

## Bylaw amendments proposed by HSC executive board for 2/16/2019

### Bylaw 302. BOARD OF DIRECTORS - REASON – add new positions to Board of Directors

#### Section 1c.

**Eight** Directors shall be the Officers elected by the active membership of HSL.

- President
- **Executive** Vice-President
- Treasurer
- Secretary
- Vice President of Play - U5-U8
- Vice President of Play - U10 – U19
- Vice President of Officials

#### Section 3. – REASON – clarify position

A Director's position shall be established for those administrative positions required by TSSA, USYSA, USASA, and/or USSF. ~~As of September 01, 2000, the following positions are mandated. These individuals shall be referred to as Administrators:~~

- Director of Coaching (DOC) (Licensed Coach)
- ~~• Referee Program Administrator (non-voting paid member)~~
- Registrar (non-voting paid member)
  - Planning and conducting the registration of HSC
  - Establish rules and regulations for registering players which will be presented to BOD for vote.

### Bylaw 303. ELECTION OF DIRECTORS - REASON – add new positions to voting

#### Section 1.

Officers shall be elected by a majority vote of HSL Active Members in attendance at the Annual General Membership Meeting.

- Officers shall be elected for a two-year term to coincide with the fiscal year of HSL.
- Officers are not limited to a single term of office
- Any Active HSL member may nominate officers.
- The President, **Treasurer, VP U5-U8, VP Registration** shall be elected in even numbered years.
- The **Executive** Vice President, Secretary, **VP U10-19, VP of Officials** shall be elected in odd numbered years.

#### Section 2.

- Division Directors shall be elected by a majority vote of HSL Active Members in attendance at the Annual General Membership Meeting **in even numbered years.**
- Division Directors shall be elected for a two-year term to coincide with the fiscal year of HSL.
- Division Directors are not limited to a single term of office.
- Any HSL Active Member may nominate division Directors.
- Division Directors are not elected to a specific age/gender division.

- The Executive Committee shall assign Division Directors to specific age/gender divisions.
- A Division Director may not direct a division in which they have a child playing, or in which they are coaching a team unless approved by the Executive Committee.
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#### Bylaw 304. MEETINGS OF THE BOARD OF DIRECTORS – REASON – Add virtual/video meetings

##### Section 1.

- Meetings of the Board of Directors shall be conducted at least monthly.
- The President may call additional meetings.
- The President shall be obligated to call an additional meeting if a majority of the BOD makes such a request in writing.
- The HSL secretary shall document a written record of the meetings.
- Each director/officer shall have one vote; however, the President may vote only in instances where their vote affects the outcome.
- Voting by proxy is not permitted.
- A board meeting may be conducted via conference call or virtual/video conference and allowed to vote electronically.
- A board member that is not present at seventy-five percent (75%) of the meetings, assessed annually, shall have their position declared vacant.
- Quorum shall be as defined in Bylaw 107.
- All BOD meetings are open to the HSL membership except when disciplinary matters are under discussion or when the board members temporarily close the meeting by a simple majority vote of the board members present.
- HSL members that attend the board meeting, and are not members of the board, may not participate in board discussions unless responding directly to a question asked of them by a board member.
- HSL members may request to address the board by notifying a member of the Executive Committee of such intent at least twenty-four (24) hours prior to the meeting.

#### Bylaw 305. DUTIES OF OFFICERS - REASON – Add “Executive” name and clarify responsibilities

##### Section 2.

The **Executive** Vice-President shall

- Succeed to the President's post in the absence of the President.
- Provide oversight for all HSL sponsored invitational tournaments.
- Serve as the Risk Management Coordinator.
- Serve as Chair of the Discipline Committee.
- Create practice schedule and field assignment, or their designee approved by Executive Committee.
- Create game day schedule to be approved by the board, or their designee approved by Executive Committee

### Section 3. – REASON – clarify responsibilities

The Treasurer shall:

- Account for all revenues and expenses of the organization based on sound accounting principles
- Submits an annual audited report of finances to the general membership at the Annual General Membership Meeting.
- Pays all expenditures approved by the Board of Directors or Executive Committee.
- The Treasurer shall provide a monthly financial statement at each BOD meeting.
- Prepares and files tax returns in a timely manner.
- Prepares any documents pertaining to the Corporate Charter and tax-exempt status of HSL.
- Reviews annual financial summaries and documents of classic teams and all other entities directly affiliated with HSL.
- Present financials each year to the City of Hendersonville Parks Department.
- As part of the Executive Board, will create a budget for the fall and spring seasons. The fall budget will be presented to the board for approval in July and the spring budget will be presented to the board for approval in January
- Payments exceeding \$2000 must be approved by 2 executive board members. If a check is sent, signature must be obtained by 2 executive board members.
- Treasurer will be vetted by BOD prior to qualifying for a vote by HSL members. BOD will vote on whether candidate can run for office

### Section 4. – REASON – Clarify responsibilities

The Secretary shall:

- Record the minutes of all Board of Director and Annual General Membership Meetings and maintain all records, except financial records, of HSL.
- Distribute minutes of meetings to all board members within one week of each meeting.
- Keep record of attendance for board members.
- In charge of all hired workers, except positions covered by VP of Officials.

### Section 5. – REASON – Add new position

The Vice President of Play – U5-U8 and Vice President of Play U10-U19

- Recruit, Train, and Develop New DD's
- Maintain list of all Players/Coaches/Parents not in Compliance with HSL Code of Conduct
- Support DD's with any and all needs (ie recruiting coaches, managing disciplinary issues, offering general support)

### Section 6. – REASON – Add new position

The Vice President of Officials (VPOF) shall:

- Secure the services of a certified Referee Assignor, assessors, assistant referees, and instructors who shall be approved by the Board and their fee approved by the board.

- Responsible for recruitment, certification and recertification of referees
- Develop an assessment program for referees
- Manage complaints and disciplinary actions for referees and forward any disciplinary actions to the discipline committee.
- Maintain records and report to the EVP regarding referees who are not in compliance with the code of conduct.

Bylaw 307: EXECUTIVE COMMITTEE – REASON – Add new positions

The Executive Committee of HSL shall be comprised of the President, Executive Vice-President, Treasurer, Secretary, Vice-President of Play U5-U8, Vice-President of Play U10-U19, and Vice-President of Officials.

Bylaw 308. STANDING COMMITTEES

The Board of Directors will approve specific duties and responsibilities for each committee and the procedure for selecting committee members. All committees will submit policy and procedure to the HSL BOD for approval prior to implementation.

Section 1. Appeals and Discipline Committee – REASON – Add “Executive” to title

- Chaired by the Executive Vice-President
- Responsible for formulating HSL policy on Conduct and Discipline, Coaches Ethics, and Hearing, Protests and Appeals.
- Take disciplinary actions.
- Conduct hearings.
- Make decisions on protests.

Section 4. Referee Committee - REASON – add new position and clarify responsibilities

- Chaired by the Vice President of Officials.
- Additional members are one HSL BOD member selected by the HSL BOD, and two members selected by the HSL Director of Referees.
- Review new rules
- ~~Responsible for recruitment, certification, and recertification of referees.~~
- ~~Responsible for developing an assessment program.~~
- ~~Responsible for encouraging entry into the upgrade program.~~
- ~~Responsible for the recruitment and training of assignors, assessors, and instructors.~~
- ~~Mange complaints and disciplinary actions for referees.~~
- ~~Maintain records and report to the Secretary regarding referees who are not in compliance with the code of conduct.~~

Bylaw 309: ANNUAL GENERAL MEMBERSHIP MEETING – REASON – add social media option

HSL shall conduct an Annual General Membership Meeting that is held in conjunction with the spring season coaches’ meeting.

Section 2. The date and time of the meeting shall be considered conveyed to the membership when any one or more of the following have occurred:

- Date and time of meeting included in the advertisement published in the local newspaper announcing the dates of for spring registration.
- Date and time posted at spring registration
- Date and time posted in the Public Notices section of the local newspaper.
- Date and time posted on the HSC web site
- Date and time posted on the public announcement station of local company.
- Date and time of the meeting distributed via email
- Date and time posted at the HSC clubhouses
- Date and time posted on social media

Section 5. – REASON – add email option

The agenda shall be considered conveyed to the membership when any one or more of the following has occurred.

- Agenda posted on the HSC web site
- Agenda distributed by US Mail
- Agenda distributed at registration
- Agenda posted at the HSC clubhouses
- Agenda distributed by email to all HSL members.

Section 6. – REASON - Update

Election of HSL Officers and Division Directors shall occur at the Annual General Membership Meeting. Newly elected officers and directors shall assume office July 01. Nominations must be in writing and submitted to a member of the Executive Committee no later than 30 days prior to the Annual Membership Meeting.

Nominations may be accepted from the floor if the following criteria are met:

- Nomination must be in writing.
- Nomination must contain the printed names and signatures of 30 active HSL members that support the candidate.
- The HSL registrar shall verify the names of the active members.