

WSYSA DISTRICT 7 BYLAWS

ADOPTED 11/96
AMENDED 3/06

ARTICLE 1 – MEMBERSHIP

SECTION 1 Members consist of associations that are in good standing with the Washington State Youth Soccer Association (WSYSA) and that are located in the geographic area designated as District 7.

SECTION 2 The following associations are the initial members of District 7 as approved by WSYSA:

- Deschutes Youth Soccer Association
- Foothills Youth Soccer Association
- Grays Harbor Youth Soccer Association
- Lewis County Youth Soccer Association
- Thurston County Youth Soccer Association

SECTION 3 CONTINUATION OF MEMBERSHIP PRIVILEGES – Any Member Association paying dues is entitled to vote or participate in the business of District 7 except that no member notified as being in arrears to District 7 or suspended shall have this right.

SECTION 4 DISCONTINUATION OF MEMBERSHIP PRIVILEGES - Any Member Associations, Club, or individual of an Association failing or refusing to follow the District 7 Constitution, Bylaws, or Operating Procedures, or attempting to circumvent a decision rendered by District 7, or seriously damaging the interest of District 7, face the loss of District 7 membership privileges. Notification of this action shall be made to the member organization in writing with a 30-day notice. Loss of membership privileges shall require a two-thirds (2/3) vote of the District 7 Board of Directors.

SECTION 5 JURISDICTION OF MEMBERSHIP – Member Associations shall have the jurisdiction, control and responsibility to supervise all games of Youth soccer involving properly registered teams, as well as associated activities, within their specific area of administrative governance as approved by the WSYSA Board of Directors.

SECTION 6 RESPONSIBILITIES OF MEMBERS – Member Associations will be responsible for the conduct of coaches, managers, players, officials and parents under their jurisdiction, and shall insure that their actions on or off the field do not bring disfavor upon District 7 or WSYSA.

SECTION 7 MEMBERSHIP CONFLICT – The Constitution, Bylaws, Rules and Regulations of any Member Association shall not conflict with those of the District.

ARTICLE II – DIRECTORS

SECTION 1 BOARD OF DIRECTORS - The Board consists of the Commissioner, First Alternate Commissioner, Second Alternate Commissioner, Director of Development, Director of Competition, Secretary, Treasurer, and a Member Association Representative from each member association in good standing. Responsibilities and actions shall include, but not be limited to those listed in SECTION 2.

SECTION 2 The Board of Directors shall vote on the following matters:

- A)** Approval and enforcement of Constitution, Bylaws, and Operating Procedures of the District; approval of formation and operation of District tournaments, except such tournaments conducted by Member Associations for their membership only;
- B)** Approval of Inter-Association play;
- C)** Approval of formation of District Select Teams;
- D)** Approval or removal of District Committee Directors;
- E)** Suspension or removal of Officers, based on detrimental actions or neglect of accepted responsibilities;
- F)** Recommendations to the District 7 Board of Directors for suspension or loss of membership privileges in accordance with ARTICLE 1, Section 4 of the District 7 Bylaws;
- G)** Approval of budgets and District fees.

SECTION 3 The Board of Directors shall meet as defined in ARTICLE VIII of the District 7 Constitution and ARTICLE VI, SECTION 2 of these Bylaws.

ARTICLE III – OFFICERS

SECTION 1 EXECUTIVE BOARD (OFFICERS) – shall consist of the District Commissioner, the 1st Alternate Commissioner, the 2nd Alternate Commissioner, the Director of Development, the Director of Competition, the Treasurer, and the Secretary.

SECTION 2 The Executive Board shall be responsible for conducting the business and administering the affairs of District 7 to include, but not be limited to the following:

- A)** Recommendation to the Board of Directors for changes to the Constitution, Bylaws, and Rules and Regulations of District 7
- B)** Review and make recommendations on matters to be submitted to the Board of Directors;
- C)** Sign orders on the Treasury;
- D)** Planning;
- E)** Other matters that may arise during the operation of the business of the District.

SECTION 3 - The Executive Board shall meet as defined in ARTICLE VIII of the District 7 Constitution, and ARTICLE VI, SECTION 3 of these Bylaws.

SECTION 4 ELECTION OF OFFICERS – The Officers of District 7 shall be elected by the Board of Directors, at the District Annual General Meeting, held one month (at least 30 days) prior to the WSYSA Annual General Meeting. Procedure is as follows:

- A) Officers to be elected on odd numbered years are; the Commissioner, the Second Alternate Commissioner, the Director of Development, and the Secretary.
- B) Officers to be elected in even numbered years are: the 1st Alternate Commissioner, the Director of Competition, and the Treasurer.
- C) A 30-day written notification stating the date and place of the election shall be sent to each member of the Board of Directors.
- D) Nominations shall be accepted from the floor at the election.
- E) Prior to each election, the Commissioner shall appoint a person who is not a candidate for office to conduct the election.
- F) A majority of votes cast shall be necessary to elect.
- G) The election chair shall entertain a motion to destroy the ballots at the conclusion of the elections.

SECTION 5 TERM OF OFFICE

- A) The term of office for District 7 Officers shall commence at the District 7 meeting following the WSYSA AGM, and shall continue until the two years after. Outgoing officers shall assist their successors for a period not to exceed the remainder of the fiscal year, in order to assure a smooth transition.
- B) In the event that offices of Commissioner, First Alternate Commissioner, and Second Alternate Commissioner are all vacated, the Board of Directors shall elect replacements for the remainder of the respective terms. In the interim, the Board of Directors shall designate a member of the Board of Directors as acting Commissioner.
- C) Any officer being absent from three (3) consecutive meetings of the Executive Board or Board of Directors, or being negligent in responsibilities to the District shall be subject to suspension or removal by the Board of Directors.

SECTION 6 RESPONSIBILITIES OF OFFICERS

COMMISSIONER – The Commissioner shall supervise all activities of the district; the work of the Executive Board, the Board of Directors, and shall chair all meetings of same. The responsibilities of the Commissioner shall include, but not be limited to, the following:

- A) Represent the District to WSYSA with a seat on the WSYSA Board of Directors;
- B) Appoint directors of committees as recommended by the responsible officer and as the needs of the district may require, subject to the approval of the Board of Directors;
- C) Sign orders on the Treasury as required for the business of the District;
- D) Be responsible for oversight of the District affairs.

FIRST ALTERNATE COMMISSIONER – The First Alternate Commissioner shall assist the Commissioner in all business of the District. Duties of the First Alternate Commissioner shall include, but not be limited to, the following:

- A) Become the Acting Commissioner during temporary absences of the Commissioner;
- B) Sign orders on the Treasury if required for the business of the District.

SECOND ALTERNATE COMMISSIONER – The Second Alternate Commissioner shall assist the First Alternate Commissioner during any temporary absence of the Commissioner. Duties of the First Alternate Commissioner shall include, but not be limited to, the following:

- A) Disciplinary Committee Chair
- B) Black Hills Football Club Program Liaison

DIRECTOR OF DEVELOPMENT – The duties of the Director of Development shall include, but not be limited to, the following:

- A) Player development
- B) Coach development;
- C) Referee development;
- D) Training materials and equipment;
- E) WSYSA Olympic Development Program (ODP);
- F) Recreational play development.

DIRECTOR OF COMPETITION – The duties of the Director of Competition shall include but not be limited to, the following:

- A) All District 7 administered league competitions;
- B) Scheduling and administration of District 7 administered tournaments;
- C) Provide administrative support of WSYSA-administered competition except those designated as recreational;
- D) Attend to and be the custodian of all District 7 trophies;
- E) Approval, formation, and operation of all tournaments provided they meet Board of Directors requirements, except such tournaments conducted by Member Associations exclusively for their memberships.

SECRETARY – The duties of the Secretary shall include, but not be limited to, the following:

- A) Custodian of all correspondence;
- B) To record, prepare, and distribute minutes in a timely fashion for all meetings of the Executive Board and Board of Directors;
- C) To provide notice of meetings as in ARTICLE VIII of the Constitution of District 7.

TREASURER – The duties of the Treasurer shall include, but not be limited to, the following:

- A) Deposit all moneys of the District in a chartered bank in the name of District 7;
- B) Provide properly authorized disbursements of budgeted funds and other fees, and of funds raised from sources other than player fees;
- C) Keep the proper accounting of all financial items;

- D) Direct the preparation of a proposed budget for each fiscal year with information from the other officers. The proposed budget will be developed for consideration following the District AGM;
- E) Sign orders on the Treasury as required for the business of the District.

ARTICLE IV – COMMITTEES

SECTION 1 DISTRICT COMMITTEES – shall be established as required to satisfy the programs and needs of the district for orderly and timely implementation. Committee activities will be based upon approved budget items or approved additional expenditures.

SECTION 2 APPOINTMENT OR REMOVAL OF COMMITTEE DIRECTORS – is subject to Board of Directors approval. Committee activities shall be supervised by the respective Officer. Committee Directors shall administer their respective activities and be responsible to the Board of Directors through the respective Officer.

SECTION 3 SPECIAL COMMITTEES – Special Committees may be formed as deemed appropriate by the Board of Directors for the purpose of accomplishing specific tasks. The authorization of these committees may include provisions for a budget, for the duration of the committee, and for appointing a member of members of the Executive Board to be responsible for the committee.

ARTICLE V – RECORDS AND REPORTS

SECTION 1 MINUTES AND REPORTS – Organizational records and reports shall be kept by the Secretary, with the exception of the detailed records maintained by the Treasurer. Special requests for District records and the distribution of such records shall be at the direction of the Commissioner.

SECTION 2 ANNUAL REPORT – The District Commissioner shall submit to WSYSA an Annual Report covering the activities of the District no later than one month prior to the AGM date, or as requested by the WSYSA Secretary.

SECTION 3 FINANCIAL REVIEW – The financial books and accounts of the District will be reviewed following the Treasurer's term of office by a three member committee or accounting firm. A report including any recommendations will be submitted to the Board within three months of the treasurer's expired term.. If all District Member Associations agree, the financial review may be suspended for a period of up to six years by a yearly vote at the D7 AGM.

SECTION 4 TREASURER - A summary of expenditures and revenue for the year will be presented at the AGM. Copies will be available for District Officer and Association Representatives.

SECTION 5 FISCAL YEAR – The fiscal year for the District shall be August 1 12:00 AM – July 31 12:00 PM

SECTION 6 BUSINESS CONFLICT OF INTEREST – No members of District 7 shall engage themselves in a District position or function in an effort to gain advantage for their personal or business gain. Any potential conflict of interest shall be declared in a disclosure statement to the Executive Board, either voluntarily or upon the request to the Executive Board. If a conflict of interest is evident, the Executive Board shall request the withdrawal of the person or recommend an investigation by the Board of Directors for removal.

SECTION 8 DISSOLUTION – Should District 7 be dissolved, all monetary assets remaining after payment of all debts shall be turned over to any remaining Member Associations which have qualified under Section 501(c)(3) of the US Internal Revenue Code, and shall be divided proportionally to the number of registered players. Physical assets shall be held in trust by remaining Member Associations.

SECTION 9 LOGO – The District 7 logo shall be used by permission of the Executive Board only. Permission shall not be given for programs or projects that are unsafe, discriminatory, or not in accordance with the fundamental policies outlined in the Constitution and Bylaws.

ARTICLE VI – MEETINGS

SECTION 1 ANNUAL GENERAL MEETING – The Annual General Meeting shall be held as per ARTICLE VI, SECTION 4, and ARTICLE X, SECTION 1 of the Constitution.

SECTION 2 BOARD OF DIRECTORS MEETINGS – shall be held a minimum of six (6) times per year. One meeting to be the AGM held a minimum of thirty (30) days prior to the WSYSA AGM.

SECTION 3 EXECUTIVE BOARD MEETINGS – Special Executive Board Meetings may be called as required by the Commissioner or by two (2) or more officers. Reasonable notice of all meetings will be provided.

SECTION 4 ORDER OF BUSINESS – The order of business for all meetings shall be set out in an agenda prepared by the Commissioner. The Agenda will be sent to District Officers and Association Representatives at least one day before the meeting

SECTION 5 PARLIAMENTARY AUTHORITY - “Robert’s Rules of Order” shall be the authority for procedures used during meetings.

SECTION 6 QUORUM – A quorum for Board of Directors meetings requires the Commissioner or an Alternate, two additional Officers, and Representation from > 50% of the Member Associations of District 7.

SECTION 7 VOTING – Each Member Association Representative shall cast two votes, Executive Officers will cast one vote, and the Commissioner shall exercise voting rights only in the case of a tie.

ARTICLE VII – OPERATING PROCEDURES

SECTION 1 The District 7 Operating Procedures shall establish District 7 general procedures, league regulation, rules of competition and special rules defining District 7 committee functions.

ARTICLE IX – AMENDMENTS

SECTION 1 PROPOSED – Proposed changes or amendments to these bylaws can only be effected at District 7 Annual General Meeting. Proposed changes or amendments to the bylaws must be submitted in writing to the Secretary for distribution to the Board of Directors for review, no later than sixty (60) days prior to the District AGM.

SECTION 2 NOTICE OF CHANGES – All approved Bylaw changes or amendments shall be sent in writing to all Member Associations within thirty (30) days after adoption of said changes or amendments.