

Bylaws for
Kent Youth Soccer Association
Kent, Washington



Reviewed and reconfirmed 12/08/2010

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ARTICLE 1 - MEMBERSHIP

Section 1 Membership

There shall be the following classes of membership within KYSA and granted per their direct registration with KYSA:

- A. **Association** – Administrative and coordination body for the KYSA programs that contain teams in which individuals play soccer.
- B. **Club** - A coordination body for the KYSA programs that contain teams in which individuals play soccer. A club is a KYSA approved entity with an elected sitting board, it's own approved bylaws, registered non-profit status, and existing for the sole purpose of operating a soccer program within KYSA, but falling under the KYSA Board of Directors jurisdiction.
- C. **Other** - "Other" status and voting rights, may be granted to an individual by virtue of one's role in KYSA and the acceptance granted by the KYSA Board of Directors through a 2/3rd vote.
- D. **Individual** - members of KYSA shall consist of players, player's guardians, board members, and coaches.
- E. **Voting Members** -KYSA classes where membership shall meet the above requirements; except for player, who shall not have a member vote nor be able to serve as an elected board member.
- F. **Member in Good Standing** - Shall follow all KYSA bylaws and policies and engage in behaviors and actions that are positive for KYSA and its member clubs. A member in good standing shall have paid all fees and dues agreed upon by the KYSA board, and not be under any disciplinary actions at the time of voting.

Section 2 – Jurisdiction of Membership

KYSA Board of Directors shall have jurisdiction, control and responsibility to supervise all matters of youth soccer involving properly registered teams, Members in Good Standing, as well as, associated activities within KYSA.

Section 3 – Responsibilities of Members

Members will be responsible for their conduct and insure that their actions on and off the field do not negatively impact or bring disfavor upon KYSA. This would also include all Member Clubs and groups affiliated under KYSA jurisdiction.

Section 4 – Alternate League Membership and Activities

The KYSA Board of Directors will determine policies and procedures for members, as listed in Article 1, section 1, who participate outside the normally recognized/affiliated youth soccer leagues and activities of KYSA .

Section 5 – Discontinuation of Membership

- A. KYSA members failing to comply with KYSA requirements under "Member in Good Standing", and who disregard accepted policies and practices of KYSA , fail to comply with a decision rendered by KYSA's Board of Directors, or seriously damage the best interests of KYSA as determined by a majority of the Board of Directors, shall face suspension/expulsion of voting rights and membership within KYSA.
- B. A request for suspension or expulsion and removal of KYSA membership requires written notification of the request to the KYSA Secretary within 30 days of the incident/action.
- C. A meeting of the Board of Directors must take place within 15 days of KYSA being notified, giving the member in question an opportunity to defend themselves prior to a vote for action taking place.
 - 1. The meeting shall be of the voting members of the KYSA Board of Directors.
 - 2. The member in question shall be able to provide witnesses and documentation on their behalf.
 - 3. The complainant must be present or have provided a written response on their behalf.
 - 4. Failure to appear at the meeting, shall constitute an agreement with the decision rendered by the board.
- D. Suspension from KYSA shall require a majority vote of the KYSA Board of Directors.
- E. Expulsion from KYSA shall require a 2/3rd approval vote of the KYSA Board of Directors.
- F. The KYSA Board of Directors shall determine the length of suspension from KYSA.
- G. Notification of suspension or expulsion shall be made to the member and or member organization within 15 days of the decision.
- H. Suspension of membership voting rights will be in effect during any appeal process.
- I. Readmission from an expulsion back into KYSA requires a 2/3rd approval vote from the KYSA Board of Directors.
- J. Appeals to outside entities under affiliation guidelines with KYSA, are still subject to the KYSA Board Of Directors acceptance of those rulings. KYSA as a private entity reserves this right.

ARTICLE 2 – ADMINISTRATION

Section 1 - Administrative Rules-Dissolution of KYSA

- A. KYSA bylaws and rules shall govern this association as required by law. Through its affiliation with other organizations, KYSA will modify its bylaws, through policies, as determined by its board, to conform to the requirements of those organizations, as needed.
- B. Any modifications transferring control of KYSA to another entity, will require a formal vote of the entire KYSA membership at a GM and require a 2/3rd vote of those votes cast for approval of said modifications.
- C. KYSA is an independent community based youth sports organization whose board operates independently of any outside entity.
- D. Should KYSA cease operations by a 2/3rd vote of its Board of Directors, after all debts are paid and legal obligations met, it's remaining assets will be donated to the Kent School Districts Athletics Department, and the parks programs of the cities of Kent, Washington and Covington, Washington.

Section 2 – Fiscal Year

The fiscal year of this association begins on January 1 and ends on December 31st of the same year.

Section 3 – Duties and Boundaries of the Association

- A. KYSA shall be the recognized public body, in accordance with approved Bylaws, to promote youth soccer in the greater Kent area; identified as the boundaries of the Kent School District and the city of Kent, except where the Federal Way School District exists. Per our charter granted by Washing Youth Soccer, and upheld by District Three on October 6th, 2008 these aforementioned boundaries are also granted.
- B. Alternate boundaries may exist based on KYSA alternate league affiliations. They must be recorded and available for public view, and not hinder, conflict or interfere with normal operations.
- C. It will keep current a 501(c)3 status. It will act as a community focused youth sports organization. It will partner with the Kent School District and all municipalities within its boundaries to promote youth and community improvement related activities.

Section 4 – Bylaws and Policy Conflict

- A. The Constitution, Bylaws, and governing documents of any Member Club, or affiliated group or team, shall not conflict with those of KYSA.
- B. All Member Club or affiliated group or team bylaws must be submitted to KYSA for approval upon being modified .
- C. KYSA Board of Directors, by majority vote, will be the deciding authority on bylaw and policy conflicts within KYSA.
- D. KYSA Board of Directors will be responsible for maintaining accurate bylaws and polices.
- E. KYSA policies, bylaws, and operational documents must be provided for public view.

ARTICLE 3 – MEETINGS

Section 1 – Meeting Rules

Board Meetings shall be conducted using, only as a guide, the current edition of “Robert’s Rules of Orders”.

Section 2 – Board Meetings

- A. Scheduled board meetings should be held once monthly on the second Wednesday of each month, with public notification at least 15 days prior to meeting.
- B. Additional General Meetings can be held as called by the President or a majority of the Board of Directors.
- C. Executive meetings may be closed sessions by the discretion of the President to include the Board of Directors and invited guests.
- D. Subcommittee meeting rules should also use the current edition of ‘Robert’s Rule’s of Order’ as a guide.
- E. Minutes will be kept for all committee meetings and provided to association Secretary.
- E. Minutes must be taken at all regular Board Meetings conducting KYSA business.
- F. Monthly Board meeting minutes must be provided for public view.
- G. The president or acting president will oversee and set the agendas all board meetings.

Section 3 - Meeting Attendance

Elected board members should attend monthly board meetings. Elected Board members that fail to attend more than three meetings per calendar year, or fail to show for three consecutive meetings, are subject to removal from office by majority vote of the Board of Directors for KYSA.

Section 4 – General Meetings

- A. General Meetings of the association membership, may be called as deemed necessary by the President or a majority vote of the Board of Directors.
- B. Notification shall be made public for General Meetings no less than 15 days prior to each meeting. Voting at each meeting shall be restricted to those in good standing as defined in Article I of these Bylaws.
- C. General Meetings should address matters to the association that require immediate action; these include but are not limited to bylaw modifications, election vacancies, public forums, and fiscal matters.
- D. A Board of Directors quorum must be present and minutes must be taken.
- E. Voting at each meeting shall be restricted to those in good standing as defined in Article I of these Bylaws

Section 5 – Annual General Meetings

- A. An Annual General Meeting shall be held during the month of February.
- B. The yearly election of board members shall take place at the AGM.
- C. Notification shall be made available to association members no less than 30 days prior to each meeting.
- D. A Board of Directors quorum must be present and minutes must be taken.
- E. Voting at each meeting shall be restricted to those in good standing as defined in Article I of these Bylaws.

Section 6 – Voting and Quorum for monthly Board Meetings

- A. With the exception of the president, all elected board members will have (1) vote each. At all KYSA board meetings, the president, or acting president shall vote in the event of a tie.
- B. Abstentions do not count as votes in calculating majority.
- C. Quorum - A quorum shall consist of the President, or Acting President, and a majority of voting board members
- D. Loss of Quorum – The regular members present at duly called or duly held meetings at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum. Prior approvals are valid as long as they were approved while a quorum was present. Vacant board positions do not have a vote nor count as a vote as part of the quorum.
- E. An elected Board of Directors member filling in as the interim for a second board position has only the vote for the office they were elected, and the interim position does not count in the use of the quorum or as a vote.

ARTICLE 4 –BOARD OF DIRECTORS & DUTIES OF ELECTED AND APPOINTED OFFICERS

Section 1 - Board of Directors

- A. The Board of Directors will consist of elected voting board members.
- B. Non-elected, non-voting appointed board members have all the rights bestowed on a member of the Board of Directors except the ability to vote on motions.
- C. The treasurer and other Association officers, as required, shall be covered under a Surety Bond and or appropriate insurance.

Section 2 –Board Officers and their functional duties

A. **President** – This is a voting board position and is **ELECTED YEARLY**. The president shall supervise all activities of KYSA, the work of the Board of Directors, and shall chair all meetings of the same. Other duties of the president will include, but not be limited to the following:

1. Be the general representative of KYSA in all matters; which may be delegated.
2. Appoint directors of all committees and create all committees as the needs of KYSA may require.
3. Verify accuracy of monthly treasurer report and board minutes monthly
4. Sign Orders of the treasury.

5. Shall be involved in planning the future of KYSA.
6. Shall designate individuals to fill the non-voting appointed positions of the KYSA board.
7. Shall present to the board for approval, individuals to fill vacated elected voting board positions.
8. Work with treasurer on budgets submitted to Board of Directors for approval by April 30th and November 31st
9. Charged with matters as they relate to Bylaws within KYSA and its membership.
10. Set agenda for all KYSA meetings and run such meetings.

B. Vice-President Administration - This is a voting position and is elected in **ODD** numbered years. They shall assist the President in all business of KYSA, becoming the Acting President during any temporary absence of the President. The duties of the Vice-President Administration, some of which can be delegated, shall include, but are not be limited to:

1. All duties and activities associated with registration.
2. Maintain policies and procedures for areas of elected responsibility.
3. Verify accuracy of monthly treasurer report and board minutes monthly
4. Sign Orders of the treasury
5. Assist Treasurer with budgets
6. Present registration fee waiver requests to board for approval
7. Attend all KYSA board meetings.

C. Vice President Development – This is a voting position elected in **ODD** numbered years. They shall assist the President in all business of KYSA, becoming the Acting President during any temporary absence of the President and VP of Administration. The duties shall include the oversight of the Select programs, Recreational programs, Modified programs, and as a liaison with Member Club programs. They shall become the acting Select Program Director, Recreational Program Director or Modified Program Director, if either position becomes vacant at any time, until such time that a replacement is found. Additional duties of the VP of Development, some of which can be delegated, shall include, but are not be limited to:

1. Locating and assisting in coach and player recruitment and training.
2. Maintain policies and procedures for areas of elected responsibility.
3. Verify accuracy of monthly treasurer report and board minutes monthly
4. Coordinate with Member Club Representative, and program Directors on tryouts.
5. Coordinate with the Select, Recreational, and Modified Directors for the organization of league play
6. Coordinate with Directors for coach and player development/training.
7. Assist in developing the program budgets with the treasurer.
8. Attend all KYSA meetings.
9. Look for innovate ways to improve and expand program offerings.
10. Serve on the Disciplinary-Ethics-Protest Appeals (DEPA) Committee.

D. Community & Fundraising Director - This is a voting position elected in **ODD** numbered years. The Community & Fundraising Director shall assist the President in all business of KYSA. The duties of the Community & Fundraising Director will include, Marketing, Publicity, Newsletter, Fundraising, sponsorship, donations, communications and partnerships with Community organizations. Additional duties of the Community & Fundraising Director, some of which may be delegated, but are not limited to, the following:

1. Locating and developing volunteer opportunities within KYSA
2. Coordinate/oversee all fund raising/sponsorship activities for KYSA.
3. Maintain and develop community partnerships for KYSA
4. Verify accuracy of monthly treasurer report and board minutes monthly
5. Work with Secretary and Directors to ensure website and related sites are updated and current.
6. Maintain policies and procedures for areas of elected responsibility.
7. Assist treasurer with budgets
8. Attend monthly KYSA meetings.

E. **Treasurer** – This is a voting position elected in **EVEN** numbered years. They shall assist the President in all business of KYSA. The duties of the Treasurer will include being the Custodian of all assets, deposit all monies of KYSA in a chartered bank in the name of KYSA, generating financial reporting, and ensuring compliance of KYSA financial activities with local, state, and federal laws. Additional duties of the treasurer, some of which may be delegated, but not be limited to, the following:

1. Provide properly authorized disbursements of KYSA budgeted funds and funds raised from sources other than player registration and other fees.
2. Keep a proper accounting of all budgeted income/expenditure items.
3. Prepare financial reports for the Board of Directors at monthly meetings or as requested.
4. Prepare a proposed budget with the inputs from the other KYSA officers biannually as noted in Bylaws.
5. Ensure timely payment and accounting of billing against KYSA.
6. Ensure timely payment and accounting to KYSA from debtors.
7. Work with President on Insurance/Risk matters as they relate to KYSA.
8. Provide independent verification of audited reports of all KYSA assets at the AGM for membership.
9. Maintain policies and procedures for areas of elected responsibility.
10. Verify accuracy of monthly treasurer report and board minutes monthly
11. Work with Audit committee to present yearly review of accounting practices.
12. Attend monthly KYSA meetings.
13. Approved signor on KYSA accounts per KYSA Treasury policies.

F. **Vice President Competition** – This a voting position elected in **EVEN** numbered years. They shall assist the President in all business of KYSA. They shall coordinate and schedule league competitions and field scheduling. Additional duties; some of which may be delegated, but are not be limited to the following:

1. Coordinate with the Referee Assignor for all scheduled games.
2. Coordinate scheduling of practice fields for KYSA teams.
3. Coordinate scheduling of fields for tryouts or any other field related activity within KYSA boundaries.
4. Coordinate scheduling of all games for KYSA teams.
5. Coordinate scheduling for tournaments as needed for KYSA.
6. Maintain policies and procedures for areas of elected responsibility.
7. Verify accuracy of monthly treasurer report and board minutes monthly
8. Ensure timely posting/communication to membership on field schedule related matters.
9. Assist treasurer with program budgets and monthly accounting of fields/referees costs
10. Attend monthly KYSA board meetings.

G. **Secretary** – This a voting position elected in **EVEN** numbered years. They shall assist the President in all business of KYSA. The duties of the secretary will be the recording and publishing of the minutes/Agendas from all KYSA meetings. These duties, some of which may be delegated, but are not limited to, the following:

1. Handle, retrieve, store, and distribute all KYSA correspondence.
2. Compile and publish the Annual Report for the AGM.
3. Oversee website content and organization with other board members.
4. Verify accuracy of monthly treasurer report and board minutes monthly
5. Maintain policies and procedures for areas of elected responsibility.
6. Attend monthly KYSA meetings.
7. Oversee meeting location scheduling.
8. Chair the Election committee
9. Administrate with the President all procedures and operations of the AGM and General Meetings.
10. Serve on the Disciplinary Ethics Protest Appeals (DEPA) Committee.

H. Member Association Representative (MAR) – This a voting position elected in **EVEN** numbered years They shall assist the President in all business of KYSA. These duties, some of which may be delegated , are the following:

1. The MAR shall represent KYSA at all affiliated organization meetings as needed.
2. Verify accuracy of monthly treasurer report and board minutes monthly
3. The MAR is responsible for reporting affiliation meeting information back to the KYSA board at its monthly meetings.
4. The MAR should vote in accordance with KYSA Board of Director directions at representative meetings.
5. Maintain policies and procedures for areas of elected responsibility.
6. Attend monthly KYSA meetings.
7. Serve on the Disciplinary Ethics Protest Appeals (DEPA) Committee.

I. Select Program Director – This is a voting position elected in **EVEN** numbered years. They shall assist the President in all business of KYSA. The primary responsibility of the Select Director is to administer the Select Program. These duties, some of which can be delegated, but are not limited to, the following:

1. Maintain policies and procedures for areas of elected responsibility.
2. Verify accuracy of monthly treasurer report and board minutes monthly
3. Recruit/Retain Select program coaches and players.
4. Coordinate registration of Select players with the association First Vice President/Administration.
5. Coordinate Select coaches and player development/training with the association Vice President Development.
6. Coordinate Select fields and schedules with the association Vice President of Competition.
7. Coordinate select program team needs.
8. Coordinate with Community and Fundraising Director to develop transitional programs with schools/parks programs players.
9. Coordinate with Mod, Rec, and Club programs to assist players transitioning from programs.
10. Coordinate with VP of Development, Mod, Rec, and Club programs in the formation of teams through try outs, etc.
11. Establish the Select program budget with the associations treasurer.
12. Attend monthly KYSA meetings.
13. Look for innovate ways to improve and expand program offerings.

J. Recreational Program Director – This is a voting position elected in **EVEN** numbered years. They shall assist the President in all business of KYSA. The primary responsibility of the Recreational Director is to administer the Recreational Program with. Additional duties, some of which can be delegated, but are not limited to, the following:

1. Maintain policies and procedures for areas of elected responsibility.
2. Verify accuracy of monthly treasurer report and board minutes monthly
3. Recruit/Retain Recreational program coaches and players.
4. Coordinate registration of Recreational players with the association First Vice President/Administration.
5. Coordinate Recreational coaches and player development with the association Vice President Development.
6. Coordinate Recreational fields and schedules with the association Vice President of Competition.
7. Coordinate Recreational program team needs.
8. Coordinate with Community and Fundraising Director to develop transitional programs with schools/parks programs players.
9. Coordinate with Mod, Select, and Club programs to assist players and parents transitioning from programs.
10. Establish the Recreational program budget with the associations treasurer.
- 11 Attend monthly KYSA meetings.
12. Look for innovate ways to improve and expand program offerings.

K. Modified Soccer Program Director – This is a voting position elected in **ODD** numbered years. They shall assist the President in all business of KYSA. The primary responsibility of the Modified Program Director is to administer the Modified Program. Additional duties, some of which can be delegated, but are not limited to, the following:

1. Maintain policies and procedures for areas of elected responsibility.
2. Verify accuracy of monthly treasurer report and board minutes monthly
3. Recruit/Retain Modified program coaches and players.
4. Coordinate registration of Modified players with the association First Vice President/Administration.
5. Coordinate Modified coaches and player development with the association Vice President Development.
6. Coordinate Modified fields and schedules with the association Vice President of Competition.
7. Coordinate Modified program team needs.
8. Coordinate with Community and Fundraising Director to develop transitional programs with schools/parks programs players.
9. Coordinate with Rec, Select, and Club programs to assist players and parents transitioning from programs.
10. Establish the Modified program budget with the associations treasurer.
11. Attend monthly KYSA meetings.
12. Look for innovate ways to improve and expand program offerings.

L. Field Development Director - Is a voting position elected in **ODD** numbered years. They shall assist the President in all business of KYSA. The duties of the Field Director; some of which can be delegated, shall include, but are not limited to:

1. Locate and work to secure long term lease or development of field properties for KYSA.
2. Maintain policies and procedures for areas of elected responsibility.
3. Verify accuracy of monthly treasurer report and board minutes monthly
4. Work with VP Comp as needed for field usage/development.
5. Coordinate maintenance of used properties.
6. Develop relationships with field property holders.
7. Establish the field development budget with the Association Treasurer.
8. Attend monthly KYSA meetings.

M. Member Club Representative - The member Club representative is a voting position and is an **ODD** year position. They shall assist the President in all business of KYSA and the member club. Their duties shall be, but are not limited to:

1. Must be an elected board member of a member club
2. Is the member club recognized voting representative to the KYSA Board of Directors.
3. Will provide club reporting at each KYSA board meeting and report KYSA meeting notes back to member club.
5. Verify accuracy of monthly treasurer report and board minutes monthly.
6. Attend monthly KYSA meetings.

Section 3 – Appointed Board Members and their functional duties.

A. Appointed Board Members

1. Appointed board members can vary to meet association needs and are temporary and can be removed by a majority vote of the Board of Directors.
2. Creation requires a majority vote of the KYSA board of Directors.
3. Appointment to fill vacancies can be performed by the President.
4. These are non-voting, non-elected positions.
5. Each appointed position must be reconfirmed by a majority vote of the board of Directors at the first board meeting following the AGM.

B. Annual Appointed positions

1. **Referee Assignor** - He/She shall be a non-voting Member of the Board of Directors. The duties of the Referee Assignor shall include, but not be limited to, the following:

- a. Attend referee meetings and workshops.
- b. Prepare reports to the board on any rules changes.
- c. Prepare reports to the board on any infractions and penalties pertaining to KYSA members.
- d. Assign referees for all scheduled KYSA games.
- e. Recruit and develop referees as needed.
- f. Be a duly licensed assignor.
- g. Plan referee certification classes as needed.
- h. Attend monthly KYSA meetings as needed.

2. **Tournament Director** - He/She is a non-voting member and shall be responsible for coordinating any association sponsored tournament. This is a non-voting position on the Board of Directors. The duties shall be, but not limited to:

- a. Coordinate tournaments sponsored by KYSA
- b. Ensure proper planning of KYSA sponsored tournaments
- c. Coordinate support structure to operate a KYSA sponsored tournament.
- d. Provide proper accounting procedures for tournament to KYSA Board of Directors
- d. Work with Treasurer and Board of Directors on KYSA budget for tournament.
- e. Attend KYSA meetings as needed.

3. **Association Disciplinary-Ethics -Protests-Appeals (DEPA) Chairperson** - He/She is a non-voting board member and shall be responsible for the chairing of the committee of the all DEPA actions needed within KYSA. In the event of a vacancy this position is filled by members of the Board of Directors.

- a. Coordinate meetings as needed to meet issues as they arise.
- b. Listen to concerns filed by coaches, parents, and players.
- c. Ensure the KYSA policies for DEPA are current and fair.
- d. Determine /notify member of any actions.
- e. Represent KYSA and members at required meetings

4. **Field Manager** - He/She is a non-voting member and works with the Field Director as needed.

Any financial compensation for positions is subject to the KYSA Board of Directors approval. Board of Director positions that are compensated as a contractor or employee shall have no voting rights on the Board of Directors. Contracted/Employed Board of Director members would be responsible to the KYSA board as a whole.

ARTICLE 5 - PLAYER REGISTRATION

Section 1 – Registration Fees: Registration fees shall be determined by the Board of Directors prior to the start of each season, based on projected costs of the programs(s), operational costs, and field development/maintenance. Fees for each level of play will be set at each biannual budget meeting and prior to the start of registration.

Section 2 – Registration Procedures: A properly completed KYSA player registration form will be submitted to the Association Registrar by the date established by the Association Registrar. This binds a player to his/her team for the Association season. Transfers may be made only with the approval of the Association Registrar and the appropriate Program Directors in compliance with rules as applicable.

Section 3 – Proof of Age: Proof of age shall consist of a birth certificate, birth registration card issued by an appropriate government agency, properly recognized document issued by a recognized government agency. Any player can be called upon to provide his/her legal age by the Association Registrar. All players will be registered by their legal names as per their certified documents. Any child's legal name will be updated upon presentation of new court documents to the Association Registrar.

ARTICLE 6 – GAME REGULATIONS

All games under the jurisdiction of this Association shall be conducted under the rules of F.I.F.A. except as amended by KYSA or participating league partners.

ARTICLE 7 - DISCIPLINARY-ETHICS-PROTESTS- APPEALS

Protests, Ethics concerns, disciplinary matters, and appeals must be filed according to procedures for the accepting organization. This Association shall be the power to penalize teams, or association members whose actions are detrimental to the purpose of this Association as defined in Article I of these Bylaws. Penalties shall be determined by the Board of Directors and/or the (DEPA) committee (Art. 4, sec. 3B3) and shall be in keeping with the seriousness of the offense. KYSA will ensure polices and decisions comply with, as available, all organization affiliations.

ARTICLE 8 – BYLAWS AND PROCEDURES CHANGES

Section 1 - Bylaw Changes

- A. Proposed changes or amendments to these bylaws must be made in writing and submitted to the Board Secretary for KYSA no earlier than 15 days before a General Meeting is scheduled.
- B. Bylaw changes require a majority vote of members present at a General Meeting.
- C. The AGM can serve as a General Meeting to adjust bylaws.
- D. Membership must be made aware of any General/Annual General Meeting prior to the meeting taking place (Art 3).

Section 2 - Procedures and Policy Changes

- A. Each elected or appointed board member is responsible for having, maintaining, and posting of policies and procedures for their area of representation.
- B. Changes to policies and procedures require a majority vote of the Board of Directors.
- C. All policies and procedures must be approved by a majority vote of the Board of Directors before being implemented.

ARTICLE 9 – SEASON OF PLAY

The season of play for this Association shall conform to the season of play for those leagues affiliated with KYSA of which KYSA has teams participating in.

ARTICLE 10 – CONTRACTS- AGREEMENTS-FUNDRAISING-SCHORLARSHIP

Section 1 - Contracts

- A. Any agreement between any entity and KYSA may be entered into to mutually coordinate a community soccer program within KYSA boundaries.
- B. The Board of Directors must approve exceptions by a majority vote.
- C. Any KYSA agreement entered into requires a majority vote of the board of directors for approval.
- D. All agreements should contain opt out clauses to protect the association.
- E. KYSA will not be responsible for any contract entered into by members, teams or member clubs, without prior KYSA Board of Director approval.
- F. Should member clubs, members, or teams require use of KYSA non-profit status, KYSA approval, or KYSA signature as part of any agreement, the proposal must be submitted to the KYSA Board of Directors and receive a majority vote of the KYSA Board of Directors for approval.

Section 2 - Contractors/Employees

- A. KYSA must adhere to all laws as they relate to contracted businesses or as an employer.
- B. Voting rights of any Board of Director member will be suspended should they also receive financial compensation as a paid Contractor or employee of KYSA or its member clubs.
- C. To be a paid contractor/employee and have voting rights on the Board of Directors requires a 2/3rd vote of the board of directors. (see Article 1, sec. 1c). It must be reaffirmed at the first KYSA board meeting after the AGM.

Section 3 - Fundraising

- A. All monies collected by KYSA shall be solely for the use of KYSA activities as approved by the Board of Directors, and accounted for per local, state, and federal laws.
- B. Team and KYSA sponsorships need to be verified and validated by the KYSA treasurer and reported at monthly KYSA board meetings as part of the treasurer's report.
- C. Team accounts that process these monies needed to be approved by the association treasurer and are subject to review. These team accounts must adhere to all KYSA policies and public laws regarding treasury.
- D. The Community Programs and Fundraising Director should be notified of all fundraising activities.

Section 4 Fees

- A. All requests for fee waivers must follow the policies set by the Board of Directors and submitted to the registrar, presented to the board of directors, approved by a majority vote and recorded by the treasurer.
- B. All waivers of registration fees or expenses must be approved by a majority vote of the Board of Directors.
- C. Registration fees will be set and validated by the Board of Directors bi-annually.
- D. The KYSA Board of Directors may choose to suspend fee waivers at any said time during the fiscal year.
- E. All fee waivers or compensation must be reported at each board meeting and summarized at the AGM.

ARTICLE 11 – ELECTIONS-VACANCIES-APPOINTMENT

Section 1 Elections

- A. Elections shall be held annually at the AGM.
- B. An election committee of three, with the Secretary as chair, and two members at large, will be formed to review and present to membership those candidates interested in positions up for election at the AGM.
- C. No nominations will be taken from the floor.
- D. Proxy votes will not be allowed.
- E. All candidates must submit an intent of interest to the Secretary at least 7 days prior to the election.
- F. Any voting position with no candidate choice for the election, shall be filled following KYSA policy (Art.11 Sec.2) after the AGM is completed.
- G. As per Article 1, each member in good standing has a vote and can vote during elections except where noted.

Section 2 Vacancies

- A. Vacancies for voting officers, except president, will be filled by a submission of interest to the President who will submit name to the Board of Directors for consideration. A majority vote of the Board of Directors is required for approval. The appointment will be to finish out the term of office.
- B. Should the office of president become vacant, a General Meeting must be scheduled to fill the position within 45 days of the vacancy.
- C. Any vacancy of an appointed board member during their term can be appointed by the president.

Section 3 Appointments

- A. Appointed non-voting positions must be resubmitted after each annual election at the next scheduled board meeting.
- B. The president and the Board of Directors have at their discretion the ability to create/delete as many non-voting appointed positions as needed to fulfill the duties of their office as described in these bylaws.

ARTICLE 12– CONFLICT OF INTEREST

Section 1 KYSA Board Members

- A. KYSA board members cannot be elected to fill two or more elected positions within KYSA.
- B. KYSA board members cannot hold another elected position in another soccer association.
- C. Exceptions (Art. 12, sec.1A-B) must be approved by a 2/3rds vote of the Board of Directors.
- D. KYSA board members must notify board of any conflict of interest in the performance of their job should it interfere with decisions or performance. Failure to do so can result in removal from office (Article 13).

Section 2 Membership Data

Data collected as it relates to members of KYSA cannot be shared without authorization either by the KYSA member and/or KYSA Board of Directors. This includes internally between KYSA and KYSA member clubs. KYSA will adhere to all local, state, and federal laws as it relates to these matters.

ARTICLE 13– REMOVAL FROM OFFICE

The KYSA Board of Directors has at its discretion the ability to remove an elected board member from office, for cause, with a 2/3rd majority vote. The board must adhere to all policies and procedures to ensure the decision is fair and just and be able to demonstrate the decision is in the best interest of KYSA and its members.

ARTICLE 14 - COMMUNITY RELATIONSHIPS

Section 1 Kent School District

- A. KYSA will commit to, what will be recognized as the Kent School Initiative, a sum no less than \$1 per registered player in any calendar year. The funds are to assist the schools in promoting community, academic performance, athletics, soccer, and our relationship with the Kent School District..
- B. KYSA will work with the Kent School District to promote relationships in field maintenance and development.

Section 2 - Municipalities

- A. KYSA will work with existing municipalities to promote relationships in field maintenance and development.
- B. KYSA will support, when possible, the promotion of parks programs and their relationship to KYSA programs.

Section 3 - Community Groups

- A. KYSA will support relationships with other community programs and organizations.
- B. KYSA will look for and encourage membership to also support these efforts within the community.

Section 4 - Community Recognition

- A. KYSA will provide recognition to a member of the community who best exemplifies the KYSA community focus each year, with the KYSA Jim Drobny Community Award.
- B. KYSA will provide financial recognition in the form of merit college scholarships to worthy members of the school community under the KYSA Founders College Scholarship. Funding, requirements, and awarding of the scholarship is determined by the KYSA Board of Directors and the school district.

ARTICLE 15 – UNDEFINED AREAS

The Board of Directors, in accordance with the best interest of the Association, shall govern any particular area not covered in these bylaws either through policies, procedures, Board of Directors majority vote or public vote. All procedures and policies are to be posted for public view.