

WHK SOCCER CLUB

BYLAWS

Part I - General

Bylaw 101. NAME

This group shall be known as the **WHK Soccer Club**, herein after referred to as WHK. WHK shall operate as a nonprofit organization under WHK Soccer Club, a tax-exempt organization under the laws of the United States and shall maintain its tax-exempt status under the Internal Revenue Service Code (501 c3).

Bylaw 102. PURPOSE

Section 1. The purposes of WHK shall be to promote, develop, and administer the game of soccer among youth (boys and girls under the age of 16 years of age) residing within the 91 School District as well as Oregon, and to promote national and international amateur soccer competition for Oregon youth.

Section 2. WHK will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin, or other reason.

Bylaw 103. BOUNDARIES AND TERRITORIES

Section 1. The territory of WHK shall be the 91 School District and such other areas as approved by the board of directors.

Bylaw 104. COLORS

The representative colors of WHK shall be determined by WHK, the Recreational League colors shall be Blue/Gold.

Bylaw 105. AFFILIATION

Section 1. WHK shall be an affiliate of, and comply with the authority of the Oregon Youth Soccer Association (OYSA), United States Soccer Federation (USSF) and United States Youth Soccer Association (USYSA).

Section 2. WHK will not join any organization that has requirements that conflict with USSF bylaws, policies and requirements.

Bylaw 106. AUTHORITY

Section 1. WHK shall be governed by its Bylaws and Policies so long as they are consistent with those of USSF and USYSA. USSF Bylaws and Policies take precedence over and supersede governing documents of WHK.

Section 2. The governing authority of this club shall be vested in an elected body, known as the WHK Board of Directors, whose power and authority shall be

designated in the Bylaws.

Section 3. The powers and authority of the Officers shall be designated in the Bylaws (Bylaw 401).

Bylaw 107. RESPONSIBILITIES

Section 1. WHK shall provide annually to OYSA copies of WHK's bylaws at the time of the annual club registration. (See Bylaw 401, Section 9)

Section 2. WHK's Bylaws, Policies and governing documents shall, upon reasonable request, be made available to members.

Bylaw 108. ABUSE

WHK opposes all forms of child abuse, which includes but is not limited to Sexual, Verbal, Physical, Neglect, and Emotional. WHK supports and adopts policies that meet certain minimum criteria established by USSF. Background checks will be done on all Coaches, Assistant Coaches, and Board Members.

Bylaw 109. FINANCIAL YEAR

WHK's financial year shall be from June 1st through May 31st.

Bylaw 110. RULES OF ORDER

Robert's Rules of Order shall govern WHK in all cases to which they are not inconsistent with the Bylaws and Policies of WHK.

Bylaw 111. DISSOLUTION

In the event that WHK dissolves or becomes defunct, all assets remaining after the payment of all debts and obligations shall be distributed to the WHK sports organization. If that group has become defunct all assets remaining after the payment of all debts and obligations shall be distributed to 91 School of the Canby School District.

Part II - Membership

Bylaw 201. MEMBERSHIP

Membership in WHK shall be open to any youth soccer players, coaches, trainers, managers, administrators and officials not subject to suspension by USSF or any of its members. Membership registration shall take place in a format prescribed by the Board. Registration fees shall be established by and payable to WHK. Acceptance of the registration and/or annual fee shall constitute approval of the application, and then the member shall abide by the rules and regulations of WHK. If WHK is unable to fulfill its obligation to the participants, all of the fee shall be refunded as determined by board policy.

Bylaw 202. AFFILIATION AND MEMBERSHIP

Section 1. WHK shall abide by the Bylaws and Policies of WHK and shall always act in a manner consistent with the interest of WHK. WHK's Bylaws and Policies shall be consistent with those of OYSA, USYSA, and USSF. OYSA and USSF Bylaws and Policies take precedence over and supersede governing documents of WHK.

Section 2. Players, coaches, referees and administrators are members of OYSA through their registered affiliation with WHK and are subject to the Bylaws and Policies of WHK and OYSA.

Section 3. Every player, coach, team, referee and administrator that participates, plays in programs administered, supported, or sanctioned by WHK must be registered with WHK, OYSA, USYSA, and USSF.

Section 4. Each year WHK shall submit to OYSA, with appropriate fees, player and/or team registration forms prepared in accordance with the current WHK and OYSA registration instructions and procedures. Scholarships are available to low-income families.

Section 5. All registrations shall be accompanied by a registration fee from a registrant payable to WHK. Registration fees for players, coaches, referees and administrators and/or teams are due and payable by a date decided on by the Board of Directors.

Section 6. Teams affiliated with WHK may not play games against non-affiliated teams without prior written approval of the President or appropriate Vice President. Permission will normally be granted for occasional friendship games but not for games that provide the benefits of OYSA membership to non-affiliated teams without their acceptance of related obligation. Teams that fail to obtain the required written approval are subject to disciplinary action including suspension.

Section 7. WHK and its members will abide by USSF's articles, bylaws, policies and requirements on interplay.

Bylaw 203. TEAM FORMATION

Section 1. All players shall be required to furnish proof of age in accordance with the Rules and Regulations of WHK and OYSA. All players must register by May 31st of each year or else they may not be guaranteed a spot on a team.

Section 2. Coaches shall not permit a player to play in any game or practice whatsoever unless that player is properly registered and assigned to a team roster, and has a membership card provided by OYSA.

Section 3. All players will be assigned to teams by the Registrar, on the basis of age and size of teams in the particular age division in accordance with OYSA rules and regulations.

Section 4. A player must play on the same team during the entire season unless a change has been authorized by the Coaches and Registrar, and according to OYSA rules and regulations.

Section 5. Uniforms will be issued by WHK for each player including the goal keeper. No player of a member team shall be permitted on the field without the proper uniform. Every effort will be made to place any registered person on a team and the fee shall be refunded if such efforts fail.

Section 6. Except for disciplinary reasons or injury, every recreational player present and in WHK uniform shall play a minimum of half of every game.

Section 7. WHK shall pay for and provide athletic insurance for players through OYSA according to its yearly fees. The coach and assistant coach listed on each team roster shall be included in this coverage in accordance with OYSA rules and regulations. The insurance coverage for coaches is incorporated into the player fees provided to OYSA. Each player and coach shall receive a dated, participatory membership card issued by OYSA.

Section 8. No more than two players on any recreational team can play down an age level. Those two players must be born after August 1st of the previous year.

Bylaw 204. PLAYER ASSIGNMENT

Section 1. A team may consist of the players who played for that team in the previous season if they register by May 31st. Additional players may be assigned to teams by the Registrar, up to a total of sixteen players per team.

Section 2. A player must play on the same team the player played on during the previous season, except as otherwise specified by the registrar via parent request. The Registrar shall discreetly handle any individual case unless the Registrar believes it necessary to bring the matter before the board.

Section 3. Any player registered with a member team which has ceased to operate, and accordingly has been declared as such by the Board, will be placed on a team. If the player has registered after May 31st, WHK will not guarantee a position on a team.

Section 4. Transfer of players between teams will be approved by the Board and Coaches only if such requests for transfer are presented to the Board in the format

prescribed, and such transfers are in keeping with the requirements set forth in this article.

Bylaw 205. UNIFORMS AND EQUIPMENT

Section 1. WHK is responsible for the purchase and disposition of all recreational and mini-soccer uniforms for each playing season.

Section 2. The uniform shall consist of one pair of shorts, a shirt and socks of WHK colors. The uniforms will be used each year and socks may be ordered only as needed. Players will own their soccer uniforms. Mini-uniforms shall consist of t-shirt with number and sponsor's logo.

Section 3. It is the parent's responsibility to supply regulation shin guards and shoes each season.

Section 4. Uniforms will be issued by WHK soccer coaches for each player with the exception of the items in SECTION 3. WHK will also supply shirts and gloves for team goal keepers. No player of a member team shall be permitted on the field of play without a proper uniform.

Bylaw 206. REGULATION PLAY

Section 1. Upon completion of the recreational season, all players are released for the purpose of competitive regulation play. The seasonal year as defined by OYSA is from September 1 to August 31 of the following year.

Bylaw 207. DISCIPLINARY ACTION

Section 1. Upon receipt of a verbal or written complaint against a coach, player, or referee, the 1st Vice President/Mediator shall be the disciplinary screening person and shall review the complaint for the purpose of determining whether or not the complaint justifies further action by the entire Board. The Board designates this person for this task for discretionary reasons.

Section 2. If the 1st Vice President rules that the complaint does not warrant presentation to the Board, the complaining party will be advised by phone or in writing of this decision and the reasons for the ruling.

Section 3. If the 1st Vice President/Mediator rules that the complaint warrants presentation to the Board, the parties involved will be notified, by certified mail, as to the time and place of the formal hearing by the Board. This notification must be received by the parties involved no later than seventy-two hours prior to the scheduled hearing.

Section 4. The parties involved may be represented by two adults over the age of eighteen who have knowledge pertaining to the complaint hearing. If the complaint involves a player or players, these parties must be represented by at least one adult over the age of eighteen.

Section 5. All persons giving information to the Board during the hearing shall do so on an individual basis at the discretion of the Board. The only people present during the complaint hearing will be the complainants, Club Officers and

Board Members.

Section 6. After the Board has made its decision as to actions to be taken on the complaint, and the parties involved have been informed of the ruling, the parties involved may submit a written application request for a rehearing. This request for a rehearing will contain the reasons for a hearing and must be in the hands of the WHK President and Vice President/Mediator no later than eight days after the initial Board ruling. A second appeal process is available through the OYSA Appeal Procedure, but WHK's process must be utilized prior to initiation of the OYSA appeal process.

Part III - Organization

Section 1. The Board of Directors shall be responsible for and have the authority for the following:

- a. Enforcing and interpreting WHK's Bylaws and Policies.
- b. Adopt a budget and levy dues and assessments.
- c. Amending WHK's Policies in accordance with Bylaw 801 of the Bylaws.
- d. Approving the formation and operation of all WHK administered and/or supported games, tournaments, leagues and contests.
- e. Approving the formation of WHK teams.
- f. Approving all appointments, whether paid or unpaid or made by Officer and their designates.
- g. Making temporary rules or regulations for specific cases or occasions not provided for in the Bylaws and policies but deemed necessary to carry out the objectives of WHK.
- h. Approving WHK's financial affairs within the context of the Annual Budget and approving any and all deviation from that budget.
- i. Setting player and team dues and fees.
- j. With a proper hearing, suspending, barring completely, or otherwise disciplining players, coaches, managers, team assistants, referees, or administration from any team or WHK.
- k. Suspending or removing WHK Officers in accordance with Bylaw 402.
- l. Board positions will comprise of President, 1st Vice President, Secretary, Treasurer, Fund Raiser, and various committee members. (More specifically detailed in Bylaw 401)

Section 2. All actions and decision of the Board of Directors are subject to review and change by the General Membership at the Annual General Meeting AGM. The code of conduct for board members is as follows:

- Board members understand that they are volunteering time as well as resources as part of their service.
- Board members are to honor confidentiality,
- Show respect to other volunteers and officers in program,
- Attend board meeting as well as other meetings necessary to accomplish the goals of WHK as appropriate,
- Be involved with fund raisers and club events (such as registration signups),
- Honor a sense of duty. Be willing to help other board members when need be, and
- Be available to board members.

Section 3. The final authority of WHK shall be vested in an elected body known as the Board of Directors, which shall exercise exclusive right of decision on all matters pertaining to WHK affairs except the election of officers and By-law changes. Coaches, team representatives and adult officials shall be known as delegates. They shall have voting privileges only in electing the Board of Directors.

Section 4. All officers are eligible for election to the same office or any other

office at succeeding elections. Vacancies occurring prior or subsequent to elections shall be filled by the majority vote of Board of Directors and delegates present at the general meeting following any vacancy.

Section 5. The term of office for the past Board shall expire with the first general meeting of each fiscal year when the newly elected board will chair the meeting. WHK's Fiscal year shall be January 1 through December 31. The term of office for all officers shall be one calendar year.

Part IV - Officer and Directors

Bylaw 401. OFFICER: RESPONSIBILITIES AND AUTHORITIES

Section 1. The President shall oversee and direct all activities of WHK; preside and conduct all meetings of the Board of Directors, and Annual General Meeting and Membership; and act on behalf of other officers in their absence. He/she shall appoint, subject to the approval of the Board of Directors, and Membership of all Standing Committees, and individuals to fill temporary vacancies on the board. This officer shall be the ex-officio head of all committees and appoint other special officers or committees as required. He/she shall prepare meeting agendas for presentation at each meeting. This officer shall vote only in case of a tie.

Section 2. The 1st Vice President/Coach Coordinator shall be responsible for WHK's coaches and player development. He shall organize and coordinate all matters pertaining to Recreational and Classic (competitive) play. He shall be governed by WHK and OYSA Bylaws and Policies. He shall assume the duties of the President in his/her absence:

- Insure that all team managers have been properly provided paperwork necessary for teams to play with the appropriate organizations,
- Oversee the operations of club run tournaments or leagues,
- Provide other services defined by written policies for this position.

The 1st Vice President shall also be the mediator of all grievances that arise during the fiscal year. This officer shall follow his/her outlined procedure according to the guidelines set forth for grievances as specified in Bylaw 701. This officer shall discreetly decide as to when and if the Board should be involved. Any grievance that cannot be resolved by this officer shall be brought before the Board at a closed special meeting to avoid harm or damage to the reputation of WHK or any participatory member.

Section 3. The Secretary shall attend to and file all correspondence, record and prepare all meeting minutes to be read and distributed at subsequent meetings and notify all Board members on matters pertaining to meeting time and place. This member shall perform other duties as prescribed by the Board of Directors. The secretary shall retrieve club mail for distribution and followup. Oversee background checks on all coaches, assistant coaches, and referees.

Section 4. It shall be the Treasurer's responsibility to keep financial records on all monetary transactions. This officer shall maintain a checking account with signature authority by the President and Treasurer and/or other designee. This officer shall help in planning the future year's budget. This officer shall attend registration sessions. The Treasurer will perform his/her duties and strictly adhere to Part VI, Bylaw 601 and its subsections.

Section 5. Soccer Chair: This officer shall be responsible for the following:

- 1) Making sure that all registration forms are sent to returning coaches and players,

- 2) Making sure that the 91 School District approves the literature to be distributed to the participating WHK schools. This literature should advise of registration procedures and requirements, as well as dates and times, to the following school: 91 School.
- 3) Shall certify birth dates of all players upon their entrance into WHK, which includes mini-soccer and recreational soccer, along with any Spring or Winter League play approved by the Board.

- 4) Shall abide with OYSA rules and regulations, policies and procedures regarding registration. This officer shall be responsible for filing the following materials with OYSA at the times required, according to the timeline of OYSA:
 - a) Board Members and Officer Lists
 - b) Bylaws (current)
 - c) Registration Forms and Scholarship Forms
 - d) Coordinate coach and player data
 - e) Employee Volunteer Disclosure Forms
 - f) Field Inventory Forms
 - g) Team Rosters
 - h) Player Transfer and Add/Delete Forms
 - i) Required Club and Player Fees
 - j) Distribute registration fees to Treasurer for depositing into the WHK checking account
- 5) The Soccer Chair will contact team sponsors not already contacted by each coach. The Chair will actively keep the WHK Board apprised of sponsorships at each general meeting. This officer shall search and promote sponsorship by outside companies and agencies subject to the following criteria:
 - a. The sponsorship fee shall be no less than \$150 per team unless approved and modified by the Board of Directors. Any sponsor wishing to sponsor more than one team shall do so at that per team fee.
 - b. Letters of appreciation, team pictures, schedules and other items pertaining to the operation of WHK will be sent to each sponsor throughout the year.

This officer shall appoint an assistant as needed.

Section 6. Kindi/Mini Soccer coordinator Chair. This officer shall be responsible for the Mini-Soccer Program (players under 8). This officer will assist with the coordination of the team assignments and shall refer to the guide book for specific chair responsibilities. He/she will be required to work closely with the Registrar who will be responsible for entering team assignments into the OYSA computer system. This officer may be responsible for coach recruiting for the mini teams. This officer shall be required to assemble a parent evening to instruct coaches and parents on the process for the mini soccer program. This officer shall be required to ensure that a club representative is present at all mini soccer evenings/sessions to assure these sessions run smoothly and consistently with club regulations.

Section 7. Fund Raiser Chair: This officer shall be responsible for operating in cooperation with WHK any fund raising activities. This officer shall be present to vote on any fund raising activities and in the event of his/her absence, the president shall vote for him/her as ex-officio head. Funds collected by fund raising activities shall be deposited by the WHK Treasurer into the appropriate WHK bank account(s). All money will be counted in the presence of a minimum of three people with the Treasurer present.

Bylaws 402. ELECTION AND TENURE OF OFFICERS

Section 1. The officers shall be elected to a one-year term by a majority vote of voting members present and voting at the Annual General Meeting “AGM.”

Section 2. The President shall appoint, subject to the approval of the Board of Directors, replacements to fill vacancies on the Board arising from the removal, resignation, or departure of the incumbent.

Section 3. An officer of WHK may be suspended or removed from the office for his/her failure to meet his/her responsibilities as described by Bylaw 401 or for otherwise acting in a manner detrimental to the interest of WHK. Such suspension or removal shall be by a three-fourths majority of the Executive Board provided that at least one-half of all eligible voters are present. Such vote shall be in an open hearing with at least 30 days notification to all Officers.

Part V - Meetings

Bylaw 501. ANNUAL MEETING

Section 1. WHK's membership shall meet at least once each year and may meet at other times as directed by the Board of Directors or upon petition by one-third of the members.

Section 2. The Annual General Meeting of WHK's membership shall be held no later than December 31st. Written notification to Officers and registered coaches shall be made at least 30 days prior to AGM. The order of business shall be as follows:

Roll Call
Officer Credentials
Approval of Minutes of Last WHK Meeting
Officer's Reports
Presidential Summation
Unfinished Business, Proposals, Bylaw changes
Voting on proposed Bylaw changes, new business
Election of new officers
Adjournment

Section 3. Each Officer, coach, parent, and/or legal guardian of registered players who are present at the meeting are eligible to one vote. No person shall represent more than one voting entity. Voting by proxy will not be allowed, and only those members of record and in good standing shall be entitled to voting privileges. The President of WHK shall vote only in case of a tie.

Section 4. One-half of the eligible Officers will constitute a quorum. Except for amendments to the Bylaws, a majority of eligible votes cast shall decide an issue.

Part VI - Financial

Bylaw 601. FINANCIAL RESPONSIBILITIES

Section 1. WHK shall neither assume nor be liable for debts and/or financial responsibilities, either implied or incurred, for any Player, Coach Manager, Team Assistant, Referee, Administrator, or other Official from any member team.

Section 2. No Director, Officer, or Administrator of WHK shall be liable for acts, defaults, or neglects of any other Director, Officer, or Administrator for any loss sustained by WHK unless the same has resulted from his own willful misconduct, willful neglect, or willful negligence.

Section 3. Directors, Officers, and other officials shall be indemnified by WHK against all reasonable cost, expenses, and liabilities actually and necessarily incurred by or imposed upon them in connection with or resulting from any claim, action, suit, proceeding, investigation, or inquiry of whatever nature in which they may be involved as a party or otherwise by reason of their being or having been Director, Officers, or other officials of WHK whether or not they continue to be such Directors, Officers, or other officials of WHK at the time of the incurring of imposition of such cost, expenses, or liabilities except in relation to matters as to which they shall be finally adjudged in such action, suit, proceeding, investigation or inquiry to be liable for willful misconduct or willful neglect toward WHK in the investigation or inquiry to be liable for willful misconduct or willful neglect toward WHK in the performance of their duties as such Directors, Officers, or other officials, in the absence of such final adjudication of the existence of such liability, the Board of Directors and each Director may conclusively rely upon an opinion of legal counsel, such opinion to be preceded by an open hearing held in accordance with principles of due process, selected by or in the manner designated by the Board of Directors. The forgoing right to indemnification shall be in addition to and not in limitation of all other rights to which such person may be entitled as a matter of law and shall insure to the benefit of legal representation of such person.

Part VII - Grievance, Protest and Appeals

Bylaw 701. GRIEVANCE, PROTEST AND APPEALS

Section 1. WHK's Policies shall specify, and its Board of Directors shall enforce, procedures for handling protests and appeals in accordance with the principles of due process. Hearings shall be duly called, publicized, and held; all parties shall have a chance to be heard; and all rules will be fairly and evenly applied.

Section 2. Only violations of WHK's Bylaws and Policies, including the right of individuals to participate and compete, misapplication of the Laws of the Game, violation of league rules and regulations shall be proper subjects to be considered for action.

Section 3. WHK will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by USSF and OYSA and its members may be appealed to the USSF Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision.

Bylaw 702. HEARING PROCEDURES

In all hearings conducted under these bylaws, the parties shall be accorded-

- a. Notice of the specific charges or alleged violation in writing and possible consequences if the charges are found to be true;
- b. Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
- c. The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
- d. A hearing before a disinterested and impartial body of fact-finders;
- e. The right to be assisted in the presentation of one's case at the hearing;
- f. The right to call witnesses and present oral and written evidence and argument;
- g. The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
- h. The right to have a record made of the hearing if desired; and
- i. A written decision, with reason for the decision, based solely on the evidence of record, issued in timely fashion.

Bylaw 703. MEDIATION

WHK recommends and will provide appropriate mediation for the resolving of conflicts and disputes related to Grievances, Protests, and Appeals. See Bylaw 401, Section 3.

Bylaw 704. EXHAUSTION OF REMEDIES

Section 1. No member of WHK, official, league, club, team, player, coach, or

referee may invoke the aid of the courts in the United States or of a state without first exhaustion of all available remedies within WHK, OYSA, USYSA, and USSF including the right to appeal to the USSF's Appeals Committee.

Section 2. For violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to WHK for all expenses incurred by WHK and its officers and members of the Board of Directors in defending each court action, including the following:

- a. Court costs
- b. Attorney's fees;
- c. Reasonable compensation for time spent by WHK officials and employees in responding to and defending against allegation in the action, including responses to discovery and court appearances;
- d. Travel expenses; and
- e. Expenses for holding special WHK meeting necessitated by court action.

Part VIII - Amendments

Bylaw 801. AMENDMENTS

Section 1. Changes to WHK's Bylaws and Policies shall be made at the Annual General Meeting.

Section 2. WHK's Bylaws and Policies may be amended or repealed by a two-thirds vote of the Board of Directors at any meeting duly called and held.

Section 3. Each Officer and member may propose changes to WHK Bylaws and Policies.

Bylaw 802. NOTIFICATION

Proposed changes to the WHK bylaws and policies must be submitted in writing to the WHK office in care of the Secretary not later than 60 days prior to voting and must be circulated to voting members not later than 30 days prior to voting.

Bylaw 803. VOTING REQUIREMENTS

Section 1. The WHK Bylaws may be amended or repealed by an affirmative vote of two-thirds of the votes cast at an AGM, or by an affirmative vote of two thirds vote of the Board of Directors at any meeting duly called and held.

Section 2. The WHK Policies may be amended or repealed by an affirmative vote of the majority of votes cast at an AGM, or by an affirmative note of two-thirds vote of the Board of Directors at any meeting duly called and held.