

# **WESTSIDE SOCCER CLUB**

## **CONSTITUTION AND BY-LAWS**

### **ARTICLE I NAME**

The name of this organization shall be the Westside Soccer Club, hereinafter referred to as the Club and shall be affiliated with the Tualatin Hills Junior Soccer League, hereinafter referred to as the League, and the Oregon Youth Soccer Association, hereinafter referred to as OYSA. This club is organized exclusively for charitable and educational purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an organization contributions of which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue law.)

Upon the winding up and dissolution of this corporation, after paying or adequately providing for the debts and obligations of the corporation, the remaining assets shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under section 501 (c)(3) of the Internal Revenue Code.

### **ARTICLE II PURPOSE & MISSION**

The purpose of the Club shall be to teach, govern and promote the game of soccer for junior players within the club boundaries.

The mission of Westside Soccer Club is to provide a recreational youth soccer program in the south Beaverton area. Our emphasis on both “recreational” and “youth” means that we intend to promote and will expect the highest standards of fair play and excellent conduct from all participants, including players, coaches, parents and family members (“participants”).

### **ARTICLE III BOUNDARIES**

The boundaries of the Club consist of the geographic areas, as established by Beaverton School District #48, covered by the following elementary schools:

- A. Vose
- B. Chehalem
- C. Fir Grove
- D. Hiteon
- E. Sexton Mountain - east of Murray Boulevard

## **ARTICLE IV AUTHORITY**

The authority of this club shall be vested in the by-laws of the Club as approved or amended, and the charter issued by the OYSA.

The authority of this club shall be vested in an elected body known as the Executive Board, which shall exercise the right of decision on all matters pertaining to Club affairs. This club, which exists by the authority of the League and OYSA, agrees to follow the rules and regulations of those organizations. Where they may be in conflict, the rules of OYSA shall take precedence.

## **ARTICLE V MEMBERSHIP**

Membership in the club consists of the family unit (custodial parent) of each properly registered player. Each family unit has one vote at the annual general meeting.

## **ARTICLE VI ANNUAL GENERAL MEETING**

A. A general meeting of the Club shall take place no later than November 30, of each year. Notification of the meeting shall be made to each member, through team coaches, fourteen (14) days prior to the meeting. Such notice shall include the agenda. Officers of the Club will be elected at this meeting and will take office January 1 of the following year.

B. The fiscal year of the Club shall be from January 1 through the last day of December. The books of the Club will be available to any member who wishes to review them by contacting the Club Treasurer.

C. The board shall prepare an annual report to be distributed at the General Meeting.

D. Any revisions to the by-laws must be approved at the General Meeting by majority vote. A minimum of five (5) members must be present at the General Meeting to form a quorum.

## **ARTICLE VII OFFICERS OF THE CLUB**

The following officers are to be elected at the Annual General Meeting and will comprise the Executive Board.

### A. President

The President shall supervise all activities of the Club and chair the Executive Board. The president will adjudicate as stipulated in the Westside Judicial procedures. The President is responsible for publishing the Parents' Handbook. The President is the general representative of the Club to THJSL

and OYSA. The President may also appoint any other officers or representatives as required by the Executive Board.

B. Vice-President

The Vice-President shall succeed to the powers of the President in the President's absence. The Vice-President shall assist the President as necessary.

C. Secretary

The Secretary shall attend to all correspondence. The Secretary shall record the minutes of all General and Board meetings and shall be the custodian of all correspondence initiated by the Club. The Secretary shall give notice of all meetings.

D. Treasurer

The Treasurer shall be responsible for all monies of the club, which shall be deposited in a chartered bank in the name of the Club. All amounts of five dollars (\$5.00) or more shall be paid by checks. Two officers, one of whom must be the Treasurer, must sign all checks over \$5,000. The other signature may be the President, the Vice-President, or Secretary. All disbursements of the Club funds shall first be authorized at a board meeting. The treasurer shall be responsible for filing all necessary tax returns.

E. Registrar

The Registrar shall supervise and assist in all matters pertaining to the registration and team placement of players in all divisions. Registration procedures are defined and followed under a separate document, "The Westside Registration Policies" which is written and amended by the executive board. The Registrar will insure that the Club follows all rules of registering players issued by the League and OYSA. The registrar will maintain records of Players registration with the club for a minimum of two years.

F. Head Coach

The Head Coach shall be responsible for overall staffing and maintaining the coaching staff of the Club. To supervise and delegate responsibilities to the Age Group Coordinators. For maintaining adequate coaching standards, for carrying out the desires of the Club with regard to selection of teams, for identifying necessary player and team equipment. The Head Coach will be responsible for publishing the Coach's Handbook.

H. Uniform Coordinator.

The Uniform Coordinator shall be responsible for ordering, distributing, collecting and maintaining records of all jerseys belonging to the Club. For ordering and distributing socks, shorts and coaches jackets.

I. Equipment

The Equipment coordinator shall be responsible for ordering, distributing, collecting and maintaining records of all balls, nets, cones and other equipment belonging to the Club.

J. Fields

The Fields Coordinator shall be responsible for assigning fields to each Club team for practice purposes. For assigning Micro Soccer fields for game purposes. For maintaining fields in cooperation with the Tualatin Hills Parks and Recreation District and School District #48. The Fields coordinator shall act on behalf of the club as liaison to the league scheduler for purposes of constructing game schedules for all teams.

K. Referees

The Referee Coordinator shall be responsible for assisting in recruiting and supervising league referees.

L. Special Projects

The Special Projects Coordinator shall be responsible for organizing and implementing special projects as identified by the Board, including fund raising activities.

M. Micro Soccer

The Micro Soccer Coordinator shall be responsible for organizing all aspects of the Micro Soccer Program, including team formations and game schedules. For coordinating with other Board Members the distribution and collection of uniforms, equipment and training of coaches.

N. Age group Coordinators

The Age Group Coordinator shall be responsible for selection of players and coaches to form teams within the designated THJSL divisions, according to the provisions of "The Westside Registration Policies". The Age Group Coordinator shall act under the supervision of the Club Registrar and Head Coach. Other responsibilities shall include the organization and of training to coaches, as well as a communications link within club. The number of Age Group Coordinators designated shall be determined by election and or appointment.

O. Public Relations and Communications

The Public Relations and Communications Coordinator shall be responsible for the promotion of the club using various media sources. Other duties shall include, but not be limited to, printing of materials, distribution and mailings, to interact with the schools within club boundaries for promoting the Club.

## **ARTICLE VIII EXECUTIVE BOARD**

The governing authority of this Club shall be designated in these by-laws to the Executive Board. The Executive Board shall consist of the officers identified in Article VII. Each officer shall be allocated one vote, regardless of number of positions held. The Executive Board shall be responsible for conducting the business and administering the affairs of the Club to include, but not limited to the following:

- A. Adopt a budget and levy dues and assessments.
- B. Sanction inappropriate behavior and provide for due process by administering established judicial procedures.
- C. Recommend changes and amendments to these by-laws at the General Meeting.
- D. From time to time, making temporary rules or regulations for specific cases or occasions not provided for in the by-laws or regular rules and regulations, but which are deemed necessary by the Board to carry out the objectives of the Club.
- E. Make appointments as necessary to fill vacated offices until the next General Meeting.
- F. Call a General Meeting when necessary.
- G. Appoint any committees and delegate whatever authority necessary to carry out the objectives of the Club.
- H. The Board may make interim by-law revisions necessary for conducting the affairs of the Club. Such revisions shall be limited to the period from adoption to the next General Meeting.
- I. The Board shall be responsible for assuring Club compliance with all OYSA and League

rules. In the event of conflict, the rules of OYSA shall have precedence.

J. The board may suspend the powers of any officer with a three-fourths (75%) majority vote. The vacated position may be temporarily filled by board election with a three-fourths (75%) majority vote for the remainder of the fiscal year. Board members so removed may appeal such suspension by calling for a general meeting to be held within thirty days of their request, at which the position shall be open to re-election by full membership majority vote.

## **ARTICLE VIII JUDICIAL PROCEDURES**

A. Judicial procedures are defined and followed under a separate document, “Westside The Rules of Conduct” which is written and amended by the executive board.

B. All officers and coaches will consent to, and complete a legal background check administered through THJSL or OYSA.

Revised November 21, 2000