to the Secretary of the Club, who must initiate action to effect the change within thirty (30) days.

Section E. It shall be understood that upon acceptance in this Club, it will be the duty of that team to

comply with the Constitution and Bylaws, published by this Club, as from time to time amended.

Section F. All unaffiliated teams requesting use of facilities of NBSC shall be assessed a user's fee to be determined by the Board annually.

Section G. 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 V. ADMINISTRATION**

Section A. This Club shall be governed by its Constitution and Bylaws and the Rules and Regulations as published by OYSA. The governing authority of this Club shall be in the voting members of this Club as defined in the NBSC Bylaws Article IV. Section C.

Section B. Financial matters and daily operating decisions regarding the business of this Club, shall be conducted by a committee composed of seven (7) elected officers as described in Article III of the Constitution. This committee shall be known as the Board of Directors, hereinafter known as the Board.

1. Policy and interpretations of the Constitution and Bylaws, is the duty of the Board serving the interests of the Club members. Statements or actions by individual Board members shall not be construed as Board policy.
2. It shall be the duty of each affiliated team to elect or appoint a representative to attend Club business meetings, whose team representative duties shall commence on September first of each year or the first meeting following the acceptance of affiliation.

**Duties of Team Representative:**

- a. Shall be thoroughly familiar with the Constitution and Bylaws of this Club and the Rules and Regulations published by OYSA.
  - b. Represent their team on all matters concerning this Club's policy.
  - c. Be present at all Business meetings of the Club.
  - d. Serve as liaison between the Club and their team.
  - e. Help promote adult interest and request desirable person(s) to assist in the development of the game.
3. Each affiliated team shall submit the name of the Team Representative and an alternate to the Club Secretary prior to the first match of the season.
  4. In decisions involving amendments to the Constitution and Bylaws, the Officers of this Board shall not vote, but all other members as outlined in Article 2, Section A of the Constitution present at the AGM shall have one (1) vote. On all other Club business, including amendments to Bylaws, which can only be changed at a Regular Business Meeting, each Officer of the Board and each team will have one (1) vote.
  5. If, in the opinion of the Board, an officer is found to be neglecting his/her duties as outlined by the Constitution or Bylaws, the Board shall be empowered to relieve the said officer from office.
    - a. Removal from office shall require a two-thirds (2/3) vote of those voting members present and in good standing.
  6. If any business shall directly affect any Board member(s), they shall absent themselves during the vote resulting from the proceedings.
  7. The Board shall be responsible for and have sole authority to:
    - a. Approve all regular scheduled or exhibition youth matches involving member teams, "Select" or "International" teams.
    - b. Approve of all affiliated memberships.
    - c. On recommendation of the OYSA or District IV Disciplinary Committee, suspend, ban completely or otherwise discipline, after hearing, any coach, player, manager, assistant, or Club officer from membership of this Club.
    - d. Establish, revise and maintain club policies for registration, and any other policies deemed necessary by the Board to carry out the objectives of the Club.

## ARTICLE VI. MEETINGS

Section A. Annual General Meeting: An Annual General Meeting shall be held on or before November 30th of each year. Notification of this meeting shall be mailed to affiliated Team Representatives thirty (30) days prior to such meeting, and shall include a copy of the recommendations of the Nomination Committee, any proposed amendments to the Constitution, and any resolutions offered for consideration of the assembly and proposed budgets for the next fiscal year, January 1 to December 31.

1. Order of Business - Recommended order of business of the AGM is as follows:
  - a. Roll Call of all Board members and Team Representatives
  - b. Minutes of previous AGM
  - c. Written Officer's Reports
  - d. Proposed Amendments to the Constitution
  - e. New Business for next AGM
  - f. Report of the Nomination Committee
  - g. Election of Officers
  - h. Adjournment
2. The Board shall have the authority to validate any election based upon the votes cast the AGM, discounting any ineligible person's vote.

Section B. Business Meetings - The Board of Directors shall establish and publish a schedule of at least eleven (11) regular Business meetings each year. The first of these shall be held on or before November 30th of each calendar year.

1. Seventy-two (72) hours notice must be provided for any special meeting.
2. The recommended Order of Business at the regular business meeting is:
  - a. Roll call
  - b. Minutes
  - c. Communications
  - d. Officer's Reports
  - e. Committee Reports
  - f. Team Representative's Reports
  - g. Unfinished business
  - h. New business
  - i. Adjournment
3. The Board may call an emergency meeting of the general membership to consider same, or table to the next AGM.
4. Upon appeal from the floor, the Board may, with a two-thirds (2/3) vote of Team Representatives present and the Board, set aside the published agenda and consider special business.
5. A quorum for the transaction of business at meetings shall be at least four (4) officers and all other Team Representatives present at the start of the meeting.
  - a. Voting by proxy shall not be allowed, only Team Representatives present, on record, and in good standing shall be entitled to vote.
6. 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 Constitution, Bylaws, and Rules and Regulations of this Association.

## ARTICLE VII. COMMITTEES

Section A. The President shall appoint, subject to Board approval, the Chairperson of the following committees, which are composed of at least three (3) members. The President or each committee chairperson is empowered to appoint committee members.

1. Nomination Committee:

The committee shall enlist those members wishing to run for a vacant office of the Club.

2. Audit Committee:  
The committee shall audit the books and accounts once yearly for presentation of the Annual General Meeting.
3. Bylaws Revision Committee:  
The committee may submit recommendations for amendments to the Constitution and Bylaws at any regular meeting.

### **ARTICLE VIII. AMENDMENTS**

Section A. Changes or amendments to these Bylaws may be effected as described in Article V., Section B., Paragraph 4 of these Bylaws.

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

1. Have been submitted to the Secretary by a Club member.
2. The Secretary shall enter the proposed amendment in the minutes of the next regular meeting under "Communications". Upon entering the minutes, it shall be immediately tabled until the following regular meeting.
3. At the following regular meeting, the Order of Business as described in Article VI, Section B., Paragraph 5 shall be set aside after "B. Minutes". At this time, the Secretary shall take from the table for consideration by the Board, the proposed amendment.
  - a. Debate on the proposed amendment shall be limited to one (1) hour. 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 V., Section B., Paragraph 4 of these Bylaws.
5. Upon approval, the Secretary shall publish and mail to every coach and Club Officer the approved amendment(s) within twenty (20) days of approval; and this shall become effective thirty (30) days after approval.

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

Section A. In the event of the dissolution of this Club, legal counsel shall be retained by the Board, for distribution of assets to OYSA after all liabilities have been settled, as specified in Section 501 (C) of the Internal Revenue Code of 1954, as from time to time amended.