

PRAIRIE SOCCER CLUB
Constitution, Bylaws, Rules and Regulations

Constitution

Article I **Name and Duration**

Section A. The organization shall be known as the Prairie Soccer Club (PSC), hereinafter referred to as The Club. The Club shall be affiliated with Thurston County Youth Soccer Association, hereafter referred to as TCYSA. The Club is an organization established and existing under the laws of the State of Washington.

Section B. The Club is and shall be nonprofit, nonsectarian, and nonpartisan. The Club is not organized for profit, and no part of its net earnings shall be used for the benefit of any member, except for payments made to the manager of The Club or to members who supply goods or services to The Club, by agreement of the board.

Section C. The duration of this organization shall be perpetual.

Article II **Purpose**

Section A. The purpose of The Club is educational and includes the following:

1. Teach and train players and coaches of affiliated teams formed from players, primarily residing within the boundaries of Yelm and Rainier School Districts, by providing a vehicle through which they may expand their education and knowledge about the game of soccer beyond that which each might do individually.
2. Teach, through the game of soccer, sportsmanship, physical health and mental alertness.
3. Develop, promote, and govern the game of soccer among affiliated teams within the boundaries of The Club.

Article III **Club Colors**

Section A. The representative colors of The Club shall be maroon and white.

Article IV **Jurisdiction**

Section A. The Club shall have jurisdiction over its member teams as well as associated individuals, such as players, coaches, administrators and other volunteers.

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Article V Affiliation

Section A. The Club shall be affiliated with TCYSA, Washington State Youth Soccer Association (WSYSA) and, through these affiliations, with United States Youth Soccer (USYS), United States Soccer Federation (USSF) and Federation Internationale de Football Association (FIFA).

Article VI Administrative Authority

Section A. The Club Board of Directors (the Board) shall be governed by its Constitution and Bylaws. In the event of inconsistency between The Club's Constitution and Bylaws the decision of the Board will prevail.

Section B. The Board shall have the authority to issue policies or instructions necessary to interpret, clarify, or further define its Constitution and Bylaws.

Article VII Membership

Section A. The membership of this Club shall consist of players, coaches, parents/legal guardians of players and other volunteers.

Section B. Applications from already formed teams desiring membership in The Club shall be submitted in writing to the Board in the format prescribed by the Board. Decisions on team applications will be considered in the context of The Club's goals and rules and guidelines as defined by the Board.

Section C. Acceptance by The Club of the foregoing shall constitute approval of the application, and the members associated with such team shall be bound by the constitution, bylaws and rules and regulations of The Club.

Section D. The Club shall avail of insurance through WSYSA for each player and appropriately registered volunteer.

Article VIII Organization

Section A. The governing authority of The Club shall be vested with the Board. All Board members may attend Board meetings and vote, except that the President will only vote on issues that are tied following a vote of the members in attendance.

Section B. The Board consists of the following elected officers of The Club.
1. President

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2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. Coaching Director
7. Equipment Manager

The Board may appoint a paid manager to support it in operating the club. The paid manager may attend Board meetings but may not vote.

Section D. The term of office for elected officers shall be two (2) years with the President, Secretary, Registrar and Equipment Manager elected to commence service in even-numbered years and the other positions elected to commence in odd-numbered years.

Section E. The Club's fiscal year shall be from January 1 to December 31 inclusive.

Article IX Meetings

Section A. The Annual General Meeting (AGM) of all members of The Club shall be held for the primary purpose of electing members to the Board and for approving amendments to the Constitution. The AGM will be held before the start of the fiscal year in which the newly elected officers will take their positions, and within fifteen months of the previous AGM. The quorum for the AGM will be at least four (4) voting board members. If an AGM needs to be reconvened because of a failure to meet the quorum requirement, the reconvened meeting may vote by majority in attendance to waive the quorum requirement if necessary to conduct the business of the AGM. All adult members are entitled to attend and vote.

Section B. The order of business of the AGM shall be as follows:

- a. Roll Call
- b. Minutes of the last annual general meeting.
- c. Officer and committee reports
- d. Unfinished Business
- e. Proposals
- f. Bylaw revisions
- g. Election of Officers
- h. New Business
- i. Adjournment

Section C. Meetings of the Board are considered business meetings and shall be convened as defined in the Bylaws.

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Article X Parliamentary Authority

Section A. All meetings of The Club shall be conducted using the current edition of “Roberts Rules of Order” as a guide unless this is in conflict with The Club’s Constitution and Bylaws.

Article XI Amendments

Section A. Proposed changes or amendments to this Constitution can only be affected by a majority vote at the AGM of those in attendance, entitled to vote and who vote.

Section B. Proposed amendments may be proposed by any Club member in writing to the Club Secretary at least 30 days prior to the Annual General Meeting at which they are to be voted upon.

Section C. The Club Secretary shall notify each Club member at least 15 days prior to the AGM; an electronically mailed or USPS mailed notification will satisfy this notification requirement. A notification to a parent or guardian will be deemed a notification to the player for whom the parent/guardian is responsible.

Section D. All approved changes or amendments shall be included in the AGM minutes.

Article X11 Dissolution

Section A. Should The Club be dissolved, all financial and physical assets remaining after payment of all debts shall be turned over to TCYSA providing TCYSA is qualified under Section 501C (3) of the Internal Revenue Code. TCYSA will divide such assets among the remaining clubs in proportion to their player numbers in the playing year immediately proceeding the year of dissolution of Prairie Soccer Club. The Board of TCYSA will use reasonable judgment in defining the value of non-financial assets in this distribution. If TCYSA is not qualified under Section 501C (3) or is not in existence at that time, the board of the Club will, by majority vote, decide the destination of all financial and physical assets provided, however, that this distribution is for the benefit of youth soccer in Washington State.

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Bylaws

Article I Name and Objective

Section A. This organization shall be known as the Prairie Soccer Club, hereinafter referred to as The Club, and shall be affiliated with the Thurston County Youth Soccer Association, hereafter referred to as TCYSA.

Article II Control and Authority

Section A. Governing authority of this Club shall be vested in the Board of Directors (Board) which is composed of the Executive Officers, as defined in Article VIII, Section B of the Constitution.

Section B. The Club shall be governed by its Constitution, Bylaws, Rules and Regulations and decisions made by the Board.

Article III Organization and Responsibilities

Section A. Board

1. President – The President shall supervise all activities of The Club and Board, serve as chairman at all Club meetings, appoint people to fill vacancies on the Board subject to approval at the next Annual General Meeting, be the titular head of all committees, facilitate financial transactions by operating as one of the designated signatories for The Club’s bank accounts and coordinate with the Manger in the assignment of players to team rosters. The President shall serve as a director, representing The Club at TCYSA meetings, and shall call Club meetings or Board meetings as the need arises, or when requested by at least fifty percent of (1) the affiliated teams or (2) The Club members or (3) the members of the Board. The President may, at his/her discretion, delegate committee and representative roles to other Board members.

2. Vice President – The Vice President will succeed to the role and responsibilities of President in his or her absence, during illness, or on his/her resignation for the remainder of the President’s term. He/she will also assist and support the President in the administration of the Club’s business and will facilitate financial transactions by operating as one of the designated signatories for the Club’s bank accounts.

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3. Secretary – The Secretary shall attend to and file all correspondence, record, prepare and distribute all meeting minutes to be read at subsequent meetings. The Secretary shall also notify all Board members and Club members on all matters pertaining to meetings.

4. Treasurer – The Treasurer shall keep financial records on all monetary transactions, including all incoming receipts and outgoing payments; shall maintain and coordinate annual budget, maintain a checking account with signature authority by the President, Vice President and the Treasurer, report on financial status and provide all requested information for the audit of the financial records. The Treasurer shall prepare, or have prepared, all documentation for filing with the appropriate regulatory authorities, including but not limited to, Inland Revenue Service and the Secretary of State for Washington. The Treasurer will provide a monthly report at the board meetings listing all of the incoming and outgoing money for the month, and have a copy of the bank statement available at the monthly meeting.

5. Registrar – The Registrar shall coordinate registration of Club teams and players, verify that WSYSA processes are being followed (e.g. in age verification, head injury awareness and education) and support TCYSA Registrar in his/her work on behalf of The Club's players.

6. Coaching Director- The Coaching Director will serve as a coaches coordinator, with responsibility for ensuring all coaches are trained and informed through coaches clinics and other tools. He/she will support the recruitment of coaches, encourage appropriate coach behavior towards players, match officials, other coaches and spectators, schedule coaches meetings at the beginning of each season, encourage attendance and provide coach packets, and coordinate with the equipment manager to ensure coaches have all necessary equipment.

7. Equipment Manager – Acquire, maintain and account for all team and field equipment.

Section B. The Board has authority to vote on (1) amendments to these Bylaws, (2) adoption of the Club's operating and capital budgets, (3) any other supplementary budget items and (4) other matters as the Board sees fit to decide in the interests of the effective operation of the club.

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Section C. Replacement of Board Members – Vacated Board positions will be appointed by the President and approved by the Board. Board Members may be removed by majority vote of the board, provided at least 15 days notification has been given to all Board members in advance of the meeting date that such a proposal is considered. The Board members must satisfy themselves that the removal of the Board member is for cause. In such votes the Board member whose removal is proposed has the right to be notified, attend and vote on the proposal.

Article IV Board Meetings

1. A quorum shall consist of a simple majority of the board members.
2. Board meetings will be called when necessary by the President or by written request as provided for in Article III, Section A, 1 of these Bylaws.
3. All board meetings will be open to all members unless the President determines that topics of a sensitive, confidential or potentially litigious nature are to be discussed.

Article V BYLAWS – Changes, and Amendments

Section A. Proposed change or amendment to the Bylaws must be submitted in writing to the Secretary of The Club thirty (30) days before the Board meeting.

Section B. The Club Bylaws shall be consistent with the requirements of the TCYSA and WSYSA rules.

Article VI Fund Raising

Section A. All fund raising activities must be approved in advance by the Board. Teams are encouraged to seek their own sponsorship. Sponsor funds shall be used only for team activities, equipment, education or other activities related to the goals of the club.

Article VII Conflict of Interest

No member shall engage in a Club position or function for his/her personal or business gain. Any potential conflict of interest should be disclosed by the individual in a statement to the board. The board may initiate an investigation of any potential conflict of interest, whether disclosed or not, and make an appropriate determination to protect the position and the integrity of the Club.

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Club members will abstain from voting on all issues where a personal or business conflict of interest may exist and such abstention will be noted in the board minutes.

Article VII Audit Committee

1. The club will establish an audit committee. The treasurer will be audited annually. The audit committee will consist of at least three personnel that are not authorized signature on the bank account. The Board is responsible for forming the committee.

2. A copy of the monthly bank statement will be sent to the treasurer and to the secretary for filing.

Article VII Political Activities

The Club shall not, either directly or indirectly, participate in any political campaign on behalf of or in opposition to any candidate for public office or any cause, except to support or endorse projects or causes serving the betterment or development of youth soccer.

Standing Rules and Regulations

Article I. Changes to Standing Rules and Regulations

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| Rule 1 | Changes to these Rules and Regulations for Prairie Soccer Club (hereinafter referred to as The Club) may be made at any regular Board meeting by a majority vote, subject to the board quorum requirement. |
| Rule 2 | Changes to these Rules and Regulations may be proposed by a member of the Board or a Team Representative. |
| Rule 3 | No change to these Rules and Regulations shall be retroactive. |
| Rule 4 | The Secretary shall publish and send within ten (10) days of the Board approval, to all officers and team representatives, any changes to these Rules and Regulations. The Secretary may use the US Postal Service or electronic mail for this notification. |
| Rule 5 | Changes are effective fifteen (15) days after Board approval or at a later date if so determined by the Board. |

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Rule 6 The Board may from time to time make temporary rules and regulations governing specific cases or occasions not provided for in these Rules and Regulations but which may be necessary for achieving the objectives of The Club. This may be done by a majority vote of the Board. Temporary Rules so adopted must be recorded and reviewed by the Board for possible inclusion in these Rules and Regulations.

Article II Fees

Rule 1 Player fees shall be set by the Board.

Rule 2 Teams are encouraged to seek their own sponsorship. Sponsor funds shall be used only for team activities, equipment, education or other activities related to the goals of the Club. All fundraising activities must be approved in advance by the Board.

Rule 3 Mandatory fees cannot be imposed for team uniforms and/or trophies. They may be purchased through sponsorship, fundraising, or private funding. In the event that one of these funding options is not available to bare the entire cost for the team, the team will default to The Club provided shirt.

Article III Equipment

Rule 1 At the beginning of each season, The Club will provide each registered team with at least one (1) game ball and four (4) practice balls.

Rule 2 All equipment will be provided to the head coach at the beginning of each playing season and be returned to The Club unless alternative arrangements are approved by the Equipment Manager.

Rule 3 The Equipment Manager shall be responsible for obtaining bids on all equipment needed and shall obtain Board approval before purchasing any equipment.

Rule 4 Club equipment may be used only for Club sanctioned activities unless approval is granted by the Board.

Rule 5 Equipment purchased and provided by The Club shall remain the property of The Club. Thus, permanently attached (imprinted or affixed by adhesive) team and/or sponsor identification is not permitted on such uniforms or equipment, in order to maintain the potential for re-use by others when outgrown or otherwise no longer useable by the team to which originally issued. Sewn-on or imprinted

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identification (patches, badges, logos, etc...) is permitted if the cost of the uniform is provided by the team or its sponsor.

Article IV Coaches Authority and Responsibility

- Rule 1 The Club's coaches will be familiar with The Club's Constitution, Bylaws and Rules and Regulations and with the Laws of the Game.
- Rule 2 It is the coach's responsibility to conform to these established guidelines in all matters relating to coaching activities. Coaches are expected to conduct themselves within these guidelines through personal example as well as in the direction of teams, players under their charge and spectators, and in their dealings with match officials and club/league administrators.
- Rule 3 Coaches will strive to teach all players to play within the rules of the game and to the consideration of safety, good sportsmanship, and the participation of all members of the team.
- Rule 4 Coaches shall be responsible for organizing team participation in league play, tournaments, and other team functions with the assistance of the team manager and assistant coaches. While some duties and activities may be delegated to assistant coaches or team managers, the coach must accept full responsibility for the team actions and their activities within The Club.
- Rule 5 Coaches shall be responsible for keeping team members and parents fully informed and involved by providing all necessary information regarding team and Club activities by means of:
- a. Team/parent meetings as required
 - b. Telephone or electronic mail notification as necessary.
- It should be noted that these duties are among those considered appropriate to delegate to the team manager.
- Rule 6 Coaches are expected to bring to the attention of the Club's Board any questions or problems relative, but not limited, to:
- a. Interpretation of The Club's Constitution, Bylaws, or Standing Rules and Regulations.
 - b. Formation of teams
 - c. Player transfers
 - d. Spectator problems
 - e. Player problems
 - f. Game protests
 - g. Referee performance or non-attendance

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- Rule 7 Coaches are expected to conduct themselves (set an example) at team practices, games, and all other Club activities in a mature, adult manner. Coaches are reminded that their actions reflect not only on their team, but on the entire Club. The Club has zero tolerance for the following practices:
- a. Foul language
 - b. Any form of harassment of players, referees, linesmen, opposing coaches, parents, team members or other officials.
 - c. Unsportsmanlike conduct.
- Rule 8 Coaches are expected to consider the team sponsor as part of the team and maintain personal contact by providing the sponsor with special invitations to attend appropriate team meetings, Club functions, or activities such as dances and picnics.
- Rule 9 Coaches shall be responsible for maintaining Club uniforms and equipment in reasonable condition, as well as maintaining an inventory record. Equipment, game balls, and practice balls are Club property unless purchased with funds not provided by The Club.
- Rule 10 Coaches must maintain a current parental consent form (provided by the Club) to administer medical services to players in the absence of parent or guardian.
- Rule 11 Coaches or managers will be provided, by The Club, with a first aid kit for use at practices, games, and any team activities.
- Rule 12 Coaches need to attend a yearly training. If failure to do so by the date set by the current Board, the coach's child will no longer play for free. Coaches shall instruct team members in:
- a. Basic Soccer Skills
 - b. Rules of the game
 - c. Sportsmanship and conduct
 - d. Team play
 - e. Fair play
- Rule 13 Coaches are allocated players based on principles of fairness and reflecting, where possible, player/parent preferences. Coaches may carry the maximum allowable number of players as specified by WSYSA or other league authority. Player additions to a team roster, including transfers from other teams, are decided by the President and the manager. All new players must submit birth certificates or other approved identification with their registration form. Players may be dropped for disciplinary reasons under certain conditions. No player is to be dropped without obtaining the President's approval prior to the action. Coaches are encouraged to discuss discipline problems with the respective parent(s) prior to disciplinary actions. No action may be taken which would constitute an offense under criminal law or which might damage the Club's standing in the community.

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- Rule 14 Coaches may encourage new players to join The Club. Players on a waiting list are assigned on a first come, first play basis, with efforts made to meet stated parent/player preferences. Formal recruiting is to be confined to The Club's geographic boundaries.
- Rule 15 Coaches are encouraged to play all eligible players as much as possible in accordance with WSYSA guidelines.
- Rule 16 Coaches may not drop any team member from the team roster due to lack of soccer skills or athletic ability. Any issues related to a player's participation should be brought to the attention of the Board so that a solution acceptable to all parties may be sought prior to any action.
- Rule 17 The Assistant Coach is appointed by the Coach and works under his/her direction. The Assistant Coach will follow the same guidelines as the coach in regard to responsibility to the players, parents, and the Club. The Assistant Coach also acts on behalf of the Coach in the Coach's absence.
- Rule 18 The Team Manager is appointed by the Coach and/or selected by the team parents. Under the Coach's direction, the Team Manager may be asked to perform, but is not necessarily limited to, the following duties:
- a. Hands out uniforms to the individual team players at the beginning of each season and collects them at the end of the season.
 - b. Organizes team committees for telephone, refreshments, and transportation tasks.
- Rule 19 A team may not refuse to accept additional players offered by the Club Manager where that team has unfilled positions within the limitations set by the appropriate league authority. A coach may appeal the proposed placement of a player on his team. Such appeal will be heard by the board in a timely fashion. The decision of the board is final in all such appeals.
- Rule 20 The following guidelines are to be used by the President and Manager in prioritizing players assigned to club teams: (1) player registration date(s), (2) player/family preferences and other factors that the Club deems relevant, including prior experiences (good or not good) between a player/parent(s) and a coach. In all such decisions, the interests of the player will take precedence.
- Rule 21 Coaches may not recruit players with the intent of stacking a team based on skills and ability to play.
- Rule 22 A plea of ignorance to any published rule or regulation shall not be considered an excuse for violating same.