

North Whidbey Soccer Club

The most recent edition of *Robert's Rules of Order*, in all questions not governed by articles of US Soccer, Washington Youth Soccer, Whidbey Island Youth Soccer Association (WIYSA), or North Whidbey SC's bylaws or operating procedures, including Deception Football Club and North Whidbey Soccer Academy, shall govern this 501(c)(3) organization's standing rules.

Standing Rules

I. Financial

1. All checks shall be signed by the Treasurer and either the President, Registrar, or Vice President.
2. The Treasurer can request a vote for any authorized expenditure sent by another member of the Board of Directors for fulfillment before issuing payment. This standing rule applies to the President's \$500 authority, the Vice President's \$250 authority, and all board members' \$100 authority, plus any and all emergency requests. *This standing rule can only be modified or removed by an in-person two-thirds vote with paper ballots after a proper motion and second according to Robert's Rules of Order.*
3. Board members requesting reimbursement for authorized expenses must submit their request within 30 days of the event or within three days of the end of the fiscal year, whichever comes first.
4. Sales tax reimbursement is only permitted when a reseller permit is not active for North Whidbey SC.
5. Any payments to North Whidbey SC returned as NSF requires the Treasurer to notify the member and require secured funds as a replacement. No additional deposit attempts will be made. North Whidbey SC reserves the right to refuse subsequent checks from the check writer. A new bill with any banking fees will be issued. Payments for player access to recreational soccer, Deception FC, or academy programming must be received and verified before allowing access to club services. Nonpayment after ten days will create a demand letter requiring payment of the fees, even if the member decides to withdraw their request for accessing services. The Treasurer will consult with two other board members before sending a past-due account to collections.
6. Emergency transactions are defined as: (a) actions that would have a direct and adverse impact on the players of North Whidbey SC if immediate action is not taken; (b) required to ensure the survival of the organization; (c) to authorize payment for past-due debt beyond 90 days. *This standing rule can only be modified or removed by an in-person two-thirds vote with paper ballots after a proper motion and second according to Robert's Rules of Order.*
7. The fiscal year shall be from January 1 to December 31 annually.
8. Carryover involving budget-line deficits must be addressed within 60 days.
9. Any cash payments shall be counted by at least two members of the Board of Directors. All counters shall sign a completed deposit form, with a copy retained by all parties. The

money will then be available for deposit into club accounts by the Treasurer or designated party.

10. When requesting bids for large purchases exceeding \$2,500, the Board of Directors will solicit at least three bids from competitive vendors unless the item is a specialty product and only one vendor is available.
11. North Whidbey SC shall require a written contract when purchasing non-refundable goods of \$1,000 or more. All Deception FC and North Whidbey Soccer Academy coaches shall sign service contracts.

II. Insurance and Bonding

1. A Directors and Officers (D&O) insurance policy will be active at all times for North Whidbey SC. *Removal of this standing rule requires a unanimous vote by the Board of Directors by paper ballot at an in-person meeting.*
2. All volunteers, Board of Directors members, and independent contractors must pass SafeSport training unless they are a qualified minor who is not required to do so by Washington Youth Soccer, Washington State laws, rules, or regulations, or US Soccer.
3. All members interacting with children in an official capacity must have completed a background check. Independent contractors will not be allowed to perform their duties until their background check is cleared and any requested licenses or certifications are submitted for review.
4. North Whidbey SC will maintain insurance for its Gator utility vehicle in a timely manner.
5. Appropriate insurance will be made available for players injured during qualified activities for North Whidbey SC in recreational soccer, Deception FC, or academy programming. Adult volunteers and independent contractors are responsible for providing their own insurance products and policies to cover their activities on behalf of the club.
6. Coaches, Board Members, Parents, Administrators, Volunteers, and Other Authorized Parties are responsible for their own auto insurance. Transporting players for club events, including to out-of-town games, is not considered a responsibility for insurance purposes.

III. Special Committees & Parliamentary Structure

1. Each board member can establish a subcommittee of three from within club membership to review or research ideas beneficial to North Whidbey SC. Subcommittee recommendations are not binding until a vote by the Board of Directors after a proper motion and second.
2. The Vice President or designated replacement is solely responsible for establishing a committee for reviewing complaints, grievances, or disciplinary action items. The Vice President must establish a subcommittee to research complaints that involve a conflict of interest or are allegations levied against them, under the review of the Executive Board.
3. Only members of the Board of Directors can make motions for consideration. Club members attending a regularly scheduled monthly meeting can present ideas, including text for motions, but cannot request a direct vote.
4. To run for a Board of Directors position, the individual must be a member of North Whidbey SC in good standing, defined as not being currently suspended from club

activities or revoked from teaching or participating in club programming for any reason. Members may appeal denials using the established complaint and grievance process.

5. Any questions regarding parliamentary procedures at board meetings will be directed first to the Vice President, then the Executive Board, and then the entire Board of Directors in that order. A parliamentary ruling is considered final, even if it falls outside of the guidance provided by Robert's Rules of Order.
6. All expenses from special committee or subcommittee duties must be approved in advance by the Board of Directors. Reimbursement is not permitted in this circumstance, even for Board Members serving on the special committee or subcommittee.

IV. Safety Protocols

1. No fire pits, barbecues, or gas, charcoal, or electrical-powered heating devices meant for multiple person use shall be permitted on any North Whidbey SC sideline.
2. Pets are not permitted at North Whidbey SC events. Service animals are permitted based on current local, state, and federal regulations. Emotional support animals will be reviewed on a case-by-case basis by the Board of Directors.
3. No weapons are permitted at North Whidbey SC events without prior permission from the Board of Directors.
4. North Whidbey SC players who are removed from a game by the referee for an injury cannot return to practices or games until a signed doctor's note is submitted to the player's coach or a member of the Board of Directors.
5. All goals, sandbags, and anchors shall be inspected at least once every 60 days.
6. All equipment other than goals, sandbags, and anchors shall be inspected every 180 days.
7. Adequate protections for member personal information, including, but not limited to names, addresses, phone numbers, and banking account numbers shall be taken.

V. Awards

1. Board Members shall not be eligible to participate in any contests or giveaways announced by and/or operated by North Whidbey SC for recreational, competitive, or academy programming.
2. North Whidbey SC will offer annual recognition awards in categories to be determined by the Board of Directors each year for distribution at the Annual General Meeting.
3. Recreational and competitive coaches can provide awards to their teams at their discretion and expense, but not at the expense of North Whidbey SC.

VI. Scholarships

1. Families that qualify for public school free or reduced lunch costs are automatically approved for North Whidbey SC scholarships.
2. Families that do not qualify for free or reduced lunch costs can request access to scholarship funds through an official application, of which the Board of Directors will review at the next regularly scheduled meeting for approval or denial.
3. Families who have their scholarship request denied can appeal following the established complaint and grievance process.

Standing Rules are adopted by a majority vote and may be amended by a two-thirds (2/3) vote at any meeting, or if notice has been given, by a majority vote unless otherwise noted. These rules are adopted, changed, or removed from time to time in the form of a resolution.

6 February 2023

Date Approved on Behalf of North Whidbey SC

President (or Designee)



Malinda Tannahill

Secretary (or Designee)