



# **GREATER RENTON-TUKWILA YOUTH SOCCER ASSOCIATION SOUTHLAKE BYLAWS**

Master Copy  
Date of Enactment: March 1970  
Amended: January 7, 2021

# **GREATER RENTON-TUKWILA YOUTH SOCCER ASSOCIATION BYLAWS**

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## **INTRODUCTION**

### PURPOSE:

The purpose of this document is to establish, in written form, the rules and policies of the Greater Renton-Tukwila Youth Soccer Association.

### ACRONYMS:

AGM	Annual General Meeting
FIFA	Federation International de Football Association
GRTYSA	Greater Renton-Tukwila Youth Soccer Association
IAL	Inter-Association League
LPT	League Placement Tournament
PacNW	Pacific Northwest Soccer Club
USSF	United States Soccer Federation
WSYL	Washington State Youth League
WYS	Washington Youth Soccer

### REFERENCES:

- A) WYS Administrative Handbook
- B) District III Bylaws
- C) District III Rules of Competition

## **ARTICLE I ORGANIZATION**

### SECTION 1 - NAME AND TYPE OF ORGANIZATION:

- A) The name of this corporation shall be the Greater Renton-Tukwila Youth Soccer Association Inc. (GRTYSA), hereinafter referred to as the Association. The terms Association and GRTYSA may also be used interchangeably in this document.
- B) This Association shall be a non- profit corporation, and is organized exclusively for charitable and educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.
- C) Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501(c) (3) of the Internal Revenue Code 1986 (or corresponding provision of any future United States Internal Revenue law) or (b) by a corporation contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).
- D) The duration of this corporation shall be perpetual.

E) Upon the dissolution of this Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code (or corresponding section of any future tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**SECTION 2 - AFFILIATIONS:**

This Association shall be affiliated with the USSF through the hierarchy of affiliations. For its primary purpose relative to youth soccer, the association is affiliated with WYS as a Member Association as defined per ref A).

**SECTION 3 - JURISDICTION:**

The current area of jurisdiction of this Association, as granted by the WYS is described below:

All of the Renton School District except that the northern boundaries of the Renton area of control shall be the Renton City Limits along SE 68th St. to 114th SE, then southeast to 121st St. SE, then east along SE 78th St., to a point of Squak Mt., then follow to the eastern boundary of the Issaquah School District. The southern half of the Issaquah School District is included in the GRTYSA area of control, plus the area within the Kent School District that lies east of 140th SE and north of Petrovitsky road, otherwise known as the Fairwood area. The western boundaries shall be the Tukwila School District. School areas are identified as follows:

<u>Cascade/Fairwood</u>	<u>Renton Highlands</u>	<u>Skyway/Tukwila</u>
Benson Hill Elem.	Apollo Elem.	Bryn Mawr Elem.
Cascade Elem.	Briarwood Elem.	Campbell Hill Elem.
Lindberg H.S.	Hazelwood Elem.	Dimmitt M.S.
Nelsen M.S.	Hazen H.S.	Black River H.S.
Renton Park Elem.	Highlands Elem.	Lakeridge Elem.
Talbot Hill Elem.	Hillcrest Elem.	Rainier View Elem.
Tiffany Park Elem.	Honeydew Elem.	Cascade View Elem.
Fairwood Elem.	Kennydale Elem.	Foster H.S.
Ridgewood Elem.	Liberty H.S.	Showalter M.S.
Northwood J.H.	Maple Hills Elem.	Thorndyke Elem.
	Maplewood Heights	Tukwila Elem.
	Maywood M.S.	Thompson Elem.
	McKnight M.S.	Renton H.S.
	Newcastle Elem	
	Sierra Heights Elem.	

**SECTION 4 – IDENTIFICATION:**

- A) This Association was incorporated as a Non-Profit Corporation on 19 August 1988, in the State of Washington.
- B) The Corporation number is 601 099 454.
- C) The Employer Identification number is on file with the Secretary of State.

ARTICLE II  
**PURPOSE AND OBJECTIVES**

SECTION 1 - PURPOSE:

The purpose of the Association shall be to develop, govern, and promote the game of soccer among all within the area of jurisdiction of this Association. This Association shall organize and govern regularly scheduled games between member teams. The principles governing competition among its members shall include the development of physical fitness, mental alertness, leadership and good sportsmanship, permitting all players who faithfully attend and adhere to team rules to have maximum participation in team competition, recognition that the manner of play OUTWEIGHS a victory, and encouragement of courtesy, sporting conduct and respect for authority by players, officials and spectators.

ARTICLE III  
**MEMBERSHIP**

SECTION 1- ELIGIBILITY:

- A) The membership of GRTYSA shall consist of those engaged in youth soccer within the State of Washington which agree to be bound by the bylaws, procedures, rules, and decisions of the WYS, District III, and GRTYSA and which shall be admitted to membership in accordance with the bylaws of the GRTYSA.
- B) Any volunteer or paid soccer position seeking to be an officer or chair a committee within the association must declare in writing to the board any possible conflict of business interest. It will be up to the association board to determine if the conflict should prohibit a volunteer or paid position from serving as an officer or committee chair. Examples of possible conflict of interest, including but not limited to owning or participating in a business that sells soccer uniforms, soccer equipment, soccer fundraising activities, or soccer training
- C) A Mission Club is a member of this Association which serves a special purpose. It shall be governed by the rules set forth by FIFA, USSF, USYSA, and WYS. A Mission Club shall operate in coordination with the GRTYSA multi-purpose clubs, who are the primary GRTYSA representatives within their respective boundaries. Specifically, communication regarding the mission club and teams, programs, and tryouts will be coordinated with the GRTYSA board. This includes access to school-affiliated fields for practices and games.
- D) The Pacific Northwest Soccer Club/PacNW is the GRTYSA Mission Club that is a member of and plays in the Regional Club League (RCL) thru Washington Youth Soccer (WYS) and is chartered to provide premier-level soccer for all players. The charter of the club is to support the vision & priorities of USYS and WYS as they are defined today and as they change and evolve over time.

SECTION 2 – FISCAL INDEPENDENCE:

- A) The Association specifically disclaims financial responsibility for, and shall not assume nor be held liable for, the debts or the financial obligations, either expressed or implied, of any affiliated club, or team, or of any of the coaches, managers, officers, officials, or members of any affiliated club, or team.

SECTION 3 - REPRESENTATION:

A delegate named by the mission club shall represent that club to the GRTYSA. The delegate shall be registered with the Association board.

SECTION 4 – MEETINGS:

The Affairs of this Association shall be conducted at regular meetings of the Association officers and mission club delegate, or at any "special" meeting the president may call. No business shall be transacted at any meeting unless a quorum exists.

SECTION 5 – VOTING:

- A) Bylaw revisions, any financial matters, and the election or removal of officers shall be voted on by the board members only.
- B) For all Association matters not listed in Paragraph A) of this Section, each officer of this Association shall have one (1) vote, and the delegate of the mission club shall have one (1) vote. The President of this Association shall not exercise their vote except in the case of a tie.
- C) All proposed bylaw changes must be submitted in writing thirty (30) days prior to the vote.

SECTION 6 – QUORUM:

A quorum shall be constituted if at least 60% of the voting members are represented.

**ARTICLE IV  
OFFICERS**

SECTION 1 – OFFICERS:

The officers of this Association shall be President, First Vice-president, Second Vice-president, Third Vice-president, Secretary, Treasurer, PacNW Representative, and Registrar. These officers constitute the Association Board.

SECTION 2 – GENERAL RESPONSIBILITIES:

The officers of this Association are expected to discharge the responsibilities assigned to their office, and may enlist aides as deemed necessary and assign specific duties to such aides. The officers retain the responsibility to the Association board for providing status of all responsibilities assigned to their office.

The officers of this Association are responsible for:

- A) Initiating and administering Association activities in accordance with these bylaws.
- B) Conducting meetings and making rulings on matters not being handled by committee action or as requested by members.
- C) Issuing policies, guidelines, and/or instructions as necessary, to interpret, clarify, further define or implement the provisions of these bylaws.
- D) Develop and propose changes to these bylaws to make them better support the purposes and objectives of this Association, and/or to make them consistent with the bylaws of the WYS per ref. A) and District III per ref. B).
- E) Filling vacant offices.

### SECTION 3 – SPECIFIC RESPONSIBILITIES:

#### A) PRESIDENT

The president shall preside at all meetings of this Association and shall be the general manager of this Association. Subject to the approval by the members, the president shall appoint such committees as may be required for the proper operation of this Association. The mission club shall have one representative on these committees in addition to the chairperson who is appointed by the president.

#### B) FIRST VICE-PRESIDENT (V/P OF ADMINISTRATION)

The First Vice-President shall act in the absence of the President with the same power and authority as the President; shall be responsible for and the chairperson of the Discipline Committee; shall be responsible for Association policies and procedures documentation; and shall be responsible for Association communications, including website, social media and newsletters.

#### C) SECOND VICE-PRESIDENT (V/P OF COMPETITION)

The Second Vice-President shall be responsible for and the chairperson of the Rules of Competition committee. This position is responsible for coordinating with the Director of Coaching (DOC) on select tryouts and player placements, league team placement and coach and player training and development. Other duties are referee coordination and development, managing uniforms and field and training equipment needs.

#### D) SELECT/REC DIRECTOR

The Select/Rec Director shall lead and be responsible for the Southlake select and recreational program, ages U10 to U19. This position is responsible for calling Select/Rec program meetings and setting the agenda, and for conducting Southlake select and recreational tournaments. This individual oversees all Select/Rec operations and personnel to include the Select/Rec Registrar, coaches, parents and anyone else that helps with the program. Other duties are coordinating field and home game scheduling, acting as liaison with parks departments and school districts, attending league placement meetings, overseeing equipment needs, field preparations and coach and player placements.

#### E) MOD DIRECTOR

The MOD Director shall lead and be responsible for the Southlake MOD program, ages U5 to U9. This position is responsible for calling MOD program meetings and setting the agenda. This individual oversees all MOD operations and personnel to include the MOD Registrar, coaches, parents and anyone else that helps with the program. Other duties are coordinating equipment needs, MOD game scheduling, field preparations, coach and player placements.

#### F) SECRETARY

The Secretary shall keep the records and shall record and publish the minutes of the meetings of this Association.

#### G) TREASURER

The Treasurer shall receive, disburse and account for all funds of this Association. The Treasurer shall prepare a provisional budget at least one month prior to the start of each season.

#### H) PacNW REPRESENTATIVE

The PacNW representative shall represent and vote in accordance with the direction of the PacNW Soccer Club.

#### I) REGISTRAR

The Registrar shall supervise and assist in all matters pertaining to the registration of players in accordance with registration rules of Washington Youth Soccer.

**SECTION 4 - ELECTIONS:**

- A) An AGM of this Association will be held in January of each year, at which the Officers of this Association shall be elected. Those elected shall serve until the AGM 2 years after they are elected and the subsequent qualification of their successors.
- B) Officers shall be elected by simple majority vote. 1 vote will be assigned per team in GRTYSA and member mission clubs and 1 vote per active GRTYSA board member with the exception of Registrar.
- C) The term of the officers shall be approximately 2 years, extending from the date of the AGM or the date of appointment to office, whichever is later, until the AGM of the scheduled election in January.
- D) The following board positions will be up for election in odd numbered years. President, Second Vice President (VP of Competition), Mod Director, Secretary. The following positions will be up for election in even numbers years: First Vice President (VP of Administration), Rec/Select Director, Registrar, and Treasurer.
- E) When the President is unable to complete the term of office, the First Vice-President shall succeed to President.
- F) When an officer other than the President is unable to complete the term of office, the Association board shall fill the vacancy by appointment until the next scheduled election for that position.

**SECTION 5 – DISMISSAL OF OFFICERS:**

**A) RESIGNATIONS:**

Officer resignations shall be submitted to the board in writing, and shall be announced at the next board meeting. The board shall then act to fill the vacancy.

**B) ABSENTEEISM:**

- 1. Any officer absent without cause from three regularly scheduled meetings of the board shall be considered having forfeited that office. The board shall then act to fill the vacancy.
- 2. Any designated club representative absent without cause from three regularly scheduled meetings of the board shall be removed from the position as club representative for a period of one year. The club will register a new representative per Article III, Section 3.
- 3. The board must be notified as soon as possible of any designated alternate but no later than noon of the day of the board meeting

**C) PETITION OF THE MEMBERS:**

A member of the Association board may petition the board to remove an Association officer from office by reason of neglect of duties, ineptitude, and/or failure to comply with these bylaws. A vote to either approve or deny the petition for removal shall be conducted per Article III, Section 5, Paragraph A.

**ARTICLE V  
DOCUMENT CONTROL**

**SECTION 1 - CONTENT:**

- A) The integrity of the contents of this document shall be maintained by adhering to the requirements of Article V and Article V, Section 6, Paragraph B of these bylaws.
- B) The content of this document shall contain, as a minimum and in the following order:
  - 1. A title page.
  - 2. A table of contents page.
  - 3. An Introduction section, including a purpose of document statement, acronym definitions and a list of document references.
  - 4. Bylaw articles, including an article containing the approved Attachments list.



5. A revision section.

#### SECTION 2 - VERSION CONTROL:

- A) The current version of this document shall be identified by the revision date on the title page placed just below the document title, and also placed in the footer of each page. The revision date is defined as the date that the revision to the document was approved by the Association board (e.g. date of meeting).
- B) Upon revision of this document a “Master Copy” and a “Distribution Copy” shall be created and handled per Article V, Sections 3 and 4.
- C) All distributed copies of this document not containing the current revision date (prior revisions) are to be destroyed upon distribution of the current version.

#### SECTION 3 - MASTER COPY:

- A) The master copy shall be identified with the text “Master Copy” under the revision date on the title page. The remaining pages of the master copy shall be identified with the text “GRTYSA Bylaws – M” in the footer section.
- B) The master copy of this document shall be printed after each approved revision and kept on file with the Association business records.
- C) No copies shall be made of the master copy.

#### SECTION 4 - DISTRIBUTION COPY:

- A) The distribution copy shall be identified with the text “Distribution Copy” under the revision date on the title page. The distribution copy shall be printed at the same time as the master copy.
- B) Only copies of this document marked “Distribution Copy” may be copied and distributed.
- C) This document may only be copied and/or distributed in its entirety. Any distributed pages or sections that become detached from the rest of the document are to be destroyed immediately.

#### SECTION 5 - ATTACHMENTS:

- A) Attachments shall be considered as supplemental instructions or information of this document, and not a part of this document.
- B) A master copy of each approved attachment shall be kept on file with the Association business records. Distribution copies of attachments may be made directly from the master attachment copy.
- C) Attachments may be distributed separately from this document, but are subject to the same version control requirements as Article V Section 2 Paragraphs A and C of these bylaws.
- D) Attachments are not subject to the revision requirements of Article III Section 5 Paragraph B of these Bylaws. The Association board may act to revise an attachment as deemed necessary,

#### SECTION 6 - FORMATTING:

- A) **Fonts:** The section title and body text shall be in size 12 regular font (non-bold, non-italic). Choice of font style is optional, provided it is a non-script, easily readable font. Bold or Italic may be used in places for emphasis. Article headings and titles will be in all capitals and centered, article title in bold.
- B) **Footer:** This document shall contain a footer section that clearly identifies the name of the document, the page number and total number of pages, and the revision date.
- C) **Outlining:** The outlining conventions for this document shall be as shown in the example below:

EXAMPLE ARTICLE 0  
EXAMPLE ARTICLE TITLE

## SECTION 0 - EXAMPLE SECTION TITLE:

### A) Example paragraph...

#### Revision History

- 1) Original - March 1970 Based on Eastside JSA By-Laws.
- 2) Revised - February 1973 - Extensive revisions following formation of GREATER RENTON SOCCER CLUB.
- 3) Revised - July 1974 - to define members and areas of jurisdiction; defining voting rights; delete wording precluding select teams.
- 4) Revised - August 1974 - to comply with WYS By-Laws in regard to age cut-off dates for Division 1,2,3.
- 5) Revised - July 1975 - Addition to Rules of Competition to allow select teams and limit transfer of players.
- 6) Revised - Changes made to reflect reorganization of Greater Renton Soccer Club into four autonomous clubs.
- 7) Revised - May 1976 - Rules of Competition.
- 8) Revised - May 1976 - Rules of competition and additional officers.
- 9) Revised - August 1983 - Rules of Competition, defining the Greater Renton United Soccer Program (GRUSP), and housekeeping to keep in line with the WYS Bylaws and Premier League Formation Rules.
- 10) Revised - July 1989 - Removed the GRUSP program from the By-Laws; Included Tukwila in the By-Laws; Placed the Select and Premier teams into Clubs rather than a group in the Association; Removed Attachment C (Disciplinary Procedures) from the By-Laws.
- 11) Revised - September 1989 - Modified the weighted vote for officers and clubs.
- 12) Revised - January 1990 - Modified the definition of the purpose of this corporation to comply with the requirements of the IRS rule 501(c)(3).
- 13) Revised - January 1996 - Added rules for PELE Leagues.
- 14) Revised - July 1998 Added registration rules.
- 15) Revised - January 1999 Changed definition of Select Teams. Article IV Section C.
- 16) Revised - February 2000 Changed rules for U-8, U-9, U10

- 17) Revised - January 2003 Added Vice President of Administration, Changed officer term of office to two years with alternate year elections
- 18) Revised - December 2003 Removed Skyway Soccer Club due to merger with Tukwila Soccer Club
- 19) Revised - December 2004 Changed officer term of office to one year.
- 20) Revised - March 2006 - Added Newcastle Elementary. Clarified Article III Section 1 Eligibility and Section 5 Voting, and Article IV Section 5 Dismissal of Officers.
- 21) Revised - January 2007 - Defined Mission Club and added Greater Renton Football Club as a mission club.
- 22) Revised - May 2007 - Clarified relationship between Association and member clubs.
- 23) Revised - August 2011 - Article III, Section 1, Sub-Section E - Redefine Mission Club (GRFC). Article IV, Section 3, Sub Section D - Revise Role of VP of Development.
- 24) Revised - May 2014
  - 24.1 Article I.1.A Name changed to Greater Renton-Tukwila Youth Soccer Association GRTYSA  
*Reason:* Reflect new organizational structure, include Tukwila.
  - 24.2 **ACRONYMS** Removed member clubs from Acronyms list  
*Reason:* Discontinuance of affiliation with member clubs.
  - 24.3 **Article I.2** Remove section 2 Colors; renumber sections 3-5 to 2-4.  
*Reason:* Color designations are no longer applicable.
  - 24.4 **Article I.3** Revised school listing to show by geographic area.  
*Reason:* Discontinuance of affiliation with member clubs.
  - 24.5 **Article III.1.A & D** Remove all references to member clubs.  
*Reason:* Discontinuance of affiliation with member clubs.
  - 24.6 **Article III.1.C** Revise to remove this statement regarding member clubs - "*These clubs provide for recreational and select levels of play from U6 through U19*".  
*Reason:* Allow GRTYSA to define administration of specific age groups in a separate document; this statement should not be in a bylaw document.
  - 24.7 **Article III.2.B** Remove paragraph B pertaining to member clubs.  
*Reason:* Discontinuance of affiliation with member clubs.
  - 24.8 **Article III.3** Remove section 3 pertaining to dues of member clubs; renumber sections 4-7 to 3-6.  
*Reason:* Discontinuance of affiliation with member clubs.
  - 24.9 **Article III.4** Remove reference to member club delegates, replace with "mission club delegate".  
*Reason:* Discontinuance of affiliation with member clubs.

- 24.10 **Article III.5** Remove reference to member club delegates and weighted vote, replace with "and the delegate of the mission club shall have one (1) vote".  
Reason: Discontinuance of affiliation with member clubs.
- 24.11 **Entire Document** Revise all references of Greater Renton Football Club/GRFC to Pacific Northwest Soccer Club/PacNW  
Reason: Club was renamed in 2012.
- 24.12 **Article V** Remove "RULES OF COMPETITION" from the bylaw document and place it in a separate "Operating Procedure" document. Re-number articles VI and VII accordingly to V and VI. This document will include:
- Information on the administration of specific age groups.
  - The "Rules of Competition" section formerly bylaw Article V.
  - Any other details necessary to provide structure and clarity regarding the operation of the youth soccer program in GRTYSA.
- Reason: The content in Article V does not pertain to association structure or governance, and should be in a separate document.
- 25) Revised - May 2016 - Changed footer from GRJSA to GRTYSA. Deleted Article VI.
- 26) Revised - December 2020 - Section 3: Added Select/Rec Director and MOD Director officers. Updated First Vice-President (V/P of Administration) to include website and social media responsibilities. Updated Second Vice-President (V/P Of Competition) to include coordination with DOC, and merged in Third Vice-President (V/P of Development) responsibilities. Removed Third Vice-President (V/P of Development).
- 27) Revised - January 2021
- 24.1 **Article IV, Section 4** - Changed board member terms from 1 year to 2 years. Change granting of votes to 1 per registered team and per active GRTYSA board member. Specified which board positions will be up for election in which years.
- Entire Document** - Fixed spelling and grammar errors.