



## **NORTH TACOMA SOCCER CLUB BYLAWS**

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## **NORTAC BYLAWS PREAMBLE**

The North Tacoma Soccer Club is a community 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 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 Pierce County Soccer Association (PCSA), 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 – NAME AND DURATION**

**Section 1.** The name of this organization shall be North Tacoma Soccer Club, hereinafter referred to as NorTac, or the Club. NorTac is a non-profit corporation organized and existing under the laws of the State of Washington and within the meaning of section 501 (c) (3) of the internal revenue service.

**Section 2.** The duration of NorTac shall be perpetual.

## **ARTICLE II – PURPOSE AND OBJECTIVES**

**Section 1.** The purposes of NorTac are educational, and include the following:

- A. To teach and develop a “love of the game” of soccer among our youth.
- B. To teach, train and develop players, coaches, referees and administrators for the game of soccer.
- C. To teach and develop through the game of soccer sportsmanship, physical health, mental alertness and fair competition.

**Section 2.** The objectives of NorTac are:

- A. To develop, promote and govern the game of soccer among affiliated teams within the boundaries of NorTac as defined by ARTICLE VI of the bylaws.
- B. To establish an administration to govern and direct the functions, operations, business and all activities of this Club.
- C. To encourage interested volunteer leadership to share their time and effort on behalf of the program and to offer training in this regard.
- D. To provide a vehicle through which juveniles may expand their education and knowledge of the game of soccer beyond that which each might do individually.
- E. To provide a program of well-organized and competitive athletics helping to develop the physical, emotional and social stability of the juveniles participating.
- F. To establish uniform Rules and Regulations for youth soccer competition within this Club which are best suited to its own particular needs, giving full recognition to and being in accordance with the underlying and basic principles set forth by FIFA Rules and Regulations. These Rules and Regulations will take particular recognition of the safety, physical and emotional needs of our youth.
- G. To develop the game in non-affiliated areas within the Club boundaries.
- H. To represent this club in all matters of organized youth soccer in the Association and Washington State.

### **ARTICLE III – CLUB COLORS**

**Section 1.** The designated colors of NorTac are red, black and white. The primary color however is a red jersey, black or red shorts and black or red socks. Teams playing in District competition or above may provide and choose their own colors upon approval from the NorTac Executive Board.

### **ARTICLE IV – JURISTITION**

**Section 1.** The North Tacoma Soccer Club shall have jurisdiction over all its member youth soccer organizations, i.e., teams, leagues, players, coaches, and all youth and adult associated individuals within the boundaries of the Club.

### **ARTICLE V – AFFILIATION**

**Section 1.** NorTac shall be affiliated with Pierce County Soccer Association, Washington Youth Soccer (WYS), United States Youth Soccer Association (USYSA), a division of United States Soccer Federation (USSF) and US Club Soccer, a National Association member of the U.S. Soccer Federation (USSF).

### **ARTICLE VI – BOUNDARIES**

**Section 1.** NorTac boundaries shall be defined as the geographical area to include South 19th to the south, to the waters of the Puget Sound on the east, west, and north.

**Section 2.** All youth soccer players, ages 3 to 19, registered with NorTac are subject to the control and authority of this Club.

### **ARTICLE VII – 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 officer's 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 VIII - EXECUTIVE BOARD**

**Section 1.** The Executive Board (Officers) of NorTac shall consist of the President, First Vice President, Vice President – Competition, Vice President – Development, Vice President – Communications and Outreach, 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 (AGM) 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-Programming**

**VP-Communications and Outreach**

**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 Bylaws and the Rules and Regulations of NorTac.
- B. Act as the Liaison for all members in matters dealing with the Local & State Associations.
- 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. Approval or removal of Committee Chairpersons, Coaches, Director of Coaching, Executive Director, Outside Contracted Coaching Staff.
- F. Recommendations to the Board of Directors for suspension or removal of NorTac Officers.
- G. Recommendations to the Board of Directors for suspension or expulsions of member teams, coaches, players or individuals.
- 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.** Officers whose duties are deemed critical to the operation of the club may be compensated for their time. The compensation amount shall be determined by the budget committee and subject to approval by the general board. Those officers who are deemed to be critical to the operation of the club include but are not restricted to, The Club President, The Club Treasurer, The Club Select Teams Chair, The Club Fields Chair, The Club Registrar and The Director of Coaching.

**Section 8.** As compensation for the time and effort put forth by the executive board all members shall receive a waiver of all club/registration fees for their children participating at any level of competition within NorTac.

**Section 9.** Duties of the Executive Board Officer are:

- A. **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:
  - 1. Be the Club Representative to the Local, State & National Association, which duty may be delegated, subject to the approval of the Executive Board, and prepare and update standard operative procedures for these duties.
  - 2. Be the general representative of NorTac in all matters, particularly as regards public relations with the local community.
  - 3. Appoint persons to fill vacancies of Officers of NorTac, subject to the approval of the Board of Directors.
  - 4. Appoint special committees and chairpersons thereof, as the needs of NorTac may indicate, subject to the approval of the Executive Board.
  - 5. Sign all orders on the Treasury.
  - 6. Risk Management Chair
  - 7. Ethics Committee Chair
  - 8. File an annual report with the Club Secretary not later than the Annual General Meeting.
  
- B. **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:
  - 1. Supervise the activities of all other NorTac Vice Presidents.
  - 2. Disciplinary Committee Chair
  - 3. Equipment Committee Chair
  - 4. 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.
  - 5. File an annual report with the Club Secretary no later than the Annual General Meeting.
  - 6. Prepare and update standard operating procedures for each committee.

- C. **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:
1. Select and propose committee chairpersons for approval by the Executive Board.
  2. Supervise the activities of the following committees:
    - a. Games
    - b. Fields
    - c. Referee Assignor
    - d. State Tournaments
    - e. Club Tournaments
  3. File an annual report with the Club Secretary not later than the Annual General Meeting.
  4. Prepare and update standard operating procedures for each committee
- D. **Vice President – Programming:** The Vice President – Programming is primarily responsible for the supervision and organization of the programs offered by NorTac. He/she shall:
1. Select and propose committee chairpersons for approval by the Executive Board.
  2. Supervise the activities of the following committees:
    - a. Micro Program (ages 3.5 through 6.5)
    - b. Spring and Fall Youth Academies
    - c. Spring and Fall Recreational Soccer
    - d. Select Program Development
  3. File an annual report with the Club Secretary not later than the Annual General Meeting.
  4. Prepare and update standard operating procedures for each committee.
- E. **Vice President – Communications and Outreach:** the Vice President – Communications shall:
1. Select and propose committee chairpersons for approval by the Executive Board.
  2. Supervise the activities of the following committees:
    - a. Club wide Communications
    - b. Public Relations Committee
    - c. Registration
    - d. Scholarship Committee
  2. File an annual report with the Club Secretary not later than the Annual General Meeting.
  3. Prepare and update standard operating procedures for each committee.
- F. **Vice President Organization:** the Vice President – Organizations shall:
1. Select and propose committee chairpersons for approval by the Executive Board
  2. Supervise activities of the following committees:
    - a. Bylaws and Rules and Regulations
    - b. Nominations/Annual General Meeting Committee
    - c. Awards Committee
    - d. Fund Raising Committee

3. File an annual report with the Club Secretary not later than the Annual General Meeting.
  4. Prepare and update standard operating procedures for each committee.
- G. **Secretary:** the Secretary shall be the administrative assistant to the President. He/she shall:
1. 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.
  2. Be the custodian of all NorTac historical records and office equipment.
  3. Supervise the activities of the Volunteer Committee
  4. 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.
  5. Prepare and update standard operating procedures for each committee.
- H. **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, and shall report on same to the Board of Directors at all regular business meetings. He/she shall:
1. Be bonded.
  2. 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.
  3. Maintain all passwords and user names to all online accounting programs.
  4. Make all financial transactions by check and or electronic transaction.
  5. Verify all checks for signature by the Treasurer and/or the President and or the First Vice President.
  6. Disburse funds only as authorized by the Budget or the Board of Directors.
  7. 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.
  8. Supervise activities of the following committees:
    - a. Financial Review committee
    - b. Budget committee
  9. Prepare a proposed budget annually, with the assistance of the Budget Committee. Present the proposed budget to the Board of Directors thirty (30) days prior to the Annual General Meeting.
  10. 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.
  11. File an annual report with the Club Secretary not later than the Annual General Meeting.
  12. Prepare and update standard operating procedures.

## ARTICLE IX – ADMINISTRATIVE AUTHORITY

Section 1. The NorTac Executive Board and the Board of Directors shall be governed by its Bylaws, except when these are superseded by those of the local association and state association.

Section 2. The NorTac Executive Board and the Board of Directors shall have the authority from time to time to issue policies or instructions necessary to interpret, clarify, or further define its Bylaws and Rules and Regulations.

## ARTICLE X – MEMBERSHIP

### MEMBERSHIP REQUIREMENTS

**Section 1.** The membership of NorTac shall consist of teams and organizations engaged in youth soccer within the geographical jurisdiction of NorTac which agree to be bound by these Bylaws and Standing Rules

- A. This Club may, with the approval of the Association, accept affiliation teams outside of the jurisdiction of this Club.
- B. All youth soccer teams requesting recognition by the State Association, 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, e-mail 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 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 WYS, 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 Bylaws and Standing Rules 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 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 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.

#### TEAM REPRESENTATIVES

**Section 1.** 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. Programs that only play other NorTac teams shall be recognized as a single team by a representative such as the recognized organizer or other individual agreed upon by that group. I

**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 Bylaws and Rules and Regulations of NorTac and it's Association Clubs.
- B. Represent their team on all matters concerning NorTac business.
- C. Be present at all meetings of the Board of Directors.
- D. Serve as liaison between the Board of Directors and their Team.
- E. 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.

#### BOARD OF DIRECTORS

**Section 1.** 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 X sec. 1-9 of these Bylaws).
- B. Disciplinary hearings, and rulings on matters not being handled by committee actions, or as requested in writing.
- 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 fill vacancies created by any reason on the Executive Board.
- F. Proposed amendments to the Rules and Regulations 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 Executive Officers.

#### 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 VIII, 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 XI - MEETINGS**

**Section 1.** An Annual General Meeting shall be held during the month of April of each calendar year. This will be a special Board of Directors meeting. Notification of this meeting shall be communicated to affiliate 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 Bylaws, the proposed NorTac budget for the upcoming year, and any resolutions offered for consideration of the assembly.

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 NorTac Bylaws
5. Proposed NorTac Budgets
6. New business
7. Report of the Nominations Committee
8. Election of Officers
9. Adjournment

**Section 2.** NorTac Board of Directors meetings shall be held monthly in order to deal with the ongoing business and operation of the club. Meeting shall be presided over by the Executive board president. The specific date and time of these meetings shall be communicated at least 30 days prior. Monthly Board meetings are open to all club members. Club representatives are required to attend all monthly NorTac Board of Directors meetings.

**Section 3.** 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 seventy-two (72) hour notice must be provided for any special Board of Director meeting.

**Section 4.** An Executive Board meeting shall be held during the week immediately preceding each monthly 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. Special Executive Board meetings may be called at the request of the President, or one-fourth (1/4) of the Executive Board. Executive Board meetings are closed to general membership, although minutes shall be recorded and available upon request.

## **ARITLCE XII – PARLIAMENTARY AUTHORITY**

**Section 1.** All meetings of NORTAC shall be conducted using the current edition of "Robert's Rules of Order" as a guide.

## ARTICLE XIII – VOTING AND QUORUM

**Section 1.** On decisions involving Governing Document (Bylaws and Rules and Regulations) revisions, approval of or changes to the budget, approval of presidential appointments to office(s), the Executive board 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 Executive 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 votes 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 his or her vote at the direction of the Team.
- 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 Governing Documents, 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 XIV – FINANCE

**Section 1. Fiscal Year:** the fiscal year of NORTAC shall begin at 12:01 am, April 1st, and end at 11:59 pm on March 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 appointed budget committee, 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 which it is to be approved.

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:

- 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 XV – INSURANCE

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

**Section 2. Liability Insurance:** State, or the Local 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 the State Association.

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

## ARTICLE XVI – JUDICIARY

**Section 1.** The Board of Directors shall have the power to assess penalties when the NorTac 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 Ruling Committee (Ethics Committee, Disciplinary Committee, etc.) must submit a written appeal to the NorTac Secretary, no later than eight (8) days after the decision was made. The originator of the appeal shall forward copies of the appeal to the Member Team involved, and to the Chairperson of the Ruling Committee within the time limit specified above.

- 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 Local and State Association regulations.

## **ARTICLE XVII – RULES AND REGULATIONS**

**Section 1.** The Executive 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 Local or State Association 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.

**Section 3.** Changes to the Rules and Regulations shall be ratified by the Board of Directors at any time with a simple majority vote.

## **ARTICLE XVIII – 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 Local 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.

## **ARTICLE XIX – DISSOLUTION**

**Section 1.** Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not so disposed of shall

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