

# Henry County Soccer Association

## By-Laws

Revised 8/23/2011

### **Article 1 – Definitions**

The following definitions will define certain terms used through this Constitution:

FIFA - Federation Internationale de Football Association.

USSF - United States Soccer Federation - United States affiliate to FIFA.

USYSA - United States Youth Soccer Association - affiliate to USSF.

GSSA - Georgia State Soccer Association - state affiliate to USYSA.

GASA – Georgia State Amateur Association – state affiliate to USASA

GYSA - Georgia Youth Soccer Association - youth affiliate to GSSA.

HCSA - Henry County Soccer Association, Inc.

HCPRD - Henry County Parks and Recreation Department.

AGC – Age Group Coordinator

TSC – Thunder Soccer Club

THUNDER – The select team program of HCSA.

EXECUTIVE COMMITTEE – The following elected positions: President, Vice President, Secretary, and Treasurer, plus the Immediate Past President.

BOARD OF DIRECTORS - The Executive Committee plus the following elected positions:

Field Scheduler, Equipment Director, Registrar, Facilities Director, Recreation Coaching Director, Sponsorship/Fundraising Director, and Marketing/Media Director.

ASSOCIATION/ORGANIZATION - The registered teams, players and coaches of HCSA; affiliates to GYSA, GSSA, USYSA, and USSF.

OFFICER – A member of the Board of Directors

LEAGUE COORDINATOR – The chairperson of a committee.

### **Article 2 – Affiliation**

#### **Section 2.1**

The term affiliate shall refer to any person or body that is properly registered, that person or body having submitted all required fees and properly executed forms to the designated parties.

#### **Section 2.2**

This organization shall affiliate annually with GSSA, GYSA and GASA

#### **Section 2.3**

In compliance with GSSA, GYSA and GASA, affiliation shall be from September 1 through August 31. This period shall be referred to as the seasonal year.

#### **Section 2.4**

Each team that is a member of this organization shall be an affiliate of GYSA, submitting all required fees and forms by the specified date(s).

#### **Section 2.5**

Each player on each team that is a member of this organization shall be an affiliate of GYSA, submitting all required fees and forms by the specified date(s).

#### **Section 2.6**

This organization shall have the authority to collect from each team and player all GSSA, GYSA, GASA and HCSA required fees and forms ten (10) days prior to the deadlines set by GSSA, GYSA, GASA and HCSA.

#### **Section 2.7**

The HCSA Board of Directors may authorize to affiliate with other USSF sanctioned programs that would serve to meet the Mission Statement of HCSA.

## **Article 3 – League Coordinators and Managers**

### **Section 3.1 – Concession Manager**

- a. The Concession Manager of the HCSA shall:
- b. Administer the HCSA concessions in accordance with HCSA rules and policies.
- c. Organize, coordinate, schedule and assign duties to workers in the concession area; maintain adequate inventory on products to be sold; have a system of checks and balances for monies collected in the concession area.
- d. Provide a report of activities and profit/loss at the regular monthly Board of Directors meeting.
- e. Recommend policies to be implemented and/or actions to be taken to the HCSA President for review and recommendation by the HCSA Rules and Policy Committee
- f. Perform other duties assigned by the President or Board of Directors.

### **Section 3.2 – Adult League Coordinator**

The Adult League Coordinator of HCSA shall:

- a. Be the chairperson of the HCSA Adult League Committee
- b. Administer the Rules and Regulations of the HCSA adult league program
- c. Certify the registration of each adult player and team in the HCSA adult league program
- d. Provide, receive and maintain incident reports from field marshal personnel.
- e. Report to the Facilities Director any and all reported incidents of misconduct by members of the HCSA adult league program.
- f. Recommend policies to be implemented and/or actions to be taken to the HCSA Facility Director for review and recommendation by the HCSA Rules and Policy Committee.
- g. Perform other duties as assigned by the President or Board of Directors.

### **Section 3.3 – Age Group Coordinator**

The Age Group Coordinators of HCSA shall:

- a. Act as the liaison between their appropriate age teams and the HCSA Board of Directors
- b. Promote the recreational program of HCSA and support the endeavors and activities sanctioned by the Executive Board and Board of Directors.
- c. Administer the Rules and Regulations of the HCSA recreation program with their appropriate age coaches.
- d. Shall be a member of the recreation team committee
- e. Maintain an ongoing dialog with the members of their age group teams with respect to committee plans, operations and results.
- f. Report to the Recreation Coaching Director any and all reported incidents of misconduct by members of the HCSA program.
- g. Recommend policies to be implemented and/or actions to be taken to the HCSA Recreation Coaching Director for review and recommendation by the HCSA Rules and Policy Committee.
- h. Perform other duties as assigned by the President or Board of Directors.

### **Section 3.4 – Select and Recreation Team Manager**

The Select and Recreation Team Manager of HCSA shall:

- a. Act as the liaison between their appropriate teams and the HCSA Board of Directors
- b. Promote and support the endeavors and activities sanctioned by the Executive Board and Board of Directors.
- c. Administer the Rules and Regulations of the HCSA program with their appropriate teams and coaches.
- d. Shall be a member of their appropriate team committee
- e. Maintain an ongoing dialog with the members of their teams with respect to club plans, operations and results.
- f. Report to the HCSA Team Affairs Coordinator any and all reported incidents of misconduct by members of the HCSA program.
- g. Recommend policies to be implemented and/or actions to be taken to the HCSA Team Affairs Coordinator for review and recommendation by the HCSA Rules and Policy Committee.
- h. Perform other duties as assigned by the President or Board of Directors.

### **Section 3.5 – Team Affairs Coordinator**

The Team Affairs Coordinator shall:

- a. Be appointed by the DOC with approval by the Board of Directors.
- b. Be responsible for communication between the Board of Directors, the DOC and the teams.
- c. Be the chairperson for the Select Team Committee.
- d. Maintain a list each season from each team in the HCSA, person(s) willing to serve on standing committees and volunteers for team responsibilities.
- e. Perform other duties assigned by the President or Board of Directors.

## **Article 4 – Membership**

### **Section 4.1**

There shall be three (3) types of membership of this organization:

- a. Playing members – are those persons who have paid all required fees, and are properly registered players on properly registered teams of HCSA.
- b. Associate members – are those persons who are parents or legal guardians of properly registered players within this organization; coaches, managers, and team officials of properly registered teams within this organization; club officers of HCSA.
- c. Sponsor members – are those individuals, organizations, or business within the community of this organization that donate time, money, or assets to the development and promotion of this organization. Sponsor members shall not be eligible to vote or hold office.

### **Section 4.2**

Every individual who is a recognized playing and/or associate member of this organization shall be entitled to the benefits of such membership.

### **Section 4.3**

Membership shall commence upon registration (of the player, coach, manager, and team officials) and shall extend until the close of registration for the following season.

### **Section 4.4**

Membership may be revoked or refused to those who, by their actions, demonstrate their inability or refusal to abide by the Constitution and By-Laws of HCSA, USSF, GSSA, GYSA, or any of their affiliates; state and/or federal laws.

## **Article 5 – Meetings**

### **Section 5.1**

All meetings shall follow parliamentary procedures as set forth in Robert's Rules of Order Newly Revised.

### **Section 5.2**

The order of business at all meetings shall be as follows:

- a. Roll Call
- b. Approval of the agenda
- c. Minutes of previous meeting
- d. Reports of the Executive Board
- e. Financial report by the Treasurer
- f. Reports of the League Coordinators
- g. Unfinished business
- h. New business
- i. Miscellaneous items
- j. Adjournment

### **Section 5.3**

The Executive Board Secretary shall maintain a duplicate, permanent record of the Minutes and Financial reports in a secure, separate location as designated by the Board of Directors.

### **Section 5.4**

The Minutes and Financial reports will be presented in writing to the association members at each meeting.

### **Section 5.5**

The Minutes and Financial reports shall be made available to any member of HCSA upon request.

## **Article 6 – Finances**

### **Section 6.1**

The accounts of this organization shall be managed to support the organizations short and long-range goals.

### **Section 6.2**

Proposed annual expenditures will be submitted sixty (60) days prior to the annual meeting from each Board of Director member, committee member, and/or Council member.

### **Section 6.3**

The annual budget shall be approved at the first Board of Directors meeting after the Annual meeting.

### **Section 6.4**

The Board of Directors shall establish player registration fees and team participation fees prior to each playing season.

### **Section 6.5**

The Board of Directors shall authorize all purchases prior to the expenditure of funds for any amount, except emergency expenditures and registration expenditures.

### **Section 6.6**

The Bookkeeper shall control the expenditures for registration.

### **Section 6.7**

The President shall have the authority to approve emergency expenditures of an amount not to exceed five hundred dollars (\$500.00).

### **Section 6.8**

The Executive Committee shall approve any emergency expenditure over \$500.00.

### **Section 6.9**

Reimbursement shall be in accordance with proper procedures and shall be paid only upon presentation of receipt and notice of approval of expense.

### **Section 6.10**

The organization shall not assume nor be liable for the debts and/or the financial responsibilities, either implied or incurred, of any player, parent, legal guardian, coach, manager, team official, club official or referee.

### **Section 6.11**

For accounting purposes, the fiscal year of this organization will be June 1 – May 31.

### **Section 6.12**

The Board of Directors shall make available a financial ledger, prepared by the clubs CPA, to the membership of HCSA at the annual meeting.

## **Article 7 – Seasonal Year**

### **Section 7.1**

The seasonal year shall be in accordance with the calendar of GYSA, GASA and GSSA.

### **Section 7.2**

The seasonal year shall be divided into two (2) playing seasons, Fall and Spring.

### **Section 7.3**

Matches may be played on Friday evening, Saturdays and/or Sundays. Matches can be played at other times with the mutual consent of the teams involved with the approval of the field scheduler.

### **Section 7.4**

The Field Scheduler, by the authority of the Executive Board, can direct recreational teams to play postponed matches on a specific date.

### **Section 7.5**

The organization shall recognize playing schedules of teams within the organization that have their schedules set by GYSA and other affiliates of GSSA.

### **Section 7.6**

Each team in the recreational soccer program shall have a minimum of eight (8) matches scheduled each playing season.

### **Section 7.7**

Matches will not be scheduled on the Saturday and Sunday nearest to Thanksgiving, Christmas Day, New Years Day, July 4<sup>th</sup>, or on Easter Sunday, except make up matches by mutual consent of the teams involved and with approval of the field scheduler.

## **Article 8 – Game Officials**

### **Section 8.1**

The HCSA shall contract with a recognized Referee Assignor for the purpose of providing game officials for the matches scheduled within its jurisdiction.

### **Section 8.2**

Only officials in good standing with USSF, GSSA, and HCSA shall be permitted to officiate.

### **Section 8.3**

A person designated by the Referee Assignor shall be permitted to represent the interest of the Referee Association to the Board of Directors at each scheduled meeting.

### **Section 8.4**

All members of the HCSA shall actively support and assist in the recruitment of certifying individuals to become USSF referees.

## **Article 9 – Laws of the Game**

### **Section 9.1**

All matches will be governed by the current FIFA “Laws of the Games”.

### **Section 9.2**

This organization will recognize modified “Laws of the Game” as approved by GSSA, GASA and GYSA. This includes all age groups and programs.

## **Article 10 – Player Registration**

### **Section 10.1**

Players must register prior to participating in the program at the beginning of each soccer season, as described in HCSA By-Laws, Article 7, Sections 7.1 and 7.2.

### **Section 10.2**

The Executive Board will establish and publish registration fees no later than 90 days prior to the start of each season.

### **Section 10.3**

For the designated official records and for identification purposes, a player when registering for the first time, will provide a photocopy of their birth certificate for the files of HCSA in accordance with the policies of GYSA.

### **Section 10.4**

The Executive Director will maintain all records pertaining to registration, transfers, and release of all players under this jurisdiction and who are members of this organization in a secure location as designated by the Board of Directors.

### **Section 10.5**

Players will play in the age group that is appropriate to their birth date, according to the policies of GYSA. No player shall be permitted to play in an older age group that is more than one age group older than the age group appropriate to their birth date.

### **Section 10.6**

Players that wish to play in an older age group must submit a request to the program Director of Coaches or a person designated by the Executive Board. That person will review the request and either turn down the request or recommend the request to the Executive Board. The Executive Board has the final say on recommended requests for playing up.

### **Section 10.7**

Any select team player when assigned to a team is bound to that team for a seasonal year.

### **Section 10.8**

Once a player has been signed to a team, and/or been assigned to a team, and/or been selected by a team in a draft within any recognized affiliate of GYSA, no team or club, or any person shall attempt to induce such a player to leave the team they are registered with during the official seasonal year.

### **Section 10.9**

Any player wishing to transfer to another team within this organization, and/or another organization or club, must provide the Executive Director and Bookkeeper with the completed release forms and fees.

### **Section 10.10**

The program Director of Coaches will be designated as the league official in approving or denying a

request for transfer.

**Section 10.11**

The registration of a player with any team within the jurisdiction of this organization may be terminated only by mutual consent or by the authority of this organization. A player may not register for another team or club until his/or her release form, properly executed in ink or typed, is in the possession of the Executive Director, or the Executive Board has authorized the release of a player in the event of conflict.

**Section 10.12**

Any team within the jurisdiction of this organization executing a release form must forward the same to the Executive Director, with a copy to the player within two (2) days of its execution.

**Section 10.13**

When a team disbands, withdraws, and/or is expelled from this organization, all players are automatically released. These players become free agents, provided their share of debts to the organization as determined by the Bookkeeper, are satisfied and they are not under any disciplinary suspension.

**Section 10.14**

Players who have debts outstanding from a previous team, regardless of which season is involved, may not sign with another team until these debts have been resolved. The Bookkeeper will keep a list of such debtors, and will provide a list to the Executive Director prior to registering players. The Executive Board will decide the validity of such debts in cases of dispute.

**Section 10.15**

A team using a non-registered player shall forfeit the game or games in which such violations took place and may be suspended from the organization by the Discipline and Protest Committee and/or the Ethics and Grievance Committee.

**Section 10.16**

This organization will recognize registrations and releases from other state associations within USSF. If a player desires to join a team within this organization, it shall be necessary for them to obtain a release form from their former association in order to register with GYSA and HCSA.

## **Article 11 – Penalties, Debts, Assessments**

**Section 11.1**

Any debt of a team, club, or individual to the HCSA shall be paid within 15 days of such notification. Failure to comply shall result in suspension of said team, club, or individual from participating in the functions sponsored by HCSA until said debt is paid in full.

**Section 11.2**

In cases of dispute, the Executive Board shall decide the validity of such debt, as described in Article 10, section 10.14.

**Section 11.3**

No team, club, or individual may knowingly incur a debt against HCSA and its affiliates, unless proper procedures have been followed and approved by the Executive Committee.

**Section 11.4**

The D&P Committee may assess a fine of \$25.00 and the referee cost to the forfeiting team.

**Section 11.5**

Replacement cost may be assessed to those individuals who damage property of the HCSA, or fail to return issued equipment at the end of a season.

## **Article 12 – Recreation Team Promotion and Regulation**

**Section 12.1**

The intent is to promote soccer by forming teams to demonstrate the true spirit of soccer through competitive fun and fair play.

**Section 12.2**

The Recreation Team Program shall be administered by a Recreation Team Committee.

**Section 12.3**

The Board of Directors shall appoint the Recreation Coaching Director each seasonal year.

**Section 12.4**

The Recreational Coaching Director shall be a voting member of the HCSA Board of Directors.

**Section 12.5**

The HCSA Recreation Coaching Director shall be the Chairperson of the Recreation Team Committee.

## **Article 13 – Recreational Team Coaches**

### **Section 13.1**

Mature individuals interested in furthering the goals of the HCSA may serve as a volunteer, unpaid head or assistant coach.

### **Section 13.2**

The HCSA requires references and will conduct background checks on every individual who submits an application to serve as a coach of a team.

### **Section 13.3**

All HCSA Recreational Team Coaches will be required to obtain the appropriate USSF coaching license as required by GYSA for their appropriate age group or division.

Tuition fees will be paid for by the HCSA upon completion of guidelines as established by the Board of Directors

### **Section 13.4**

The HCSA reserves the right to assign coaches to specific teams

### **Section 13.5**

All coaches, as a representative of the HCSA, shall agree to act in a gentlemanly manner, provide the best possible training for their team, support the endeavors of the HCSA, and obey the Constitution, By-Laws, Rules and Regulations of HCSA, GYSA, GSSA, USYSA, and the USSF.

### **Section 13.6**

The Recreation Coaching Director will review the conduct of all recreational team coaches within their jurisdiction on a continuing basis.

### **Section 13.7**

The Recreational Team Committee shall investigate reported or witnessed misconduct by a coach. Immediate action will be taken based on the recommendation of the committee that will include but not be limited to a D&P hearing, an Ethics and Grievance hearing, or an Executive Board hearing.

### **Section 13.8**

Coaches shall be placed on suspension until a determination of allegations is proven.

The Recreation Coaching Director shall appoint an interim coach for the team, in the event there is no one associated with the team to assume the duties of coach.

### **Section 13.9**

The Executive Board will have the authority to make coaching assignments anytime during the season.

## **Article 14 – Select Team Promotion and Regulation**

### **Section 14.1**

The Recreational Program is the impetus for the Thunder program. All coaches associated with the HCSA are obligated to assist in the development of players for the Thunder program, and will leave the decisions of a player to play Recreation or Thunder soccer with the player and their parents.

### **Section 14.2**

The purpose of the Thunder program is to provide an opportunity for advanced, skilled players to play in a more competitive atmosphere allowing for continued skill development.

### **Section 14.3**

The Thunder program shall be administered by the Thunder Soccer Club, an affiliate of the Henry County Soccer Association (HCSA).

### **Section 14.4**

The official colors of the HCSA / TSC shall be maroon and white.

### **Section 14.5**

The TSC program shall be administered by a Select Team Committee, and shall be chaired by the Select Team Director.

### **Section 14.6**

The Board of Directors shall appoint the Select Team Director each seasonal year.

### **Section 14.7**

The HCSA Director of Coaches shall be an ex-officio member of the Select Team Committee

## **Article 15 – Select Team Coaches / Trainers**

### **Section 15.1**

The TSC Director of Coaches shall be responsible for recruiting and appointment of the select team coaches and trainers.

### **Section 15.2**

The HCSA Board of Directors shall approve each coach and trainer submitted for appointment to the TSC.

### **Section 15.3**

The HCSA requires references and will conduct background checks on every individual who submits an application to serve as a coach of a team.

### **Section 15.4**

All Thunder Team Coaches will be required to obtain the appropriate USSF coaching license as required by GYSA for their appropriate age group or division.

Tuition fees will be paid for by the HCSA upon completion of guidelines as established by the Board of Directors.

### **Section 15.5**

The DOC reserves the right to assign coaches and trainers to specific teams

### **Section 15.6**

All coaches and trainers, as a representative of the HCSA and the TSC, shall agree to act in a gentlemanly manner, provide the best possible training for their team, support the endeavors of the HCSA and the TSC, and obey the Constitution, By-Laws, Rules and Regulations of HCSA, TSC, GYSA, GASA, GSSA, USYSA, and the USSF.

### **Section 15.7**

The TSC Director of Coaches will review the conduct of all TSC coaches and trainers on a continuing basis.

### **Section 15.8**

Reported or witnessed misconduct by a coach or trainer will result in a hearing before the HCSA Executive Committee and the TSC Director of Coaches. The HCSA Executive Committee will determine the appropriate action to take, including dismissal of allegations and up to termination of coaching assignment.

### **Section 15.9**

The TSC Director of Coaches shall give his recommendations pertaining to the allegations of misconduct to the HCSA Executive Committee, who shall take his recommendations under advisement.

## **Article 16 – Standing Committees**

The HCSA Executive Board shall establish the following standing committees:

### **Section 16.1 – Discipline and Protest (D&P) Committee**

The purpose of this committee shall be to administer discipline and protest hearings at the league level in accordance with GYSA rules and policies, determine if a misapplication of the Laws of the Game by a referee occurred in any protested match, and determine sanctions and penalties for a player, coach or spectator problems that occur before, during, or after a match.

- a. The chairperson for the D&P Committee shall be the elected Vice-President of HCSA.
- b. The designated chairperson shall appoint a minimum of three (3) additional committee members, to be selected from the HCSA membership, one who must be a USSF certified referee.
- c. Executive Board members may not serve on the D&P Committee.
- d. The D&P committee shall meet as necessary to hear a case when a referee report has been submitted.
- e. The decisions and sanctions imposed shall rest with the D&P Committee.
- f. Shall provide a report of its activities and findings at the regular monthly Board of Directors meeting.
- g. The Appeals Committee shall hear any appeal regarding the decisions or sanctions imposed by the D&P Committee.
- h. The Appeals Committees decisions and sanctions shall be final.

- i. A file shall be maintained for a period of five (5) years on all reports and actions taken by the D&P Committee

### **Section 16.2– Ethics and Grievance (E&G) Committee**

The purpose of this committee shall be to investigate, review and render a decision regarding any misconduct or inappropriate behavior by a player, coach, league official, or spectator as reported to the HCSA Executive Committee by any means other than an official referee report and fall beyond the HCSA or GYSA D&P Committee.

- a. Such behavior is not limited to game settings, and may include practices, camps, or any official league activity.
- b. The chairperson for the E&G Committee shall be the elected Vice-President of HCSA.
- c. The designated chairperson shall appoint a minimum three (3) additional committee members, to be selected from the HCSA membership, with at least one (1) member each from the recreational and Thunder team program.
- d. Executive Board members may not serve on the E&G Committee.
- e. The E&G committee shall meet as necessary to hear a case when a report has been submitted.
- f. The decisions and sanctions imposed shall rest with the E&G Committee.
- g. Shall provide a report of its activities and findings at the regular monthly Board of Directors meeting.
- h. The Appeals Committee shall hear any appeal regarding the decisions or sanctions imposed by the E&G Committee.
- i. The Appeals Committees decisions and sanctions shall be final.
- j. A file shall be maintained for a period of five (5) years on all reports and actions taken by the E&G Committee.

### **Section 16.3 – Appeals Committee**

The purpose of this committee is to provide an equitable and prompt hearing and appeal procedure to guarantee the rights of individuals to participate and compete. These procedures shall include that all disciplinary issues and grievances involving the right to participate and compete in activities sponsored by HCSA and SCSC and its members may be appealed to the Appeals Committee. The Appeals Committee shall have the right to approve, modify or reverse a decision.

- a. Any member in good standing as defined in Article 4 of these By-Laws may appeal any ruling or decision by the D&P Committee, the E&G Committee, any member of the Board of Directors, standing committees, or staff coaches, including but not limited to head coaches of teams and the Director of Coaches.
- b. No appeal request can be denied.
- c. The elected Vice- President of HCSA shall appoint the chairperson.
- d. The designated chairperson shall appoint a minimum three (3) additional committee members, to be selected from the HCSA membership, with at least one (1) member each from the recreational and Thunder program.
- e. Executive Board members may not serve on the Appeals Committee.
- f. The Appeals Committee shall meet as necessary to hear a case when an appeal has been requested.
- g. The Appeals Committee shall provide a report of its activities and findings at the regular monthly Board of Directors meeting.
- h. A file shall be maintained for a period of five (5) years on all reports and actions taken by the Appeals Committee.
- i. Appeals Committee decisions and sanctions shall be final.

### **Section 16.4 – Risk Management (RM) Committee**

The purpose of this committee shall be to administer the HCSA risk management program in accordance with GYSA rules and policies. The scope of activities shall include the reduction of risk to HCSA via a program including but not limited to, physical safety measures, legal liability controls, personnel background checks, public health practices etc.

- a. The designated chairperson shall appoint a minimum three (3) additional committee members, to be selected from the HCSA membership, with at least one (1) member each from the recreational and select team program.
- b. Board of Director members may not serve on the Risk Management Committee.
- c. The Risk Management committee shall meet as necessary and provide a report of its activities

- and findings at the regular monthly Executive Board meeting.
- d. Recommendations regarding policies to be implemented and/or actions to be taken shall be presented to the HCSA Executive Board for discussion and vote.
- e. A risk management outline shall be provided to each team prior to the beginning of each season, and a review of its contents shall be contained in the annual coaches and team managers' meetings.

### **Section 16.5 – Tournament Committee**

The purpose of this committee shall be to plan, organize, coordinate, administer and arrange tournaments and special events for the promotion and development of soccer in the HCSA.

- a. The chairperson for the Tournament Committee shall be appointed by elected President of HCSA.
- b. Coordinate with GSSA, GYSA, and any of their affiliates, to host tournament play on the soccer fields under the jurisdiction of HCSA.
- c. Coordinate with the Recreation Director a special event specifically focused on the recreational program.
- d. The chairperson shall appoint a minimum of three (3) additional committee members, to be selected from the HCSA membership.
- e. The Facility Director shall be an ex-officio member of the Tournament Committee.
- f. The Tournament Committee shall meet as necessary and provide a report of its activities at the regular monthly Board of Directors meeting.
- g. Recommendations regarding tournament or special events to be hosted by HCSA and actions to be taken shall be presented to the HCSA Board of Directors for discussion and vote.

### **Section 16.6 – Rules and Policy Committee**

The purpose of this committee shall be to review, edit, administer, interpret, and implement the Constitution, By-Laws, all rules, regulations, policies and procedures of the HCSA.

- a. The chairperson for the Rules and Policy Committee shall be the elected Vice-President of HCSA.
- b. The chairperson shall appoint a minimum of three (3) additional committee members, to be selected from the HCSA membership, with at least one (1) member each from the recreation and the Thunder program.
- c. The committee shall review all proposed rules, regulations, policies, procedures, Constitution and By-Law changes that are before the HCSA Board of Directors to assure that the proposals are in adherence to the Constitution, By-Laws, rules, regulations, policies and procedures of GSSA, GYSA, HCSA, and TSC.
- d. The committee shall submit to the HCSA Board of Directors their recommendations of proposed rules, regulations, policies and procedures for discussion and vote.
- e. The committee shall review annually the Constitution of HCSA, and all proposals as outlined in Article 13, Section 13.2 of the HCSA Constitution. Proposed changes shall be submitted for vote in accordance to Article 13 of the HCSA Constitution.
- f. The committee shall review annually the By-Laws of HCSA, and all proposals as outlined in Article 21, Section 21.2 of the HCSA By-Laws. Proposed changes shall be submitted for vote in accordance to Article 21 of the HCSA By-Laws.

### **Section 16.7 – Nominating/Election Committee**

The purpose of this committee shall be to administer the election process of the HCSA.

- a. The Secretary of HCSA shall be the chairperson of this committee.
- b. The chairperson shall appoint three (3) additional committee members, one whom shall be a Board of Director member, and two (2) selected from the HCSA membership.
- c. The committee will verify all candidates as being eligible for office and their consent to serve if elected.
- d. The committee will be responsible to insure only eligible members are allowed to vote during the election.
- e. The committee will be responsible for distributing and counting all ballots at the Annual meeting in May.
- f. The Chairperson will announce the results of the election at the Annual meeting.

### **Section 16.8 – Recreation Team Committee**

The purpose of the Recreation Team Committee shall be to administer the rules of play, policy, procedures and regulations of the Recreation Program, promote the Recreation Team program of the HCSA and support the endeavors and activities sanctioned by the Executive Board and Board of Directors.

- a. Committee members shall consist of a minimum three (3) Recreation Age Group Coordinators.
- b. The chairperson shall appoint a minimum of seven (7) additional committee members, to be selected from the HCSA membership, representing each age group in the HCSA recreational program.
- c. The committee shall review and recommend policy, rules of play, procedures or regulations for review and recommendation by the HCSA Rules and Policy Committee.
- d. The Recreation Coaching Director shall be the chairperson of the Recreation Team Committee.
- e. The Club Director of Coaches shall be an ex-officio member of the recreation Team Committee

### **Section 16.9 – Select Team Committee**

The purpose of the Select Team Committee shall be administer the rules, policy, regulation and procedures of the Select Program, promote the Select Team program of HCSA and support the endeavors and activities sanctioned by the Executive Board and Board of Directors.

- a. Committee members shall consist of the select team manager from each select team in the TSC.
- b. The committee shall review and recommend policy, rules, procedure or regulations for review and recommendation by the HCSA Rules and Policy Committee.
- c. Work with the Sponsorship/Fundraising Committee to establish fund raising activities to help offset the cost associated with the Select Program.
- d. The Team Affairs Coordinator shall be the chairperson of the Select Team Committee.
- e. The Club Director of Coaches shall be an ex-officio member of the Select Team Committee

### **Section 16.10 – Adult League Committee**

The purpose of the Adult Team Committee shall be administer the rules of play, policy, procedure and Regulations of the Adult Program, promote the Adult Team program of HCSA and support the endeavors and activities sanctioned by the Executive Board and Board of Directors.

- a. Committee members shall consist of one representative from each adult team in the HCSA.
- b. The committee shall review and recommend policy, rules of play, procedure or regulations for review and recommendation by the HCSA Rules and Policy Committee.

### **Section 16.11 – Sponsorship/Fundraising Committee**

The purpose of the Sponsorship/Fundraising Committee shall be to identify, develop, coordinate and execute sponsorship and fundraising programs for HCSA in an effort to support the short and long-range financial needs of the organization. In addition, assist the TSC select teams to help offset the financial needs associated with the select program.

- a. The Sponsorship/Fundraising Director shall be the chairperson of this committee.
- b. The chairperson shall appoint as many members to the committee necessary to fulfill the endeavors of the committee.
- c. The committee shall review and recommend policy, rules of play, procedure or regulations for review and recommendation by the HCSA Rules and Policy Committee.

### **Section 16.12 – Coaching Committee**

The purpose of the coaching committee shall be to identify and recruit mature individuals interested in furthering the goals of the HCSA as a volunteer, unpaid head or assistant coach and provide continuing education of coaches through clinics, videos, and books.

- a. The Recreational Coaching Director shall be the chairperson of this committee
- b. Committee members shall be selected from the pool of the HCSA recreational team coaches.
- c. The chairperson shall appoint as many members to the committee necessary to fulfill the endeavors of the committee.

- d. The committee shall review and recommend policy, rules of play, procedure or regulations for review and recommendation by the HCSA Rules and Policy Committee.
- d. The Club Director of Coaches shall be an ex-officio member of the Coaching Committee

### **Section 16.13**

The President shall appoint committee chairpersons prior to each seasonal year, unless noted in the Constitution and By-Laws of the HCSA. The chairperson of each committee shall maintain communications with the Board of Directors of the committee's activities at the regular monthly Board of Directors meetings.

### **Section 16.14**

The HCSA Board of Directors may establish other such standing committees, as it may deem necessary to promote the purpose and carry on the work of HCSA.

### **Section 16.15**

Each team registered in the HCSA and/or its affiliates shall provide to the Team Affairs Coordinator a list of person(s) willing to serve on the standing league committees.

## **Article 17 – Due Process**

In any proceedings, which require a hearing, before the Board of Directors, D&P Committee or E&G Committee, any party in interest shall be afforded any opportunity to appear personally and to submit matter in support, rebuttal, mitigation, or extenuation in regard to the party.

### **Section 17.1**

Any member in good standing as defined in Article 4 of these By-Laws may appeal any ruling or decision by the Board of Directors, D&P Committee or E&G Committee to the Appeals Committee.

## **Article 18 – Lawsuits Against the Association**

Any person who threatens to file or does file a lawsuit or invokes the aide of the courts on their own behalf or as a representative for another person against HCSA or its officers, employees, or members, shall be subject to the immediate suspension of membership and from all soccer activities within the jurisdiction of HCSA and its affiliates. HCSA adopts the policy that it is allowed to take full advantage of rights permitted to it by the laws of the State of Georgia for “not-for-profit” organizations.

## **Article 19 – Amendments**

### **Section 19.1**

The HCSA By-Laws may be amended only at the Annual Meeting by a vote of two-thirds of active members present.

### **Section 19.2**

Any two (2) members in good standing with the Association may submit in writing, proposed amendments or changes to the Rules and Policy Committee by the first Board of Directors meeting in June.

### **Section 19.3**

Proposed changes to the HCSA By-Laws must be submitted, in writing, to the Rules and Policy Committee and include the following information to be considered:

- a. Name of individual(s) submitting proposed change.
- b. Existing rule.
- c. Proposed change.
- d. Rationale.

### **Section 19.4**

Proposed new adoptions to the HCSA By-Laws must be submitted, in writing, to the Rules and Policy Committee and include the following information to be considered:

- a. Name of individual(s) submitting proposed change.
- b. Proposed new By-Law article.
- c. Rationale.

**Section 19.5**

The Rules and Policy Committee shall review each proposed amendment to the Constitution and either recommend to the Association to accept or deny such proposal.

**Section 19.6**

The Rules and Policy Committee shall give reason in writing for their recommendations.

**Section 19.7**

Written notification of any proposed amendments or changes to the HCSA By-Law must be made available to each Executive Committee member and Associate member at least fourteen (14) days prior to the Annual Meeting.

**Section 19.8**

Only proposed amendments and changes as described in Article 21, section 21 .3 and 21.4 shall be considered and voted on by the membership at the Annual Meeting.

**Section 19.9**

No amendments or changes to the HCSA By-Law will be considered if presented from the floor during the Annual Meeting.

**Section 19.10**

Any changes or amendments to the HCSA By-Laws shall take effect immediately following the Annual Meeting.