

HENDERSONVILLE SOCCER LEAGUE, INC.  
BY-LAWS  
Adopted: April 03, 2000, Effective: July 01, 2000  
Amended May 3, 2014

The charter on file with the Tennessee Secretary of State shall server as the constitution of the Hendersonville Soccer League, Inc. (hereinafter called HSL).

**PART I-GENERAL**

**Bylaw 101. NAME**

This organization shall be known as Hendersonville Soccer League, Incorporated (herein after referred to as HSL). The organization may also be referred to as the Hendersonville Soccer Club, (herein after referred to as HSC). Both names are considered synonymous when referred to in organizational bylaws, policy, and procedures.

**Bylaw 102. PURPOSE AND STATUS**

Section 1.

The purposes for which HSL is organized are:

- Promote Soccer in Hendersonville, Tennessee and the surrounding areas.
- To govern, coordinate, and administer the sport of recreational soccer in the area of Hendersonville, Tennessee.
- To provide continuing development of soccer players, coaches, referees, and administrators.
- To do all things reasonable, incidental, to the promotion of soccer including, but not limited to, financing, owing, developing real estate, equipment, and to do or assist in all other things and services incidental or related to soccer.

Section 2.

HSL is established as a nonprofit and educational organization.

**Bylaw 103. FEDERATION MEMBERSHIP**

HSL is a member association of the Tennessee State Soccer Association (TSSA) which is the National State Association of the United States Soccer Federation (USSF).

**Bylaw 104. LAWS OF THE GAME**

The "Laws of the Game" as authorized by FIFA, and modified for youth and amateur play by the rules and regulations of USSF, USYSA, USASA, TSSA, and HSL.

**Bylaw 105. EQUAL OPPORTUNITY**

HSL will provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in its programs and activities.

## **Bylaw 106. SEASONAL AND FISCAL YEAR**

### **Section 1.**

The seasonal year for HSL will coincide with the seasonal year as established by TSSA.

### **Section 2.**

The fiscal year for HSL shall begin July 01 of one calendar year and end June 30 of the following calendar year.

## **Bylaw 107. ROBERT'S RULES OF ORDER AND QUORUM**

### **Section 1.**

Except as otherwise provided in these bylaws, all meetings will be conducted in accordance with the latest authorized edition of Robert's Rules of Order.

### **Section 2.**

A quorum for HSL Board of Director's Meetings will be the presence of fifty percent (50%) of the voting members of the HSL Board of Directors. The President is considered a voting member in the determination of quorum.

### **Section 3.**

A quorum for Annual General Membership Meetings shall be the voting members present for the meeting.

## **PART II-MEMBERSHIP**

## **Bylaw 201. ELIGIBILITY**

The membership of HSL is open to all players, coaches, trainers, managers, administrators, and officials without discrimination on the basis of race, color, religion, sex, disability, or national origin.

## **Bylaw 202. MEMBERSHIP CATEGORIES and VOTING**

### **Section 1.**

An Active Member will be defined as the families of those persons:

- Registered to play soccer in HSL
- Elected as a board member by the membership
- Appointed by the board as a board member, coach, or referee

Each household shall have one vote and be one membership regardless of the number of HSL players, coaches, referees, or board members in that household.

The person casting the household vote must be at least 16 years of age.

### **Section 2.**

An Associate Member will be defined as adults:

- Interested in promoting the sport of soccer.
- An adult is defined as an individual that is eighteen years of age or older.
- The Board of Directors is the approving authority for Association Member Applications.

- Associate members are eligible to participate in all activities, to be elected to the HSL Board of Directors, and to serve on any HSL committee.
- Associate members will not be eligible to vote in elections or on matters requiring a vote by the membership.

#### Section 3.

An affiliate member is defined as:

- Other soccer organizations that elect to be affiliated with HSL.

Affiliate members are subject to approval by the HSL general membership.

Affiliates must abide by the HSL Constitution, Bylaws, Policies, and Procedures.

Affiliate members have no voting privileges.

#### Section 4. HSL will:

- Register and remit the appropriate fees for all players, coaches, referees, and administrators to TSSA in a timely manner.

#### Bylaw 203. FEES

The HSL Board of Directors shall determine all membership fees, dues and assessments.

### PART III-GOVERNANCE

#### Bylaw 301. GOVERNING AUTHORITY

The governing authority of HSL will be vested with the Board of Directors and Executive Committee of HSL, whose powers will be delegated in the HSL Bylaws.

#### Bylaw 302. BOARD OF DIRECTORS

##### Section 1a.

No members of the board of directors, division directors or director of coaching will receive compensation (other than reimbursement for expenses) for services or goods provided to HSL through a binding obligation unless specifically approved by the board of directors. Any board member having a financial interest in the contract, letter of agreement, or verbal understanding will abstain from voting.

##### Section 1b.

No member of the board of directors, division director, or director of coaching may serve as an officer of any other amateur soccer organization.

##### Section 1c.

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

- President
- Vice-President
- Treasurer
- Secretary

##### Section 2.

A Director's position must be established for each age division, and gender, that is playing within the HSL recreational league. These individuals will be referred to as Division Directors. An individual may be assigned to direct more than one division with the approval of the HSL Board of Directors.

#### Section 3.

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)

#### Section 4.

A Director's position will be established for the following support activities. These individuals will be referred to as Support Administrators. All following members are non-voting members:

- Director, Concession Operations (non-voting paid member)
- Director, Publicity and Marketing
- Director, Uniforms and Trophies
- Web Master

### **Bylaw 303. ELECTION OF DIRECTORS**

#### Section 1.

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

Officers will 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 and Treasurer will be elected in even numbered years.

The Vice President and Secretary will be elected in odd numbered years.

#### Section 2.

Division Directors will be elected by a majority vote of HSL Active Members in attendance at the Annual General Membership Meeting.

Division Directors will 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 will 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.

#### Section 3.

Administrators will be appointed by a majority vote of the HSL Board of Directors.

Administrators will be appointed for a two-year term to coincide with the fiscal year of HSL.

Administrators are not limited to a single term of office.

Any HSL Active Member may nominate administrators.

#### Section 4.

The Board of Directors may appoint HSL Active Members to:

- Fill vacant board posts
- Fill newly-created board posts

All appointed individuals will serve the remainder of the existing term of office at which time they must be elected by the HSL General Membership to remain in their board position.

### Bylaw 304. MEETINGS OF THE BOARD OF DIRECTORS

#### Section 1.

- Meetings of the Board of Directors will be conducted at least monthly.
- The President may call additional meetings.
- The President will be obligated to call an additional meeting if a majority of the BOD makes such a request in writing.
- The HSL secretary will document a written record of the meetings.
- Each director/officer will 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 member that is not present at seventy-five percent (75%) of the meetings, assessed annually, will 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

#### Section 1.

The President will have the following responsibilities:

- Serves as the CEO, of HSL
- Serves as the Chairman of the BOD and Executive Committee
- Presides over all meetings
- Appoints the chairman of all committees other than standing committees
- Appoints an auditor to audit HSL financial records

#### Section 2.

The Vice-President will:

- Succeed to the President's post in the absence of the President.
- Provides the oversight for all HSL sponsored invitational tournaments.
- Serves as the Risk Management Coordinator.

### Section 3.

The Treasurer will:

- 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 will 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 and all other entities directly affiliated with HSL.

### Section 4.

The Secretary will:

- Record the minutes of all Board of Director and Annual General Membership Meetings and maintain all records, except financial records, of HSL.

## Bylaw 306. DUTIES OF THE BOARD OF DIRECTORS

### Section 1.

The duties of the Board of Directors shall include, but not be limited to, the following:

- Enforce the HSL Constitution, Bylaws, and Rules of Play
- Transact all business of HSL
- Set policy for all HSL soccer programs and activities
- Ensure that all HSL programs comply with the rules set forth by TSSA, USYSA, USASA, and/or USSF.
- Establish such committees as deemed necessary and proper to conduct HSL business.
- Select and train coaches for all recreational teams
- Schedule or re-schedule all regular or postponed recreational games
- Assigning players to teams, including transferring players between teams and/or divisions
- Appoint by majority vote delegates or representatives to meetings and other functions for which the cause of soccer and this organization shall be funded
- Budget and disburse HSL funds
- Establish all registration fees
- Provide oversight to the HSL Referee Program
- Establish disciplinary guidelines and policy
- Conduct hearings concerning disciplinary matters and protests by disciplinary committee.
- Perform all other duties necessary to operate HSL or to comply with TSSA, USYSA, USASA, and/or USSF policy.

## Bylaw 307: EXECUTIVE COMMITTEE

The Executive Committee of HSL will be comprised of the President, Vice-President, Treasurer, and Secretary.

### Section 1.

- The duties of the Executive Committee will include, but not be limited to, the following:
- Provide resolution of urgent matters where it is impractical or impossible to call a full board meeting.
- The committee will have full authority to execute the business of HSL.
- The committee will report its business activities to the board at the regular board meeting.
- Provide strategic planning

## **Bylaw 308. STANDING COMMITTEES**

The Board of Directors will establish 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**

- Chaired by the 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 2.**

#### **Budget and Finance**

- Chaired by the Treasurer
- Additional members are the members of the Executive Committee.
- Responsible for preparation of an annual budget.

### **Section 3.**

#### **Coaching and Player Development**

- Chaired by the Director of Coaching (DOC)
- Additional members are two members from the HSL.
- Responsible for providing training opportunities for players and coaches.

### **Section 4.**

#### **Referee Committee**

- Chaired by the Director of Referees
- Additional members are one HSL BOD member selected by the HSL BOD, and two members selected by the HSL Director of Referees.
- 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.

## **Bylaw 309: ANNUAL GENERAL MEMBERSHIP MEETING**

HSL will conduct an Annual General Membership Meeting that is held in conjunction with the

spring season coaches' meeting.

#### Section 1.

The President or Executive Committee may set an alternate date and time of the Annual General Membership Meeting but the meeting must occur no later than May 15.

#### Section 2.

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

- Date and time of the meeting included in the advertisement published in the local newspaper announcing the dates for spring soccer 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 distributed via email.
- Date and time posted at the HSC clubhouses

#### Section 3.

Any HSL member may submit an agenda item. Agenda items must be submitted to a member of the Executive Committee no later than thirty (30) days prior to the meeting.

#### Section 4.

An agenda will be provided to the membership at least seven (7) days prior to the Annual General Membership Meeting.

#### Section 5.

The agenda will 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

#### Section 6.

Election of HSL Officers and Division Directors will 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. Supportive members must be in attendance.
- The HSL registrar will verify the names of the active members.

#### Section 7.



There will be no voting by proxy at Annual General Membership Meetings.

Section 8.

The presiding officer will determine the order of business at the AGM.

#### PART IV-AMENDMENTS

**Bylaw 401.**

The constitution and bylaws may be amended by a two-thirds (2/3) vote of the Active members present at an Annual General Membership Meeting.

**Bylaw 402.**

Any Active Member may submit proposed amendments.

Section 1.

Proposed amendments must include:

- The number and text of the current rule
- The text of the new or revised rule
- An explanation for the change

Section 2.

Proposed amendments must be submitted to the President no later than thirty (30) days prior to the Annual General Membership Meeting.

Section 3.

Proposed amendments must be conveyed to the membership at least fourteen (14) days prior to the AGM meeting.

Section 4.

Proposed amendments will be considered conveyed to the membership when any one or more of the following has occurred.

- Proposed amendments posted on the HSC web site
- Proposed amendments distributed by US Mail or email.
- Proposed amendments distributed at registration
- Proposed amendments posted at the HSC clubhouses