

# Henry County Soccer Association Constitution

Revised 8/23/2011

## **Article 1 - Name**

The name of this organization shall be the Henry County Soccer Association Incorporated and will be known as the association or organization for all purposes hereinafter enumerated.

## **Article 2 - Purpose**

The purpose of this organization shall be to provide control, regulation, promotion, and development of recreational and competitive soccer for teams headquartered in the Henry County Soccer Association.

## **Article 3 - Mission Statement**

The intent of this organization shall be to promote the growth of the sport of soccer within our community. Focusing on teamwork, fun, sportsmanship, fair play, and respect for others and the Laws of Soccer. To provide a healthy, safe and enriching environment for the youth of Henry County in a family oriented setting.

## **Article 4 - Affiliation**

### **Section 4.1**

This organization shall be an affiliate of, and comply with the authority of the Georgia Youth Soccer Association (GYSA) and the Georgia Amateur Soccer Association (GASA) of the Georgia State Soccer Association (GSSA), recognizing the authority of the United States Soccer Federation (USSF).

### **Section 4.2**

The Henry County Soccer Association (HCSA) Board of Directors may authorize other desired affiliates.

## **Article 5 – Government**

### **Section 5.1**

This organization shall be governed by its Constitution, By-Laws, rules of play, policies, regulations and procedures except where superseded by GYSA, GSSA, and/or USSF.

### **Section 5.2**

The authority of this association shall be vested in the Board of Directors, except where so indicated in the Constitution, By-Laws, rules of play, policies, regulations and procedures of this association.

### **Section 5.3**

The Executive Committee shall be made up of:

- a. The President, Vice President, Secretary, and Recreation Coaching Director who shall be elected by the Associate members of the organization.
- b. The Immediate Past President shall be a non-voting member of the Executive Committee.

### **Section 5.4**

Elected members of the HCSA Board of Directors must reside in Henry County.

- a. No member may hold more than one Board position.

### **Section 5.5**

Elected members of the HCSA Board of Directors shall have a minimum of one child registered on a team in the HCSA recreational or select team program, except where no child is registered to play on a team in the GYSA program.

### **Section 5.6**

The Board of Directors shall serve without pay or compensation for the performance of their duties or the activities they perform for the association except where noted in the Constitution or By-Laws of the HCSA.

### **Section 5.7**

A quorum for the Executive Committee shall be three (3).

### **Section 5.8**

A quorum for the Board of Directors shall be five (5).

### **Section 5.9**

A Board of Director member must be present in person to vote.

- a. No proxy, written or oral, shall be permitted during called Board meetings.
- b. When necessary for the uninterrupted operation of the club between Board meetings, an Email vote may be taken. All responses to the vote will be made with the “reply all” feature. The results of the vote will be included in the monthly minutes.

## **Article 6 – Membership**

### **Section 6.1**

Membership shall be open to all whom have an interest in the purpose of this organization, actively participate in membership requirements, and shall agree to abide by the Constitution, By-Laws, policies, procedures, rules of play and regulations of this organization.

### **Section 6.2**

The association shall permit all children to register for the purpose of playing soccer and shall admit them into membership of the association without regard to race, color, and creed, national and/or ethnic origin. Such persons shall have rights and privileges to programs and activities generally made available to all members of the association.

### **Section 6.3**

The association shall not discriminate against its members on the basis of race, color, creed, or national origin in the administration of its policies.

### **Section 6.4**

The Executive Board shall review applications for Player Membership by handicapped children on a case-by-case basis.

## **Article 7 - Board of Directors**

The Board of Directors shall:

- a. Transact all business of this organization.
- b. Delegate, for any endeavor, its authority to such person or persons whom it may from time to time designate.
- c. Enforce the rules of this organization and those of GYSA, GASA, GSSA, USYSA, USSF, and FIFA.
- d. Call a semi-annual meeting in February for the purpose of a special election, announcement of amendments to the policies, procedures, rules of play and regulations of this organization and to provide a report of activities to the membership of HCSA.
- e. Call an annual meeting in August for the purpose of an annual election of Executive Board members of the organization, voting on amendments to the Constitution and By-Laws, announcement of amendments to the policies, procedures, and rules of play and regulations of this organization and provide a review of annual reports and the activities by the Board of Directors to the membership of HCSA.
- f. Have the authority to fill vacancy in those positions, which may occur during any current term in the manner herein provided.
- g. Appoint a delegate and an alternate to the Council of GYSA, GASA and GSSA.
- h. Have the authority to arrange games of any nature whatsoever in its own name, and to that end, it may marshal and demand support of every team of the organization and/or its personnel.
- i. Have the authority to suspend, expel, and/or impose penalties upon any team, and/or persons under its jurisdiction guilty of violation or breach of rules of this organization.
- j. Have the authority to settle disputes between two or more teams, and/or persons within this organization.
- k. Have the authority to investigate, correct, and demand to be corrected conditions that are detrimental to the operation or reputation of the organization.
- l. Have the authority to act on any matters of controversy subject to appeals of the organizations Discipline and Protest Committee, and GYSA, GASA, USYSA, and/or the USSF.
- m. Have the authority to adopt rules of play, policy, regulation or procedures to take effect the following season.
- n. Have the authority to contract with person or persons who will be compensated for their services.
- o. Prepare an annual budget.
- p. Have the authority to request an independent audit on behalf of the Association.

## **Article 8 – Officers**

### **Section 8.1**

The Board of Directors shall be made up of the following officers:

President	Facilities Director
Vice President	Secretary
Recreation Coaching Director	Sponsorship/Fundraising Director
Immediate Past President	Marketing/Media Director
Field Scheduler	Equipment Director

### **Section 8.2**

The President, Secretary, Field Scheduler, and Facilities Director shall be elected by ballot of the voting membership at the annual meeting, on odd numbered years. The President, Secretary, Field Scheduler, and Facilities Director shall hold office for a period of two (2) years. Nominees shall be associate members in good standing with the association.

### **Section 8.3**

The Vice President, Equipment Director, Recreation Coaching Director, Sponsorship/Fundraising Director, and Marketing/Media Director shall be elected by ballot of the voting membership at the annual meeting, on even numbered years. The Vice President, Equipment Director, Recreation Coaching Director, Sponsorship/Fundraising Director, and Marketing/Media Director shall hold office for a period of two (2) year. Nominees shall be associate members in good standing with the association.

### **Section 8.4**

The voting membership for the purpose of election shall consist of associate members and Board of Director members.

### **Section 8.5**

The elected officers will assume office on June 1st of each year following their election.

### **Section 8.6**

The quorum for the Board of Directors shall be five (5).

## **Article 9 - Duties and Responsibilities**

### **Section 9.1**

The President of the association shall:

- a. Preside at all meetings.
- b. Be an ex-officio member of all committees.
- c. Act a liaison between this association and GYSA, GASA, GSSA, USYSA, HCPRD and other leagues associated with GYSA, GASA, GSSA and USYSA.
- d. Render a written report at each annual meeting.
- e. Sign all checks of the association, which must be countersigned by the Bookkeeper.
- f. Be the Spokesperson for the Association.
- g. Be bonded, at the expense of the Association, by a recognized bonding company.
- h. Shall have the authority to call an emergency meeting of the Executive Board.
- i. Shall have the authority to assign additional duties, responsibilities, and functions to members of the Board of Directors and Associate members to which end will achieve the Mission Statement of HCSA.

### **Section 9.2**

The Vice President of the association shall:

- a. Be chairperson of the Discipline and Protest, Ethics and Grievance, and the Rules and Policy committees.
- b. Appoint the members of the standing committees
- c. Preside at any meetings in the absence of the President.
- d. Co-sign, in the absence of the President, with the Bookkeeper all checks over the amount of \$100.00.
- e. Be bonded, at the expense of the Association, by a recognized bonding company.
- f. Shall have the authority to call an emergency meeting of the Executive Board in the absence of the President.
- g. Succeed the un-expired term of the President in the event the President resigns or is unable to complete his/her term of office.
- h. Perform any other duties assigned by the President.

### **Section 9.3**

The Secretary of the association shall:

- a. Record, prepare, distribute, and maintain a permanent record of the minutes of the Executive Board, Semi-Annual and Annual meetings.
- b. Attend to the correspondence of the Association.
- c. Furnish each properly constituted team of the Association with a true and accurate copy of the Constitution, By-Laws, policies, procedures, rules of play and regulations of this organization.
- d. Furnish, upon request, to any member of the Association in good standing, a true and accurate copy of the Constitution, By-Laws, policies, procedures, rules of play and regulations of this organization.
- e. Be chairperson of the nominating committee.
- f. Appoint members of the nominating committee.
- g. Be an ex-officio member of the registration committee
- h. Perform any other duties assigned by the President.

### **Section 9.4**

The Bookkeeper of the association shall:

- a. Receive all monies paid to the Association.
- b. Keep records of all the property of the Association.
- c. Maintain a detailed account of the income and expenditures thereof.
- d. Deposit all funds, upon receipt, in a bank account in the name of the Association.
- e. Oversee the checks and balance system of the concession area funds and inventory.
- f. Present a financial report with the present balance at each Board of Directors and Council meetings.
- g. Present a written financial report at the annual meeting.
- h. Sign all checks of the association, which must be countersigned by the President or Vice President
- i. Be bonded, at the expense of the Association, by a recognized bonding company.
- j. Maintain current signature cards at the bank
- k. Be an ex-officio member of any fundraising and ways and means projects.
- l. Act as the liaison between the Association and the Association's Certified Public Accountant.
- m. Submit all required fees to GYSA when due.
- n. Present an independent audit to the Board of Directors when requested.
- o. Perform any other duties assigned by the President.
- p. Be a non-voting position.

### **Section 9.5**

The Facilities Director of the association shall:

- a. Be responsible for the maintenance of all fields and field equipment under the guardianship of the HCSA.
- b. Select, at a competitive price as directed by the HCSA Executive Board, any equipment needs for the Recreation and Select program teams of this organization in accordance with HCSA rules and policies.
- c. Maintain an accurate inventory of all equipment season to season.
- d. Perform any other duties assigned by the President or Board of Directors

### **Section 9.6**

The Executive Director of the association shall:

- a. Administer the rules and regulations of registration according to GSSA, GYSA, GASA and HCSA.
- b. Prepare and distribute to active playing members of the recreational and select team programs, notification of registration for each upcoming season.
- c. Certify the registration of each youth player and team in the HCSA.
- d. Maintain a permanent record of each registered player and team for each season.
- e. Submit a balance sheet and monies collected to the Bookkeeper of weekly player applicants.
- f. Submit all required affiliation and required fees to GYSA.
- g. Work with properly registered teams in selecting team managers.
- h. Recommend policies to be implemented and/or actions to be taken to the HCSA Secretary for review and recommendation by the HCSA Rules and Policy Committee.
- i. Be Chairperson of the registration committee.
- j.** Perform other duties assigned by the President or Board of Directors
- k.** Be a non-voting position.

### **Section 9.7**

The Field Scheduler of HCSA shall:

- a. Be responsible for maintaining a schedule of matches and activities on all soccer fields under the jurisdiction of the HCSA.
- b. Have the authority to direct postponed recreational matches on a specific date.
- c. Have the authority to close the fields for practice and matches due to adverse weather.
- d. Be responsible for notifying the home team coach and/or team manager and the referee booker upon closing the fields.
- e. Provide a report of activities at the regular monthly Board of Directors meeting.
- 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 assigned by the President or Board of Directors.

### **Section 9.8**

The Equipment Director of HCSA shall:

- a. Be responsible for selecting at a competitive price as directed by the HCSA Executive Board, uniforms for the Recreation and Select program teams of this organization in accordance with HCSA rules and policies.
- b. Appoint additional committee members, to be selected from the HCSA membership, to assist in processing and disbursement of uniforms.
- c. Distribute uniforms to each player prior to each season.
- d. Maintain an accurate inventory count on uniforms not used season to season.
- e. Provide a report of activities and inventory to the Board of Directors.
- f. Recommend policies to be implemented and/or actions to be taken to the HCSA Treasurer for review and recommendation by the HCSA Rules and Policy Committee.
- g. Perform other duties assigned by the President or Board of Directors

### **Section 9.9**

The Recreation Coaching Director of HCSA shall:

- a. Be responsible for the operation and administration of the HCSA recreation program.
- b. Be the chairperson of the recreation team committee.
- c. Represent the interest of the recreation team committee to the Board of Directors
- d. Be responsible for the recruitment and selection of recreation team coaches.
- e. Coordinate with the Club Director of Coaches recreation-coaching clinics.
- f. Be responsible for coordinating coach licensing as required and maintain records as such.
- g. Review the conduct of the recreation coaches on a continuing basis.
- h. Actively market and promote the TSC.

### **Section 9.10**

The Sponsorship / Fundraising Director of HCSA shall:

- a. Be responsible for coordinating sponsorships and fundraising activities for HCSA and TSC through the member teams of HCSA in an effort to support the organizations short and long-range financial needs.
- b. Be the chairperson of the sponsorship / fundraising committee.
- c. Identify potential sponsors to HCSA.
- d. Develop a presentation for prospective sponsors.
- e. Develop step-by-step process for league volunteers.
- f. Assist in the solicitation of prospective sponsors with league volunteers.
- g. Maintain a database of contacts including outcome and follow up visits.
- h. Insure that sponsors receive appropriate recognition.
- i. Set seasonal fundraising financial goals.
- j. Identify and present fundraising ideas to the Board of Directors for approval.
- k. Be responsible for communication between the Board of Directors and the league membership.
- l. Assist individual teams in their fundraising endeavors.
- m. Maintain a detailed account of income and expenditures.
- n. Perform other duties as assigned by the President or Board of Directors.

### **Section 9.11**

The Marketing and Media Director of HCSA shall:

- a. Be responsible for the public relations needs of HCSA and TSC.
- b. Maintain an ongoing relationship with the local media.
- c. Prepare, publish and distribute to members of HCSA, a quarterly newsletter.
- d. Co-ordinate and communicate HCSA and TSC news and events with local media and the HCSA

- Webmaster.
- e. Co-ordinate and communicate team news and events with local media and the HCSA Webmaster.
  - f. Co-ordinate and communicate special events (tournaments, registration, team evaluations) with local media and the HCSA Webmaster.
  - g. Prepare with Board of Directors approval an annual marketing plan to support the operations and growth of HCSA
  - h. Perform other duties as assigned by the President or Board of Directors.

### **Section 9.12**

The Immediate Past President of the association shall:

- a. Provide continuity between the past administration and the new Executive Committee.
- b. Perform any other duties assigned by the President.

### **Section 9.13**

Any officer of the Board of Directors or appointed committee member who is absent from three consecutive meetings, may forfeit their right to hold office for the un expired term.

### **Section 9.14**

Any two (2) members of the Board of Directors, whenever they think an officer or appointed committee member needs to be replaced, may call a meeting and present their case for a vote. Notification of this special meeting shall be made to each Board of Director member at least five (5) days prior to the meeting. A quorum of the Board of Directors must be present of this meeting. There should not be any Officer or committee member who cannot fully do their assigned duties.

### **Section 9.15**

If a vacancy occurs in any office of the Executive Board, other than the President, the President shall call a meeting of the Board of Directors to elect a successor for the un-expired term. Notification of said meeting must be given to all Board members five (5) days prior to meeting.

### **Section 9.16**

Officers may not be involved in any decisions or actions that directly relate to the team or club of which the Officer is a member such as E&G or D&P hearings

## **Article 10 – Board of Directors Meeting**

### **Section 10.1**

The Board of Directors shall hold monthly meetings, January-December.

### **Section 10.2**

A quorum for the Board of Directors shall be six (6).

### **Section 10.3**

Board of Directors meetings shall be posted and available to all members of the HCSA.

### **Section 10.4**

The Board of Directors shall have the authority to call a closed meeting.

## **Article 11 – Semi Annual Meeting**

### **Section 11.1**

The President of this Association shall call a meeting of the members to be known as the Semi-Annual Meeting in February of each year. Notification of said meeting must be made available to all members fourteen (14) days prior to that meeting.

### **Section 11.2**

The purpose of this meeting shall be to:

- a. Review reports from the Board of Directors.
- b. Review amendments in policy, rules of play or regulations for the Spring Season.
- c. Elect members (if necessary) to the Executive Board in a special election.

### **Section 11.3**

A voting representation at the Semi-Annual Meeting shall be as follows:

- a. Each member in good standing, having paid all fees, submitted all required documents, and not under disciplinary suspension, shall have one (1) vote.
- b. Each Board of Director member, elected and appointed, shall have one (1) vote.
- c. The President shall have one (1) vote in the special election.

### **Section 11.4**

A member must be present in person to vote.

- a. No proxy, written or oral, shall be permitted.

**Section 11.5**

Compensated members of the Association shall not be eligible to vote.

**Article 12 - Annual Meeting****Section 12.1**

The President of this Association shall call a meeting of the members to be known as the Annual Meeting in August of each year. Notification of said meeting must be made available to all members fourteen (14) days prior to that meeting.

**Section 12.2**

The purpose of this meeting shall be to:

- a. Review annual reports from the Board of Directors.
- b. Amend the Constitution and By-Laws of HCSA.
- c. Review changes in policy, rules of play or regulations for the Fall Season.
- d. Elect officers to the Executive Board as described in Article 8, Sections 8.2 and 8.3.

**Section 12.3**

A voting representation at the Annual meeting shall be as follows:

- a. Each member in good standing, having paid all fees, submitted all required documents, and not under disciplinary suspension, shall have one (1) vote.
- b. Each Board of Director member, elected and appointed, shall have one (1) vote.
- c. The President shall have one (1) vote in the general election.

**Section 12.4**

A member must be present in person to vote.

- a. No proxy, written or oral, shall be permitted.

**Section 12.5**

Compensated members of the Association shall not be eligible to vote.

**Article 13 – Rules of Play, Policy, Regulation and Procedure****Section 13.1**

The HCSA shall have an official set of rules of play, policy, regulation and procedures, the contents of which shall be approved by the Board of Directors, and shall address those areas as required by this Constitution.

**Section 13.2**

No rule of play, policy, regulation and procedure shall conflict with or in any way serve to amend the HCSA Constitution and the HCSA By-Laws.

**Section 13.3**

The Board of Directors may amend or adopt rules of play, policy, regulation and procedures of this organization semi-annually.

**Section 13.4**

The Rules and Policy Committee shall review each proposed amendment or new rules of play, policy, regulation and procedures and either recommend to the Board of Directors to accept or deny such proposal.

**Section 13.5**

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

**Section 13.6**

Notification of amendments or adoptions in the rules of play, policy, regulation and procedures shall be announced at the Semi- Annual and Annual meeting each year.

**Section 13.7**

Any amendments or adoptions in the rules of play, policy, regulation and procedures shall take effect immediately following the Semi-Annual or Annual meeting.

**Article 14 – Amendments****Section 14.1**

This Constitution may be amended only at the Annual Meeting by a vote of three-quarters of Associate members present.

**Section 14.2**

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 April.

**Section 14.3**

Proposed changes to the HCSA Constitution 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 14.4**

Proposed new adoptions to the HCSA Constitution 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 Constitution article.
- c. Rationale.

**Section 14.5**

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 14.6**

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

**Section 14.7**

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

**Section 14.8**

Only proposed amendments and changes as described in Article 14, section 14.3 and 14.4 shall be considered and voted on by the membership at the Annual Meeting.

**Section 14.9**

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

**Section 14.10**

Any changes or amendments to the HCSA Constitution shall take effect immediately following the Annual Meeting.

## **Article 15 – Dissolution**

**Section 15.1**

In the event of the dissolution of this organization, any assets shall be held in trust by GYSA until such time another GYSA chartered organization becomes headquartered in Henry County

**Section 15.2**

In the event after 12 months another GYSA chartered organization has not become headquartered in Henry County, any assets held in trust by GYSA shall become property of US Soccer Federation.

**Section 15.3**

No assets will be used to the benefit of individual members.

## **Article 16- Rescission**

**Section 16.1**

The HCSA Constitution and the HCSA By-Laws may be rescinded and replaced by a new Constitution and By-Law provided the new Constitution and By-Laws have been submitted to the HCSA Executive Committee thirty (30) days prior to any vote being taken on said new Constitution and By-Laws.

**Section 16.2**

Adoption of the new Constitution and By-Laws shall be made by an affirmative vote by three-quarters of the Associate members present in a special called Association meeting.

**Section 16.3**

Notification of any proposed new Constitution and By-Laws must be made available to each member of the Board of Directors and association member at least fourteen (14) days prior to the special called meeting.

**Section 16.4**

The new Constitution and By-Laws will become effective on the date such Constitution and By-Laws is approved by the membership as described in Article 16, Section 16.2. On that date, the old Constitution and By-Laws is automatically rescinded.

