

**CHARTER,
BYLAWS
AND
RULES OF ORDER
OF THE
SALMON CREEK
SOCCER CLUB**

Salmon Creek Soccer Club Charter, Bylaws and Rules of Order	
Revision History	
5-19-2009	Thomas O'Connor Initial version approved by the board, 5/19/2009 which restructured the club organization
12-15-2009	Thomas O'Connor Added Article 9.11 Independent Contractor Agreements
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SECTION I: INTRODUCTION AND CHARTER

This document describes the Charter, Bylaws and governing Rules of Order for the Salmon Creek Soccer Club.

This part of the document forms the organizations Charter and describes the organization's mission, vision and values. It forms the foundational set of principles which should guide all decisions involved in the operation of the organization. The charter provides guidance in the face of ambiguity not covered by the organization's bylaws or rules of order.

The Salmon Creek Soccer Club **Bylaws** establish the Organizational structure and organization, the Roles of members and officers and the governance model for the organization, specifically how decisions are made and conflicts of interest are resolved.

Rules of Order establish specific procedures for day to day operation and governance when those processes may deviate from, or are not adequately covered by the rules and guidelines established in Robert's Rules of order. The Rules of Order provide the opportunity to relax certain formalities described in Robert's Rules of Order to facilitate openness and communication in small group settings or where the benefits of member familiarity provide benefit over the formality described in Robert's.

MISSION

Established in 1976 and incorporated in 1985 as a non-profit organization, the Salmon Creek Soccer Club exists to:

- Promote the game of soccer
- Organize and administer the game for youth
- Partner with other soccer organizations to establish uniform rules applicable to youth soccer competition
- Provide membership programs
- Administer and conduct competitions.
- Partner with local government, school districts and business organizations to maintain, develop and equip fields for soccer related activities

VISION FOR THE SALMON CREEK SOCCER CLUB

The Club Vision describes the ideal of where we collectively see ourselves now and in the future:

- Salmon Creek Soccer Club endeavors to provide our young soccer players with a nurturing developmental environment and constructive athletic program which helps build their self-confidence at all competitive levels while enhancing their awareness of the importance of cooperation, teamwork and fair play.
- We believe Salmon Creek Soccer Club offers participants an opportunity to learn a few of life's important lessons, make lasting friendships, and understand the benefits associated with establishing and working toward the fulfillment of goals.
- Salmon Creek Soccer Club provides opportunities to help develop the community into something special: a friendly, close-knit neighborhood.
- We envision our club as successful at all ages and levels of competition.

VALUES OF THE SALMON CREEK SOCCER CLUB

The Values of the club establish the fundamental governing principles which guide day to day decisions. These are the principles we collectively agree to not violate:

- Salmon Creek Soccer Club values constructive athletic programs which help build the self-confidence of our youth while enhancing their awareness of the importance of cooperation, teamwork and fair play.
- We value fair play and respect for the rules of the game
- We value individuals and their right to be treated with respect
- Salmon Creek Soccer Club values participant, spectator, and visitor safety. We encourage a respectful and enjoyable social environment for all member families. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
- Salmon Creek Soccer Club is committed to developing players from U-6 through U-19 to their highest level.
- Salmon Creek Club is committed to developing coaching ability from Recreational through Advanced levels of coaching.
- The Club is committed to the highest advanced level of competition for our players.

SECTION II: BYLAWS OF SALMON CREEK SOCCER CLUB

PART I. MEMBERSHIP AND GOVERNANCE

ARTICLE 1.01 MEMBERSHIP

- (a) Club members will consist of all players officially registered through the Club registrars, and their parents or legal guardians who signed the membership forms of the players (or provided equivalent electronic authorization).
- (b) Members must register annually for continuation of membership.
- (c) To remain a member in good standing, a member must follow the by-laws of the Salmon Creek Soccer Club and applicable higher level governing organizations. A member who refuses to follow the governing rules faces possible suspension or expulsion from the Club. (See Judicial Process).
- (d) To remain a member in good standing, a member must meet their financial commitments to the organization or otherwise be awarded financial aid to meet those financial commitments. A member may not be released or transferred by the club unless have met their financial commitments to the organization.
- (e) *Recreational*: Any member in good standing can request a transfer or release by the club based on personal reasons. If the member is to be transferred to another club, Salmon Creek Soccer Club will use the guidelines set forth by the applicable governing organization. If the player is to remain within Salmon Creek Soccer Club, he/she will be transferred only with the permission of the Registrar. The Registrar will make an honest effort to determine if the transfer can be done based on the number of players that are already on teams involved. If the player is the son/daughter of the Registrar, the President will make the transfer decision.
- (f) *Advanced Level*: All players seeking to transfer from one team to another within Salmon Creek Soccer Club must first discuss this with their team coach. After the first step and if the player still desires to be transferred, all such requests for transfer from one team to another must be submitted in writing to the Director of Coaching (DOC) and must be approved by the DOC and their decision is final. If the DOC is not

available then the Chairperson of the Advanced Level Committee and/or the President will make the decision.

ARTICLE 1.02 BACKGROUND CHECKS

- (a) All board members, coaches, referees and volunteers or other members having contact with children will acquire Risk Management Assessment (RMA), and provide the RMA number to the appropriate Registrar of the club.

ARTICLE 1.03 BOARD OF DIRECTORS

The Salmon Creek Soccer Board of Directors (hereafter referred to as the board), represents the voting, decision making body of the organization. The Board is responsible for the management and oversight of the overall organization including but not limited to:

- (a) Business Licensing
- (b) Field contracts
- (c) Field maintenance
- (d) Common equipment
- (e) Overall finances
- (f) Game and Field Scheduling
- (g) Referee Qualifications, Scheduling and Pay
- (h) Interactions with other organizations including higher governing bodies
- (i) Establishment of common rules, regulations and guidelines Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
- (j) Oversight of the Division Subcommittees

ARTICLE 1.04 COMPOSITION OF THE BOARD OF DIRECTORS

The Board (see appendix, fig.1) constitutes the voting members of the organization. The Board will consist of the following officers:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Business Manager
- (e) Marketing Director
- (f) Member at Large
- (g) SWYSA Commissioner
- (h) Treasurer
- (i) Coaching Director
- (j) Field Coordinator
- (k) The Chair of each Division of Play in the Club (See Division Subcommittees below)

In the event a position is vacant, the GB will redistribute duties to other board members.

ARTICLE 1.05 THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS

The Executive Committee of the Board of Directors (hereafter referred to as the Executive Committee) is defined as a subset of the Board of Directors which may be called together to address immediate needs of the organization. Decisions of the Executive Committee must be reported and ratified at the next regularly scheduled board meeting (Except as described in the Judicial Process below). The Executive Committee will consist of the:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Business Manager
- (e) Treasurer
- (f) Member at Large

ARTICLE 1.06 DIVISION SUBCOMMITTEES

The Board will create subcommittees for each level of play as needed. The chair of each subcommittee sits on the board of directors as a voting member to ensure adequate representation of that division in the operation of the larger organization.

(a) Currently Defined Division Subcommittees:

1. Player Development Program
2. Recreational Program
3. Advanced Level Program

(b) Each Division Subcommittee will establish at least the following positions:

1. **Division Chair** – Represents the division on the Board of Directors and leads and oversees the operation of that division of the club.
2. **Secretary** – Is responsible for recording minutes and communication of division meeting minutes. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
3. **Registrar** – is responsible for the registration of all players for that division of the club.

(a) In addition to the required subcommittee members, each Division Subcommittee may assign other voting positions as reasonable and appropriate. Because these positions are voting positions for the subcommittee, these positions must be approved by the General Board and entered into the minutes of the board.

**List of possible subcommittee members and their job descriptions moved to Policies and Procedures.

(d) Each Division Subcommittee operates under the guidance and direction of the Salmon Creek Soccer Club Board. The Division Subcommittee provides a venue for representation of that particular member constituency to the larger club.

(e) The division subcommittee must follow the same bylaws and rules of order as specified for the general board.

(f) All members filling approved subcommittee positions are voting members for that subcommittee.

(g) For the purposes of the Subcommittee, the Chair's vote is limited to tie breaking.

ARTICLE 1.07 BOARD OF ADVISORS

(a) The Board of Advisors consists of additional members who advise the board and provide services to the club, but are not considered voting members.

**List of Advisors and their job descriptions moved to Policies and Procedures.

(b) The Board of Advisors may make and second motions and participate equally in board discussions, but must defer to the voting members for approval of motions. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order

ARTICLE 1.08 QUORUM AND VOTING MAJORITY REQUIREMENTS

(a) All financial, policy, judicial, or other organizational decisions will require a quorum of the decision making body be present or otherwise represented (for example in an Email vote, see Rules of Order) for club business to be acted on.

(b) A **quorum** requires 51% or more of the voting members of the board, executive committee or subcommittee member be present physically or via electronic media.

(c) A **Simple Majority** vote requires that greater than 50% of a quorum of voting members present agree to the passage of a resolution for that resolution to pass.

(d) A **Super Majority** vote requires that at least 2/3 of the quorum agree to the passage of a resolution for that resolution to pass.

(e) See Rule of Order for voting procedures.

ARTICLE 1.09 ELECTION OF BOARD OFFICERS

(a) The normal term of office runs for two calendar years. The following board positions will be elected in odd years – President, Secretary, SWYSA Commissioner, Advanced Competition Chair, PDP Chair, Business Manager. The following Board positions will be elected in even years – Vice President, Member at Large, Treasurer, Recreation Chair, Marketing Chair. The Coaching Director is appointed by the Executive Board and is a permanent voting member of the Board while the contract is in force. The Field Coordinator position is reviewed and renewed annually as part of the contract process.

(b) There are no term limits for officer positions for the General Board or for Division Subcommittee positions.

(c) A survey is conducted 60 days prior to the AGM to determine pending vacancies for officer and other board or subcommittee positions.

(d) When vacancies appear, the Board will form a search committee chaired by the President to identify qualified candidates for the position(s).

(e) For positions that are vacated as part of the annual end of term process, nominations are presented to members by the board and confirmed by a simple majority.

1. AGM Voting Members:

1. Members in good standing including parents, legal guardians, coaches, players (aged 18 years or over) and Board of Director position holders. The President shall exercise their voting rights solely to break a tie vote.
2. Voting shall be restricted to 1 vote per person.
3. Voting by proxy is not permitted.

2. AGM Non-Voting Members:

1. Members under the age of 18 yrs.

2. Members of the Club under suspension from Salmon Creek Soccer Club and/or any other affiliated bodies.

(f) For positions vacated before the normal end of term, candidates are affirmed by a simple majority vote of a quorum of the board.

(g) Qualified Members (see Requirements and Duties of Officers) other than those chosen by the nominating committee may campaign for the position and will be elected by simple majority vote of either the general membership at the Annual General Meeting, or the board as appropriate to the timing of the vacancy.

ARTICLE 1.10 ELECTION OF SUBCOMMITTEE OFFICERS

(a) Committee chairs, Secretaries and Registrars are elected by the General Board members.

(b) Other subcommittee members are identified by a search subcommittee led by the Division Subcommittee Chair and ratified by the General Board members.

(c) The General Board of Directors may overrule an election of a subcommittee member by the subcommittee by a supermajority vote of the board.

ARTICLE 1.11 MEMBER-AT-LARGE

The member at large will be nominated and filled by the board of directors. The position is not required to be filled each year. The Member-at-Large must have a minimum of 5 (five) years on the Salmon Creek Soccer Club board and exposure to all levels of play.

ARTICLE 1.12 MEETING FREQUENCY

(a) The General Board and each Division Subcommittee will meet at least monthly on a date agreed to by a simple majority of vote of the board or subcommittee.

(b) The General Board and Division Subcommittees may meet more frequently on a date agreed to by a simple majority of members as required to support club activities.

(c) The President may call a meeting of the Executive Committee at a date set by the President to address immediate needs of the club.

ARTICLE 1.13 MEETING ACCESSIBILITY

(a) Any Club Member in good standing may attend as a visiting member the General Board or any Subcommittee.

(b) Visiting Members are allowed to lobby, but will only be allowed to speak once on any motion.

(c) With the exception of the Annual General Meeting (AGM) only Voting Members defined for the applicable meeting will be allowed to vote on any motion.

(d) Only the Executive Committee may hold closed door hearings, and only as pertains to

Judicial. See the Judicial Article for further details.

ARTICLE 1.14 GOVERNING RULES OF ORDER

- (a) The operation of all club meetings are run under the guidelines of *Robert's Rules of Order* as described in **Webster's New World Robert's Rules of Order, Simplified and Applied**, except as modified or otherwise allowed in the Operating Rules defined below.
- (b) All board or subcommittee decisions must be made in strict compliance with Robert's rules.
- (c) Except as specified in the next paragraph, the formality of Robert's Rules may be relaxed when running meetings to facilitate involvement or when familiarity of members makes the strict formality of Roberts an unnecessary overhead.
- (d) Any member, including visiting members may make a motion to implement strict conformity to Robert's Rules, and if seconded and adopted by a simple majority vote, the remainder of the meeting must follow strict parliamentary procedure unless a motion is passed to suspend Robert's Rules of order.

ARTICLE 1.15 CHANGING OF THE CHARTER, BYLAWS AND/OR RULES OF ORDER

- (a) A member of the Club can submit a change proposal to the board at any regular Board Meeting.
- (b) Proposed Charter, Bylaw, or Rules of Order change proposals must be presented to the Board in writing at least thirty (30) days prior to a vote by the Board on such a change. Any changes should be posted to the club website 25 days prior to the vote.
- (c) Adoption of a change to Charter, Bylaw, or Rules of Order will require a supermajority vote of the board.

**GB and Subcommittee job descriptions moved to Policies and Procedures.

PART III. BUDGETS AND FEES

ARTICLE 3.01 REGISTRATION FEES:

- (a) The board shall establish a common fund portion of fees based on the annual budget for each division of play as appropriate to cover the following shared expenses:
1. Field Maintenance based on size, usage and impact on the fields.
 2. Reasonable Field Development costs based on projected increase in future demand.
 3. Common Field Equipment Costs including but not limited to Field Goals, Storage
 4. Facilities, and Field Layout Materials.
 5. Common Administration Costs including Office Salaries (if any), Registration
 6. Banking, and Credit Card usage and discount fees.
 7. Association, Registration and Insurance Fees.

- (b) Each Divisional of play shall additionally assess player and sponsorship fees such that each division of play is a self-sustaining entity.
- (c) Registration Fees only will be refunded for recreational players based on our cancellation policy, or on a prorated basis for advanced level as determination of the board. The Executive Committee will rule on any case involving extenuating circumstances
- (d) Salmon Creek Soccer Club Board members receive credit for the equivalent to one Fall recreational registration to be donated within the club. In order for board members to receive this benefit they need to attend at least half of the regularly scheduled board meetings AND meet the commitments of the office they hold on the board.

ARTICLE 3.02 BUDGET AND DISTRIBUTIONS

- (a) The President and the Treasurer will prepare an estimated expense budget with input from the subcommittee chairs for the ensuing year and establish the methods of raising money to meet those expenses. Budget due dates are described in Article 702, Approved Budget.
- (b) The budget needs to be approved by a simple majority of the board.
- (c) All Salmon Creek Soccer Club funds will be issued by check or electronic payments, and will require the signature of two approved signatories.
- (d) Approved signatories for issuance of funds are limited to the President, Vice President, Treasurer, and Committee Chairs.
- (e) To avoid possible conflicts of interest, a manual check issued to a signatory or a member of a signatories family, must be signed by two unrelated Executive Board signatories.

ARTICLE 3.03 SCHOLARSHIPS

- (a) The board will establish a scholarship account to track donations for scholarships, and scholarships actually awarded.
- (b) The scholarship account will be funded by proceeds from the club or donations.
- (c) see Scholarship policies for award criteria

ARTICLE 3.04 CONFIDENTIALITY OF CERTAIN FINANCIAL RECORDS

- (a) Requests for, and grants of scholarship funds are strictly confidential and information is made available strictly on a need to know basis.
- (b) While aggregate summaries of expenses related to salary, contract or other financial dealings are public record, the details of individual salary, individual contract or other personal financial details are considered privileged confidential information and made available strictly on a need to know basis.

PART IV. JUDICIAL PROCESS

ARTICLE 4.01 STATEMENT OF RESPONSIBILITY

(a) We, as a club acknowledge responsibility for the conduct of our officers, coaches, managers, players, officials, and parents within the rules of governing bodies. We shall insure that their actions, on and off the field, shall not bring disrespect upon the Club. The club's representative for the judicial process is the Judicial Review Coordinator.

ARTICLE 4.02 ETHICAL VIOLATIONS

(a) Club Officers, Coaches and Officials are accountable to the membership to maintain the highest level of transparency and ethical behavior.

(b) Issues of suspected misconduct must be brought to the attention of the Executive Committee. The Executive Committee will pursue the allegations in accordance with the Inquires and Hearing in the Rules of Order.

(c) For any ethical violation, the Executive Committees will use whatever remedies are available (see policies).

ARTICLE 4.03 RESTRICTIONS ON THE RIGHT OF PARTICIPATION

(a) A member dismissed from the club is prohibited from:

1. Acting in any capacity for the club.
2. Use of any facilities owed by or under contract by Salmon Creek Soccer Club.
3. Use of any equipment owned by Salmon Creek Club.
4. Participating in any club related activities.

PART V. TEAM, COACH, PARENT AND PLAYER

RESPONSIBILITIES

ARTICLE 5.01 COACH RESPONSIBILITIES

**The conduct of coaches, players, parents are covered under the policies and procedures of the appropriate sub committees.

ARTICLE 5.02 USE OF FIELDS

(a) The use of fields that are leased and maintained by Salmon Creek Soccer Club are for the exclusive use of teams and coaches registered with Salmon Creek Soccer Club.

(b) Teams and coaches that are registered with Salmon Creek Soccer Club must apply for and receive permission from the Field Coordinator for all practice times on the fields.

(c) All league games to be played on Salmon Creek Soccer Club Fields will be assigned by the Field Coordinator of Salmon Creek Soccer Club and the Association's Competition Coordinator of the organization that has jurisdiction for scheduling league games.

(d) Each game scheduled on Salmon Creek Soccer Club fields must have at least one participating team properly registered with Salmon Creek Soccer Club.

(e) Each properly registered team with Salmon Creek Soccer Club may have unlimited friendly games or scrimmages with another properly registered team with Salmon Creek Soccer Club. Salmon Creek Soccer Club teams may only have one friendly game or scrimmage a month with a non-registered Salmon Creek Soccer Club team without prior approval of the Executive Committee.

(f) A team not registered to Salmon Creek Soccer Club may apply to the Executive Committee for permission to use Salmon Creek Soccer Club fields. Permission may be granted on an individual basis with conditions.

SECTION III: RULES OF ORDER

PART VI. MEETINGS OF THE SALMON CREEK SOCCER CLUB

BOARD

ARTICLE 6.01 MEETING FORMAT

The format outlined in this article is intended as a compromise between the formality needed for large group meetings as described in Robert's Rules of Order and the informality characteristic of effective small group meetings.

ARTICLE 6.02 REQUIRED MEETING COMPONENTS

Salmon Creek Soccer Club Board Meetings must include the following items:

1. Call to order
2. Review and approval of previous Minutes
3. Agenda review
4. Treasurer Report
5. Report of the officers
6. Report of subcommittees
7. Review of future action items and setting of due dates
8. Closing of business

ARTICLE 6.03 MEETING SCHEDULES

Meetings will be scheduled in accordance with the Bylaws. Additional meetings may be called as deemed appropriate by the president.

ARTICLE 6.04 CALL TO ORDER:

The President will call the meeting to order at the arranged start time. If a quorum is not present within 10 minutes of the arranged start time, the meeting is closed for official business.

ARTICLE 6.05 MEETING AGENDAS:

- (a) All meetings will begin with a proposed agenda prepared by the President or by the Secretary on behalf of the President. The proposed agenda will be issued to the board members at least three working days in advance.
- (b) The proposed agenda will be presented to the board in the following general order:
1. Old business carried over from the previous meeting
 2. New business that must be addressed for the period between now and the next regularly scheduled meeting.
 3. New business at the request of members in good standing.
- (c) The President sets the initial order of business.
- (d) When the meeting is called to order, board members may add to or revise the proposed agenda. The Salmon Creek Soccer Club Board will agree to a time schedule for each agenda item.
- (e) Agenda items may be elevated in priority order by a super majority vote.
- (f) The Secretary will act as time keeper, notifying the board when the time allotted for each agenda item has been exhausted. To continue an agenda item beyond the allotted time requires a vote of the board.
- (g) Items on the agenda which are not addressed in a board meeting are automatically carried over to the next board meeting.

ARTICLE 6.06 ENTRY OF MOTIONS

- (a) A motion begins with a proposal from a member of the board.
- (b) The motion must be recorded by the Secretary.
- (c) The secretary reads the text of the motion, and discussion may ensue regarding the wording of the motion.
- (d) The motion must be seconded by a voting member of the board.
- (e) A call for discussion is made. The president may set a time limit for discussion based on the time allocated in the agenda. Generally, any member should be limited to two minutes.
- (f) When a motion has been discussed, the president will make a call to vote.

ARTICLE 6.07 CALL TO VOTE

- (a) Votes will normally be taken by voice as "Eye" in support of a motion or "Nay" opposing a vote. Any member may abstain by remaining silent during the vote.

- (b) If the "Nay's" have the vote, a secondary motion may be made to refer the primary motion to subcommittee for revision or clarity. The secondary motion requires a simple majority vote.
- (c) A roll call vote may be requested by any member present at club meeting.
- (d) An anonymous vote may be called by making a secondary motion, with a second of the secondary motion, and super majority vote in support of the anonymous vote.
- (e) The president's (or the Vice President in the President's absence) voting power is limited to casting a tie breaker vote, should a quorum reach a deadlock vote.
- (f) A failing motion may be revised and raised for vote a maximum of two times at different meetings before being permanently tabled.

ARTICLE 6.08 VOTE BY EMAIL

- (a) Because the low frequency of board meetings, if an issue requires action of the board when it is not convenient to call a board meeting, or if a quorum cannot be obtained for a board the President may make a motion and call to vote by Email.
- (b) The call to vote by Email may be made as warranted by the circumstances.
- (c) The motion is distributed by the Secretary by Email to Club Email accounts from a Club Email Account.
- (d) The call for vote will include at a minimum:
1. The reason for the call for an Email vote (why the urgency)
 2. The context of the issue
 3. Available Options
 4. Recommended option (the motion)
 5. The allowed time for reply is 3 days.
- (e) Replies are sent to the club secretary at the club account
- (f) When the allowed time for reply has expired, the secretary collects a vote count and determines:
1. Was a quorum present? That is, did 51% of the board members respond.
 2. Did the vote of the quorum support the motion?
- (g) The vote results will be shared by Email with the board
- (h) The motion will be part of the next board meeting's minutes.

ARTICLE 6.09 TREASURER REPORT

- (a) The Treasurer's report shall be in writing monthly.

**Treasurer Report details moved to Policies and Procedures.

ARTICLE 6.10 REPORT OF THE OFFICERS :

- (a) The President shall allot sufficient time based on feedback of the officer to report and conduct business as required for the current activities of the club.
- (b) Each officer shall report status of action items previously assigned.
- (c) Each officer shall report issues and/or concerns as appropriate for the current activities of the club.
- (d) Officers may propose motions to address relevant activities.

PART VII. CRITICAL BUSINESS ACTIVITIES AND DATES

ARTICLE 7.01 FINANCIAL REVIEW

- (a) A financial review shall be performed by an external accountant, the cost of which shall be included in the annual budget.

ARTICLE 7.02 APPROVED BUDGET

- (a) The President and Treasurer shall propose a budget for each calendar year and distribute to the board in the year of effect.
- (b) The board shall review, propose changes and approve the proposed budget by one month before the AGM.

ARTICLE 7.03 EMAIL FOR OFFICIAL BUSINESS

- (a) The Club shall establish and maintain an Email account for each member of the board.
- (b) Using these accounts provides:
 1. Consistency of contact information during change of officers
 2. Consistent identities for club business
 3. Record of Email received and sent for official club business
- (c) All official club business for Officers of The BoD and subcommittees shall be conducted using the club provided Email accounts:

ARTICLE 7.04 TAXES

- (a) It is the responsibility of the President to ensure tax returns are filed on or before May 15th of each year.
- (b) It is the responsibility of the Treasurer to make financial records available to the Business Manager by April 15 of each year.
- (c) Independent Contractor form 1099 records must be created and mailed by January 31 of each year.
- (d) Letters acknowledging charitable contribution must be made to all donors by January 31 of each year.

ARTICLE 7.05 BUSINESS LICENSE

- (a) Salmon Creek Soccer Club is categorized as a 501(C)3 entity for tax purposes.
- (b) The Vice President is responsible for renewal of the business license. The license must be filed with the Washington Secretary of State by July 31, of each year.
- (c) The business license renewal must reflect the current (new) state of the principle officers of the organization.

ARTICLE 7.06 ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting shall be held each June to elect officers for the new year.

ARTICLE 7.08 CRITICAL OPERATIONAL DOCUMENTS

- (a) The President, Vice President and Secretary will each maintain hard copy or electronic copies with the most current of the following information:
1. Copy of the Charter, Bylaws and Rules of Order
 2. Current list of board member contact information
 3. Current copy of the business license
 4. Approved annual budget
 5. Most recent treasurer's report
 6. Current Field Contracts
 7. Current Proof of Insurance
 8. Previous 3 months of Meeting Minutes, with the previous 12 months be available electronically.
- (b) The Secretary is responsible for making copies of updated documents and Distributing or notifying updates of electronically stored files.
- (c) In addition to the copies of documents mentioned above the Treasurer and President shall have copies of all current independent contractor agreements.
- (d) The treasurer maintains 7 years of all club financial records in a secure location.
- (e) The Secretary maintains 7 years of board meeting minutes.
- (f) Original Contracts are maintained by the Treasurer indefinitely, including but not limited to:
1. Articles of Incorporation
 2. Original Field or Partnership Contracts

ARTICLE 7.09 INDEPENDENT CONTRACTOR AGREEMENTS

- (a) Any activity that will result in a payment to an individual not representing a licensed business, in which the annual proceeds from Salmon Creek Soccer are expected to exceed \$600 in one calendar year, shall require an independent contractor agreement unless previously approved by the board by a simple majority vote. The President will approve and sign all contractor agreements.

- (b) Independent Contractor Agreements must be issued before any work may begin. Any work that is begun by a contractor before a contractor agreement in place may be considered voluntary work by the club.
- (c) The division responsible for the budget from which the contractor is to be paid shall set payment terms with the contractor subject to budgetary limits and approval of the President.
- (d) The chair of the division responsible for the budget from which the contractor is to be paid is responsible for creation of the contract under the guidance and approval of the President. This activity may be delegated, however remains the responsibility of the division chair.
- (e) The Contract must be signed by the division chair and the independent contractor and the President. Two copies must be made, one remaining with contractor, the other returned to the club treasurer.
- (f) All Independent Contractors must have a current year form IRS W-9 on file before any paycheck may be issued.
- (g) All coaching contractors will be cleared by the state association and supply proof of such, before a paycheck will be issued.
- (h) All contracts shall include at a minimum the following information:
1. Objective of the Contract, for example "coach a select team."
 2. Timing, time commitment and Duration.
 3. Deliverables, for example any written reports, running of workshops or clinics etc.
 4. Joint Accountabilities, what the contractor is responsible for and what the club is responsible for
 5. Expected Communications, if any, to a division chair, director of coaching, to parents etc.
 6. Termination terms by which the contractor or the club may terminate the contract.
 7. Payment Terms and Conditions, including total payment sum, monthly or quarterly payment (if applicable), final payment (if applicable) and dates of payments.
 8. Acceptance signatures and dates for both the contractor and the club representative and the President.