

OSC By-Laws

Revised March 2010

Article 1: NAME

This organization shall be known as the Orting Soccer Club, and referred to herein as "OSC". The organization is and shall be a non-profit corporation within the State of Washington. The primary colors of recognition of the OSC shall be Red and Black.

Article 2: PURPOSE

The purpose of the OSC shall be to teach, govern and promote all aspects and all levels of the game of soccer. It is dedicated to the principle that any and every player who desires to play soccer will be allowed to do so.

Article 3: CONTROL AND AUTHORITY

The final control and authority of OSC shall be vested in an elected body known as the Board of Directors, which shall exercise the right of decision on all matters pertaining the activities of the OSC within the geographical boundaries as defined as the Orting School District as set forth by Mount Rainier Soccer Association and District III. The OSC is a member of, and will conform to the rules and regulations as set forth by Mount Rainier Soccer Association, District III, and Washington Youth Soccer.

Article 4: OPERATING PROCEDURES

All meetings of OSC are and shall be conducted using the current edition of "Roberts Rules of Order" as a guide and shall follow operating procedures as set forth by Washington Youth Soccer (WYS). Meetings shall be based on the following agenda as created by the President: call to order, minutes of preceding meeting, treasurers' report, correspondence, committee reports, old business, new business, and adjournment.

Article 5: MEMBERSHIP

Membership of the OSC shall be Board members, registered coaches, registered referees, registered players and their parents/guardians. There shall be two classes of members: "voting" and "non-voting". Each coach or appointed representative and each elected officer shall have one (1) vote. Non-voting members shall be all registered players and their parents/guardians, referees, committee chairpersons, and any other persons interested in the promotion of the game of soccer. During any meeting of this club, any member may make and/or second motions and may be elected to office, but only the voting members may vote on such action. No one person shall be entitled to cast more than one (1) vote (i.e. an elected officer may not cast the vote for their office and that of a coach or appointed representative).

Article 6: ORGANIZATION

The principle office of the corporation shall be located in Orting, Pierce County, Washington. The Board shall conduct the business of the OSC and shall be composed of the following elected officers who shall be the voting members. The term of office for all Board members shall be two years commencing on January 1, and ending on December 31.

1. The **President** shall preside at all OSC meetings and to oversee all committees. The President will also serve as liaison to Mount Rainier Soccer Association (MRSA), District III and Washington Youth Soccer (WYS). The President shall be responsible for enforcing order and strict compliance with the bylaws and policies of the OSC. The President may appoint other special committees to carry out specified duties with board approval. A meeting agenda shall be presented to all board members prior to each

meeting and will distribute copies at all OSC meeting. The President shall, in addition to the Treasurer be made to sign and authorize all checks written to cover expenses incurred by the club (unless the Treasurer is a spouse or significant other and then the Vice President will be authorized). Elections for President shall be on odd years. The President shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.

2. The **Vice President** shall assist with the supervision duties as needed by the President. In the absence of the President or in the event of his or her inability or refusal to act, the Vice President shall perform the duties of the President, assuming and holding all rights and privileges of the office. The Vice President shall attend any function to which the President is delegated but is unable to attend. If the position of the President becomes vacant prior to the end of the term, the Vice President shall assume the role until the next monthly meeting. The interim President will then present a nomination for appointment to fill the Vice Presidents position. The board will need a simple majority action to affirm the nomination. Elections for Vice President shall be on even years. The Vice President shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.
3. The **Secretary** shall take charge of all papers, books, and correspondence for OSC. The Secretary shall read all correspondence and record, prepare and store all meeting minutes which are to be read at subsequent meetings. All approved minutes shall be published by the Secretary for members. The Secretary shall notify all board members of matters pertaining to meetings and provide notice to all members on issues as directed by the board. The Secretary shall record the results of all elections and voting and maintain the bylaws and policies of the OSC. Elections for Secretary shall be on odd years. The Secretary shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.
4. The **Treasurer** shall be to receive, disburse, and account for all funds of the OSC. The duties of the Treasurer are to receive, record, and deposit all monies, record and pay all appropriate club bills, maintain the income/expense ledger, maintain records of all invoices, and monitor expenditures for the OSC. The Treasurer will file the proper return with the IRS and keep OSC's 501c3 non-profit status current. The Treasurer shall provide monthly financial reports at any scheduled OSC meeting. The Treasurer shall, in addition to the President be made to sign and authorize all checks written to cover expenses incurred by the club. The Treasurer shall prepare and present the annual statement at the end of the fiscal year. Elections for Treasurer shall be on even years. The Treasurer shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.
5. The **Registrar** duties shall include, but not limited to, coordination and completion of all player registration in accordance with MRSA, District III and WYS rules and regulations. This duty is performed through BONZI registration system and will coordinate with MRSA registrar in completing all required registrations for league and tournament play as need for all club teams. To stay current on all changes in registration rules and to have all required documents pertaining to Registrar duties kept in an orderly fashion including Risk Management Assessment forms. Elections for Registrar shall be on odd years. The Registrar shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.

6. The **Coaches Coordinator** shall recruit and train all new coaches. The Coaches Coordinator will be responsible for keeping all OSC coaches informed of any changes within OSC, MRSA, District III and/or WYS. The Coaches Coordinator shall teach soccer by organizing and conducting coaches meeting(s) and coaches clinics. The Coaches Coordinator shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.
7. The **Fields Coordinator** shall recruit and/or coordinate parties as needed for field set-up (i.e. goals, paint/lining, signs etc), see that the fields are properly laid out at the start of the season, and have equipment and supplies on hand that are necessary to make a field playable for all scheduled home games within OSC. The Fields Coordinator shall be responsible for the maintenance of the fields throughout the season and will recruit and/or coordinate parties as needed for field tear down at the end of the season. The Fields Coordinator shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.
8. The **Referee Coordinator** shall supervise the referees and report to the Board on all referee activities. The Referee Coordinator is responsible for training, assigning, and maintaining a current list of referees within the OSC. The Referee Coordinator may also work closely with the Treasurer and Schedules Coordinator to ensure proper payment of referee fees. Other duties may include attending WSRA, PCSRA and MRSA meetings pertaining to referees. The Referee Coordinator shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.
9. The **Schedules Coordinator** shall be responsible for organizing and scheduling all OSC teams. The Schedules Coordinator or an alternate will attend all MRSA, District III and WYS meetings pertaining to scheduling. The Schedules Coordinator, working with the Fields Coordinator and Referee Coordinator will schedule all fields for maximum utilization. The Schedules Coordinator will coordinate the rescheduling of all games and make sure the appropriate people are contacted to ensure referee coverage. The Schedules Coordinator will also be in charge of organizing and distributing the practice schedules. The Schedules Coordinator shall forward to his/her successor all documentation in his/her possession pertaining to his/her duties and actions.
10. Committees or representatives are appointed by the board as necessary:
 - a. Pictures
 - b. Cleat Swap Program
 - c. Daffodil Parade
 - d. Resource Fair
 - e. Webmaster

Article 7: MEETINGS

Regular meetings shall be scheduled monthly from January through December, with additional meetings held as called by the President, as the situation demands. Minutes of all meetings will be published to all members, except those meetings dealing with disciplinary matters. These sensitive kinds of minutes will be available only to the parties involved upon request.

Article 8: QUORUM

A quorum shall be constituted at any meeting when a minimum of 5 officers are present. At any meeting at which a quorum is present, the act of the majority of the voting members present shall be regarded as the act of the club.

Article 9: FINANCE

The financial base for the club shall be registration fees, donations, fundraising, and sponsorships. All funds received by the club shall be dispersed solely for the benefit of and use of the club. The club shall establish guidelines for the acceptance of gifts and the disbursement of such gifts.

Article 10: FINANCIAL OBLIGATION

The financial obligation shall rest upon the club. Any outstanding assets, at the dissolution of this club, shall become the property of the Orting School District.

All Treasurers activities for the previous year shall be audited prior to April 1 and made available to all voting members.

Article 11: ANNUAL GENERAL MEETING

The annual general meeting and election of new officers shall take place in the month of November with new officers installed in January. Nominations to office are open to all interested members. Any interested person can run for office for as many terms as he or she can be elected.

Article 12: REGISTRATION FEES

Club registration fees will be levied annually as deemed necessary and approved in the annual budgeting process. Financial aid will be made available only upon written request to, and voted upon by the OSC board or an appointed person.

Article 13: COACHES/VOLUNTEERS

Coaches shall be selected by, and governed by guidelines established by the OSC board. In addition, all coaches will be held accountable to said guidelines as well as the guidelines set forth by Mount Rainier Soccer Association, District 3, and the Washington Youth Soccer. Failure to follow these guidelines will result in disciplinary action by the Executive board.

Article 14: GRIEVANCES

Any and all grievances must be filed in writing to the OSC board. Failure to do so will result in an automatic dismissal of any and all grievances.

Article 15: ADMENDMENTS

These articles may be amended at any meeting of this club, provided that all voting members were attempted to be contacted and had at least 5 days prior notice of the changes being considered. By-laws changes must be voted and ratified by a sixty percent majority of voting members present.

Article 16: FISCAL YEAR

The fiscal year of the Corporation shall be January 1 to December 31.

Article 17: INDEMNIFICATION