

## **PUYALLUP SOCCER CLUB BYLAWS**

### **ARTICLE I - EXECUTIVE BOARD**

**Section 1** The Executive Board (Officers) of Puyallup Soccer Club (“PSC”) shall consist of the Elected Offices of President, Vice- President, Secretary, Treasurer, Registrar, and Ways and Means Officer, and others appointed and approved by a majority of the Board of Directors.

**Section 2** These Officers shall be elected by a simple majority at the Annual General Meeting (“AGM”) of the Club for a term of one (1) year, except for the Registrar who shall be elected to a two year term. Said term shall commence on the 1st day of April. The old and new officers shall work together between the date of the AGM and April 1st.

**Section 3** The Executive Board is assigned the general duty of conducting day-to-day business and administering the affairs of PSC to include, but not be limited to, the following:

- (a) Enforcing the Articles of Incorporation, the Constitution and Bylaws of the Club and the Rules and Regulations of TPCJSA and WSYSA;
- (b) Acting as a liaison for all members in matters dealing with TPCJSA;
- (c) Recommending to the Board of Directors the approval, suspension or expulsion of any Club officer, coach, team, committee chairperson or individual.
- (d) Appointing chairpersons to serve for the following positions:

**GAMES DIRECTOR – FULL FIELD:** The Games Director - Full Field is responsible for:

- (1) Administering and supervising any and all organized competition in the Club;
- (2) Representing the Club to the TPCJSA Games Committee for drafting of home league competition schedules;
- (3) Maintaining records of league standings;
- (4) Coordinating the use of goals, nets, flags and cones; and
- (5) Coordinate Games to be covered by Pierce County Referee’s Association.

**MOD DIRECTOR:** The Mod Director shall be the primary promoter and source of MOD level soccer's new player's enrollment and shall coordinate these activities with the Public Relations and Registration Committees. The Mod director shall:

- (1) Promote, organize and administer the MOD soccer teams in accordance with the format stated in the Rules and Regulations;
- (2) Provide training for new coaches which shall include, without limitation, the following:
  - (i) Laws of the Game;
  - (ii) TPCJSA Constitution, Bylaws and Rules and Regulations;
  - (iii) Basic soccer skills films, videos and lectures; and
  - (iv) Basic soccer skills field work.
- (3) Provide all of the above on a continuing basis; and
- (4) Serve as the main liaison between MOD coaches and the Club.

**REFEREE DIRECTOR:** The Referee Director is primarily responsible for the the following:

- (1) Actively recruit referees and linesmen;
- (2) Schedule referee and linesmen clinics;
- (3) Keep records of all Club referees and their qualifications;
- (4) Schedule referees for all Club home games from the Club referee roster; and
- (5) Recommend fee schedules of referees to the Board of Directors.

**EDUCATION DIRECTOR:** The Education Director is primarily responsible for the following:

- (1) Organize, publicize, conduct or supervise training clinics for players coaches and parents;
- (2) Actively recruit new coaches and recommend for approval by the Executive Board annually or when needed. Maintain a list of all active coaches and recommend any changes necessary for the benefit of the Club;
- (3) Be the Club's librarian and custodian of training aids;
- (4) Provide a yearly inventory of training equipment and supplies; and

- (5) Be the second alternate representative to the TPCJSA Board of Directors.

NEWSLETTER AND PUBLICITY DIRECTOR: The Newsletter and Publicity Director shall:

- (1) Handle publicity for the Club to include registration flyers and notices to newspapers;
- (2) Compile, publish and send the PSC Annual Report to TPCJSA;
- (3) Compile, publish and distribute the PSC newsletter; and
- (4) Maintain PSC web site with current information.

FIELDS DIRECTOR: The Fields Director shall be responsible for:

- (1) Appointing and chairing the Fields Committee responsible for repair and preparation of the fields for competition;
- (2) Scheduling of practice facilities. Priority will be given to teams with members on the “work parties” (scheduled gatherings of club members specifically for the repair and maintenance of fields);
- (3) Maintaining a list of field dimensions and locations. Submit the updated list to TPCJSA annually by August 1; and
- (4) Approving of all fields to be used.

EQUIPMENT DIRECTOR: The Equipment Director is primarily responsible for the maintaining of Club equipment. The Equipment Director shall:

- (1) Procure, inventory, store and distribute all Club equipment and uniforms;
- (2) Be a member of the Budget Committee;
- (3) Inventory and dispense keys and locks to the equipment sheds; and
- (4) Provide a yearly inventory of team equipment, uniforms and field equipment.

Section 4 Any officer being absent without cause from three (3) consecutive meetings or being negligent in duties to PSC shall be subject to suspension or removal by the Board of Directors.

Section 5 Duties of the Executive Board Officers are:

PRESIDENT: The President shall supervise all activities of PSC. The President shall:

- (a) Conduct all meetings;
- (b) Be the general representative for PSC in all matters, particularly in regard to public relations with the local community;
- (c) Appoint special committees and chairpersons, subject to the approval of the Executive Board;
- (d) Appoint persons to fill any vacancies in the PSC Executive Board, subject to approval of the Board of Directors;
- (e) Be an alternate representative to the TPCJSA Board of Directors;
- (f) Be one of the signatories authorized for drafts on the Club treasury;
- (g) Authorize expenditure of Club funds on an emergency basis not to exceed \$50.00, and
- (h) File the Club's correspondence and documents.

VICE-PRESIDENT: The Vice-President shall:

- (a) Assume the duties of the President in his/her absence;
- (b) Supervise the activities of the committees listed and give the committee reports at the meetings. These committees shall include, but not be limited to, the following:
  - (1) ETHICS - (2 coaches, 1 officer and 2 Club members). The Ethics Committee will be a standing committee with members selected at the February Board of Directors meeting. The Ethics Committee is responsible for investigating complaints filed with the Club against any member of the Club; i.e., officer, coach or general member.
    - (i) In the event that a member of the Ethics Committee is the subject of a complaint, an alternate shall be appointed to replace him/her by the Vice-President, subject to approval of the Board of Directors.
    - (ii) Upon completion of its investigation, the Ethics Committee shall present a recommendation to the Executive Board.

- (2) NOMINATING - (minimum of 3 Club members). The Nominating Committee will recruit volunteers for all Executive Board positions and conduct the election proceedings at the AGM.
- (3) AWARDS - will procure awards and conduct the awards ceremony (s).
- (c) Be primary representative for the Club to the TPCJSA Board of Directors;
- (d) Be one of the authorized signatories for drafts on the Club's treasury; and
- (e) Be the Club's Parliamentarian.

SECRETARY: The Secretary shall:

- (a) Provide all clerical support to the Board to include, but not be limited to, notification of meetings and recording, publishing and distributing the minutes of all meetings of the PSC Board of Directors and Executive Board meetings to each member of the Board of Directors, to include a copy to the TPCJSA Secretary;
- (b) Inform the TPCJSA Secretary of any changes in the PSC Articles of Incorporation, Constitution and Bylaws; and
- (c) Maintain lists of Team Representatives and their attendance at Board of Directors meetings.

TREASURER: The Treasurer shall be the custodian and disbursing officer of all funds accumulating to the Club, shall maintain these funds in an account or accounts in a state chartered bank in the name of PSC, and shall present and distribute a written report at all regular business meetings. The Treasurer shall:

- (a) Maintain a financial ledger of all funds received and distributed which shall be available for inspection by the Board of Directors at any time.
- (b) Make all transactions by check;
- (c) Verify all checks for signature by the Treasurer and/or President and/or Vice-President and/or Ways and Means Officer, in that order of priority, there always being at least two signatures on each issued check;
- (d) Disburse funds only as authorized by the budget or the Board of Directors or the President under the power vested in him by these articles;
- (e) Chair the Budget Committee meetings and prepare the annual budget. The Budget Committee shall consist of the Treasurer, Ways and Means Officer, at least one

other Executive Board member, and such other persons as the Executive Board shall designate from time to time;

- (f) Publish a financial statement, including income and expenditures for the past year, to be presented at the AGM as part of the Annual Report;
- (g) Arrange for a yearly audit of the Club's financial records in April and each time there is a change in the office of the Treasury; and
- (h) Collect and maintain records of revenues and expenditures submitted by individual teams.

REGISTRAR: The Registrar shall be responsible for all of the following activities:

- (a) Represent the Club to the TPCJSA Registrar;
- (b) Organize and conduct registration for all players in accordance with TPCJSA and WSYSA directives;
- (c) Maintain all Club registration records. Maintain current and past records on affiliated team applications, rosters, and birth verification information. Records must be kept for a minimum of five (5) years;
- (d) Verify and record age of players;
- (e) Coordinate all Club insurance matters with TPCJSA or appoint another individual to do so;
- (f) Coordinate team registration information with the Education/Referee Officer and Newsletter and Publicity Officer;
- (g) Supply registration forms in local schools before summer vacation; and
- (h) Coordinate and manage the Club's risk management program.

WAYS AND MEANS OFFICER: The Ways and Means Officer shall be responsible for organizing, conducting or supervising all club fund raising activities. All fund raising functions (team and Club) must be approved by the Board of Directors. The Ways and Means Officer shall:

- (a) Be one of the signatories for Club checks;
- (b) Be a member of the Budget Committee;
- (c) Provide a year-end summary report of fund raising activities.

## ARTICLE II. BOARD OF DIRECTORS

Section 1 The Board of Directors shall consist of the Executive Board and the Team Representatives. Each member of the Board of Directors shall have one (1) vote. There shall be no proxy votes.

Section 2 The Team Representatives consist of one representative from each affiliated Club team. The primary representative for each team shall be the team's coach. An alternate may be selected by the coach. Each coach shall submit a list of not more than three (3) alternates from his/her team membership to the Secretary, any of whom may serve as Team Representative in the coach's absence.

Team membership shall be defined as the Assistant Coach, player parent or guardian or player over the age of 18 from that team.

Duties of the Team Representative shall include:

- (a) Being familiar with the Club Constitution and Bylaws and TPCJSA directives;
- (b) Be present at Board of Directors meetings and represent their team in all matters before the Board;
- (c) Serve as liaison between the Board and the team or team parents;
- (d) Help promote adult interest and request desirable persons to assist in the development and management of the game and the Club; and
- (e) Give a report of team activities at Board meetings.

Section 3 The duties of the Board of Directors shall include, but not be limited to, the following:

- (a) Establish geographic boundaries for jurisdiction of the Club, with approval of TPCJSA;
- (b) Vote on amendments to these Bylaws, Policies, Rules and Regulations;
- (c) Approve the budget and supplementary budget items;
- (d) Vote on requests from TPCJSA and other bodies;
- (e) Vote on written requests and petitions from Club members;

- (f) Determine the yearly registration fees; and
- (g) Approve appointments to the Executive Board.

### **ARTICLE III. COACHES**

Section 1 All coaches should be thoroughly familiar with WSYSA and TPCJSA rules and regulations and the Laws of the Game; and shall conduct themselves accordingly.

Section 2 All new coaches are required to attend PSC's Orientation Clinic. Coaches are encouraged to attend WSYSA Coaching Clinics and Referee Clinics, of which PSC will pay 50% of approved clinic fee upon successful completion. 1995 Risk Management must be completed by all coaches/managers and Board of Director members.

Section 3 Coaches or acting coaches shall be responsible for the conduct of their assistants, players and players' parents.

Section 4 Coaches have the power to take reasonable actions to maintain discipline in accordance with applicable directives and accomplished practices including player suspension pending review by the Board no later than the next Board meeting.

Section 5 Coaches shall represent their team in accordance with Article II, Section 2 of this document.

Section 6 Coaches are responsible for seeing that nets and corner flags are installed before games and removed after games.

Section 7 Coaches will complete and submit referee assessment forms for each game as requested by Pierce County Referees' Association.

Section 8 Coaches are responsible for eligibility verification of all players assigned to their team roster.

Section 9 Coaches who knowingly play an unregistered player will be subject to immediate suspension and all games in which the unregistered player played will be forfeited.

Section 10 Coaches are required to sign a Washington State Youth Soccer Risk Management Form before coaching.

Section 11 Any coach that knowingly takes part in promoting a team to move from the Puyallup Soccer Club to another club, which is covered by State and Association rules, will be found in bad standing and turned over to the ethics board for review. Suspension from coaching is among the penalties available to the ethics board for violation of this rule.

## **ARTICLE IV – RULES AND REGULATIONS**

All members of the PSC shall abide by the PSC standing Rules and Regulations.

### **Section 1      PLAYER REGISTRATION:**

- (a) Player registration will be conducted in accordance with the Rules and Regulations of TPCJSA and WSYSA.
- (b) Registration will be conducted through the Club Registrar.
- (c) Players will not be allowed to participate in any game or practice until properly registered and rostered.
- (d) All players must carry insurance as required by TPCJSA and WSYSA.
- (e) Teams will be organized by age, sex and will play in age divisions as specified by TPCJSA and WSYSA rulings.

### **Section 2      TEAM SIZE :**

Team Size will be the same as required by TPCJSA and WSYSA.

### **Section 3      TRANSFER OF PLAYERS:**

Transfer guidelines must coincide with the rules set forth by TPCJSA and WSYSA.

### **Section 4      UNIFORMS AND EQUIPMENT:**

- (a) Uniforms for member teams shall be required for all games.
- (b) No player shall be permitted on the field of play without a uniform.
- (c) Shin guards are mandatory for all players.
- (d) Full field players shall have numbers printed on the back of each uniform shirt.

## **ARTICLE V – MEETINGS**

**Section 1**      An Annual General Meeting ("AGM") of the Club shall be held in the month of January each fiscal year. The purpose of this meeting shall be to elect new Officers of the Club, consider amendments to the Constitution and such other business as necessary.

**Section 2**      Special General Meetings ("SGM") may be called by a majority vote of the Board of Directors.

**Section 3**      The Board of Directors shall meet monthly or as deemed necessary to conduct the day-to-day business of the Club. The day, time and place of the Board meetings shall be designated on a yearly basis by the Board. Scheduled meeting times may be amended as necessity dictates.

**Section 4**      Special Board of Director meetings shall be called as required by the President or three (3) other Executive Board members or upon request of one-third (1/3) of the Team

Representatives. A forty-eight (48) hour notice must be provided for any Special Board Meeting.

Section 5 Executive Board meetings shall be held upon request of the President or three (3) other Executive Board members.

Section 6 Conduct of Meetings:

- (a) All meetings of the Executive Board, Board of Directors or AGM or SGM shall be conducted under Roberts Rules of Order, where not inconsistent with this document.
- (b) An agenda will be published and copies will be available at all meetings.
- (c) Each meeting of the Board of Directors shall require a quorum to carry on the business of the Club. A quorum shall require the presence of the President or ~~First~~ Vice-President and any other two (2) officers plus at least five (5) Team Representatives. A quorum for the AGM shall consist of two (2) officers plus at least five (5) Team Representatives. A quorum for Executive Board meetings shall require that a majority of the Executive Officers be in attendance.
- (d) All motions shall require a simple majority of the quorum present for approval.

## **ARTICLE VI - FINANCES**

Section 1 The fiscal year of the PSC shall begin on April 1st and end on March 31st.

Section 2 The Budget Committee shall present a proposed budget to the Board of Directors thirty (30) days prior to the meeting at which it is to be adopted. The budget must be completed and approved no later than May 30th of each year.

Section 3 As a non-profit group, PSC welcomes donations from businesses and other parties. All monetary donations shall be the property of the Club and allocated for distribution and use by the whole Club.

Section 4 All official game equipment and uniforms will be approved by the Board of Directors.

Section 5 Individual teams may conduct fund raisers for their own use under the following conditions:

- (a) A written request for fund raiser shall be submitted to the Board of Directors for approval;

- (b) All records of revenues and expenditures shall be submitted to the Treasurer;
- (c) Any team maintaining a separate account must submit records to the PSC Treasurer at the end of each fiscal year (March 31).
- (d) Any funds in accounts of teams which are dissolved will be turned over to the Club account.

## **ARTICLE VII - AMENDMENTS**

Section 1 Amendments to these Bylaws, Policies, Rules and Regulations can only be voted on at the AGM, an SGM or any regular or special meeting of the Board of Directors (each referred to in this Article VII as a "business meeting").

Section 2 Such proposed changes or amendments must be in writing to the Secretary. Copies of the proposal will be distributed to all Board of Director members at the next regularly scheduled business meeting for discussion. Proposed changes shall be included in the minutes of the meeting.

Section 3 Proposed changes must be acted on at the next regularly scheduled business meeting after being entered into the minutes.

Section 4 All approved Bylaws changes shall become effective on the first day of the month following approval by the Board. A copy of the revised Bylaws shall be forwarded to the TPCJSA Secretary within fifteen (15) days of approval.

## **ARTICLE VIII - DISSOLUTION**

Upon dissolution or winding up of PSC, after paying or making adequate provision for payment all of the liabilities, all remaining assets of PSC shall be distributed by the Board of Directors to a nonprofit fund, foundation, or corporation which is organized and duly operated exclusively for charitable, educational, religious and/or scientific purposes, and which at that time qualifies for tax exempt status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Any assets not so disposed of shall be disposed of by the Superior Court of Pierce County, Washington, for the purposes set forth in Article III of the Club's Articles of Incorporation or to such organization or organizations as the Superior Court of Pierce County shall determine to be organized and operated for similar purposes.