



BYLAWS

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Northwest Sound Youth Soccer Association (NSYSA) does not discriminate against its members, players, coaches, families, referees based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, ability, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance programs.

## ARTICLE I. MEMBERSHIP

**Section A - Members** - Members consist of clubs that are in good standing with Washington Youth Soccer (WYS) and in the geographic area designated as NSYSA.

**Section B - Current Members** - The following clubs are members of NSYSA: Bainbridge Island Youth Soccer Club (BIYSC), Bremerton Soccer Club (BSC), Central Kitsap Soccer Club (CKSC), Jefferson County Soccer Club (JCSC), Kitsap Alliance Football Club (KAFC), North Kitsap Soccer Club (NKSC), North Mason Youth Soccer Club (NMYSC), South Kitsap Soccer Club (SKSC), Storm King Soccer Club (STKSC), and Tracyton Soccer Club (TSC).

**Section C - Member Representation** - A representative of each Member Club will serve as a member of the Board of Directors (BOD) of this corporation, exercising authority and voting rights for their member club.

### **Section D - Application for Membership**

1. Application for membership as a member club to NSYSA will be submitted to the NSYSA Secretary as a package including but not limited to the following:
  - a. Two (2) copies of the club's articles of incorporation, bylaws, and other governing documents.
  - b. Listing of current board members.
  - c. A statement of the reason(s) for admission.
  - d. A description of the applicant's geographical boundaries (map included).
  - e. A description of the programs to be covered as well as ages, genders, and levels of teams to be formed.
  - f. A statement from the club describing the anticipated impact on existing member clubs of NSYSA if accepted into NSYSA.
  - g. Current club registration records.
2. Upon receipt of a completed application package per step 1 above:
  - a. The NSYSA Secretary will:
    - i. Provide a copy of the application package to each member of the NSYSA board.
    - ii. Place the application for admission as a new member club on the agenda for the next NSYSA board meeting under new business.
  - b. At the next NSYSA monthly board meeting:
    - i. The package is to be reviewed by the BOD to ensure it is complete.
    - ii. Any member club with concerns regarding the application shall submit a statement to the NSYSA board outlining any reservations.
    - iii. The NSYSA secretary will place this application onto the agenda for the next NSYSA board meeting under unfinished business for a vote on the application.
3. Acceptance for membership:
  - a. Matters to be considered for acceptance will include but not be limited to the following:
    - i. Does the applicant's articles of incorporation, bylaws, and other governing documents conform to the requirements of the governing documents of NSYSA, WYS, and United States Youth Soccer (USYS)?
    - ii. Does the admission of the applicant align with NSYSA's constitution?

- iii. Does the applicant bring additional benefits to the membership (i.e. area of coverage, programs, etc.)?
  - iv. What negative impact/s, if any, have been noted by existing member clubs and/or applicant?
  - v. Would the membership be better served with possible modifications to the applicant's request for acceptance (i.e. limits in ages and/or areas served, programs offered, etc.)?
- b. The NSYSA (BOD), by 2/3 vote, will approve or deny the request.
  - c. The NSYSA President will notify the applicant within 48 hours of the decision.

**Section E - Membership Conflict** - The Constitution, Bylaws, and other governing documents of any member clubs shall not conflict with those of WYS and/or NSYSA.

**Section F - Responsibilities of Member Clubs** - Member clubs will be responsible for the conduct of coaches, managers, players, officials, and spectators under their jurisdiction and will ensure that their actions do not reflect poorly on WYS and/or NSYSA.

**Section G - Voting Membership** - The voting membership of NSYSA will consist of the NSYSA elected officers and the member club representatives of each member club.

**Section H - Suspension of membership**.

1. Member clubs failing to pay fees due to NSYSA will be provided notice of delinquency. If delinquent fees are not paid within 30 days after notice the member club will be suspended. Unless other arrangements are agreed upon by both parties the membership of the club will be terminated.
2. Member clubs not adhering to the NSYSA Constitution, Bylaws, Procedures, and/or rules, or attempting to circumvent a decision rendered by NSYSA, or seriously damaging the interests of NSYSA and/or its member clubs, will face suspension of membership.
  - a. Suspension of membership will require a two-thirds (2/3) vote of the BOD. The NSYSA Secretary will provide 14 days notice to the offending member club detailing the time and location for the hearing. The member club will be provided with a reasonable opportunity to present evidence to support their position.
  - b. Notification of decision will be made to the member club within 14 days.

**Article II. BOARD OF DIRECTORS (BOD)**

**Section A - Authority** - The governing authority of NSYSA is within its BOD, who are governed by the NSYSA Constitution, Bylaws, and Operating Procedures. The BOD will have the authority to issue policies or instructions deemed necessary to interpret, clarify, or further define its documents.

**Section B - Composition** - The BOD consists of the Executive Board and the member club representatives. Responsibilities and actions will include, but not be limited to those listed in Article II, Section G, and Article III Section F.

**Section C - Voting** The BOD will vote on the following matters:

1. WYS and NSYSA membership applications.
2. Proposed changes or amendments to NSYSA documents: Constitution, Bylaws, Operating Procedures and any other official documents.
3. Filling vacancies on the Executive Board with the exception of the President (refer to Article III Section F-2).
4. Removal of NSYSA officers as defined in Article II Section E.
5. Suspension of member clubs' voting privileges.
6. Any assessments against member clubs.
7. Approval of budgets and NSYSA fees.
8. Any other business of NSYSA as required.

**Section D - Meetings** - The BOD will meet as defined in Article V.

**Section E - Removal** - BOD elected or appointed officer removal

1. Any BOD elected or appointed officer may be removed from their position by a two-thirds ( $\frac{2}{3}$ ) majority vote of the remaining members of the BOD at any meeting for conduct deemed in violation of any club, NSYSA, WYS, USYS, and/or USSF code of conduct/ethics.
2. Such conduct may include, but not be limited to:
  - a. Absence from three (3) consecutive meetings of the BOD without prior notification.
  - b. Negligence of responsibilities and/or duties.
  - c. Behavior contradictory to the mission of NSYSA.
3. A member of the Executive Board will contact the officer to discuss the reason for removal and provide written documentation if requested and offer them an opportunity to resign. If the officer chooses to resign, a written resignation must be provided.
4. If the officer chooses not to resign, Board Member Removal will be added to the next regularly scheduled board meeting agenda with notification to the full board including the member to be removed. Once a quorum has been established at the beginning of the meeting, the board members will be offered an opportunity to speak on their behalf, after which, an anonymous vote will commence.

**Section F - Salaries** - The BOD will not be paid a salary for the service they provide to NSYSA.

**Section G - Club Representatives** - Each member club will submit the names and contact information of a primary and alternate NSYSA club representative to the Vice President and Secretary as needed. Only the official primary or alternate will be allowed to vote. The responsibilities of the representative will include, but are not limited to:

1. Being thoroughly familiar with all NSYSA documents.
2. Representing their Club in all matters and sharing NSYSA information.
3. Being present at all BOD meetings unless excused. See Article V, Section C-1.

**Article III. EXECUTIVE BOARD**

**Section A - Composition** - The NSYSA executive board will consist of a President, Vice President Director of Competitive Soccer, Director of Recreational Soccer, Secretary, Treasurer, and Registrar.

**Section B - Responsibilities** - The Executive Board will be responsible for administering the affairs of NSYSA.

1. Enforcing all rules and regulations of US Youth Soccer (USYS), WYS, and NSYSA.
2. Approval of formation and operation of all tournaments and jamborees, except those competitions conducted by member clubs solely for their membership.
3. Approval or removal of NSYSA committee directors.
4. Approval or removal of NSYSA representatives to WYS committees.
5. Review and make recommendations on matters to be submitted to the BOD.
6. Facilitate long range planning.

**Section C - Meetings** - The Executive Board will meet as defined in Article V Section D.

**Section D - Elections** - The NSYSA officers will be elected at the Annual General Meeting (AGM)-refer to Article V Section B, by the voting membership of NSYSA as defined in Article V Section J, as follows:

1. Officers to be elected on even numbered years are:
  - a. President
  - b. Director of Competitive Soccer
  - c. Secretary
  - d. Treasurer
2. Officers to be elected on odd numbered years are:
  - a. Vice President
  - b. Director of Recreational Soccer
  - c. Registrar
3. A 30 day notification including date, time, place, open positions, and candidates for the election will be sent to each member in good standing of the BOD and to all member clubs.
4. Nominations will be accepted from the floor.
5. Prior to an election during which the President is being elected, the Executive Board will appoint someone who is not a candidate for office to conduct the election.
6. A simple majority of votes cast shall be necessary to elect.
7. Election procedures shall be consistent with WYS governing documents.

**Section E - Term of Office**

1. The term of office will commence immediately following the AGM, and will continue until the AGM two years hence.
2. In the event the office of the President AND the Vice President are both vacated, the BOD will appoint replacements for the remainder of their respective terms. In the interim, the BOD will designate a member of the BOD as acting President.
3. Members of the NSYSA Executive Board may not simultaneously be a president of any member club.
4. With the exception of a member club compensated agent, a member of the NSYSA Executive Board may not be a paid employee or compensated agent of any member of the USSF, USYS, WYS, or NSYSA. A compensated agent refers to a person receiving fees for services rendered,



not a person who is compensated for expenses incurred to fulfill official duties in connection with the business of WYS.

**Section F - Responsibilities of Officers**

1. **President** - The President will supervise the business of NSYSA, including that of the Executive Board and the BOD, and will chair all meetings. In the event the President is not available to chair the meeting the President will appoint another Executive Board member to do so. The responsibilities of the President will include, but not be limited to, the following:
  - a. Oversee all NSYSA affairs
  - b. Appoint directors of committees subject to the approval of the Executive Board.
  - c. Appoint NSYSA representatives to WYS committees as requested subject to the approval of the Executive Board.
  - d. Sign orders on the Treasury.
  - e. Serve as the NSYSA Member Association Representative (MAR) to WYS
  - f. Any other duties assigned by WYS governing documents
  - g. Any other duties assigned by the NSYSA Executive Board.
  - h. Coordinate the NSYSA Annual General Meeting (AGM).
  - i. Oversee and administer the request for insurance certificates program with the Member Clubs and WYS.
  
2. **Vice President** - The Vice President will assist the President in all business of NSYSA, become the acting President during any temporary absence of the President, and succeed to the office of President if it becomes vacant mid-term. The responsibilities of the Vice President will include, but not be limited to, the following:
  - a. Administer NSYSA Rules and Revisions.
  - b. Compile and publish the NSYSA Directory and Annual Report.
  - c. Oversee the NSYSA Disciplinary committee.
  - d. Review all NSYSA Protests.
  - e. Sign orders on the Treasury.
  - f. Update BOD information for all clubs on the NSYSA website.
  - g. As needed, assist the NSYSA Secretary and Treasurer by retrieving mail, depositing all monies received by NSYSA and providing copies of deposit slip(s) and check(s).
  - h. Any other duties assigned by the NSYSA Executive Board.
  
3. **Director of Recreational Soccer** - The responsibilities of the Director of Recreational Soccer will include, but not be limited to, the following:
  - a. Oversee all NSYSA administered recreational league competitions.
  - b. As needed, be the liaison between NSYSA and member clubs.
  - c. Supervise the scheduling of recreational play.
  - d. Distribute all relevant State Cup information to all NSYSA member clubs.
  - e. Represent NSYSA along with the Director of Competitive Soccer in all matters regarding Kitsap Peninsula Soccer Referees Association (KPSRA)
  - f. Introduce, promote, and develop age and skill appropriate coach education in conjunction with the Director of Competitive Soccer.
  - g. Distribute and assist in clarifying rules of competition as defined by the recreational league.
  - h. Collaborate with the Director of Competitive Soccer to create a player pathway.
  - i. In conjunction with the Director of Competitive Soccer actively promote and work with all member clubs to acquire nominations and make recommendations to the NSYSA BOD for Boys and Girls Recreational Coach of the Year, Administrator of the Year, Volunteer of the Year, and WYS Hall of Fame Nominations.

- j. At the completion of Recreational Fall League play, distribute medals based on analysis of final standings and sportsmanship ratings.
  - k. Oversee Soccer To The Maxx and Recreational Cup Committees.
  - l. Any other duties assigned by the NSYSA Executive Board.
4. **Director of Competitive Soccer**- The responsibilities of the Director of Competitive Soccer will include, but not be limited to, the following:
- a. Schedule planning meetings for all WYS competitive tryouts.
  - b. Distribute official WYS tryout dates.
  - c. As needed, be the liaison between WYS, NSYSA, and member clubs.
  - d. Collaborate with the Director of Recreational Soccer to create a player pathway.
  - e. Introduce, promote, and develop age and skill appropriate coach education in conjunction with the Director of Recreational Soccer.
  - f. As needed, assist in scheduling of competitive leagues.
  - g. Distribute and assist in clarifying rules of competition as defined by the competitive leagues.
  - h. Distribute all relevant State Cup information to all NSYSA member clubs.
  - i. Represent NSYSA along with the Director of Recreational Soccer in all matters regarding KPSRA.
  - j. Distribute and assist in clarifying rules of competition as defined by the respective leagues.
  - k. In conjunction with the Director of Recreational Soccer actively promote and work with all member clubs to acquire nominations and make recommendations to the NSYSA BOD for Boys and Girls Competitive Coach of the Year, Administrator of the Year, Volunteer of the Year, and WYS Hall of Fame Nominations.
  - l. Be the liaison to WYS for all relevant State Cups.
  - m. Mediate between competitive level clubs/teams as needed.
  - n. Any other duties assigned by the NSYSA Executive Board.
5. **Secretary** - The responsibilities of the Secretary will include, but not be limited to, the following:
- a. Maintain physical and digital NSYSA records and correspondence.
  - b. Seven (7) days prior to the monthly BOD meeting, distribute the previous month's minutes to the BOD.
  - c. Within seven (7) days after the meeting minutes are approved, record, prepare, and distribute the approved minutes to the BOD and the NSYSA Website Administrator for website posting.
  - d. Provide seven (7) day notice of all NSYSA BOD meetings to required attendees.
  - e. Retrieve mail and/or deposit all monies of NSYSA into a chartered bank/credit union in the name of Northwest Sound Youth Soccer Association (NSYSA) and provide copy of deposit slip(s) and check(s) deposited to Treasurer.
  - f. Any other duties as assigned by the NSYSA Executive Board
6. **Treasurer** - The responsibilities of the Treasurer will include, but not be limited to, the following:
- a. Provide properly authorized disbursements of NSYSA budgeted funds and other fees, and of funds raised from sources other than player registration.
  - b. Keep accurate written records of all financial transactions, with the assistance of a qualified professional, as needed.
  - c. Prepare and provide financial reports for all BOD meetings including the AGM.
  - d. Prepare a proposed budget for each fiscal year with input from the BOD. The proposed budget will be developed in January for approval at the AGM.
  - e. Assist the BOD in defining specific financial policies, with the assistance of qualified

- professionals, as needed.
  - f. Sign orders on the Treasury.
  - g. File required forms, such as IRS forms and Washington State quarterly report forms, and maintain records thereof.
  - h. Maintain the status of NSYSA as an entity under the laws of the state of Washington and as a non-profit entity under federal income tax laws.
  - i. Annual review of all member clubs' 501(c)3 status.
7. **Registrar** - The responsibilities of the Registrar will include, but not be limited to, the following:
- a. In accordance with WYS guidelines, oversee and coordinate the registration process with member clubs.
  - b. Train and assist member club registrars in NSYSA and WYS registration procedures.
  - c. Act as liaison between WYS and member clubs.
  - d. Oversee the NSYSA BOD Risk Management Program.
  - e. Any other duties as assigned by the NSYSA Executive Board

#### **ARTICLE IV. COMMITTEES**

**Section A - NSYSA Committees** - Will be established as needed to support the programs and requirements of the NSYSA. The President will be an ex-officio member of all committees with the exception of the Nominating Committee.

**Section B - Standing Committees** - Will exist as set forth in the NSYSA Operating Procedures. Such committees will be the responsibility of a designated member of the Executive Board.

**Section C - Appointment or Removal of Committee Chairs**

- 1. The Executive Board must approve Presidential appointments of committee chairs.
- 2. The Executive Board has the authority to remove any previously confirmed committee chair from their position by a two-thirds ( $\frac{2}{3}$ ) majority vote of the members of the Executive Board at any meeting for conduct deemed in violation of any member club, NSYSA, WYS, and/or USSF Code of Conduct/Ethics. Such conduct may include, but not be limited to:
  - a. Absence from three (3) consecutive meetings of the BOD without prior notification.
  - b. Negligence of responsibilities and/or duties.
  - c. Behavior contradictory to the mission of NSYSA.
- 3. In the event a committee chair resigns, or is unable to fulfill their position, the President will bring a recommendation for replacement to the Executive Board.

**Section D - Ad Hoc Committees**

- 1. Ad Hoc committees may be formed by the Executive Board for the purpose of accomplishing specific tasks.
- 2. Membership may include at least one member of the Executive Board to chair the committee.

## ARTICLE V. MEETINGS

**Section A - Order of Business** – the order of business at all meetings will be as follows:

1. Roll Call – Credentials
2. The BOD may, with a majority vote of the BOD members present and/or the recommendation of the President, set aside the published agenda and consider special business
3. Minutes
4. Communications
5. Officer's Reports
6. Committee Reports
7. Club Reports
8. Unfinished Business
9. Proposals
10. New Business
11. Election (AGM)
12. Good of the Game
13. Adjournment

**Section B - Annual General Meeting (AGM)** The AGM will be held on or before March 31st of each year. Notification of this meeting will be sent to member club representatives at least 30 days prior, and will include a copy of the nomination committee recommendations, proposed amendments to the Constitution, and any resolution.

**Section C - Board of Directors (BOD) Meetings** Will be held on a monthly basis, no less than six times per year.

1. NSYSA may assess a fine to any member club which does not attend the monthly BOD meetings without prior notification to the President or Secretary.
2. If any business will directly affect any Board member, they will recuse and/or excuse themselves during the proceedings.

**Section D - Executive Board Meetings** - Will be called as needed by the President or two (2) or more officers. Reasonable notice of all meetings will be provided.

**Section E - Special Meetings** - Special BOD meetings may be held at any place or time, whenever called by the President or by two (2) or more of the BOD. A minimum 72 hour notice must be provided.

**Section F - Parliamentary Authority** - All NSYSA meetings will be conducted using the current edition of "Robert's Rules of Order" as a guide.

**Section G - Notice of Board of Directors' (BOD) Meetings** - Notice of the time and place of any meetings of the BOD will be:

1. Given by the Secretary, or by the person or persons calling the meeting.
2. Posted on the NSYSA website, via , e-mail, or by personal communication
3. Communicated at least seven (7) days prior to the date on which the meeting is to be held.

**Section H - Quorum**

1. BOD meetings: A quorum for all BOD meetings will consist of at least the following:
  - a. The President or an alternate and
  - b. One-half ( $\frac{1}{2}$ ) of the total number of officers and
  - c. Two-thirds ( $\frac{2}{3}$ ) of the member club representatives
  - d. At any meeting of the BOD at which a quorum is present, business may be transacted

- and the BOD may exercise all of its powers.
2. Executive Board meetings: A quorum for all Executive Board meetings will consist of at least the following:
    - a. The President or an alternate and
    - b. One-half ( $\frac{1}{2}$ ) of the total number of officers (including the President or the alternate presiding).
    - c. At any meeting of the Executive Board at which a quorum is present, business may be transacted and the Executive Board may exercise all of its powers.
  3. Annual General Meeting (AGM): A quorum for the AGM will consist of at least the following:
    - a. The President or an alternate and
    - b. One-half ( $\frac{1}{2}$ ) of the total number of officers (including the President or the alternate presiding) and
    - c. Two-thirds ( $\frac{2}{3}$ ) of the member club representatives
    - d. Only those BOD members present, on record, and in good standing will be permitted to vote.

**Section I - Proxies** - Voting by proxy is prohibited.

**Section J - Voting**

1. Annual General Meeting (AGM)
  - a. Each NSYSA officer shall have one vote.
  - b. Each member club representative will have one vote.
2. Board of Director (BOD) Meetings
  - a. Each NSYSA officer will have one vote.
  - b. Each member club representative will have one vote.
3. Executive Board Meetings
  - a. Each NSYSA officer will have one vote.
4. The President will vote only in case of a tie.
5. Unless otherwise specified in the bylaws all votes are a simple majority.
6. Constitution changes shall require at least a three-fourths ( $\frac{3}{4}$ ) majority vote by those present per Article V Section B.

**Section K - Attendance** Board members are present and participating by using any communication devices which enable all participants in the meeting to hear each other.

**ARTICLE VI. OPERATING PROCEDURES**

**Section A - Content** The NSYSA Operating Procedures will establish Administrative Procedures, General Procedures, and Rules of Competition.

**Section B - Player eligibility, Play Up, and Play Down** - Will be defined within the Operating Procedures

**Section C - Changes or Amendments to Operating Procedures**

1. Will only be instituted by the NSYSA BOD.
2. May be approved at any meeting of the BOD.
3. All approved changes or amendments to the NSYSA Operating Procedures will be in effect from the date of adoption, unless determined otherwise by the BOD at the time of approval.

**ARTICLE VII. ADMINISTRATIVE AND FINANCIAL PROVISIONS**

**Section A - NSYSA Administrator/Scheduler**

1. NSYSA may, at the discretion of the BOD, contract with or employ a NSYSA Administrator and/or Scheduler to assist with the administration of NSYSA, its programs, and services.
2. All official notices intended for NSYSA, its BOD or any of the officers or committees may be addressed in care of the NSYSA Administrator.
3. The NSYSA Administrator and/or Scheduler will not be an officer of NSYSA, but will be permitted to attend all meetings of the NSYSA Executive Board and BOD and be a non-voting member.

**Section B - Non-Profit Status** - NSYSA and all its member clubs will be a non-profit organization and maintain tax exempt status under the Internal Revenue Code.

**Section C - Fiscal Year**

1. The fiscal year of NSYSA begins on April 1 and ends on March 31 of the following year.
2. All financial rules and regulations are in effect during the fiscal year.

**Section D - Budget**

1. A budget will be prepared by the Treasurer in January of each year and submitted to the BOD for adoption at the NSYSA AGM.
2. Copies of the proposed budget will be distributed to the (BOD) and member clubs for review by February 15<sup>th</sup> in advance of the AGM where it will be voted on.
3. Upon its adoption, copies of the approved budget will be forwarded to each officer and member club representative.
4. The budget will be limited for any given year to anticipated income and will include no less than 15% contingency funds held as a reserve for that year.

**Section E - Player Fees**

1. The player fee (WYS fee + NSYSA fee) and coach/volunteer background check fee will be billed monthly based on the player registration and coach/volunteer registration.
2. The WYS fee is set by WYS annually in January for the upcoming season.
3. The NSYSA fee is determined based on the NSYSA budget needs.

**Section F - Financial Review**

1. The financial books and accounts maintained by the Treasurer will be reviewed at least once every two years or immediately following the Treasurer's current term of office.
2. The financial review may not be performed by a member of the BOD.

**Section G - Dissolution** - Should NSYSA be dissolved, all monetary assets remaining after payment of all debts, will be turned over to any remaining member clubs which have qualified non-profit status under section 501(c)3 of the US Internal Revenue Code and will be divided proportionally to the average number of registered WYS players over the previous three (3) years.

**Section H - Financial Responsibility** - NSYSA specifically disclaims financial responsibility for and will not assume nor be liable for the debts or financial obligations, either expressed or implied, of any NSYSA member club, its coaches, managers, officers, teams, players, or officials.

**Section I - Loans Prohibited** - No loans will be made by the NSYSA to any member of the BOD

**Section J - Organizational Records**

1. Organizational records, minutes, and reports, will be kept by the Secretary with the exception of the detailed financial records maintained by the Treasurer.
2. All NSYSA organizational records are public, however, requests for specific records and the distribution of such records will be at the direction of the President.

**Section K - Annual Report** - The President of member clubs will submit to NSYSA an annual report covering the activities of the club for the past year, no later than two (2) months prior to the NSYSA AGM, or as requested by the NSYSA Secretary.

**Section L - Name, Logo, and/or Goodwill**

1. Use of NSYSA's name, logo, and/or goodwill will only be used with permission of the Executive Board.
2. Permission will not be given for NSYSA approved programs or projects that are unsafe, discriminatory, or not in the Constitution, Bylaws, or other organizational records

**Section M - Fundraising** - Any fundraising programs, including marketing, in the name of NSYSA require the BOD's approval.

**Section N - Business Conflict of Interest** - No member of NSYSA will engage in a NSYSA position or function in order to gain advantage for personal or business gain. Any potential conflict will be declared in a written disclosure statement to the Executive Board, either voluntarily or upon request. If an actual conflict of interest is evident, the Executive Board will request the withdrawal of the person or recommend investigation by the BOD for removal.

## ARTICLE VIII. AMENDMENTS

**Section A - Proposed Amendments**

1. May be submitted either by the NSYSA Bylaws Revision Committee, or a member club representative to the Secretary for consideration.
2. Must be distributed by the Secretary for review no less than 30 days prior to the date of the planned vote of the BOD.

**Section B - Voting** - Any bylaw changes may be altered or amended by a simple majority vote of the BOD at any meeting.

## ARTICLE IX HEARINGS

**Section A - Hearings** - NSYSA will provide equitable and prompt procedures guaranteeing the rights of individuals to participate and compete in activities sponsored or administered by NSYSA and WYS. These procedures will also provide a method of appeal, to higher level administrative review, with authority to sustain, modify, or reverse decisions.

**Section B - Procedures** - All hearings will be consistent with WYS governing documents.

**Section C - Exhaustion of Administrative Remedies** - No member, official, league, club, team player, coach, administrator, or referee may invoke aid of the courts of the United States of a State without first exhausting all available remedies within NSYSA, WYS, USYS, USSF, or FIFA.

