

**BY-LAWS
of the
LEAVENWORTH SOCCER CLUB**

LEAVENWORTH, WASHINGTON

- I. Organization Name
The name of this organization is the Leavenworth Soccer Club, hereinafter referred to as "LSC".

- II. Mission Statement
Through the teaching of soccer, develop the life skills and fitness habits of our areas children that will prepare them for a successful, happy, and healthy life.

- III. Jurisdiction
LSC shall have jurisdiction over its teams, players, coaches and administrators within the geographical areas of the Cascade School District, as well as any player, coach, member, director, volunteer, or any participant that is participating on a team formed by the LSC.

- IV. Parliamentary Authority
All Board meetings will be conducted in accordance with the rules contained in the current edition of Robert's Rules of Order except when suspended by unanimous consent of the board members present. Such consent may be rescinded at any time by any Board member, after which Robert's Rules of Order will again be used.

- V. Affiliation
LSC shall be affiliated with US Club Soccer.

- VI. Financial and Dissolution
LSC is a non-profit corporation. The balance, if any, of all monies received by the LSC from its operation or sale of its assets, after payment in full of all debts and obligations of the LSC of whatsoever kind and nature, shall be used and distributed exclusively for the promotion of youth athletics within the Cascade School District boundaries.

- VII. Administrative Authority
 - A. The LSC Board of Directors shall be governed by its By-Laws except when they are superseded by those of US Club Soccer.
 - B. The LSC Board of Directors shall have authority to issue policies, procedures, or instructions as necessary to interpret, implement, clarify or further define its By-Laws, and implement its mission statement.

VIII. Membership

- A. Qualifications: An applicant for membership must demonstrate the desire and capability to comply with the rules and regulations established by the LSC for league play in all age groups under the age of nineteen (U-19).
- B. Admission: Parents who register their children in the program are automatically admitted as members of the LSC. Additionally, coaches and players over the age of eighteen (18) are automatically admitted as members.
- C. Acceptance of Membership: Acceptance of membership shall be automatic, unless otherwise voted upon by the Board of Directors.
- D. Discontinuance of Membership: Members failing or refusing to follow the terms and conditions set forth in the LSC By-Laws, LSC policies, procedures, or established regulations of league play or which attempt to circumvent a decision of the LSC Board of Directors or seriously damage the interests of the LSC, face suspension or expulsion from LSC membership. The passage of suspension or expulsion shall require the approval of a majority of the LSC Board of Directors present at any board meeting, assuming a quorum is present.

IX. Administrative Organization

- A. Officers: The elected officers of the LSC Board of Directors shall be the President, Equipment Coordinator, Secretary, Treasurer, Registrar, Sponsorship and Fundraising Coordinator, Publicity Coordinator, Fields Coordinator, Kinder Kicks Coordinator, Coach and Player Development Coordinator, Referee Coordinator, Storm Coordinator. Each officer shall have one vote except for the President, who shall vote only in the case of a tie.
- B. Elections: Officers are elected at the general meeting by majority vote. No officers shall serve for more than six (6) consecutive years in one position. After six (6) years, that position must be held by another individual for a period of twelve (12) months. Officers serve two (2) years in the same position, unless re-elected.
Positions for ODD year elections are as follows:
President, Secretary, Equipment Coordinator, Kinder Kicks Coordinator, Sponsorship and Fundraising Coordinator, Referee Development Coordinator.
Positions for EVEN year elections are as follows: Fields Coordinator, Registrar, Treasurer, Publicity Coordinator, Coach and Player Development Coordinator, Storm Coordinator.
- C. Responsibility of Officers: The officers shall be responsible for conducting the business and administering the affairs of the LSC including, but not limited to:

- i. Enforcing the By-Laws, Rules and Regulations, and the board approved Procedures and Policies of the LSC;
- ii. Approval of formation and operation of all LSC tournaments;
- iii. Approval of Puget Sound Premier League (PSPL) play, interstate play and/or international play, with further approval of US Club Soccer and/or PSPL;
- iv. Approval of formation of LSC teams for District, tournament play, or PSPL play, with further approval of US Club Soccer and/or PSPL;
- v. Suspension or removal of a coach or player;
- vi. Recommendation to the LSC Board of Directors for suspension or removal of a LSC officer.

X. Duties of Officers

A. President

- i. Oversee all activities of the LSC and the work of the Board of Directors;
- ii. See that all LSC policies, rules and regulations are adhered to;
- iii. Assist the Board of Directors in appointing any Board positions that are vacant mid-term;
- iv. With the voting approval of the Board, establish committees and appoint chairpersons as directed;
- v. Provide LSC representation at league meetings;
- vi. Vote on LSC matters only in the case of a tie;
- vii. Manage the annual planning and event schedule;
- viii. Issue an annual report to the members thirty (30) days after the close of the fiscal year;
- ix. Manage the business relationship with Bonzi, and be the primary administrator of the Bonzi/SAM software;
- x. Set up any additional meetings as deemed necessary to ensure all officers and/or chairpersons have the knowledge to carry out their respective duties.

B. Equipment Coordinator

- i. Be in charge of all equipment;
- ii. Forecast equipment needs, including the preparation of short and long term equipment budgets;
- iii. Develop procurement plans including source selection and present procurement plans to the board for approval;
- iv. Carry out approved procurement plans;
- v. Manage the disbursements, tracking, and collection of all equipment from players, coaches, parents, or field locations.

C. Secretary

- i. Custodian of all office assets and correspondence;
- ii. Record and provide copies to all Board members of all meeting minutes in a timely fashion;

- iii. Keep Board member meeting attendance records;
- iv. Shall tally and present to the Board results from voting at the General meeting with ten (10) days of its conclusion;
- v. Shall maintain voted ballots for review by any member for a period of thirty (30) days following any election;
- vi. Provide proper notice of LSC quarterly meetings to the Board of Directors and all other interested persons whose attendance at such meetings is required.

D. Treasurer

- i. Deposit all moneys of the LSC in a chartered bank in the name of the LSC;
- ii. Provide properly authorized disbursements of LSC funds and sign all disbursement orders received. Proper disbursement of funds requires authorization of the Board of Directors. All amounts shall be paid by check or debit card, which is signed by one (1) LSC officers, who shall be designated by the Board of Directors;
- iii. Amounts of \$200.00 or more require special approval of the Board of Directors before disbursement;
- iv. Keep proper books and records for the organization;
- v. Prepare current financial reports (Profit and Loss and Balance Sheet) for distribution at all board meetings and at the annual meeting;
- vi. Estimate current and future liabilities, and post them to the P & L;
- vii. Prepare a proposed annual budget with the input of the Sponsorship and Fundraising Coordinator, the Equipment Coordinator, and the Registrar.

E. Registrar

- i. Shall be responsible for all LSC player registration;
- ii. Prepare registration form and provide to Publicity Coordinator;
- iii. Keep up-to-date registration records;
- iv. Compile proof of age as outlined by US Club Soccer for all teams of the LSC;
- v. Forward all forms required by US Club Soccer Registrar in a timely fashion;
- vi. Transfer players between teams in accordance US Club Soccer rules;
- vii. Accept player registration and make team assignments after the registration period in accordance with US Club Soccer rules and the procedures and policies of the LSC.
- viii. Collect registration fees and turn over to the LSC Treasurer for deposit;
- ix. Provide LSC representation at league meetings;

- x. Develop a membership voting list for the general meeting, and implement with Board approval an organized method at the general meeting to insure only valid members who are current with their player dues have voted properly;
- xi. Prepare and distribute team rosters, in accordance with LSC procedures and policies, to the board for approval, and upon approval, distribute to coaches;
- xii. Assume the position and authority of President for any meeting the President is unable to attend;
- xiii. Succeed to the Presidency in that office becomes vacant mid-term;
- xiv. Manage registration and team formation through the Bonzi/SAM software

F. Coach and Player Development Coordinator

- i. Disburse all information of importance to respective age division coaches;
- ii. Act as liaison between coaches and the Board of Directors and the coaches and parents of club members;
- iii. Develop and implement an annual coach development plan;
- iv. Support the development, recruitment, or implementation of educational soccer programs or camps to supplement soccer skills development;
- v. Lead the board in coach recruitment, and the board approval of all coaching assignments and appointments;
- vi. Forecast future participation by age group in support of the Treasurer budgeting process and the coach recruitment process.
- vii. Troubleshoot protests and/or complaints from coaches and/or spectators regarding game play, rules, interpretations and player, coach, spectator, or referee misconduct, in accordance with the policies and procedures defined by the LSC.

G. Sponsor and Fundraising Coordinator

- i. At the beginning of each season, to enlist the number of sponsors needed for each forecasted team;
- ii. At the beginning of each season, to procure the necessary funds from sponsors for the procurement of team uniforms and equipment;
- iii. Track the payment of committed sponsorship monies;
- iv. Provide sponsorship information to the Publicity Coordinator;
- v. To act as liaison between sponsors and officers, directors, and coaches of the LSC.

H. Publicity Coordinator

- i. Promote the LSC through any means available;
- ii. Manage the LSC website;

- iii. Provide photos and stories to local media outlets;
 - iv. Promote the recognition of sponsors;
 - v. Cover all publicity and/or promotion for registration of players including newspaper and radio coverage and school promotion in the Cascade School District;
 - vi. Ensure registration forms are printed and distributed to accessible community locations prior to the start of registration and ensure those locations have forms available throughout the registration period.
- I. Fields Coordinator
- i. Maintain an inventory of all fields and potential fields, including field and goal sizes.
 - ii. Work with the field owners or stewards to promote a healthy relationship between the owners and the LSC;
 - iii. Maintain the fields and the equipment located on them as required by the field owners;
 - iv. Mark and maintain the fields as required;
 - v. Advise equipment manager as to any equipment needs;
 - vi. Maintain the goals as required.
- J. Referee Coordinator
- i. Provide regular communication with the Wenatchee Valley Soccer Referee Association (WVSRA) on any aspect of LSC related to soccer referees including: fields, teams, schedule changes.
 - ii. Coordinate referee courses in the Cascade School District area for WVSRA Referee Development Program (RDP) and Washington State Referee Committee.
 - iii. Assume the role as Field Marshal for local soccer games when appropriate to monitor or mentor local referees.
 - iv. Monitor the Arbiter Sports (www.arbitersports.com) website for referee coverage and encourage self-assignment for local fields.
- K. Kinder Kick Coordinator
- i. Lead the planning and implementation of the Kinder Kicks program, including:
 - ii. Engage and support Kinder Kicks Coaches
 - iii. Initiate publicity process for Kinder Kicks, including website, flyers, etc.
 - iv. Develop and oversee budget
 - v. Prepare and oversee playing season
- L. Storm Coordinator
- i. Coordinate development and ongoing maintenance of a training guide and checklist for implementation and administration of LSC Storm teams related to all aspects of PSPL requirements and LSC registration requirements and

Wenatchee Valley Soccer Referee Association requirements hereinafter referred to as “The Storm Toolbox”.

- ii. Set rules for Storm team formation.
- iii. Inform and advise and oversee LSC Rec teams who wish to become Storm teams.
- iv. Maintain open communication with Storm teams.
- v. Facilitate and coordinate field scheduling for Storm team games with Cascade School District and Chelan County PUD when needed.

XI. Meetings

- A. General Meeting: The meeting shall take place no later than two weeks following the last regular fall soccer game. Nominations for positions to the Board shall be received in writing or email no later than twenty (20) days prior to the General Meeting. Nominees must approve of their nomination. A statement from each nominee shall be made available to the members fifteen days prior to the election by posting on the LSC website and emailed to the members. Notification of the meeting shall be distributed to the general membership via email, website, and local newspaper prior to the meeting. All proposed By-Law changes will be available to all members via email and posting on the LSC website.
- B. Board of Directors Meetings: The President will call Board meetings as necessary, but at least prior to and after spring and fall soccer seasons. Each board member is allowed only one vote, even if they are filling more than one board position. No vote shall be cast by proxy. Voting may occur outside of a regularly scheduled Board meeting when authorized by the President or three members of the Board. Such voting shall occur by email, and votes shall be submitted within forty-eight (48) hours of email distribution of the motion. Votes shall be submitted to both the President and the Secretary. A voting quorum, as defined below in section “C” must be established based on the number of email responses received for any motion to be approved. A majority of the votes shall decide passage. If two or more Board members object to voting outside of a regularly scheduled Board meeting, said objection shall be emailed to the President and the Secretary within the forty-eight hour (48) vote submission window, and the motion must be postponed and voted on at a Board meeting. Each Board meeting shall include an open forum at which any club member may speak. At the discretion of the chair, or by motion and approval of the board, time limits may be imposed upon speakers at this forum. Board meetings shall be open to the public except that the Board may, upon a majority vote of those present at the meeting, meet in closed session to discuss personnel

matters, pending or potential litigation, disciplinary matters, or removal of a coach or a Board member.

- C. Quorum: A quorum of the Board of Directors is required at any Club meetings to take action on any motion, and said quorum shall be equal to at least half of the currently filled Board positions.
- D. Election of Officers: The election of member officers shall be at the General Meeting. Officer's terms shall be based on the fiscal year of the LSC. Officers are elected by the general club membership, consisting of all parents of registered players, players at least eighteen (18) years of age, and coaches. Parents (only those individuals listed as PG1 and PG2 on the Bonzi registration system) are allotted one vote per registered child. No vote shall be cast by proxy. In the event that there is a disagreement between PG1 and PG2 as to how to vote, the parent listed as PG1 in the Bonzi registration system shall prevail, and cast all votes allowed for that family. All voting members must be at least 18 years of age. A parent/coach is only allowed one vote per registered child.
- E. Fiscal Year: The fiscal year will begin January 1st of each year and end December 31st of the same year. No registration will be accepted after the season's registration has been sent to US Club Soccer except for players who move to the area after close of registration.
- F. Audit: The books and accounts of the LSC shall be available for audit by members annually. An income and expense statement shall be available for review by the Board of Directors at the last board meeting scheduled prior to the general meeting and will be available for inspection by the members at said meeting. At the general meeting the books and accounts of the LSC shall be available for inspection by the LSC Board of Directors as well as the members of LSC.
- G. Attendance: Two unexcused absences within any twelve (12) month period from scheduled board meetings will be considered a voluntary resignation from the said Officer upon board approval. Excused absences must be approved by the board.

XII. Amendments

Proposed changes or amendments to the By-Laws can be enacted by the Board of Directors at their meetings. Proposed changes or amendments must be made in writing to the LSC Secretary no later than twenty-one (21) days prior to the meeting date. Proposed amendments shall be posted on the LSC website and emailed to the general membership and the board no later than fourteen (14) days prior to the meeting. Motions shall require a majority vote for passage, and shall become effective immediately, and no changes shall be

retroactive. The Secretary shall provide all Board members with an up to date copy of the By-Laws once enacted.

XIII. Club Records

Club records shall be maintained confidentially for LSC, US Club Soccer (including league clubs) use only

DATED this 26th day of November, 2017.

LEAVENWORTH SOCCER CLUB

By: _____
Signature and Title

By: _____
Signature and Title