

HIGHLINE SOCCER ASSOCIATION CONSTITUTION

Approved at the HSA Annual General Meeting April 12, 2012

ARTICLE I

NAME AND DURATION:

- Section 1 The Highline Soccer Association, Inc., hereafter referred to as the 'HSA', is a non-profit organization existing under the laws of the State of Washington.
- Section 2 The duration of this organization shall be perpetual.

ARTICLE II

OBJECTIVES AND PURPOSE:

- Section 1 The objectives of the HSA are to:
- a. Promote and further develop the game of soccer.
 - b. Organize and govern the game of soccer.
 - c. Assign administrative responsibilities to member organizations.
 - d. Establish uniform rules and regulations applicable to youth soccer competition in this association consistent with the principles and laws of the Federation Internationale De Football (International Soccer Association).
 - e. Develop the game in unaffiliated areas within HSA boundaries.
 - f. Provide programs for the membership, as required.
 - g. Administer and conduct association competitions, as required.
 - h. Represent this association in all matters of organized youth soccer.
- Section 2 The purposes of the HSA are educational and include the following:
- a. Teach and train players, coaches, and referees.
 - b. Teach through the game of soccer, sportsmanship, physical health and mental -alertness.

ARTICLE III

ASSOCIATION COLORS:

- Section 1 The representative colors of the HSA shall be red, white, and blue, or any variations thereof.

ARTICLE IV

JURISDICTION:

- Section 1 The HSA shall have jurisdiction over all its member organizations, including clubs, teams as well as associated individuals, such as players, coaches and administrators.

ARTICLE V

AFFILIATION:

- Section 1 HSA shall determine whether to affiliate with any other organization for which it is determined that can support the association's stated purpose and objectives. Approval or disillusion of any affiliation will be approved by the HSA Board.

ARTICLE VI

FINANCIAL POLICY:

- Section 1 The HSA shall maintain status as a non-profit 501c3 organization.
- Section 2 Each member club desiring its own separate non-profit status (registered charitable organization) must obtain it independently from the State of Washington (Olympia) and the Internal Revenue Service.

ARTICLE VII **ADMINISTRATION:**

- Section 1 The governing authority of the HSA shall be vested in a Commission.
- Section 2 The Commission shall be comprised of two representatives from each member club and the President, Vice-President-Administration, Vice-President-Competition, Secretary, Treasurer, and Registrar of HSA.
- Section 3 The HSA Commission shall be governed by its Constitution and Bylaws.
- Section 4 The HSA Commission shall have the authority from time to time to issue policies or instructions necessary to interpret, clarify or further define its Constitution, Bylaws, and Operating Procedures.

ARTICLE VIII **MEMBERSHIP:**

- Section 1 The membership of the HSA shall consist of incorporated and un-incorporated organizations engaged in youth soccer within the Highline School District and the West Seattle area, west of the Duwamish River, which agree to be bound by the Constitution, Bylaws and Operating Procedures of HSA and which shall be admitted to membership in accordance with the Bylaws of HSA.

ARTICLE IX **MEETINGS:**

- Section 1 An Annual General Membership Meeting shall be held in April.
- Section 2 The Commission shall meet at least ten (10) times a year.

ARTICLE X **PARLIAMENTARY AUTHORITY:**

- Section 1 All meetings of the HSA shall be conducted using the current edition of 'Roberts Rules of Order'.

ARTICLE XI **AMENDMENTS:**

- Section 1 Proposed changes or amendments to this constitution can only be effected at the HSA Annual General Meeting (AGM).
- Section 2 Such proposed changes or amendments can be made by member clubs, Commissioners, or the elected officers of this Association. All proposals must be made in writing to the HSA secretary at least 30 days prior to the AGM.
- Section 3 The HSA secretary shall notify each member club at least 21 days prior to the AGM of such proposed changes or amendments to this constitution.
- Section 4 All approved changes or amendments shall be included in the AGM minutes.

HIGHLINE SOCCER ASSOCIATION BYLAWS

Approved at the HSA Annual General Meeting April 12, 2012

ARTICLE I

AFFILIATED MEMBERS:

Section 1

Member clubs of the association and their colors are:

- Des Moines/Midway Soccer Club Green/White
- Highline Premier Football Club Red, White & Blue
- SeaTac Soccer Club Red/Black (Gold/Black)
- West Highline Soccer Club Blue/ White
- West Seattle Soccer Club Red/ Blue

Section 2

ADMISSION: Application for membership as a member club shall be submitted in writing to the secretary of HSA, accompanied by a copy of the applicant's club name, together with a completed application form including description of the geographical area of the applying club. The application shall include the names and addresses of the elected officers of the club, and the names of the member teams, if any. The application for membership must be submitted to the Commission at the next meeting after such application has been received by the HSA secretary. Acceptance for membership shall be by majority vote of the Commission at the next regular Commission Meeting.

Section 3

CONTINUATION OF MEMBERSHIP: Any member club paying dues is entitled to vote and participate in the business of HSA except that no member in arrears to HSA or suspended shall have this right. If, during the course of the year, a member club wishes to change its name, its officers, or its governing articles, it must inform the secretary of HSA within thirty (30) days following said changes.

Section 4

DISCONTINUATION OF MEMBERSHIP: Member clubs which fail or refuse to follow the Constitution, Bylaws or Operating Procedures of the HSA, or which attempt to circumvent a decision rendered by the HSA, or which seriously damage the interest of the HSA, face suspension or expulsion at the AGM or at a special Commission Meeting called for this purpose, provided a thirty (30) day notice was given. A motion for expulsion shall require two-thirds (2/3) majority vote of the total members of the Commission.

Section 5

JURISDICTION OF MEMBERSHIP: Member clubs shall have the jurisdiction, control and duty to supervise all games of youth soccer involving properly registered teams, as well as associated activities, within their specific area as approved by the HSA Commission.

Section 6

DUTIES OF MEMBERS: Member clubs will be responsible for the conduct of coaches, managers, players, officials and parents under their jurisdiction and shall ensure that their actions on or off the field do not bring disfavor upon the Highline Soccer Association.

Section 7

MEMBERSHIP CONFLICT: Member clubs shall be governed by their Constitution, Bylaws, and Operating Procedures except when superseded by those of HSA.

ARTICLE II

COMMISSIONERS:

Section 1

The Commissioners will represent their club and act for the club at all HSA meetings. Each Commissioner shall have first hand knowledge of the feelings and policy of their club membership in all matters. Voting should be based in accordance with this knowledge, not their personal preference. Commissioners may designate an alternate.

Section 2

The Commission shall elect the officers of HSA. The officers shall consist of President, Vice-President-Administration, Vice-President-Competition, Secretary, Treasurer and Registrar. The President, Secretary, and Registrar will be elected for a two-year term in even years. The Vice-President-Administration, Vice-President-Competition and Treasurer will be elected for a two-year term in odd years.

- Section 3 The Commission shall be elected or appointed by their respective clubs in accordance with the club's constitution and by-laws..
- Section 4 The Commission's responsibilities and authority shall include, but not be limited to the following actions:
- a. Enforcing the Constitution, Bylaws and Operating Procedures of HSA.
 - b. Approval of requests for membership, if all requirements are met (Reference: Article 1 herein).
 - c. Establish areas of jurisdiction for its member clubs.
 - d. Provide judiciary hearings and rulings on matters not being handled by committee action, or requested in writing by members.
 - e. Approval of properly proposed Operating Procedures and changes thereto.
 - f. Fill vacancies of officers when Members resign or are unable to complete their term in office. A replacement Commissioner shall be provided by the responsible Member club within one (1) calendar month. This also applies to suspension or removal of officers based on detrimental actions or neglect of accepted duties and responsibilities.
 - g. Recommendation of action of properly proposed changes or amendments to the HSA Constitution.
 - h. Approval of the HSA budget and supplementary budget items.
 - i. Other general business of HSA, as necessary.

ARTICLES III

OFFICERS:

- Section 1 **PRESIDENT:** The President shall supervise all activities of Highline Soccer Association; be the general representative of HSA in all matters, including public relations, and shall chair all meetings of HSA. He/she may also serve as the alternate State/District representative, which task he/she may delegate, with approval of the Commission.
- Section 2 **VICE-PRESIDENT-ADMINISTRATION:** The VP Administration shall succeed to the position of the President in the event of his/her absence; shall perform other duties as assigned by the President. He/she shall be the representative for HSA,. He/she should have knowledge of the feelings and policy of HSA in all matters. The representative shall vote in accordance with this knowledge, not his/her personal preference. He/she shall have the responsibility for the following responsibilities, which tasks may be delegated, with the approval of the Commission.
- a. Rules and operating procedures
 - b. Appeals/judiciary
- Section 3 **VICE-PRESIDENT-COMPETITION:** The VP Competition shall serve as Director of Competition; shall perform other duties as assigned by the President. As Director of Competition, he/she shall have the responsibility for scheduling, score keeping, and field coordination, which tasks may be delegated, with the approval of the Commission.
- a. Scheduling: He/she shall supervise and assist in all matters pertaining to scheduling of
 - b. HSA leagues; shall approve team placement for all levels of competition.
 - c. Score keeping: He/she shall supervise and assist in all matters pertaining to HSA league standings and game results, and see to the distribution of them to each club and local newspaper.
 - d. Field Coordinator: He/she shall supervise and assist in all matters pertinent to obtaining the use of fields.
- Section 4 **SECRETARY:** He/she shall attend to and be custodian of all HSA office assets and correspondence, shall record all minutes of meetings, and shall give proper notice of all HSA meetings. The Secretary shall compile and publish the HSA Directory.
- Section 5 **TREASURER:** He/she shall be bonded: shall account for deposit of all moneys received in a chartered bank in the name of HSA: shall prepare a monthly financial report to the Commission; shall see to an independent audit no less than every 2 years; shall propose an annual budget. All monies shall be paid by check, which shall be signed by two (2) of the following three: Treasurer, President and/or Secretary.

Section 6

REGISTRAR: He/she shall supervise and assist in all matters pertaining to player registration in all age groups. Shall have the authority to request that affiliated clubs supply them with information, documents, registration forms and/or team registration forms that he/she may need in pursuance of the duties; shall maintain a record of each player; have the authority to disallow any player and/or team to participate in association sanctioned events and leagues until all eligibility requirements are met; shall not sign a registration, if a player is over-age, unless approved by the Commission. Shall perform liaison with other organizations regarding registration; and shall set/communicate all Association deadlines.

ARTICLE IV

DIRECTORS:

Section 1

The HSA President shall appoint such directors as may be needed: including but not limited to:

- a. Judiciary: He/she shall serve as chair of that Committee; shall establish a Judicial
- b. Committee made up of committee members from each member club. The Judicial Director shall chair this committee. This Committee shall be chaired by the Director of Judicial. The Committee shall rule on all infractions reported to it.
- c. Referee Director: He/she shall supervise and assist in all matters pertaining to referee clinics; shall assign all referees for league games, if requested by individual clubs to do so; shall assign referees for tournament games.
- d. Girls Premier/Development Director He/she shall supervise and assist in all matters pertaining to the HSA Eagles premier program; shall have the responsibility for the selection of licensed Eagles coaches with the approval of the HSA Commission, and shall be the liaison with District III and WSYSA regarding Premier guidelines. This position will be selected by the Eagles Soccer Club and approved by the HSA President.
- e. Boys Premier/Development Director: He/she shall supervise and assist in all matters pertaining to the HSA Heat premier program; shall have the responsibility for the selection of licensed Heat coaches with the approval of the HSA Commission, and shall be the liaison with District III and WSYSA regarding Premier guidelines. This position will be selected by the Heat Soccer Club and approved by the HSA President.
- f. Boys Director: He/she shall promote the youth soccer program within HSA for boys by:
 1. Supervising and assisting all matters pertaining to the development of district level teams, including but not limited to:
 - a. Provide liaison in coordination with the Premier Director;
 - b. Recruitment of coaches, and Development of teams.
 - c. Ensure that each club has a developmental program and provide a liaison between these programs.
 - d. Organizing appropriate coaches clinics for all levels within HSA.
 - e. Promoting this Association's program within the Association and in the media.
 - f. Coordinate with girls/boys programs, Coordinate teams playing levels with HSA scheduler
- g. Girls Director: He/she shall promote the youth soccer program within HSA for girls by:
 1. Supervising and assisting all matters pertaining to the development of district level teams, including but not limited to:
 - a. Provide liaison in coordination with the Premier Director;
 - b. Recruitment of coaches, and Development of teams.
 - c. Ensure that each club has a developmental program and provide a liaison between these programs.
 - d. Organizing appropriate coaches clinics for all levels within HSA.
 - e. Promoting this Association's program within the Association and in the media.
 - f. Coordinate with girls/boys programs, Coordinate teams playing levels with HSA scheduler
- h. Web Master: He/She shall promote the youth soccer program within HSA by:
 - a. He/She shall be responsible for the maintenance of a web site for the Highline Soccer Association and its member organizations.
 - b. He/She shall maintain a "domain name" called "highlinesa.org" and shall have that domain name "hosted" by a reputable ISP.
 - c. He/She shall maintain an E-mail account and will set up forwarding of E-mail of E-mail addressed to officers or officials of the HSA. The "website content" shall

- be at the direction of the HSA Executive Board.
- d. The Webmaster will be responsible for the design and graphics contained on the site.
- e. Content, i.e.; Official forms, team information, officers information, minutes, will be provided to the Webmaster for publication to the web site.
- f. A “News” page will be provided for items that are in the interest of Highline Soccer Association, but may not be in the current minutes.
- g. The Webmaster shall report on the status of the web site at the monthly meetings.

ARTICLE V **COMMITTEES:**

Section 1 The President of HSA may appoint any committees, as needed, to support the activities of the association with the approval of the Commission such committee chairs.

ARTICLE VI **FINANCES:**

Section 1 FISCAL YEAR The fiscal year of the HSA shall begin at 12:01 a.m., January 1st, and end at 12:00 p.m., December 31st of the same year. All financial rules and regulations are in effect during the twelve (12) months of the fiscal year.

Section 2 BUDGET. The Treasurer, with the support of the officers, shall prepare a proposed budget for the next fiscal year. The proposed budget shall be presented to the Commission at the AGM. The Commission shall approve the HSA budget at the next meeting following the AGM. Copies of the proposed and approved budget, by line item, shall be distributed to the Commission and member clubs. The budget and budget expenditure shall be limited for any given year to the expected income for that year.

Section 3 REGISTRATION FEES. Each team registered with HSA shall pay a registration fee. The registration fee shall be determined at the annual budget meeting for each succeeding year.

Section 4 AUDITS. The financial books and accounts of the HSA, maintained by the Treasurer, shall be audited at the end of the fiscal year. No HSA or member club officer shall act as the auditor.
(Financial Responsibility)

Section 5 FINANCIAL REPORTS. Thirty days prior to the AGM, the Treasurer will submit to the Secretary a statement of income and disbursements of funds. An audited fiscal year statement of income and disbursements of funds shall be prepared and distributed to the Commission and the member clubs.

Section 6 DISSOLUTION. Should the HSA be dissolved, all monetary assets remaining after payment of all debts shall be turned over to another organization with the purpose of facilitating youth soccer within HSA's geographic boundaries. In the event that such an organization cannot be identified, all such monetary assets shall be turned over to any remaining member clubs, which have qualified under Section 501(c)(3) of the U.S. Internal Revenue Code, and shall be divided proportionally to the number of registered teams. Physical assets shall be held in trust by remaining member clubs.

Section 7 FINANCIAL RESPONSIBILITY. The Highline Soccer 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 member, club or team, or any of the coaches, managers, officers or officials.

Section 8 PERSONAL FUND REIMBURSEMENT. Personal funds, expended with HSA Board of Directors approval for the benefit of the Association and its members, will be reimbursed only if appropriate documentation (for example, and expense receipt) is provided. A written reimbursement request is to be completed with the expense documentation attached. Reimbursement requests must be submitted to the HSA Treasurer and approved by a Board member before reimbursement funds are released. A similar procedure is to be followed by the member clubs of Highline Soccer Association.

Section 9 CONFLICT OF INTEREST. No members or employees of Highline Soccer Association shall engage in a HSA position or function in an effort to obtain an unfair advantage for their personal gain. Participation in activities, which are illegal; impair or interfere with conscientious

performances of HSA activities; involve misuse of HSA influence, facilities or other resources; or reflects discredit upon the good name and reputation of HSA shall be construed as a conflict of interest. Prior to any potential conflict of interest arising, a written disclosure statement shall be submitted to the HSA Executive Board-either voluntarily or upon request by the Executive Board. If a conflict of interest is evident, the Executive Board shall request the withdrawal of the person or recommend an investigation for removal.

ARTICLE VII **PROPRIETARY RIGHTS**

Section 1 All registration data provided by the member Clubs and or Association on players and or teams within that Club or Association must be considered proprietary, and any release of such data outside of HSA must be by approval of the HSA Board of Directors, or by written approval of the Association and Club Registrars, and the President of the member club.

ARTICLE VIII **MEETINGS:**

Section 1 ANNUAL GENERAL MEETING (AGM) - The HSA AGM shall take place during April of each year. Notification of this meeting shall be mailed by the HSA Secretary to member clubs and members of the Commission thirty (30) days prior to the AGM date. All member clubs, HSA officers, Directors, and HSA Chairs shall prepare/submit reports, covering their respective activities, no later than three (3) weeks prior to the AGM date. The last order of business at the AGM shall be the election of officers; regular minutes will be published.

Section 2 COMMISSION MEETING - The Commission shall meet monthly at least ten (10) times during the fiscal year, according to a predetermined schedule. Regular minutes will be prepared and published by the HSA Secretary. Special meetings may be called, as required by the President, or by one-third (1/3) of the Commission as the need arises. Forty-eight (48) hours notice of all meetings will be provided by the HSA Secretary.

Section 3 ORDER OF BUSINESS - The order of business at all meetings shall be as follows: Roll Call - Credentials -Minutes - Communications – Unfinished Business – New Business - Officers Reports – Club Reports - Proposals - General Election (AGM only)- Adjournment.

ARTICLE IX **QUORUM:**

Section 1 QUORUM - A quorum for all Commission and AGM meetings shall consist of at least two (2) of the officers and at least five (5) of the HSA Commissioners. Proxy voting is not permitted.

ARTICLE X **JUDICIARY:**

Section 1 JUDICIAL RULINGS - The Commission shall have the power to penalize any member club, player, coach, or member thereof, whose actions have willfully violated the Constitution, Bylaws or Operating Procedures of the HSA, or are detrimental to the purpose of HSA. Penalties may consist of warning or temporary or permanent exclusion from the activities of the HSA.

Section 2 PROTESTS AND APPEALS - The Judicial Committee shall deal with all protests arising out of competitions conducted by each registered team. Proxy voting is not permitted. A \$ 25.00 fee, which is refundable, shall accompany all protests to this Committee if the protest is upheld. The protest shall be delivered to the Committee Chair within forty-eight (48) hours of the date of the protested game. Any person, team or club desiring to appeal the decision of the Committee must submit a written appeal to the HSA Secretary not later than eight (8) days after the first decision, accompanied by a \$ 50.00 fee, which is refundable, if the appeal is upheld. Decisions rendered by the HSA Commission shall be final and binding on all parties involved.

ARTICLE XI **BONDING:**

Section 1 The President, Treasurer and all other persons charged with handling and accounting for funds of the Association and member clubs shall be bonded.

- Section 2 The HSA Referee Director will have successfully completed referee assigning course and retain said license before assigning any games in HSA's behalf.
- Section 3 All mod level and above teams will have a licensed coach/trainer within one year of the team's formation. All mod level and above coaches will be licensed within one year of being listed as a coach within HSA. Mod teams will have a coach/trainer with a minimum of a state module #1, or equivalent license. Association teams and higher will have a coach/trainer with a minimum of a state level "E", or equivalent license. Mod is defined as any team U-8 or above that does not play 11 a side. Association and higher teams are defined as any U-11 or older teams that play 11 a side.
- Section 4 All coaches, managers, trainers or anyone with direct contact with the players while working on behalf of HSA will have current RMA clearance.

ARTICLE XII HSA OPERATING PROCEDURES:

- Section 1 The HSA Operating Procedures shall establish general procedures, league regulations, and rules of competition and special rules, and shall govern all competition administered by the HSA and its member clubs.
- Section 2 Special rules defining HSA committee functions and committee chairs responsibility will be developed by the commission as required.
- Section 3 Changes and amendments to the Operating Procedures shall only be effected by the Commission in accordance with Article XV herein.

ARTICLE XIII FIELD DEVELOPMENT FUND:

- Section 1 A Field Development Fund will be a capital fund that shall be kept separate from the HSA operating fund.
- Section 2 Funds shall be withdrawn from the Field Development Fund only after approval of the use of these funds at an official meeting of the Commission .
- Section 3 The field development fund shall be used only for field development, field improvement and/or for the addition or improvement of field lighting.
- Section 4 Placement of Field Development Fund moneys in other than a savings account will require approval of the Commission.

ARTICLE XIV COACHES CODE OF ETHICS

- Section 1 Responsibility To Players
- a. The coach shall never place the value of winning over the safety and welfare of players.
 - b. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game at all times.
 - c. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players
 - d. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
 - e. Demands on player's time should never be so extensive as to interfere with academic goals or Progress.
 - f. Coaches must never encourage players to violate recruitment, eligibility or player's rules and policies.
 - g. Coaches should direct players to seek proper medical attention for injuries and follow the physician's instructions regarding treatment and recovery.
- Section 2 Responsibility to Association
- a. Adherence to all governing Association rules and policies, especially those regarding eligibility team formation and recruiting are mandatory and should never be violated.

- b. It is the responsibility of each coach to know and understand these rules.
- c. Any problems that cannot be resolved between coaches should be referred to the appropriate Association officer or committee.

Section 3 Responsibility to the Laws of the Game

- a. Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the Laws of the Game.
- b. Coaches are responsible to assure their players understand the intent as well as the application of the Laws.
- c. Coaches must adhere to the letter and spirit of the Laws of the Games.
- d. Coaches are responsible for their players' actions on the field and must not permit them to perform with intent of causing injury to opposing players.
- e. The coach must constantly strive to teach good sporting behavior.

Section 4 Responsibility to Officials

- a. Officials must have the support of coaches, players and spectators. Coaches must always refrain from criticizing officials in the presence of players or spectators.
- b. Professional respect, before, during and after the game, should be mutual. There should be no demeaning dialogue or gestures between official, coach or player.
- c. Coaches must not incite players or spectators or attempt to disrupt the flow of the game.
- d. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

Section 5 Responsibilities Regarding Scouting and Recruiting

- a. All rules pertaining to recruiting shall be strictly observed by coach, manager or any team representative.
- b. It is inappropriate to recruit player(s) actively playing for another team.
- c. When discussing the advantages of his/her organization, the coach has an obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams and organizations.
- d. It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled; illegal to promise any kind of compensation or inducement for play; and immoral to deliver same.
- e. Coaches shall not scout any team by any means whatsoever, except in regularly scheduled games.

Section 6 Responsibilities of Public Relations

- a. Coaches have a responsibility to promote the game of soccer to the public. Comments and critiques of governing bodies, teams, coaches, players or media should be positive and constructive.
- b. Coaches have the responsibility to assist their players in conducting themselves properly when in public when representing their team, club or member association.
- c. Coaches must not attempt to influence the association in political or financial dealings outside the framework of their own rules and bylaws.

Section 7 Other Responsibilities

- a. A coach's behavior must be such as to bring credit to himself, his organization and the sport of soccer.
- b. While concept of rivalry is wholly embraced, it cannot take precedence over exemplary professional conduct.
- c. The attitude and conduct of the coach towards officials, players, spectators and coaches should be controlled and undemonstrative.
- d. It is unacceptable for a coach to have any verbal altercation with an opposing coach or bench before, during or after the game.
- e. Coaches must use their influence on his/her spectators that demonstrate intimidating and/or unacceptable behavior toward official, player(s) and opposing team members.

ARTICLE XV

AMENDMENTS:

- Section 1 Proposed changes or amendments to these bylaws can only be effected at HSA Commission Meetings.
- Section 2 Such proposed changes or amendments must be made in writing to the HSA Secretary.
- Section 3 The Secretary must notify each member club President and Commissioner at least thirty (21) days prior to acting upon any proposed changes or amendments including notice of the date, times, and place of the meeting at which the proposed changes or amendments will be acted upon.
- Section 4 All approved Bylaws changes or amendments shall be sent in writing to all member clubs within a reasonable time after adoption of said changes or amendments.