

HENDERSONVILLE SOCCER LEAGUE, INC. BY-LAWS

Adopted: April 03, 2000, Effective: July 01, 2000 Amended February 22, 2007

Amended May 3, 2014, Amended February 26, 2019

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 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall 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 shall:

- 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 shall be vested with the Board of Directors and Executive Committee of HSL, whose powers shall be delegated in the HSL Bylaws.

Bylaw 302. BOARD OF DIRECTORS

Section 1a.

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

Section 1c.

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

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

Section 2.

A Director's position shall be established for each age division, and gender, that is playing within the HSL recreational league. These individuals shall 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.

- 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.

Section 4.

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

- Director, Concession Operations
- Director, Publicity and Marketing
- Director, Uniforms and Trophies
- Web Master

Bylaw 303. ELECTION OF DIRECTORS

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, and Executive Director U5-U8 shall be elected in even numbered years.
- The Vice President, Secretary, Executive Director 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.

Section 3.

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

Section 1.

The President shall 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 at least annually

Section 2.

The 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.

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.

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.

Executive Director – U5-U8 and Executive Director 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.

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 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
- 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
- Vote on presented budget and disburse HSL funds
- Establish all registration fees
- Provide oversight to the HSL Referee Program
- Establish disciplinary guidelines and policy
- 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 shall be comprised of the President, Vice-President, Treasurer, Secretary, Executive Director U5-U8, Executive Director U10-U19, and Vice-President of Officials.

Section 1.

The duties of the Executive Committee shall 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 shall have full authority to execute the business of HSL.
- The committee shall report its business activities to the board at the regular board meeting.
- Provide strategic planning.

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

- 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 a fall and spring budget.

Section 3. Coaching and Player Development

- Chaired by the Coaching and Player Development Administrator.
- Additional members are two members from the HSL.
- Responsible for providing training opportunities for players and coaches.

Section 4. Referee Committee

- 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

Bylaw 309: ANNUAL GENERAL MEMBERSHIP MEETING

HSL shall 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 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 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 shall be provided to the membership at least seven (7) days prior to the Annual General Membership Meeting.

Section 5.

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.

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.

Section 7.

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

Section 8.

The presiding officer shall 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 shall 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