

NORTH TACOMA SOCCER CLUB BYLAWS

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PREAMBLE

The North Tacoma Soccer Club, Inc (hereinafter referred to, as “NORTAC” is a volunteer organization. Nevertheless, when one accepts a position within the body, one also accepts obligations of high moral and ethical standards; of abiding by the principle underlying the ruling documents, not just the “letter of the law”, and of working with a positive attitude in dealing with people and problems.

NORTAC as a Member of the Narrows Youth Soccer Association (NarYSA), is formed as an administrative management extension of the Association. The Club is to be a sub-management step to assist and compliment the Association. The club is the primary tool through which player recruitment, team formation and personal contact with the families takes place. It is also obvious that the Club becomes the communication relay point both to and from the Association.

ARTICLE I – POLICY

Section 1. 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 II – EXECUTIVE BOARD

Section 1. (Ref. Article IX, Section 3 NORTAC Constitution) the Executive Board (Officers) of NORTAC shall consist of the President, First Vice President, Vice President – Competition, Vice President – Development, Vice President – Operations, Vice President - Organization, Secretary, and Treasurer.

Section 2. Officer Election Procedures

A. The Officers of the Executive Board shall be elected at the Annual General Meeting by the voting membership of the Board of Directors as follows:
Officers to be elected in ODD years are:
 President
 VP Competition
 VP Organization
 Secretary
Officers to be elected in EVEN numbered years are:
 First Vice President
 VP Development
 VP Operations
 Treasurer

B. Nominations shall be accepted from the floor at the election.

C. The term of office is for two years for each officer.

- Section 3. The Executive Board is assigned the general duty to conduct the day to day business and administration of the affairs of NORTAC, to include, but not be limited to the following:
- A. Enforcing the Constitution, Bylaws and Rules and Regulations of NORTAC.
 - B. Act as the Liaison for all members in matters dealing with the Association and WSYSA.
 - C. Approval of any special activities proposed by a Member Team, which may involve persons other than those within the Team.
 - D. Approval of formation of NORTAC Special teams (Select, etc....)
 - E. Recommendations to the Board of Directors for suspension or removal of NORTAC Officers.
 - F. Recommendations to the Board of Directors for suspension or expulsions of member teams, coaches, players or individuals.
 - G. Approval or removal of Committee Chairpersons.
 - H. Recommendations to the Board of Directors as to the direction in which the Club should move.
- Section 4. Any officer being absent without cause from three consecutive General, Special or Executive Board meetings or being negligent in duties to NORTAC shall be subject to suspension or removal by the Board of Directors.
- Section 5. All Officers must conscientiously operate within the financial limits established by the NORTAC budget.
- Section 6. All Officers of the NORTAC Executive Board are authorized and encouraged to maintain continuing coordination with their Association counterparts, in appropriate respects on behalf of the NORTAC members.
- Section 7. Duties of the Executive Board Officer are:
President: the President shall supervise all activities of NORTAC, the work of the Executive Board and the Board of Directors and shall chair all meetings of the same. He/she shall:
- A. Be the Club Representative to the Association and WSYSA, which duty may be delegated, subject to the approval of the Executive Board, and prepare and update standard operative procedures for these duties.
 - B. Be the general representative of NORTAC in all matters, particularly as regards public relations with the local community.

- C. Appoint persons to fill vacancies of Officers of NORTAC, subject to the approval of the Board of Directors.
- D. Appoint special committees and chairpersons thereof, as the needs of NORTAC may indicate, subject to the approval of the Executive Board.
- E. Sign all orders on the Treasury.
- F. Risk Management Chair.
- G. File an annual report with the Club Secretary not later than the Annual General Meeting.

First Vice-President: the First Vice President shall assist the President in all business of NORTAC, become the acting President during any temporary absence of the President, and succeed to the Presidency if the President should resign, be removed from office, or vacate the office for any other reason. He/she shall:

- A. Supervise the activities of all other NORTAC Vice Presidents.
- B. Supervise the Disciplinary Committee.
- C. Supervise the Ethics Committee.
- D. Be the representative for discipline activities at the Association, District and State levels. This duty may be delegated, subject to the approval of the Executive Board. The First Vice President will continue to supervise these activities.
- E. File an annual report with the Club Secretary no later than the Annual General Meeting.
- F. Prepare and update standard operating procedures for each committee.

Vice President – Competition: the Vice President – Competition is responsible for administering all NORTAC organized competitions, tournaments, and contests; and for coordination of behalf of NORTAC teams and individuals involved in WSYSA, Interstate, Regional and National competitions, tournaments and contests. He/she shall:

- A. Select and propose committee chairpersons for approval by the Executive Board.
- B. Supervise activities of the following committees:
 - 1. Games Committee
 - 2. Fields Committee
 - 3. Referee Assignor Committee
 - 4. Equipment Committee
 - 5. WYSA Tournament Committee
 - 6. Club Tournament Committee

- C. File an annual report with the Club Secretary not later than the Annual General Meeting.
- D. Prepare and update standard operating procedures for each committee.

Vice President – Development: the Vice President – Development is primarily responsible for the education and training of NORTAC players, coaches, and referees. He/she shall:

- A. Be responsible for the safekeeping and making available of the library/training material.
- B. Select and propose committee chairpersons for approval by the Executive Board.
- C. Supervise activities of the following committees:
 - 1. Player Development Committee
 - 2. Coaches Development Committee:
 - (a) Boys Director of Coaching
 - (b) Girls Director of Coaching
 - 3. Referee Development Committee
 - 4. Micro/Modified Development Committee
 - 5. Field Development Committee
 - 6. Select Program Committee
- D. File an annual report with the Club Secretary not later than the Annual General Meeting.
- E. Prepare and update standard operating procedures for each committee.

Vice President – Operations: the Vice President – Operations shall:

- A. Select and propose committee chairpersons for approval by the Executive Board.
- B. Supervise the activities of the following committees:
 - 1. Registration
 - 2. Exchange Committee
 - 3. Public Relations Committee
 - 4. Review Committee
 - 5. Scholarship Committee
- C. File an annual report with the Club Secretary not later than the Annual General Meeting.
- D. Prepare and update standard operating procedures for each committee.

Vice President Organization: the Vice President - Organizations shall:

- A. Select and propose committee chairpersons for approval by the Executive Board.
- B. Supervise activities of the following committees:
 - 1. Constitution, Bylaws and Rules and Regulations

2. Nominations/Annual General Meeting Committee
 3. Awards Committee
- C. File an annual report with the Club Secretary not later than the Annual General Meeting.
 - D. Prepare and update standard operating procedures for each committee.

Secretary: the Secretary shall be the administrative assistant to the President. He/she shall:

- A. Provide for all clerical support to the Executive Board, to include but not limited to, notification of meetings, and recording, publishing and distributing the minute of all business meetings of NORTAC Boards and Committees, as appropriate.
- B. Be the custodian of all NORTAC historical records and office equipment.
- C. Compile, publish and distribute the NORTAC Directory, Team Kits, and the NORTAC Annual Report.
- D. Supervise the Newsletter Committee
- E. Supervise the Bulk Mailing Committee
- F. Compile all annual reports from the Vice Presidents, including the Secretary annual report and present to the President not later than the Annual General Meeting.
- G. Prepare and update standard operating procedures for each committee.

Treasurer: The Treasurer shall be the custodian and the disbursing officer of all funds accumulating to NORTAC, shall maintain these funds in an account in a state or national chartered bank in the name of NORTAC, shall report on same to the Board of Directors at all regular business meetings. He/she shall:

- A. Be bonded.
- B. Maintain a financial ledger/journal of all funds received and distributed, which shall be available for inspection by the board of Directors at all times.
- C. Make all financial transactions by check.
- D. Verify all checks for signature by the Treasurer and/or the President and or the First Vice President.
- E. Disburse funds only as authorized by the Budget or the Board of Directors.
- F. Coordinate with and oversee the Bookkeeper. The bookkeeper shall provide book service, handling financial records keeping and reconciliation of all accounts and monthly financial statements to the Treasurer for review and submission to the Executive and Board of Directors.

- G. Prepare a proposed budget annually, with the assistance of the Executive Board. Present the proposed budget to the Board of Directors thirty (30) days prior to the Annual General Meeting.
- H. Invest NORTAC accumulated funds, in excess of operating capital, in secure bonds, certificates of higher interest accounts with the concurrence of the Board of Directors.
- I. File an annual report with the Club Secretary not later than the Annual General Meeting.
- J. Prepare and update standard operating procedures.

ARTICLE III – TEAM REPRESENTATIVES

- Section 1. (Ref. NORTAC Constitution, Article IX, Section 4) The Team Representatives consist of one representative from each affiliated Member team. These shall be the coach or a team representative designated in writing to the NORTAC Secretary.
- Section 2. Team Representatives and Alternates must be registered in writing with the NORTAC Secretary in order to participate in any voting processes or other business of NORTAC.
- Section 3. Duties of the Team Representatives shall include:
 - A. Being thoroughly familiar with the Constitution, Bylaws, and Rules and Regulations of NORTAC and the Association.
 - B. Represent their team on all matters concerning NORTAC business.
 - C. Be present at all meetings of the Board of Directors.
 - D. To serve as liaison between the Board of Directors and their Team.
 - E. To help promote adult interest and request desirable persons to assist in the development of the game.
- Section 4. Team Representatives are expected to be knowledgeable and conversant with matters coming before the Board of Directors, and to be prepared to fulfill their rights and responsibilities in rendering decisions.
- Section 5. Team Representatives should be fully knowledgeable of the general feeling and philosophy of their Team membership, so as to be able to participate in the business of the Board of Directors, without having to delay from month to month in order to “check back with the team”.
- Section 6. Team Representatives may serve on NORTAC and Association Committees.

ARTICLE IV – BOARD OF DIRECTORS

Section 1. (Ref. NORTAC Constitution, Article IX, Section 2) The Board of Directors shall be composed of the Executive Board and the Team Representatives. Respective responsibilities and authority shall include, but not be limited to, the actions shown in Sections 2 and 3 below.

Section 2. The Board of Directors shall vote on the following matters in accordance with Article VIII of these Bylaws:

- A. Approval of requests for membership (ref. Article VI of these Bylaws).
- B. Disciplinary hearings, and rulings on matters not being handled by committee actions, or as requested in writing (ref. Article VI and XI of these Bylaws).
 - 1. Any person or team desiring to appeal decisions of any Committee, or the Executive Board to the BOARD OF DIRECTORS, must submit a written appeal with a \$25.00 fee to the NORTAC Secretary no later than eight (8) days after the first written notification of the first decision made. The originator of the appeal shall mail copies of the appeal to the Chairman of the Committee or group who made the decision within the time limit specified above. The fee is refundable, if the appeal is upheld in its entirety.
 - 2. Decisions rendered by the NORTAC Board of Directors shall be binding on all parties involved.
 - 3. Further appeal regarding a NORTAC decision may be submitted in accordance with the Association and WSYSA regulations.
- C. Approval of properly proposed rules and regulations and amendments thereto.
- D. Regular business brought forth at general business meetings of the Board of Director, by the Executive Board, or by any Team, or by any member of this Club.
- E. Approval of replacements to full vacancies created by any reason on the Executive Board.
- F. Proposed amendments to the Bylaws at any regular business meeting or special meetings of the Board of Directors.
- G. Proposed annual budget and supplementary budget items.
- H. Outstanding Service and/or Lifetime Award may be granted to persons who in the opinion of the Board of Directors have contributed their services in such a manner as to warrant such recognition. These decisions shall be by a majority vote of the Board of Directors. Such awards shall be presented at the NORTAC Annual General Meeting or other suitable occasions deemed appropriate by the Executive Board.

- Section 3. The Team Representatives only shall vote on the following matters in accordance with Article VIII of these Bylaws.
- A. Recommendation for suspension or removal of officers.

ARTICLE V – COMMITTEES

- Section 1. Committees shall be established by NORTAC during each fiscal year, as required, to satisfy the programs and needs for orderly and timely implementation within its duties and responsibilities. Committee formation and implementation will be based upon approved budget items or may require Board of Directors' approval of additional expenditures.
- Section 2. Appointment or removal of Committee chairpersons is subject to Executive Board approval. Committee types are shown in Article II, and the responsible NORTAC Executive Officers shall supervise such Committee activities. Committee Chairpersons shall administer their respective activities, and shall be responsible to the Executive Board through their respective Officer. Reporting and communication shall follow the same order.

ARTICLE VI – MEMBERSHIP

- Section 1. The members of this club shall be divided into affiliated youth soccer teams, residing in the NORTAC geographical jurisdiction.
- A. This Club may, with the approval of the Association, accept affiliation of teams outside the jurisdiction of this Club.
- B. All youth soccer teams requesting recognition by the WSYSA, who are organized within the jurisdiction of this Club, must be affiliated with this Club.
- Section 2. Application for membership in this Club as an affiliated team shall be submitted in writing to the NORTAC Registration Committee on an application form provided by this Club.
- The application shall include the name of the team, the names, addresses and telephone numbers of the coaches and team manager. This application must be presented to the Board of Directors at the next meeting after the application has been received by the Registration Committee. This obligation shall be renewed annually. Affiliation forms are due by the June Board of Director's Meeting or as required by the Registration Committee.
- A. Acceptance for membership shall be by a majority vote of the Board of Directors.
- B. The Executive Board shall retain the right to affix or modify the players on any team by a two-thirds (2/3) vote.
- C. The Board of directors shall determine the affiliation fee and dues annually.

- D. All dues and fees for teams shall be payable at the time of registration. The annual affiliation fee due to the Association shall be due on the deadline set by the Association.
 - 1. Teams in arrears are not eligible to play.
 - 2. Teams in arrears shall not count in Club representatives' weighted votes, and shall not vote at the Annual General Meeting.
 - 3. It shall be the responsibility of the Registrar and Treasurer to report these concerns to the Board of Directors. It is the Club's responsibility to report these concerns to the Association.
- E. Players and Teams requesting membership with this Club shall register annually with this Club.
- F. The term "membership of this Club" is understood to include the Board of Directors, Club Officers, Teams, Coaches, Team Representatives, players and parents of all youth soccer players.

Section 3. Only teams and players properly affiliated and in good standing with this Club shall be permitted voting representatives at the Annual General Meeting. Only Teams properly affiliated and in good standing shall be permitted a Representative on the Board of Directors, and only teams properly affiliated and in good standing shall be permitted to participate in competition under the jurisdiction of this Club and the Association.

Section 4. If, during the course of the year, an affiliated team wished to change its name or coaches, it must inform the NORTAC Registration Committee in writing fourteen (14) days prior to said change. The NORTAC Registration Committee shall inform the Association Registration Committee, who will take action in accordance with the Association Bylaws.

Section 5. Any team wishing to leave the jurisdiction of this Club once affiliated, in order to affiliate with any other Club or Association governed by WSYSA, must first apply in writing to the NORTAC Registration Committee, who will take action in accordance with the Association Bylaws.

Section 6. It shall be understood that upon acceptance into this Club, it will be the duty of the team, coaches, team representatives, players and parents to comply with the Constitution, Bylaws, and Rules and Regulations published by this Club, as amended from time to time.

Section 7. Any member of this club, who shall fail or refuse to follow the constitution, Bylaws, or Rules and Regulations of NORTAC, or

who shall attempt to circumvent a decision rendered by NORTAC or who shall seriously damage the interest of NORTAC, shall face suspension or expulsion at the Annual General Meeting, or at a special Board of Directors meeting called for this purpose, provided a thirty (30) day written notice is given. A motion for suspension or expulsion shall require a two-thirds (2/3) majority vote of the Board of Directors in attendance.

Section 8. Member teams will be responsible for the conduct of coaches, managers, players, officials, parents and spectators under their jurisdiction, and shall insure their actions on or off the field do not bring disrespect upon NORTAC.

Section 9. The Constitution, Bylaws, and Rules and Regulations of NORTAC shall not conflict with those of the Association and the two should be read so they are not in conflict with each other.

ARTICLE VII – MEETINGS

Section 1. An Annual General Meeting shall be held during the month of January of each calendar year. This will be a special Board of Directors meeting. 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 nominations committee, any proposed amendments to the Constitution, and any resolutions offered for consideration of the assembly.

- A. The recommended Order of Business of the Annual General Meeting is as follows:
1. Roll Call- Credentials
 2. Officer's reports
 3. Unfinished business
 4. Proposed Amendments to the Constitution
 5. Proposed Resolutions
 6. New business
 7. Report of the Nominations Committee
 8. Election of Officers
 9. Adjournment

Section 2. Special Board of Director's meeting may be called as required by the President, or upon request of one-third (1/3) or more of the Team Representatives.

- A. A seventy-two (72) hour notice must be provided for any special Board of Director meeting.

Section 3. An Executive Board meeting shall be held during the week immediately preceding each NORTAC Board of Directors

meeting. The purpose of said meeting shall be the discussion of, and recommendation as to, business upon which the Board of Directors has not been able to come to a decision. Further, the discussion of, and recommendation as to, new business, not yet brought before the Board of Directors. Executive Board meetings may be called at the request of the President, or one-fourth (1/4) of the Executive Board.

ARTICLE VIII – VOTING AND QUORUM

- Section 1. On decisions involving constitutional or Bylaws revisions, approval of or changes to the budget, approval of presidential appointments to office(s), the Executive shall have one (1) vote per officer, and each Team Representative shall have one (1) vote. On decisions regarding the suspension or removal of NORTAC Officers, the Executive Board shall not vote.
- A. On the above matters, a two-thirds (2/3) majority of the votes cast is required to carry a motion.
 - B. On Club business other than outline above, a simple majority of vote's cast is required to carry a motion.
 - C. Proxy voting is not permitted at any time.
 - D. If any business shall directly affect any Board member (s), they shall absent themselves during the vote resulting from the proceeding.
- Section 2. For the Annual General Meeting, each affiliated team shall be responsible for:
- A. Having a registered Team Representative in attendance.
 - B. Directing their Team Representative to cast the team vote at the direction of the Team Coach.
 - C. If it is found that any Team has misrepresented its membership or otherwise certified non-members, the ineligible person may be asked to leave.
- Section 3. The Executive Board shall not have the authority to approve amendments to the Constitution, or resolutions pertaining thereto, but may recommend an emergency meeting of the general membership to consider the same or table to the next Annual General Meeting.
- Section 4. The Executive Board shall have the authority to validate the election of Officers based upon the votes cast at the Annual General Meeting, discounting any offending ineligible persons' votes.
- Section 5. Quorums for various types of meeting shall be:

- A. Regular and special Board of Directors meetings: 51% of the officers, and 20%, of the Team Representatives.
- B. Annual General Meeting: 60% of the NORTAC Executive Board and 33% of the Team Representatives.
- C. For any decisions requiring a weighted vote, 70% of the member teams.
- D. Executive Board Meetings: the NORTAC President, or the NORTAC First Vice-President, and 60% of the Executive Board.

ARTICLE IX – FINANCE

- Section 1. Fiscal Year: the fiscal year of NORTAC shall begin at 12:01 am, January 1st, and end at 11:59 pm on December 31st of each year. All financial rules and regulations are in effect during the twelve (12) months of the fiscal year.
- Section 2. Budget: the Treasurer, with the support of the Executive Board, shall prepare a proposed budget for the next fiscal year. The proposed budget shall be submitted to the Board of Directors at least thirty (30) days prior to the meeting at which it is adopted. The Board of Directors shall approve the NORTAC budget at a special budget meeting. Copies of the approved budget shall be distributed to the Board of Directors.
- Section 3. Dues: the Board of Directors shall establish annually the dues. A two-thirds (2/3) majority vote is required for approval. The Board of Directors may use the following formula as a guide:
Divide the total budget by the total number of registered players on record as of December 1st of that calendar year. This determines the dues payable by each player.
- A. Team affiliation dues shall be payable in full upon completion of team registration with NORTAC. The specific date for said payment shall be announced annually by the Registration Committee.
 - B. No additional assessments against Member Teams shall be levied during a fiscal year without a two-thirds (2/3) majority vote of the Board of Directors. Any such assessment levied against members must be in proportion with the recorded number of registered players as of the date of assessment approval.
- Section 4. Audit: The financial books and accounts of NORTAC, maintained by the Treasurer, shall be audited and/or reviewed at the end of the fiscal year. No member of the board of Directors shall act as an auditor/reviewer.

Section 5. Financial Reports: One (1) week prior to the Annual General Meeting, the Treasurer shall submit to the Secretary a statement of income and disbursement of funds for inclusion into the Annual Report. An audited fiscal year statement of income and disbursement of funds shall be prepared and distributed to the Board of directors, not later than March 31st of each year.

ARTICLE X – INSURANCE

Section 1. Player Insurance: all players registered with NORTAC shall have medical and accident insurance coverage as provided through WSYSA. This coverage will be as recommended by the WSYSA Insurance Committee, and approved by the WSYSA Board of Directors.

Section 2. Liability Insurance: WSYSA, or the Association, may insure all Officers, Club Representatives, and Committee Chairpersons, and all Club Officers, Team Coaches, and Managers against personal liability claims for performing official duties directly related to the work of WSYSA.

Section 3. Physical Assets: The physical assets of NORTAC will be insured as deemed appropriate by the Executive Board.

ARTICLE XI – JUDICIARY

Section 1. The Board of Directors shall have the power to assess penalties when the NORTAC Constitution, Bylaws, or Rules and Regulations are violated. Penalties may consist of warnings or temporary or permanent suspension or exclusion from the activities of NORTAC.

- A. Any person or team desiring to appeal decisions of the Judiciary Committee must submit a written appeal with a \$25.00 fee to the NORTAC Secretary, no later than eight (8) days after the decision was made. The originator of the appeal shall mail copies of the appeal to the Member Team involved, and to the Chairperson of the Judiciary Committee within the time limit specified above. The fee is refundable, if the appeal is upheld in its entirety.
- B. Decisions rendered by the NORTAC Board of Directors shall be binding on all parties involved.
- C. Further appeals regarding a NORTAC decision may be submitted in accordance with the Association and WSYSA regulations.

ARTICLE XII – RULES AND REGULATIONS

Section 1. The Board of Directors shall establish, as a separate document, the Rules and Regulations to govern:

- A. League Regulations
- B. Rules of Competition
- C. Rules of Play
- D. Special rules for coordinating with the Association or WSYSA administered competitions, and/or other external competitions involving NORTAC teams, and/or players.
- E. Any other Rules and Regulations as necessary.

Section 2. The Executive Board shall establish rules defining NORTAC committees, to include chairperson responsibilities and committee functions.

ARTICLE XIII – AMENDMENTS

Section 1. Proposed changes or amendments to these Bylaws can only be made at the Board of Directors' meetings.

Section 2. Such proposed changes or amendments must be made in writing to the NORTAC Secretary.

Section 3. The NORTAC Secretary shall notify each Team Representative and Officer, at least thirty (30) days prior to acting upon any proposed changes or amendments, including notice of the date, time and place of the meeting at which the proposed changes or amendments will be acted upon. A copy of the proposal shall also be sent to each Team Representative and Officer.

Section 4. All approved Bylaws changes or amendments shall become effective thirty (30) days after adoption of said changes or amendments. The Secretary shall send notice in writing to the Association Secretary.

Section 5. In the event an emergency situation necessitates the enactment of an approved change or amendment before the expiration of the thirty (30) day required, this may be done with the two-thirds (2/3) majority concurrence of the Board of Directors.