

BY-LAWS
OF
NORTH KITSAP SOCCER CLUB
A Washington Non-profit Corporation

Article I: Name, Purpose, and Organization

- 1.1 The name of the Organization shall be North Kitsap Soccer Club, for purposes of abbreviation, acceptable names herein shall be “NKSC” or “The Club”.
- 1.2 The team colors of NKSC shall be NK Dark Royal (**#004688**), White (**#FFFFFF**), and NK Gold (**#F4CE28**).
- 1.3 North Kitsap Soccer Club is a non-profit organization exempt from taxation under Section 501(C)3 of the Internal Revenue Service.
- 1.4 The mailing address shall be PO Box 1159, Poulsbo, WA 98370 unless otherwise designated by the Board of Directors.
- 1.5 It is the policy of The Club not to discriminate or tolerate discrimination on basis of race, sex, age, religious beliefs, or physical handicap.
- 1.6 The purpose of North Kitsap Soccer Club shall be to promote youth soccer in the greater Kitsap County area of Washington State and to further promote the development of leadership, character, sportsmanship, tolerance, discipline, and athletic ability, and to nurture youth fitness, volunteerism, and a lifelong love of sports. The Club is organized exclusively for charitable and educational purposes, more specifically to provide sports participation and youth services for the youth of greater Kitsap County.
- 1.7
 - a) Our organization will make every effort to make sure that every child with the desire to participate gets the opportunity to play, without regard to prior experience, athletic ability, or size.
 - b) We are committed to instilling honesty, loyalty, integrity, teamwork, discipline, sportsmanship, respect, leadership, trust, commitment, and the importance of education in our young participants. We believe these values and virtues are important to their growth and to them becoming active members of our community and society.
 - c) We will instill in our youth the challenge of competition, the joy of victory, the reality of defeat, and the importance of commitment and community service.
 - d) These goals will be achieved through organizing our dedicated volunteers, caring parents, and local businesses who wish to partner with our great youth sport program.

Article II: Affiliation

- 2.1 NKSC may be affiliated directly with United States Club Soccer (“USCS”), Northwest Sound Youth Soccer Association (“NSYSA”), and Washington Premier League (“WPL”). NSYSA is a member of Washington Youth Soccer (“WYS”). These organizations are non-profit, amateur youth soccer

associations of the United States Soccer Federation (“USSF”). By USSF By-Laws and NKSC Board resolution, NKSC, programs, or teams may become affiliated with different or additional USSF recognized youth soccer associations.

2.2 NKSC shall be governed by its Articles of Incorporation, Constitution, Bylaws, and Rules and Regulations. Incorporated in the State of Washington as a non-profit corporation, filed 11/21/1983 with perpetual duration until such a time that the North Kitsap Soccer Club is dissolved. The registered Agents are the President, Vice-President, and Treasurer.

Article 3. Governance

3.1 a) The membership of The Club shall consist of the parents/guardians of all properly registered players and all other registered adult participants 18 years of age or older.

b) A “Member in good standing” is defined by The Club as a member who:

- Is not currently under any Washington Youth Soccer suspension from all soccer activities and;
- Is not in financial arrears to The Club, their team, or any other US Soccer affiliate and;
- Has a current “Cleared” Risk Management Status according to Washington Youth Soccer and/or US Club Soccer, if required to have such a clearance for their position (i.e. Board Member, Team Staff Member, etc.).

c) Members shall re-register annually to continue their membership. Those who do not re-register annually will be dropped from the Club’s membership role.

3.2 The authority of NKSC shall be vested in the Voting Members. The Voting Members shall exercise this authority by electing a board (the “Board”) to conduct and manage the affairs and activities of NKSC.

3.3 Elections will generally be held in the month of March each year. Members of North Kitsap Soccer Club in good standing (with no outstanding debt) will be able to submit a letter of intent to run for an office. Notice of the Annual General Meeting (AGM) date and positions open for election will be posted sixty (60) days prior on The Club’s website. Letters of intent to run for all open positions will be due thirty (30) days prior to the elections.

3.3.1 Any member of The Club, who is in good standing, may be nominated for any office by any member of The Club. Written consent shall be required for any nominee not present at the meeting.

a) Nominations are made at the NKSC Board meeting thirty (30) days prior to the AGM. The Nomination Committee will present its report of recommendation at this meeting.

b) Those nominated at the NKSC Board meeting by the Board will be announced as noted in The Club’s Bylaws.

c) In the event of vacant positions after the AGM, positions will remain vacant until board approval.

d) Members are limited to apply for a single board position to be voted upon during the AGM.

e) Upon election, a Board Member can and may be appointed to other vacant positions on the Board as needed.

3.3.2 Any duly elected officer shall be eligible for re-election or nomination to another office.

3.3.3 Election shall require a simple majority vote of qualified Club member(s) present at the AGM.

3.3.3.1 Each election shall be conducted once and will be open to those in attendance (online or in person) for no more than five (5) minutes.

3.4 The Board of Directors will consist of the NKSC Board, which includes duly appointed and/or hired board positions as defined within the NKSC Bylaws.

3.5 The elected Board Members include the President, Treasurer, Secretary, Vice President, Technical Director, Director of Equipment, Director of Fields, Director of Community Outreach, Director of Registration, Director of Competitive Program, and Director of Recreational Program.

3.6 Any position created, appointed to, or contracted by, the NKSC Board shall have defined roles, responsibilities, and obligations at the discretion of the NKSC Board with final approval by the NKSC President.

3.7 Each Elected and Appointed Board Member shall serve for a two (2) year period commencing on the day following their election.

The President, Secretary, Director of Fields, Director of Registration, and Director of Competitive Program, shall be elected at the Annual General Meeting in years ending in even numbers.

The Treasurer, Vice President, Technical Director, Director of Equipment, Director of Community Outreach, and Director of Recreational Program, shall be elected at the Annual General Meeting in years ending with odd numbers.

Appointed Board members can be named and voted on during a Board meeting by the NKSC Board.

Coordinators appointed by board members to assist with specific duties of the said board member should be for one year or to be terminated at the appointed board member's discretion.

Board members may only be removed from office by a simple majority vote of the Elected Board, but Board members being considered for removal from The Board may not partake in a vote for their removal from office.

a) Board members may be removed by a simple majority vote of the Elected Board whenever the best interest of the organization would be compromised by that individual being detrimental to the growth, reputation, or overall benefit of the organization.

b) Board members missing three meetings in any fiscal year without an excused absence from the President are subject to suspension and/or removal from The Board by a simple majority vote of The Board.

- c) Board Members will be notified in writing of the suspension/removal vote.
- d) In the event of death, resignation, or removal, a successor shall be selected and/or appointed by the remaining Board who shall serve the remainder of the vacant term.

3.8 The Annual General Meeting (AGM) of Members shall take place before March 30th. Notice of the meeting shall be provided to all Members by the Secretary or designated Board Member at least sixty (60) days prior to the meeting. The notice shall provide a description of matters to be voted on at the meeting, including the election of any eligible Board Members (which shall be elected by simple majority of voting members in attendance) and any amendments to the By-Laws by simple majority vote of voting members in attendance. The Board shall have the authority to validate any election based upon the votes cast at the AGM, discounting any ineligible person's vote.

3.9 The Board may hold additional special general meetings at its discretion by providing at least fifteen (15) days' notice prior to the meeting. The notice shall provide a description of matters to be voted on at the meeting.

3.10 No matter how many constituencies a member may represent, or how many offices they hold, each member is only allowed one vote.

Article 4: Administration

4.1 The business of The Club will be carried out by the Board Members ("The Board") of The Club.

4.1.1 The Executive Board shall be comprised of the duly elected Board Members of The Club.

4.1.2 Board Members shall be comprised of The Board and duly appointed Board positions as defined within the Bylaws of The Club.

4.2 Executive Board Members are encouraged to and may recruit, appoint, and assign coordinators to support them in their duties. Board members doing so retain all authority and accountability of their elected position.

4.3 No more than two (2) duly elected officers of The Board may be held by individuals from a single affiliated team. Exceptions are to be brought to The Board and voted on. Any involved Board members must recuse themselves from the vote.

4.4 It shall be the duty of each Board Member to be accessible and accountable to our members while being thoroughly familiar with the NKSC By-Laws, Rules & Regulations, and those of any organizations of which NKSC is a member club.

The Board may interpret the By-Laws and Rules and Regulations, or render decisions on matters not covered by the By-Laws and Rules and Regulations. Such decisions or interpretations shall be binding on all members, teams, programs, or The Club at large as applicable.

4.5 The Board consists of eleven (11) elected members. The Executive Board Members ("Elected Board Members") will be voted on and elected at the Annual General Meeting.

The elected Board Members include the President, Treasurer, Secretary, Vice President, Technical Director, Director of Equipment, Director of Fields, Director of Community Outreach, Director of Registration, Director of Competitive Program, and Director of Recreational Program.

- 4.6 The Board, by resolution, may adopt committees consisted of two (2) or more Members. Any such committee shall have all the authority of The Board to the extent provided in The Board resolution, provided that such committee may not: a) fill vacancies on The Board; or b) create any other committees of The Board. For terms of committee members, see the NKSC Rules and Regulations.
- 4.7 The President shall be the official spokesperson or representative for NKSC unless otherwise directed by The Board. No other Member or Board Member shall represent themselves as the spokesperson for NKSC or attempt to act on behalf of NKSC without prior approval of The Board. Furthermore, no person shall use their position or affiliation with NKSC for personal gain or to influence others.

Article 5: Meetings of The Board

- 5.1 Meetings of The Board shall be held at any place designated by the President, or the President's designee. The President, or another Board Member designated by the President, shall preside over Board Meetings. The Board shall hold at least eleven (11) Board meetings each year at which NKSC business shall be conducted. The Board may, at its discretion, hold additional meetings by providing reasonable advanced notice, as dictated by the circumstances, to all Board Members. The conduct of Board Meetings shall be governed by the current edition of Robert's Rules of Order (<https://robertsrules.com>).

- 5.2 A simple majority of elected voting Board Members must be present to constitute a Board meeting quorum for transaction of any business except adjournment.

At Board Meetings, each Board Member in attendance who does not receive compensation for services from NKSC shall each have one vote. Each team with a coach or team representative in attendance shall have one advisory vote. A non-binding advisory vote called by The Board on its members shall be recorded in the minutes and taken under Board consideration.

Every action taken, or decision made by a simple majority of those present and entitled to vote at a duly held meeting at which a quorum is present, shall be an act of the Board unless the By-Laws or a Board resolution or Washington law provide more stringent requirements. Voting by proxy shall not be allowed. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of one or more Board Members, if any action taken or decision made is approved by a simple majority of the required quorum for the meeting. The President shall not be entitled to vote except in the case of a tie vote.

- 5.3 Any action that The Board is required or permitted to take may be taken without a meeting by email vote of the requisite number of Board Members. The Board Member requesting an email vote will notify the President, who shall send an email to each Board Member's email inbox and allow a reasonable amount of time, as dictated by the circumstances, for Board Members to submit questions, give comments, or solicit comments from other Board Members on the issue. All email votes will be reviewed at the next full board meeting and recorded in those meeting minutes.

Article 6: Board Positions

- 6.1 The Elected Board Members are as follows:

6.1.1 - President

The President shall: a) Preside over all club and board meetings; b) Represent club at NSYSA meetings; c) Prepare and execute Annual Board Retreat, to be held no later than February of each year, for club planning, finalizing budget, and goal setting. Coordinate logistics with Secretary; d) Along with Treasurer and Vice President, act as signatory for treasury orders and provide record to Treasurer; e) Review responsibilities, by-laws, and other applicable club documents with each newly elected board member; f) Collect club reports and provide to higher authority annually as required; g) Appoint chairperson for committees; h) Appoint volunteer to fill the vacancy of any officer; i) Appoint an annual audit committee to review financial records; j) Collect, evaluate, and act on player, parent, and staff feedback to ensure club success; k) Maintain open communication between the club and the other clubs and affiliates; l) Provide monthly report to the board of work completed within your area of responsibility; m) Recruit coordinators/volunteers to support role as necessary.

6.1.2 - Secretary

The Secretary shall: a) Maintain accurate and official record of all meetings and distribute to the board prior to the next club meeting; b) Serve as primary point of contact for club, coordinating and distributing club communication; c) Keep website content up-to-date, in coordination with Director of Community Outreach; d) Coordinate all logistics for club business, special meetings, and Annual General Meeting (AGM); and give notice to the board and membership as stipulated in the club by-laws; e) Annually collect individual board member reports and submit collective club report to President; f) Provide monthly report to the board of work completed within your area of responsibility; g) Recruit coordinators/volunteers to support role as necessary; h) Remind board members of scheduled meetings as necessary.

6.1.3 - Treasurer

The Treasurer shall: a) Keep an accurate written record of all financial transactions, according to governing documents, including monthly and annual financial reports; b) Prepare proposed annual budget for upcoming fiscal year (April 1 through March 31), for board to review and approve at annual retreat; c) Prepare and maintain yearly state and federal tax forms, which establish the club as being a non-profit youth organization; d) Along with President and Vice President, act as signatory for treasury orders and maintain record; e) Receive and issue receipts for all club financial transactions; f) Maintain bonding insurance as required on financial co-signers; g) Provide financial records to annual audit committee; h) Present upcoming fiscal year budget at Annual General Meeting (AGM); i) Receive need-based financial aid requests; establish and lead committee to review and approve requests; j) Provide monthly report to the board of work completed within your area of responsibility; k) Recruit coordinators/volunteers to support role as necessary.

6.1.4 - Vice President

The Vice President shall: a) Assume office of President, if vacated; b) Ensure Certificates of Insurance stay current with NSYSA (WYS) and/or US Club Soccer, as well as with North Kitsap School District; c) Along with Treasurer and President, act as signatory for treasury orders and provide record to Treasurer; d) Serve as NKSC Risk Management Coordinator; e) Assemble and chair Annual Document Review Committee, ensuring that NKSC constitution, by-laws, codes of conduct, and rules & regulations are regularly updated; f) Provide monthly report to the board of work completed within your area of responsibility; g) Recruit coordinators/volunteers to support role as necessary.

6.1.5 - Technical Director

The Technical Director shall: a) Schedule all matches for competitive and recreational programs; b) Schedule team practice times and locations; c) Collaborate with Director of Recreational Program and Director of Competitive Program to recruit, coordinate, and schedule referees, including club-assigned referees for modified division games; d) Serve as liaison between the club and North Kitsap School District (NKSD) to acquire fields; e) Collaborate with Director of Recreational Program and Director of Registration to prepare for and represent NKSC at NSYSA scheduling meeting; f) Recruit recreational coaches with the assistance of Director of Recreational Program; g) Determine age group for each club-assigned field; h) Assist Director of Competitive Program with annual tryouts; i) Execute coach selections, player selection processes, player and coach development plans, and overall program development, with oversight of the board; j) Provide monthly report to the board of work completed within your area of responsibility; k) Collaborate with Director of Recreational Program and Director of Competitive Program to ensure all teams' league placements are appropriate; l) Serve as the liaison between The Club and leagues for all disciplinary conduct as necessary; m) Recruit coordinators/volunteers to support role as necessary.

6.1.6 - Director of Fields

The Director of Fields shall have authority over all aspects of gaining NKSC allocation and preparing fields for NKSC events. The Director of Fields shall also: a) Prepare fields (i.e. repaint goals, hang nets, etc.) for practices and games, ordering supplies and replacements as needed; b) Ensure goals and nets are functional, in good repair, and secure, to be available for all club events; c) Ensure Sani-Cans are managed and available for all active fields; d) Maintain club storage facilities, in coordination with Director of Equipment; e) Provide monthly report to the board of work completed within your area of responsibility; f) Recruit coordinators/volunteers to support role as necessary.

6.1.7 - Director of Equipment

The Director of Equipment shall: a) Distribute and collect equipment for all club programs; b) Order, distribute, and manage new uniforms as needed for the Recreational Program. Reference the NKSC Jersey Document for further guidance; c) Keep an accurate inventory of all club-owned equipment; d) Maintain all club-owned equipment and replace as needed; e) Maintain club storage facilities, in coordination with Director of Fields; f) Provide monthly report to the board of work completed within your area of responsibility; g) Recruit coordinators/volunteers to support role as necessary; h) Order and distribute club pins as necessary.

6.1.8 - Director of Community Outreach

The Director of Community Outreach shall: a) Publicize all club activities through local and online venues; b) Keep website content up-to-date, in coordination with Secretary; c) Maintain publicly-accessible club calendar; d) Contract, schedule, and distribute team pictures; e) Arrange annual coach appreciation program; f) Manage high school senior scholarship program; g) Provide monthly report to the board of work completed within your area of responsibility; h) Recruit coordinators/volunteers to support role as necessary; i) Seek nominations and make recommendations to the board for annual awards as necessary.; j) Coordinate all logistics for the Annual Team and Player Awards Ceremony as necessary.

6.1.9 - Director of Registration

The Director of Registration shall: a) Oversee the online registration program; b) Serve as liaison to online registration vendor; c) Collaborate with program directors to form competitive and recreational teams; d) Collaborate with Technical Director and Director of Recreational Program to prepare for and represent NKSC at NSYSA scheduling meeting; e) Provide each team with rosters and medical releases; f) Ensure all players' birth certificates are submitted; g) Prepare team rosters for tournament play; h) Provide monthly report to the board of work completed within your area of responsibility; i) Recruit coordinators/volunteers to support role as necessary.

6.1.10 - Director of Competitive Program

The Director of Competitive Program shall: a) Serve as liaison between The Board and competitive teams; b) Ensure proper registration and payment of all competitive players, and registration/RMA clearance of all team staff; c) Coordinate with leagues and organizations to register the competitive teams for leagues, cups, and tournament play; d) Organize and lead competitive team tryouts; e) Execute coach selections, player selection processes, player and coach development plans, and overall program development, with oversight of the board; f) Maintain competitive program website content; g) Conduct coach meetings to ensure information is delivered to all coaches in a timely manner; h) Conduct team manager training meeting shortly after team formations; i) Ensure timely submissions of game results (scores and standings) by managers; j) Provide monthly report to the board of work completed within your area of responsibility; k) Recruit coordinators/volunteers to support role as necessary; l) Conduct informational open house prior to each year's tryout as necessary; m) Provide final league standings to Director of Community Outreach for purchase of recognition awards as necessary; n) Facilitate coach training with assistance of Technical Director as necessary; o) Organize Competitive Program uniforms. Reference the NKSC Jersey Document for further guidance.

6.1.11 - Director of Recreational Program

The Director of Recreational Program shall: a) Serve as liaison between The Board and recreational teams; b) Execute logistics for Fall, Spring, and Summer programs; c) Collaborate with Director of Registration to form recreational teams; d) Recruit recreational coaches with the assistance of the Technical Director; e) Collaborate with Technical Director and Director of Registration to prepare for and represent NKSC at NSYSA scheduling meeting; f) Collaborate with Technical Director to schedule recreational games; g) Conduct coach meetings to ensure information is delivered to all coaches in a timely manner; h) Provide monthly report to the board of work completed within your area of responsibility; i) Recruit coordinators/volunteers to support role as necessary; j) Assist recreational teams with discovering and registering for recreational tournaments (including, but not limited to, Soccer to the Maxx and the WYS Recreational Cup) as necessary; k) Seek out, recommend, and execute player and coach development opportunities as necessary.

6.2 Appointed Representatives and Coordinators

Pursuant to Section 3.4, The Board may recruit and appoint assistants to support individual Board member responsibilities or in the duties of The Club at large.

6.3 Team Representatives

Each team shall have a team advisory representative selected by the team's coach. Each representative may attend the regular monthly Board meeting. Each team shall be entitled to one advisory vote at Board meetings, either through the team representative or coach. Each coach shall submit the name of the team representative and an alternate to the respective Program Coordinator prior to the first match of the season. The team representative shall: a) be thoroughly familiar with the Rules and Regulations, and By-Laws published by NKSC; b) represent their team on all matters concerning NKSC policy; c) attend Board meetings as appropriate; and d) serve as a liaison between the team and NKSC.

Article 7: Indemnification

7.1 All Board Members and assigned officials of affiliated teams shall be indemnified against liability claims for performing acts and duties directly related to the work of NKSC.

Article 8: Amendments

8.1 These By-Laws may be amended by a simple majority vote of voting members in attendance at the AGM and/or a special general meeting called by The Board pursuant to Section 3.9. The notice of meeting shall describe all approved proposed amendments submitted at prior board meetings or received by the President fourteen (14) days prior to the AGM. The Board may accept clarifying amendments to the proposed By-Law amendments at the AGM or special meeting. Rules and Regulations may be amended by a simple majority vote at any regular or special Board Meeting with appropriate notice to the Members.

Article 9: Dissolution of The Club

9.1 In the event of the dissolution of The Club, legal counsel shall be retained by The Board for distribution of assets after all liabilities have been settled, as specified in Section 501(C) of the Internal Revenue Code of 1954, as from time to time amended.

Historical Record of Changes

NKSC By-Laws: Adopted March 1977, Amended March 1984, March 1986, March 1988, March 1989, March 1990, March 1994, March 1995, March 1997, November 1998, September 1999, November 2003, December 2010, November 2011, November 2012, November 2015, June 2018, March 2019, and March 2024

NKSC Constitution: On December 16, 2010 the NKSC Constitution and NKSC By-Laws documents were merged into one document titled "By-Laws" per Roberts Rules. NKSC Constitution was retired. NKSC Constitution was re-established June 2018. NKSC Constitution was updated March 2024.