

AMENDED AND RESTATED BYLAWS OF

HARBOR SOCCER CLUB



Presented and Amended at the Annual General Meeting
December 8th, 2011

TABLE OF CONTENTS

Article 1 - Title
 Section 1.1 ***Title***
 Section 1.2 ***Office***

Article 2 - Purpose and Objectives
 Section 2.1 ***Purpose***
 Section 2.2 ***Objectives***

Article 3 - Affiliation

Article 4 - Club Colors

Article 5 - Boundaries

Article 6 - Control and Authority

Article 7 - Membership
 Section 7.1 ***Voting Members***
 Section 7.2 ***Non-voting (Associate) Members***
 Section 7.3 ***Removal of a Member***

Article 8 - Organization
 Section 8.1 ***Governing Body***
 Section 8.2 ***Board of Directors***
 Section 8.3 ***Duties of Board Members***
 Section 8.4 ***Term of Office***
 Section 8.5 ***Re-Election & Vacancies***
 Section 8.6 ***Appointed Directors***
 Section 8.7 ***Duties of Appointed Directors***
 Section 8.8 ***Resignation***
 Section 8.9 ***Removal of an Officer or Director***
 Section 8.10 ***Conflict of Interest***

Article 9 - Meetings
 Section 9.1 ***Monthly Meetings***
 Section 9.2 ***Special Meetings***
 Section 9.3 ***Annual General Meeting***
 Section 9.4 ***Quorum***
 Section 9.5 ***Rules of Order***

Article 10 - Bylaw Amendments
 Section 10.1 ***Voting Requirement***
 Section 10.2 ***Proposals***
 Section 10.3 ***Notice***
 Section 10.4 ***Effect***
 Section 10.5 ***Distribution***
 Section 10.6 ***Conflicting Bylaws***

Article 11 - Provisional Rules
 Section 11.1 ***Temporary Rules & Regulations***
 Section 11.2 ***Adoption & Amendment***

Article 12 Records, Reports, & Financial Matters
 Section 12.1 ***Records & Reports***
 Section 12.2 ***Revenues & Payment of Monies***

- Section 12.3 *Loans*
- Section 12.4 *Audit*
- Section 12.5 *Fiscal Year*
- Section 12.6 *Annual Report*
- Section 12.7 *Insurance*
- Article 13- Fees, Player Registration, Team Sponsors, & Fundraising
 - Section 13.1 *Player Fees*
 - Section 13.2 *Player Registration*
 - Section 13.3 *Financial Aid*
 - Section 13.4 *Registration Fee Refunds*
 - Section 13.5 *Sponsorship and Fund Raising*
 - Section 13.6 *Team Finances*
- Article 14 - Coaching Director
 - Section 14.1 *General Procedures*
 - Section 14.2 *Responsibilities of the Coaching Director*
- Article 15 - Coaches
 - Section 15.1 *Application to Coach and Qualifications*
 - Section 15.2 *Responsibilities of Coaches*
 - Section 15.3 *Risk Management*
- Article 16 - Discipline
 - Section 16.1 *Offenses*
 - Section 16.2 *Jurisdiction*
 - Section 16.3 *Procedures*
- Article 17 - Ratification

ARTICLE 1 - TITLE

Section 1.1 **Title** This Corporation shall be known as Harbor Soccer Club (hereinafter referred to as "HSC" or "the Club"). The Club is registered with the state of Washington as a non-profit organization and shall not carry on any activities prohibited by an organization exempt from federal income tax under Section 501(c) of the Internal Revenue Code or corresponding provision of any future United States of America Internal Revenue Code.

Section 1.2 **Office** The principal office and place of business of the Club is in Gig Harbor, Washington. The mailing address for the Club is P.O. Box 1123, Gig Harbor, Washington 98335. The Club may have such other offices within or without the state of Washington as the Board of Directors may designate

ARTICLE 2 - PURPOSE AND OBJECTIVES

Section 2.1 **Purpose** The purpose of HSC is educational and the Club shall embrace the following goals:

- (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; and
- (c) to teach and develop through the game of soccer; sportsmanship, physical health, mental alertness and fair competition.

Section 2.2 **Objectives** The objectives of HSC are:

- (a) to develop, promote and govern the game of soccer among affiliated teams within the boundaries of HSC;
- (b) to establish an administration to govern and direct the functions, operations, business and all activities of the Club;
- (c) to encourage interested volunteer adult 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, competitive athletics helping to develop the physical, emotional and social stability of the juveniles; and
- (f) to represent this Club in all matters of organized Youth Soccer in Pierce County.

ARTICLE 3 - AFFILIATION

The Club shall be affiliated with Tacoma-Pierce County Junior Soccer Association ("TPCJSA") and Washington Youth Soccer ("WYS").

ARTICLE 4 - CLUB COLORS

The representative colors of the Club are green, white, and black. Forest Green is the primary color; however, various shades or combinations of green may be used with written approval of the Board of Directors. Approved unified logos and program names are as follows:



formerly Small Sided

formerly Full Field

formerly Harbor FC

ARTICLE 5 - BOUNDARIES

The boundaries of this Club shall coincide with the boundaries of Peninsula School District (see attached Figure 1 - Peninsula School District map), or as defined under charter issued by the WYS. Physical description of the HSC boundaries are; from the north at the Kitsap County Line; to the west at the Mason County Line; to the south and east at the Puget Sound waterways. All youth soccer players, ages 3 to 19, registered with HSC are subject to the control and authority of this Club.

ARTICLE 6 - CONTROL AND AUTHORITY

The final control and authority of this Club shall be listed in the By-Laws of this Club and be by a body of members known as the Board of Directors. This Board shall exercise the right of decision making on all matters pertaining to Club affairs.

ARTICLE 7 - MEMBERSHIP IN THE CLUB

Section 7.1 *Voting Members* The voting members of this Club shall consist of:

- (a) one team representative from each current team, in good standing, registered with the Club, and
 - (b) each member of the Board of Directors in good standing.
- * "Good Standing" – Financially current and not under sanctions by the disciplinary review board

The team representative should be, in the following order or preference, [a parent affiliated with a particular team](#), [a team manager](#), [volunteer coach](#), or [a professional coach](#). In any case, only one team representative is allowed to vote on behalf of a particular team. The number of voting members in the Club will equal the sum of the number of teams, in good standing, registered with the Club and the number of Board of Directors, in good standing, at the time of the event. Each team representative and board member is entitled to one (1) vote at the Annual General Meeting (“AGM”) and other meetings requiring a vote by the members of this Club.

The Schembs 11/8/11 7:35 PM
Deleted: the coach, assistant coach, team manager, or parent affiliated with a particular team

While it is preferable to have only one person to vote in a single capacity, this voting allocation may allow an individual to cast more than one vote if he or she is a team representative for more than one team, or possibly, a board member and also a team representative.

Section 7.2 **Non-voting (Associate) Members** Parents, coaches, assistant coaches, team managers, sponsors, referees, skill trainers, directors, committee members, and other individual volunteers of the Club who do not qualify as a voting member, shall have associate membership status. All members (voting and non-voting) shall have the privilege to attend the Annual General Meeting and monthly board meetings and be allowed as guests to address the governing body. An Associate Member cannot vote.

Section 7.3 **Removal of a Member** Any member who has not fulfilled his or her financial obligations to the Club or whose conduct is detrimental to the purpose of this organization may be subject to disciplinary action by the Club. Disciplinary action could result in expulsion from the Club or suspension from participating in any of the Club’s soccer programs.

ARTICLE 8 - ORGANIZATION

Section 8.1 **Governing Body** The Board of Directors shall be the governing body of the Club. The Board of Directors shall consist of the seven (7) elected officers and the four appointed Program Directors, and one (1) Director of Registration. In addition to the powers and authorities expressly conferred upon it by these Bylaws, the Board of Directors may exercise all such powers of the Club and do all such lawful acts and things as are not by statute or by Articles of Incorporation or by these Bylaws otherwise prohibited.

Section 8.2 **Board of Directors**

(a) The Board of this Club shall consist of the following seven (7) elected officers: President, Vice President of Administration, Vice President of Operations, Vice President of Competition, Vice President of Referees, Treasurer, and Secretary/Historian: four (4) appointed Program Directors, assigned to the Club’s Micro, Academy, Club, and Premier programs: and one (1) Director of Registration. Each of the Program Directors shall be appointed by the VP of Operations subject to the approval of the majority of the elected board members. The Director of Registration shall be appointed by the VP of Administration subject to the approval of the majority of the elected board members.

(b) Each member of the Board of Directors is entitled to [one reduced](#) registration fee for the soccer season that he or she is serving. This [reduced registration fee](#) may be used for a child of

The Schembs 11/3/11 8:49 PM
Deleted: a waiver of

The Schembs 11/3/11 8:49 PM
Deleted: waiver

the Board member or may be donated to another player within the club at the discretion of the member receiving the reduced registration fee. The value of the reduced registration fee for a Board member who does not have a child in any of the four programs will be established by the Board during the first quarter of the year and shall not to exceed the maximum player fee. The reduced registration fee may be used for any of the four programs.

(c) The Board of Directors may find from time to time the need for additional support and thus, may solicit and appoint volunteers to form separate committees to draw upon when assistance is needed to help complete the duties of the club. By a two thirds (2/3) majority the Board of Directors shall have the authority to hire an independent contractor or retain professional services to fill the position of Treasurer, Director of Registration, Office Manager, or any other administrative position needed to accomplish the day to day business of the club.

(d) No individual serving on the board will have more than 1 vote at any monthly board meeting and a maximum of 1 player reduced registration fee. Any additional player reduced registration fee for any one board member must be voted on by the board.

(e) No Board of Director member, elected or appointed, shall be a paid employee or sub-contractor of Harbor Soccer Club. In case where the Board hires an independent contractor or retains professional services as outline above in Section 8.2(c), that position will become a non-voting member.

(f) No Board of Director member, elected or appointed, shall hold two (2) or more elected or appointed positions. If a position is vacant and the appointing Board of Director member has been unable to fill the position, that member shall report to the board quarterly on efforts to fill the vacant position.

Section 8.3 **Duties of the Board Members** The duties, power and authorities of the Directors shall include, but not be limited to, the following:

(a) **President** In general, the President shall be the chief executive officer of the Club and shall be responsible for the general management and superintendence of the affairs of the Club. The President shall attend all meetings of the Board of Directors. The President shall preside at all meetings of the members and directors. In all cases where (and to the extent that) the duties of the other directors of the Club are not specially prescribed by the Bylaws, or Club policy, the President may prescribe such duties subject to approval by the Board of Directors. The President shall perform the following duties:

- The establishment of an annual business plan and calendar
- Presiding over the annual general meeting and elections
- Appointment of elected Board members in the event of a vacancy, subject to the approval of the other elected Board members
- Presiding over all Board meetings and establishing monthly Board agendas
- Vote only in the case of a tie

The Schembs 11/3/11 8:55 PM
Deleted: waiver

The Schembs 11/3/11 8:55 PM
Deleted: waiver

The Schembs 11/3/11 8:56 PM
Deleted: board

The Schembs 11/3/11 8:56 PM
Deleted: board

The Schembs 11/3/11 8:56 PM
Deleted: waiver

The Schembs 11/3/11 8:57 PM
Deleted: exemption

The Schembs 11/3/11 8:57 PM
Deleted: exemption

- Serve as HSC representative to TPCJSA
- Appointment of special committees and chairpersons
- Serve as an ex-officio member of all Committees
- Addressing issues and concerns of the membership service
- Involvement in Club outreach programs such as
 - o Scholarship Programs & Events
 - o Annual Charity Event
 - o Community Outreach/Involvement

(b) **Vice President of Administration** The VP of Administration shall attend all meetings of the Board of Directors, and in the absence of or disability of the President, shall perform all duties of the President and shall perform such other duties as may be prescribed by the Board of Directors. Within the first month of office, and by no later than the February board meeting, the VP of Administration must recruit and appoint the following positions: Coordinator of Registration, Coordinator of Business Development, Coordinator of Tournaments & Special Events, and Coordinator of Communication & Marketing, all appointments are subject to approval of the Board. The VP of Administration is responsible for the management and oversight of each of these Directors and their respective duties. In addition to those duties describe above, the VP of Administrative is responsible for implementing and monitoring risk management policies and insurance functions of the Club

(c) **Vice President of Operations** The VP of Operations shall attend all meetings of the Board of Directors, and in the absence of or disability of the President and VP of Administration, shall perform all duties of the President and shall perform such other duties as may be prescribed by the Board of Directors. Within the first month of office, and by no later than the February board meeting, the VP of Operations must recruit and appoint the following positions: a Program Director for each of the Clubs four soccer programs, and Coordinator of Discipline and Review, all appointments are subject to the approval of the Board. The VP of Operations is responsible for the management and oversight of each of these Directors/Coordinators and their respective duties

(d) **Treasurer** The Treasurer shall attend all meetings of the Board of Directors, and shall have custody of all Club funds and security and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Club and shall deposit all monies and other valuable effects in the name and to the credit of the Club in such depositories as may be designated by the Board of Directors. The Treasurer shall be bonded for the faithful discharge of his or her duties, in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall disburse the funds of the Club as may be ordered by the Board, taking proper vouchers for such disbursements, and shall render to the Board of Directors at the regular meetings of the Board, or whenever they require, an account of all his or her transactions as Treasurer and of the financial condition

The Schembs 11/8/11 7:42 PM
 Deleted: Director

The Schembs 11/8/11 7:42 PM
 Deleted: Director

The Schembs 11/8/11 7:42 PM
 Deleted: Director

The Schembs 11/8/11 7:42 PM
 Deleted: Director

The Schembs 11/8/11 7:44 PM
 Deleted: Director

of the Club. The Treasurer is responsible for ensuring that the annual report and corporation fee is properly submitted to the Corporations Division of the Secretary for the State of Washington and that the appropriate tax returns are prepared and filed with the Federal Internal Revenue Service. The Treasurer is responsible for filing or delivering any other necessary municipal/county forms or documentation related to the Club's business affairs. The Treasurer may find from time to time the need for additional support and thus, may solicit and appoint volunteers to form separate committees to draw upon when assistance is needed to help complete the duties of the office. With specific approval and consent of the Board, the Treasurer may also seek to retain professional services to accomplish the tasks of the office. The Treasurer shall have the following duties:

- Chart of Accounts & Financial Accounting
- Financial Reporting (Annual Report and Monthly Reports)
- Accounts Payable
- Purchasing and Inventory Management
- Accounts receivable and collections
- Arrange for an independent audit or compilation when required by majority vote of the Board
- Investments
- Sponsorships & allocation of monies (working with Director of Business Development)
- Scholarships (working with President to achieve financial goals and objectives)
- Chair the Financial Committee

(e) **Secretary/Historian** The Secretary/Historian shall attend all meetings of the Board of Directors. Within five (5) days of each meeting, the minutes of the meeting shall be distributed to the Board. Notice shall be given of all meetings. The Secretary/Historian is responsible for all administrative functions of the Club as defined in the duties set forth below:

- Keep record minutes at BOD, AGM and other meetings
- Post board meeting minutes on club website within five days of BOD approval
- Keep a record of the names, addresses, and contact information of all members
- Be custodian of the corporate records of the Club
- Help prepare meeting agendas and provide required notice for Club meetings
- Implement and Oversee Alumni Programs such as:
 - o Database tracking and maintenance
 - o Alumni Fundraisers
- Collect news articles, photos, and items of interest about HSC teams, coaches, players and compile an annual for the calendar year.

(f) **Vice President of Competition** shall attend all meetings of the Board of Directors and must work closely with the VP of Referee and Coordinator of Tournaments and Special Events to make sure fields, schedules, and equipment are available and assigned to cover the various games, tournaments, and

The Schembs 11/3/11 8:59 PM
Formatted: Underline

competitions organized and/or played by the Club's teams. The VP of Competition must work in partnership and through the Peninsula School District, the City of Gig Harbor, PenMet Parks, Pierce County, and other field suppliers to maintain and improve the facilities we use. The VP of Competition is responsible for communicating with the Club's Program Directors and the Club's teams regarding field use policies and protocols. The VP of Competition is further responsible for securing and scheduling venues for the Club's organized tournaments and competitions, state, interstate, regional and national competitions, tournaments, leagues and contests. The VP of Competition will work with TPCJSA and WYS to secure the appropriate Certificates of Insurance for the fields used by the Club. To assist in these duties the VP of Competition shall appoint two volunteers: Coordinator of Fields & Facilities and Coordinator of Games. The duties of these positions are explained in further detail in section 8.7 (c) and (d)

The Schembs 11/3/11 9:04 PM

Deleted: HSC

The Schembs 11/3/11 9:04 PM

Deleted: and

(e) ***Vice President of Referees*** The VP of Referees shall attend all meetings of the Board of Directors, and must work closely with the VP of Competition, Director of Games, Director of Fields & Equipment and Director of Tournaments and Special Events to make sure referees are available and assigned to cover the various games, tournaments, and competitions organized and/or played by the Club's soccer teams. The VP of Referees must either be a certified referee or willing to become a certified referee within the first year or his or her term of office. The VP of Referees shall work with the local referee organizations to recruit and train new youth and adult referees for the Club. The VP of Referees is responsible for:

The Schembs 11/3/11 9:06 PM

Deleted: Director

The Schembs 11/3/11 9:06 PM

Deleted: Director

- Soliciting and Organizing local referee clinics
- Referee development and management
- Referee Education
- Referee Mentoring
- Referee Assignment and attendance at required clinics to enable him or her to be a referee assignor for the Club

The Schembs 11/3/11 9:08 PM

Deleted: (PCSR)

Section 8.4 ***Term of Office*** The term of office for the President, Vice President - Operations, Secretary/Historian, Vice President – Competition, Director of Registration, Club Program Director, and Academy Program Director will consist of two (2) fiscal years, elected/appointed on every odd year. Similarly, the term of office for the Vice President- Administration, Treasurer, and Vice President -Referees, Harbor Premier Program Director, and Micro Program Director will also consist of two (2) fiscal years, but elected / appointed on every even year. The year being determined by the date of the Annual General Meeting. The effective date for newly elected officers will be on Jan. 1 of the New Year beginning after the election.

Section 8.5 ***Re-Election & Vacancies*** All officers are eligible to the same office at succeeding elections. They may serve in the same office for no more than two (2) consecutive full terms, unless approved by a vote of the Board of Directors. Vacancies occurring subsequent to elections shall be filled by appointment of the President at the first monthly meeting following the AGM

subject to approval by the elected board members. The term in office for officers appointed in this manner shall be the unexpired term of the vacated office.

Section 8.6 **Appointed Directors/Coordinators:** The appointed directors of the Club shall consist of the following positions: Program Director – Harbor Premier (Premier Level Teams); Program Director – Harbor Club (Recreational [U12 –U18 teams](#)); Program Director - Academy ([U7 –U11 teams](#)); Program Director - Harbor Micro (U5-6 teams); Director of Registration; Coordinator of Discipline and Review; Coordinator of Facilities & Equipment; Coordinator of Games; Coordinator of Business Development; Coordinator of Communication & Marketing; and Coordinator of Tournaments & Special Events. If an appointed position is left unfilled for any reason it is the responsibility of the elected officer whose position made the appointment to nominate a replacement to fill the position as soon as possible for approval [by a majority of the Board of Directors](#).

Section 8.7 **Duties of Appointed Directors** The duties, power and authorities of the Directors shall include, but not be limited to, the following:

(a) **Program Directors** The position of Program Director (“PD”) is critical to the success of HSC, and each PD is a voting member of the Board of Directors and shall attend all Board of Directors meetings. Each PD is essentially the head of their respective program, and a PD must work effectively with each and every Officer and Director of the Club to successfully achieve goals and objectives of the Club. To this end, a PD may find that from time to time they need additional support and may solicit and appoint volunteers to form separate committees or similar resources to draw upon when assistance is needed to help run their program. With specific approval and consent of the Board a Program Director may also seek to retain professional services from qualified coaches, trainers, or other professionals to assist in running the program. This is especially germane to the success and quality of HSC’s most competitive program, Harbor Premier.

If the services of a Coaching Director or Coach are proposed for the coming season or year, the Program Director must present such request to the Board of Directors for approval. Such services should be contracted on a year to year basis or as deemed necessary by the board of directors

Financially, each PD is responsible with operating and managing his or her program within its own fiscal limits. In other words, the program must sustain itself through the revenue received from its player registration fees, fundraisers, or other income, less costs of applicable Club overhead and costs. Accordingly, the PD for each program must work closely with VP of Operations, the Treasurer, and other Directors to operate the program within their respective annual budget. The PD will work to keep the costs of player participation at levels that are reasonable and necessary for player development and the appropriate level of play, and to do so, the Club may utilize fundraisers for a particular program. The

The Schembs 11/3/11 9:09 PM
Deleted: Level Teams

The Schembs 11/3/11 9:10 PM
Deleted: Small-Sided Teams

The Schembs 11/3/11 9:10 PM
Deleted: Micro T

The Schembs 11/3/11 9:10 PM
Deleted: my

The Schembs 11/3/11 9:10 PM
Deleted: eleven board members

budget of each program must be approved by the board of directors 30 days prior to the initial tryouts or 30 days prior to open registration

Each Program Director shall review and modify as appropriate the set of Policies and Operating Procedures/Practices for his/her respective program that describes the following:

1. Mission, Goals and Philosophy
2. Program Administration
 - a. Responsibilities of PD and Assistant PD's, as needed
 - b. Responsibilities and Functions of the Program
 - c. Development of Program Budget and Player Fees
 - d. Scholarships
 - e. Registration of Players and Teams
3. Coaching Director (if applicable)
 - a. Responsibilities and Functions
 - b. Contract
4. Professional Coaches
 - a. Responsibilities and Functions
 - b. Contract
5. Tryouts (if applicable)
 - a. General Policies
 - b. Tryout Procedures
6. Team Responsibilities, Placement and Organization
 - a. Responsibilities
 - Training Program and Tournaments
 - Playing Time
 - b. League Placement
 - c. Organization
 - Manager and Treasurer Functions
 - Volunteers
7. Coaches Commitments and Expectations
 - a. Application to Coach
 - b. Head Coach Qualifications
 - c. Head Coach Responsibilities
 - d. Coaches Exemption
8. Player Commitments and Expectations
9. Parent Commitments and Expectations

Changes to the policies and Operating Procedures/Practices prepared by each Program Director shall be presented to the Board of Directors, in conjunction with annual budgets, for comment and approval.

(b) **Director of Registration** The Director of Registration shall attend all meetings of the Board of Directors is a voting member of the Board of Directors. The Director of Registration is responsible for ensuring the Club's teams and players are properly

The Schembs 11/3/11 9:12 PM
Deleted: The

The Schembs 11/3/11 9:12 PM
Deleted: P

The Schembs 11/3/11 9:12 PM
Deleted: prior to the beginning of the fiscal year

The Schembs 11/3/11 9:12 PM
Deleted:

registered and affiliated with the appropriate association, league, or tournament to participate in the game of soccer. The Director of Registration may find from time to time need additional support and thus, may solicit and appoint volunteers to form separate committees to draw upon when assistance is needed to help complete the duties of the office. With specific approval and consent of the Board, the Director of Registration may also seek to retain professional services to accomplish the tasks of the office. The Director of Registration shall be responsible for all player registration functions of the Club as defined in duties below:

- (a) Organize and conduct registration for all players in accordance with WYS, US YOUTH, [and through dual affiliation](#) US CLUB [\(on an as-needed basis\)](#) directives;
- (b) Maintain all Club registration records, including an up-to-date file on all players, teams, and coaches;
- (c) working directly with the Club's VP of Administration, shall help provide oversight of the Club's Risk Management policies and procedures;
- (d) complete Club and player insurance requirements;
- (e) administer and process all medical forms and all player loan and travel papers required for participation in the league and tournament competition;
- (f) Prepare and sign season and tournament participation forms
- (g) Provide input and assistance to the Program Directors to establish registration/tryout dates, times, places;
- (h) act as the HSC liaison with the TPCJSA Registrar;
- (i) comply with TPCJSA and WYS requirements to properly conduct the duties of the office and
- (j) submit team assignment sheets/rosters to Program Directors and coaches to verify accuracy of data.

(c) **Coordinator of Fields & Equipment** The *Coordinator* of Fields & Facilities shall work closely with the VP of Competition and shall attend all meetings of the Board of Directors and be responsible for all Field, Facilities and Soccer Equipment of the Club as defined in the duties set forth below:

- Maintain city/school relationships
- Purchase, issue, and maintain all equipment and material owned by the Club.
- Collect [nets and flags from fields](#).
- Inventory all equipment at the end of the season.
- Provide competitive bids to the Board for approval, prior to purchase, of necessary equipment
- Field equipment and maintenance (Nets, Goals, Paint, etc.)
- Recruit Club members to develop and upgrade the number and quality of Club fields.

(d) **Coordinator of Games** The Coordinator of Games shall be responsible for the coordination of all league games. Accordingly, the [Coordinator](#) of Games shall work

The Schembs 11/3/11 9:13 PM

Deleted:

The Schembs 11/8/11 7:53 PM

Formatted: Normal, Indent: Left: 1", Right: 0.5"

The Schembs 11/8/11 7:53 PM

Deleted: -

The Schembs 11/8/11 7:57 PM

Deleted: Director

closely with the VP of Competition, [VP of Referees](#), Director of Registration, [Coordinator](#) of Facilities & Equipment, HSC Program Directors, and league officials for TPCJSA, District III, [RCL](#) and WYS, to coordinate date, times and locations for all of HSC home competitions. The Coordinator of Games shall also work with each Program Director, and the Director of Facilities and Equipment to secure and schedule the use of all Club fields for practice sessions by member teams.

- [Fields acquisitions through the Peninsula School and PenMet Parks](#)
- [Maintain working relationships with the School, City, and Parks personnel](#)
- [Provide practice fields to PD's to prepare practice schedules](#)
- [Prepare game schedules for the four program's fall and springs seasons](#)
- [Work with teams on rescheduling of games](#)

(e) **Coordinator of Discipline & Review** Chaired by the VP of Operations who is a non-voting member. The Coordinator shall report to the Board of Directors and be responsible for all Discipline and Compliance related issues, [not previously addressed by a higher sanctioning body \(TPCJSA, District III, RCL, WYS, or other\)](#), of the Club as defined in the duties set forth below and not limited to:

- Oversight and implementation of the Player/Parent and Coach policies
 - Establish policies for discipline and review discipline & review Committee
 - Maintain the Club Constitution and By Laws regarding ethics, misconduct, and discipline, [all subject to Board approval](#).
 - Chair [Disciplinary Committee for matters not addressed by a higher sanctioning body](#) as a non-voting member
 - [Maintain a record of Disciplinary actions but both the Club and other sanctioning bodies against HSC members](#)
- Establish a Judicial Review Committee which shall consist of:
1. Two (2) parents from any of the four (4) programs
 2. Two (2) coaches from any of the four (4) programs
 3. The Director of Referees
 4. A single member who is in "Good Standing" with the club as selected by the above five members

(f) **Coordinator of Business Development** The Coordinator of Business Development shall attend all meetings of the Board of Directors and be responsible for all new business development functions of the Club as defined in the duties set forth below:

- Development of Club Sponsorships/Sponsor Packages
- Development and implementation of Club Fundraisers
- Grant writing

(g) **Coordinator of Merchandise** The Coordinator of Merchandise shall attend all meetings of the Board of Directors and be responsible for all merchandise functions of the Club as defined in the duties set forth below. The Coordinator of Merchandise shall receive one exemption based on performance. Half exemption voted by Board in August based on having inventory in place and set up for sale at Registration and Tyee Cup.

The Schembs 11/8/11 7:58 PM

Deleted: Director

The Schembs 11/8/11 7:56 PM

Deleted: -

... [2]

The Schembs 11/8/11 8:02 PM

Deleted: -

The Schembs 11/8/11 8:02 PM

Formatted: Indent: Left: 1"

The Schembs 11/8/11 8:02 PM

Deleted: Judicial

Other half exemption voted by Board in November if inventory set up for sale at 50% or more Academy Training sessions and Game Day sites (including Academy, Club and Micro); inventory levels are maintained at approved levels throughout season

- Maintain a revolving merchandise inventory; budget determined by VP of Administration and board approved
- Development merchandise sales program and maintain online merchandise presence
- Development of new designs and products with vendors
- Inventory items determined with input from VP Administration, and interested Board members
- Sale of merchandise at club events such as Registration, Tyee Cup, Academy Training Nights, and game days
- Develop and maintain relationships with vendors & coordinate team sales

(h) **Coordinator of Public Relations** The Coordinator of Public Relations shall attend all meetings of the Board of Directors and be responsible for all public Communications and Marketing activity of the Club as defined in the duties set forth below:

- Web site maintenance and content management
- Information Systems/Networking
- Publicity
- Press Releases
- Member communication
- Establish and Maintain Member Email data base
- Logo and image management
- Merchandise marketing
- Video Production development (player and Club)

(i) **Coordinator of Tournaments and Special Events** The Coordinator of Tournaments and Special Events shall attend all meetings of the Board of Directors and responsible for all Harbor Soccer Club organized Soccer Tournaments and Special Event activities of the Club as defined in the duties set forth below:

- Tournaments (Fall, Spring or Winter)
- Opening Day
- Club Pictures
- Annual Awards and Banquet

Section 8.8 **Resignation** Any officer or director may resign at any time by delivering written notice to the President, the Secretary, or the registered office of the Club,(mailing address) or by giving oral notice at any meeting of the directors or members. Any such resignation shall take effect at any subsequent time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. If this occurs, any financial obligations, [including pro-rata repayment of reduced registration fees](#), of the officer, director or coordinator will be determined at the discretion of the board.

Section 8.9 **Removal of an Officer or Director** At a Board of Directors meeting called expressly for that purpose, any officer or director may be removed from office, with or without cause, by affirmative vote of two-thirds of the Board of Directors. By way of example, and not in limitation of the foregoing, any Director absent without cause and prior notice to an elected board member from two (2) consecutive Board meetings, or being negligent in his or her duties to the Club, shall be subject to removal by the Board of Directors. If an officer or director is removed from office, any financial obligations of the officer, [including pro-rata repayment of reduced registration fees](#), director or coordinator will be determined at the discretion of the board.

Section 8.10 **Conflict of Interest**

8.10.1 Purpose. The purpose of the conflict of interest policy is to protect this tax-exempt organization's ("Organization") interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

8.10.2 Definitions.

8.10.2.1 Interested Person. Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

8.10.2.2 Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family: a) an ownership or investment interest in any entity with which the Organization has a transaction or arrangement, b) a compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement. Compensation includes direct or indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Section 8.10.3.2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

8.10.3 Procedures.

8.10.3.1 Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

8.10.3.2 Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a

conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

8.10.3.3 Procedures for Addressing the Conflict of Interest.

a) An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

b) The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

c) After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

8.10.3.4 Violations of the Conflicts of Interest Policy.

a) If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

8.10.4 Records of Proceedings. The minutes of the governing board and all committees with board delegated powers shall contain:

8.10.4.1 The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

8.10.4.2 The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

8.10.5 Compensation.

8.10.5.1 A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

8.10.5.2 A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.

8.10.5.3 No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

8.10.6 Periodic Reviews. To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

8.10.6.1 Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

8.10.6.2 Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

8.10.7 Use of Outside Experts. When conducting the periodic reviews as provided for in Article 8.10.6, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE 9 - MEETINGS

Section 9.1 *Monthly Meetings*

(a) The Club's Board of Directors shall meet on a monthly basis, time and place specified by the Club President.

(b) Club Secretary/Historian, President, or VP of Administration, will notify all Board of Director members of any scheduled meetings and publish the time and place for the monthly Board meetings on the Club's internet website.

(c) An agenda will be established and made available before each meeting.

(d) Agenda for the monthly meeting will be as follows:

1. Call to order
2. Minutes
3. Officers' reports

4. Directors' reports
 5. Unfinished business
 6. New business
 7. Adjournment
- (e) A meeting should last no longer than two (2) hours.

Section 9.2 **Special Meetings** Special meetings may be convened by request of the President, or three (3) or more of the elected officers, or 30% or more of the Club membership. Seventy two hours notice will be given to all Board of Directors prior to scheduling any special meeting. Special meetings should be limited to two (2) hours.

The Schembs 11/3/11 9:20 PM

Deleted: days

Section 9.3 **Annual General Meeting**

(a) The Annual General Meeting of the members shall be held each year within the first two weeks of the month of December on such date and time as may be determined by the Board of Directors. The Annual General Meeting will be held to: (i) elect the officers of the Club (President, Vice President-Administration, Vice President - Operations, Vice President - Competition, Vice President - Referees, Treasurer, and Secretary/Historian); (ii) vote on amendments to the articles of incorporation, if recommended by the Board or the membership; and (iii) vote on any other business that is recommended for the general membership by the Board.

(b) Notification of the meeting will be made to all Club members by publishing the date, time and place of the meeting on the Club's internet website at least thirty (30) days prior to the date of the event.

- (c) The order of business shall be as follows:
1. Call to order
 2. Credentials
 3. Minutes
 4. Officers' reports
 5. Committee reports
 6. Unfinished business, proposed By-law changes
 7. New business
 8. Election of officers
 9. Presentation of awards
 10. Adjournment

(e) A voting member must vote in person. Voting by proxy shall not be allowed.

Section 9.4 **Quorum**

(a) Board of Director Meetings. Quorum for all meetings of the Board shall consist of at least four (4) elected officers and two (2) other appointed directors of the Board.

(b) Member Meetings/Annual General Meeting. A quorum for the Annual General Meeting or special meetings of the members shall consist of at least the President or Vice-President of Administration or Treasurer, a majority of the Board and 30% of the voting members. Once a member is present or represented at a meeting, other than to object to holding the meeting or transacting business, the member is deemed to be present for purposes of a quorum for the remainder of the meeting.

Section 9.5 **Rules of Order** The Rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which it is applicable to the extent not inconsistent with these Bylaws and any Special Rules or Order the Board may adopt and any statutes or laws applicable to this organization.

ARTICLE 10 - BYLAW AMENDMENTS

Section 10.1 **Voting Requirement** The Bylaws of the Club may be amended by a three fourths (3/4) vote of the membership present at the Annual General Meeting.

Section 10.2 **Proposals** Any proposal to amend the Bylaws of the Club may be made by any member of the Club. Any proposal or motion to amend the Bylaws must be made in writing to the V.P.-Administration. 60 days prior to the Annual General Meeting (AGM)

Section 10.3 **Notice** Any notice of the proposals or motions shall be published in writing or posted on the Club internet website, to all members at least thirty (30) days in advance of the Annual General Meeting.

Section 10.4 **Effect** The installation of and any subsequent amendment to these Bylaws shall become effective immediately following the vote of the membership.

Section 10.5 **Distribution Amendments** passed at the Annual General Meeting of the current calendar year shall, when appropriate, be distributed to the affiliated association by the VP of Administration.

Section 10.6 **Conflicting Bylaws** The TPCJSA and WYS bylaws, policies and requirements take precedence over and supersede the governing documents and decisions of the Club and its members to the extent applicable under Washington state law, and the Club and its members will abide by TPCJSA's and WYS's articles, bylaws, policies and requirements.

ARTICLE 11 - PROVISIONAL RULES

Section 11.1 **Temporary Policies** By a majority the Board of Directors shall have the authority to adopt or amend temporary policy which shall expire at the conclusion of the Annual General Meeting if not adopted by the membership to become a Standing Rule or Regulation. Any temporary policy not adopted by the membership shall not be reinstated by the Board of Directors as a temporary policy.

Section 11.2 **Adoption & Amendment** Standing Rules and Regulations must be adopted by the voting members and shall be subject to amendment by the membership only in the fashion prescribed in Article 7.

The Schembs 11/8/11 8:07 PM

Deleted: The proposed amendments to the Bylaws shall be maintained at the Club offices for review by the members at least fourteen (14) days in advance of the Annual General Meeting.

The Schembs 11/3/11 9:21 PM

Deleted: The Bylaws shall be amended at the next Annual General Meeting to eliminate the cause for any conflict.

The Schembs 11/8/11 8:07 PM

Deleted: Rules & Regulations

The Schembs 11/8/11 8:07 PM

Deleted: two thirds (2/3)

The Schembs 11/3/11 9:21 PM

Deleted: rules and regulations

The Schembs 11/3/11 9:21 PM

Deleted: Rule or Regulation

The Schembs 11/3/11 9:22 PM

Deleted: Temporary Rule or Regulation

The Schembs 11/8/11 8:08 PM

Deleted: Section 11.2 **Distribution of Temporary Rules & Regulations** A copy of the Board-adopted Temporary Rule(s) or Regulation(s) shall be sent to the association of affiliation for their records and approval.

The Schembs 11/8/11 8:08 PM

Deleted: 3

ARTICLE 12 - RECORDS, REPORTS, & FINANCIAL MATTERS

Section 12.1 **Records & Reports** The Club shall maintain adequate and correct accounts, books, and records. All such records and contracts shall be kept at the Club's principal place of business and or the clubs safety deposit box. The Secretary shall be responsible for the maintenance of the administrative records. The Treasurer shall be responsible for the maintenance of the financial records and have the books available for inspection.

Section 12.2 **Revenues & Payment of Monies** The money and revenues of the Club shall be deposited in the name of the Club in such bank or financial institution as the Board shall designate and shall be drawn out only by a check signed by the Treasurer or the President. All checks for amounts in excess of \$500 must bear two signatures from the Board, preferably the Treasurer and President, and if one of these officers is not available, the VP of Administration with the exception of board approved contracts and program budgets. Online payments in excess of \$500 that are a result of board approved expenses are authorized. All receipts and expenditures shall be presented and approved at the regular monthly meetings. Contract and indebtedness shall be executed by the Board in compliance with the Articles of Incorporation, and no one other than the Board of Directors can make binding financial commitments on the Club's behalf, and no one other than the Board has the right to use the Club's Tax I.D. Number associated with the Harbor Soccer Club, Inc., without the prior written approval of the Board. Harbor Soccer Club specifically disclaims financial responsibility for, and shall not assume nor be held liable for, the debts or the financial obligations, either expressed or implied, of any affiliated team or any of the coaches, managers, or any affiliated team officials.

The Schembs 11/8/11 8:08 PM

Deleted: HSC

Section 12.3 **Loans** No loans shall be contracted on behalf of the Club and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors.

Section 12.4 **Audit** The Board of Directors shall appoint an Audit Committee to conduct an internal review of the books and records of the Club. Such Audit Committee will review the books and records of the prior year's activities no later than two (2) months from the installation of the new Board following the AGM. In addition thereto, the Audit Committee shall establish rules and regulations and procedures, as it deems necessary or proper for the checks and balances relating to the audit of the books and records of the Club.

Section 12.5 **Fiscal Year** The fiscal year of the Club shall coincide with the calendar year.

Section 12.6 **Annual Report** At the Annual General Meeting, the Treasurer shall have available for distribution to the membership present a written financial report of the Club.

Section 12.7 **Insurance** The Club shall provide an umbrella liability policy covering the Board of Directors, coaches, assistant coaches and referees, or ensure that such coverage is provided by other means. The Board shall also ensure that the Treasurer is bonded. The VP of Administration should review WYS's Directors and Officers insurance policy coverage and report this information on an annual basis to the Board at the first meeting following the AGM.

The Schembs 11/3/11 9:22 PM

Deleted: insure

ARTICLE 13 - FEES, PLAYER REGISTRATION, TEAM SPONSORS, & FUNDRAISING

Section 13.1 **Player Fees** A registration fee shall be assessed to individual players as set by the Program Director and approved by the Board to cover, at a minimum, the costs of coaching, training, league play, uniform, and the appropriate affiliation fees. Each year the Club will publish the specific costs covered by the registration fee as well as extra costs that a parent, legal guardian, or player may expect not to be covered by the registration fee. The Club is committed to the goal that no player shall be denied the opportunity to participate due to financial reasons.

The Schembs 11/8/11 8:09 PM

Deleted: HSC

Section 13.2 **Player Registration** Each player shall register electronically through the Club's website link by the deadline set by the Program Director and Director of Registration. The Club shall post the procedure and deadline for registration on the Club's internet website at least sixty (60) days prior to the end of the registration period or date of tryouts. Players must provide their name, address, telephone number, date of birth, e-mail address, and a signed emergency medical authorization treatment form. Club registrar must verify player's age by reviewing his/her original birth certificate or passport. Returning players may provide the previous years players card in lieu of birth certificate or passport

Section 13.3 **Financial Assistance** The Club is committed to the goal that no player shall be denied the opportunity to participate due to financial reasons. If a player is unable to meet or pay the registration fee, the player may apply for a HSC fee waiver by submitting a written request explaining the financial hardship to the appropriate Program Director for his or her age group and level of play. The PD will review the request and submit it to the Board for final approval along with a recommendation. In turn, the Board will make a decision at its earliest convenience and it shall notify the player of its decision by communicating its approval or disapproval in an appropriate manner.

The Schembs 11/8/11 8:10 PM

Deleted: HSC

Section 13.4 **Registration Fee Refunds** The Policies and Operating Procedures/Practices maintained by each Program Director shall provide details and specific procedures regarding any request to refund a registration fee, which may ultimately be considered and responded to by the Board of Directors.

The Schembs 11/8/11 8:10 PM

Deleted: shall

Section 13.5 **Sponsorship and Fund Raising**

(a) The Coordinator of Business Development is responsible for organizing and implementing Club sponsorship and fund raising activities. Proceeds from fund raising organized by the Club shall be allocated as the board sees fit or as the fundraiser was intended

(b) Each team may organize their own fund raising and sponsorship. However, team fund raising shall not conflict with Club fund raising activities and will, therefore, be submitted to the Coordinator of Business Development, or when vacant, the VP of Administration, and ultimately to the Board for approval prior to scheduling of fund raiser or acceptance of any sponsor. If a team goes defunct or disbands, all monies and assets that remain unused by the team shall be turned over to the Board for disposition back to the donors, sponsors, and original team members.

ARTICLE 14 - COACHING DIRECTORS

Section 14.1 **General Procedures**

- (a) Upon the request and proposal of a Program Director, the Board may contract with qualified individuals to perform certain professional services for the Club, including a Coaching Director, Assistant Coaching Director or Trainer that may serve the Club from time to time. The Program Director shall be responsible for negotiating the terms under which the Coaching Director and any Assistant Coaching Director or Trainer shall provide services to the Club, including without limitation, the length of such service and the rate and frequency of the compensation to be paid. The contract negotiated shall be submitted to the Board of Directors for approval and signature.
- (b) The Program Director shall evaluate the performance of the Coaching Director at least annually and each fiscal year. If retained by the Club, the Coaching Director must evaluate the performance of the team coaches and provide a written evaluation of each team coach to the Program Director after each session.

Section 14.2 **Responsibilities of the Coaching Director** The general responsibilities for the Coaching Director are spelled out in the Operating Procedures maintained for each program. The Coaching Director is an independent contractor hired by the Club to perform services specified in the contract that are negotiated by the Program Director and approved by the Board of Directors. The services to be provided are negotiated prior to each contract year. The method of performing these and other services, compensation and other provisions are to be negotiated and included in the Coaching Director's contract.

Section 14.2 **Technical Director** for the club can be hired at the discretion of a program director, subject to board approval.

ARTICLE 15 - COACHES

Section 15.1 **Application to Coach and Qualifications**: All potential candidates to coach any team in any program in the Club may submit an application to the appropriate Program Director to receive consideration. The Program Director, with the Coaching Director (if applicable), will review all applications and recruit coaches for unfilled positions and develop a roster of coaches. The final coaching staff roster will be presented to the Board of Directors for review and approval. The qualifications to coach vary by program and shall be listed in the individual Operating Procedures for these programs.

As noted in Section 8.7 above, a Program Director, with the assistance of the Coaching Director (if applicable), may be given the authority to seek out and negotiate to hire a professional coach for a particular team within his or her program. Any paid coach within a Club program shall be an independent contractor, and the contract will list the tasks to be performed by the coach, compensation and other necessary provisions. The contract for each coach will be presented to the Board of Directors for review and approval and should be presented in a timely manner to

The Schembs 11/3/11 9:24 PM
Deleted: must

The Schembs 11/3/11 9:24 PM
Deleted: HSC

allow the Board sufficient time to prepare and plan for the financial impact associated with such services.

Section 15.2 **Responsibilities of Coaches** The general responsibilities for each coach, professional or non-paid, are spelled out in the Operating Procedures for each program. For professional coaches, the individual provisions of the negotiated and approved contract will be binding on them for the term the contract is in effect.

Section 15.3 **Risk Management** All coaches, assistant coaches, team managers and club volunteers shall be cleared through WYS Risk Management before commencing their duties for the Club.

ARTICLE 16 - DISCIPLINE

Section 16.1 **Offenses** Officers, Directors, Coaches and/or staff, players and parents of soccer teams may come before a judicial or disciplinary committee to be reviewed, disciplined, or prohibited from membership in the Club for any of the following:

- (a) Conviction of a felony as defined by the Revised Code of Washington.
- (b) Striking, kicking, or spitting upon a player, referee, or spectator.
- (c) Using foul or abusive language.
- (d) Unsportsmanlike conduct.
- (e) Receiving a red card or two yellow cards during league or tournament play.
- (f) WYS Code concerning email violations (608.3)
- (g) Violating HSC, TPCJSA, District 3, WYS, USYSA or US CLUB rules or ethical standards or any decisions of the Board.

Section 16.2 **Jurisdiction** Depending on the cause and occurrence of the issue, the disciplinary action may be levied by a superceding governing body. Red cards and sideline mis-conducts reported by a referee on the official game sheet will result in action by the sanctioning body. In these instances, the Club's Disciplinary Committee will acknowledge and recording the levied punishment.

Section 16.3 **Procedures** Instances where the infraction is not addressed by a superceding sanctioning body, the Club's Disciplinary Committee will review the incident in accordance with the following procedures:

- (a) All accusations of unethical or unsportsmanlike conduct during activities associated with the Club shall, within 48 hours of the alleged incident, be submitted in writing to the Chair Disciplinary Committee for matters not addressed by a higher sanctioning body as a non-voting member Coordinator of Discipline and Review for review by the Disciplinary Committee.
- (b) Upon receipt of a written complaint, the Coordinator of Discipline shall set a date, time and place to discuss the incident with the offending individual. The Coordinator of Discipline shall send the offending individual notice of this meeting, along with a statement of why the meeting is being scheduled and with the warning that if he or she fails to attend the meeting, an adverse decision may be issued by the Committee affecting his or her standing and future participation as a member of this Club.

The Schembs 11/3/11 9:24 PM
Deleted: the

The Schembs 11/3/11 9:28 PM
Deleted: Judicial

The Schembs 11/3/11 9:28 PM
Deleted: Committee

The Schembs 11/3/11 9:26 PM
Formatted: Font:Bold, Italic

The Schembs 11/3/11 9:24 PM
Deleted: 2

The Schembs 11/8/11 8:17 PM
Formatted: Indent: First line: 0.5"

The Schembs 11/3/11 9:30 PM
Deleted: alleged violations indicating

The Schembs 11/8/11 8:17 PM
Deleted: Director

The Schembs 11/8/11 8:15 PM
Deleted: Judicial

The Schembs 11/8/11 8:15 PM
Deleted: Director

The Schembs 11/8/11 8:15 PM
Deleted: Director

The Schembs 11/3/11 9:32 PM
Deleted: , TPCJSA, District III, and/or WYS

(c) The Judicial Committee shall propose disciplinary recommendations to the Board for approval or adjustment.

(d) All parties directly/indirectly involved in alleged violation shall not serve on the Judicial Committee proceedings.

(e) The Disciplinary Review Policy should be presented annually to the VP of Operations and then approved by the Board.

The Schembs 11/3/11 9:33 PM
Deleted: have sole responsibility for

The Schembs 11/3/11 9:33 PM
Deleted: . Any appeal process must start at the Association level

ARTICLE 17 - RATIFICATION

Any proposed changes to these Bylaws must be given to V.P. of Administration and the Board of Directors before being presented to the membership. The Board shall notify the membership of such suggested changes 30 days prior to a meeting held for the purpose of voting on the changes. The signature of three (3) members of the HSC Board of Directors shall signify the date of such meeting and the membership's successful vote on any change or amendments made to these bylaws.

The Schembs 11/3/11 9:34 PM
Deleted:

In Witness whereof, the undersigned officers acknowledge that the membership, by a majority vote on December 8, 2011 have approved the foregoing bylaws, changes, and/or amendments, and shall be in effect hereafter.

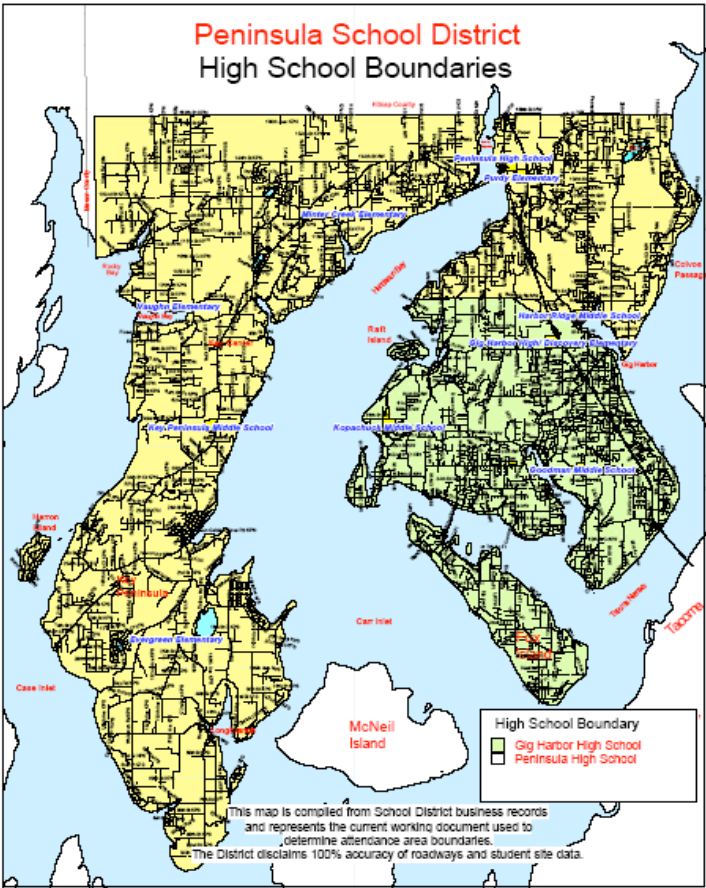
Dated this 8th day of December, 2011

Mike McCoy, President

Keith Schembs, VP of Administration

Curt Carroll, Vice President/Operations

Tom Ferguson, Treasurer



(Figure 1)