

BY LAWS OF
HARTLAND COMMUNITY SOCCER ASSOCIATION
HARTLAND UNITED FC

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ARTICLE I. ORGANIZATION

Section 1. The name of this Organization shall be Hartland Community Soccer Association (HCSA) and shall be a non-profit organization. The Organization shall adopt the name Hartland United FC (HUFC) for the purposes of conducting business. No one may use the name, initials, or other trademarks of the Organization except as provided for under these Bylaws or with the express, written consent of the HCSA.

ARTICLE II. PURPOSE AND GOALS

Section 1. The purpose of HCSA is to further the education and development of youth soccer players and to assist in the development, promotion, and administration of the game of soccer. HCSA is a community focused organization committed to providing an excellent opportunity for all players from Hartland and surrounding areas to develop both their maximum soccer potential and exemplary citizenship.

Section 2. The goal of HCSA is to provide a playing opportunity for member players with a desire to play with and against others with similar skills and desires to improve player development and team competitiveness, to develop and strengthen the club, and to improve the environment for all levels of soccer players while at the same time recognizing the importance of sportsmanship and having fun playing soccer.

ARTICLE III. CLUB MEMBERSHIP

Section 1. Membership will be open to all persons who reside within the communities served by the HCSA and meet the following criteria:

- a. Have properly registered for the up-coming season with the Hartland Community Education Office (HCEO) and/or HCSA.
- b. Have satisfied required registration fees.
- c. Have met the age requirements as defined by Federation International de Football Association (FIFA), Michigan State Youth Soccer Association (MYSA), and the Hartland Community Soccer Association (HCSA).
- d. All parents and/or legal guardians of registered players.
- e. All Coaches and Referees registered with HCSA.

ARTICLE IV. LEAGUE ORGANIZATION

Section 1. The membership shall delegate all powers concerning decision making, policy making and management to the Board of Directors, or Committees as delegated by the Board of Directors when and as deemed necessary.

Section 2. The Board of Directors shall consist of one (1) appointed and nine (9) elected positions:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary and Trustee in charge of Communications
- e. General Trustee/Trustee in charge of Registration
- f. Trustee in charge of Facilities
- g. Trustee in charge of Concessions and Fundraising
- h. In-house Representative
- i. Recreational Travel Representative

Section 4. The position of Treasurer shall be the Director of Hartland Community Education or their appointee.

Section 5. Elections

- a. Elections will take place at a yearly membership meeting held in November, at a location to be announced. Date must be voted on during the general October meeting.
- b. Following the annual meeting, the Board shall fill any vacant elected positions in accordance with Article IV, section 7.
- c. Elections for President, Secretary and Trustee in charge of Communications, and Trustee in charge of Facilities will be held on even years.
- d. Elections for Vice President, General Trustee and the Trustee of Concessions and Fundraising and Special Events will be held on odd years.

Section 6. The positions of In-house Representative and Recreation Travel Representative will be appointed for a period of 1 year prior at the start of the Fall season.

Section 7. Should an officer or trustee position become vacant, a successor shall be appointed by a majority vote of the Board of Directors for the remainder of the term.

Section 8. All terms of the elected Board of Directors will be two years in length.

Section 9. Non-elected positions shall be filled by a majority vote of the Board of Directors after the Annual Meeting each year.

Section 10. All officers shall deliver to their successors all official materials in their possession within ten (10) working days following the expiration or vacating of their term of office.

~~Section 11.~~ Any Club member or Board of Director may nominate a person to a Board of Director position either prior to or from the floor of the annual meeting. In all cases, only those who have consented to serve if elected shall be eligible for nomination.

Section 12. Any member eighteen (18) years or older is eligible to vote at the annual meeting on the election of incoming Board members.

Section 13. Any person eighteen (18) years or older is eligible to hold an elected office in the organization.

Section 14. Any Board Member may be removed by a 3/4 vote of the Board of Directors at any official regular board meeting, or any special meeting called for the purpose of removing the board member.

- a. Notice of intent to remove shall be delivered to all Board Members at least two (2) days prior to vote

Section 15. Any Coach, paid or volunteer, may be removed any time by a majority vote of the Board of Directors at any official regular board meeting or special meeting called for the purpose of removing the coach.

- a. Appeal of removal may be heard at any official regular board meeting. Reinstatement of the coach requires a 3/4 majority of the Board of Directors at the meeting.

Section 16. The Board of Directors shall appoint a disciplinary committee consisting of at least three (3) board members to rule on all protests and other disciplinary actions, which arise under these by-laws and the Laws of the Game during the seasonal year. The Chairperson of the Disciplinary Board shall be the League Vice President. If a member of the disciplinary committee is involved in the protest or dispute, they will be temporarily removed from the disciplinary committee until the hearing is completed. The president shall appoint another board member to the disciplinary board for the hearing.

Section 17. The Board of Directors, upon recommendation of the Disciplinary Committee, shall have the authority to suspend any member whose conduct is considered detrimental to the best interest of the Club. Length of suspension shall be determined by a vote of the board, based on the recommendation from the Disciplinary Committee.

Section 18. The Board of Directors shall work in conjunction with and in cooperation with, the Hartland Community Education Program Director and/or their appointee. All decisions, directly or indirectly, requiring the disbursement of funds will require the approval of the Director of Community Education and/or their appointee with the exception of funds raised by this organization through donations, dues or other voluntary money raising programs. The decision for the disbursement of these monies will solely be the responsibility of the Board of Directors.

Section 19. The Board of Directors shall have the authority to investigate, recommend and implement affiliation with other soccer leagues or soccer associations. The best interest of this Club shall always be the primary consideration.

Section 20. In the event of dissolution of the organization, all assets shall be transferred to a similar non-profit organization upon recommendation of the HCSA Board of Directors. and the HCEO.

Section 21. All HCSA elected and appointed position officers shall receive compensation in the form of registration credits. Amount of registration credits to be determined by Board of Directors prior to the start of fiscal year and shall not exceed \$500.

ARTICLE V. DUTIES OF OFFICERS

Section 1. All board members are responsible to:

- a. Attend all board meetings and participate on various committees as necessary.
- b. Act as the board member at large, during scheduled soccer games, by participation as the Board Member on Duty (BMOD) during fall and spring seasons.

Section 2. The President

- a. Shall act as chief executive officer of the Club and preside at all meetings of the members and board of directors for the HCSA.
- b. Shall call or schedule all board meetings.

- c. Shall submit an annual report on the operation and welfare of the HCSA at the annual meeting.
- d. Shall have general and active management of the activities of the HCSA and shall see that all orders and resolutions of the board are carried into effect.
- e. Shall execute all authorized conveyances, contracts, or other obligations in the name of the HCSA except where required by law to be otherwise signed and executed and delegated by the Board of Directors to some other officer or agent of the HCSA.
- f. May appoint representatives to other leagues or organizations, for the purpose of attending meetings and representing the HCSA interests.
- g. Shall help in organizing committees to preside and report to the Hartland Community Soccer Association.
- h. Shall attend all Special Presidential Meetings and the Annual General Meeting held by MSYSA
- i. Shall attend special district meetings held by the MSYSA District Commissioner.
- j. Shall interact with community officials, as appropriate, on behalf of the HCSA.
- k. Must have been a member of the HCSA Board of Directors for a minimum of two (2) years prior to assuming the role.

Section 3. Vice President

- a. In the absence of the president, shall act as chief executive officer of the Club presiding at all meetings of the members and board of directors for the HCSA.
- b. Shall assist the President in the performance of his/her duties.
- c. Shall support and assist all officers of the club as deemed necessary.
- d. Shall support the development of the annual budget for the HCSA.
- e. Shall be responsible for risk management of the HCSA.
- f. Must have been a member of the HCSA Board of Directors for a minimum of two (2) years prior to assuming the role.
- g. Shall act as chairperson of the Disciplinary Committee.
 - i. Shall preside directly or thru appointee at all Disciplinary Committee meetings and hearings.
 - ii. Shall be responsible to communicate any disciplinary actions to any members of the HCSA soccer community.
- h. Shall be responsible for working in conjunction supporting the Director of Coaching regarding the selection and coordination of coaches for in-house and travel teams.
 - i. Support the recruitment and training of new coaches.
 - ii. Coordinate and direct all coaching training as necessary.
 - iii. Specific training (goalie, variable age bracket, etc.)

Section 4. Treasurer

- a. Shall have custody of the funds and securities of the HCSA and shall keep full and accurate accounts of receipts and disbursements in the books and records belonging to the HCSA.
- b. Shall deposit all monies and other valuable effects in the name of and credit of the HCSA, as may be ordered by the Board of Directors.

- c. Shall disburse the funds of the HCSA as may be ordered by the Board, taking vouchers for such disbursements, and shall render whenever they may require it, an accounting of all transactions as Treasurer and of the financial condition of the HCSA.
- d. Shall submit an annual financial statement at the annual meetings.
- e. Shall be bonded and upon leaving office for whatever reason shall turn over to the HCSA all books, records, papers, vouchers, monies and other property in their possession and belonging to the HCSA.

Section 5. Secretary and Trustee in Charge of Communications

- a. Shall attend all Board meetings and Annual membership meetings of the HCSA and record all votes and minutes of the proceedings.
- b. Shall handle all correspondence of the Board of Directors in cooperation with the HCEO.
- c. Shall maintain a membership list in cooperation with the HCEO.
- d. Manage the material to be posted on the HCSA website: www.hartlandunitedfc.com
- e. Coordinate general information to the members of HCSA via our website and emails.
- f. Assist the Board of Directors in establishing and maintaining the website parameters.
- g. Report to the HCSA board about the website status, maintenance cost, sponsorship information and funding.
- h. Submit communication to Community Life or other community news organizations.

Section 6. General Trustee/Trustee in charge of Registration

- a. Shall act as the liaison between the HCSA and all affiliated leagues.
- b. Shall assist Program Director in GotSport management
- c. Shall work in conjunction with the Program Director to facilitate the registration process for both the fall and spring outdoor seasons.
 - i. Establish registration dates and deadlines.
 - ii. Review and approve registration forms prior to submission.
- d. Players shall be placed in age-appropriate divisions, as specified by the United States Soccer Federation (USSF) and/or the HCSA affiliated leagues.
 - i. A player may be placed in an age division one year older than his/her age-appropriate division at the discretion of the Registrar.
 - ii. Players wishing to play in an age division that is more than one year greater than his/her minimum age division must receive HCSA Board approval prior to team placement.

Section 7. Trustee in charge of Facilities

- a. Shall work closely with the HCEO, the School District of Hartland and Hartland Township Public Works to maintain the fields and facilities that the HCSA utilizes throughout the soccer seasons.
- b. Set up all game fields that are used for Travel and Select games to comply with US Youth Soccer Association (USYSA) requirements.
- c. Ensure and oversee that all fields are mowed and striped to USYSA compliance for game days.
- d. Ensure that all equipment used on the playing fields is in good shape and safe for play.
- e. Ensure that all practice facilities are in good shape and safe for play.

- f. Ensure that all facilities are in sound structural condition and safe for use.
- g. Identify, propose, and assist in the purchase of needed equipment and materials for fields and facilities.
- h. Assist the Board of Directors in establishing a Field/Facilities budget for each year.
- i. Coordinate with the Trustee in Charge of Referees to decide if fields are in playable conditions for in-house games. This is to be accomplished 1 hour before the commencement of games on each game day and during the day if changing conditions warrant.

Section 8. Trustee in charge of Concessions and Fundraising and Special Events

- a. Assist the Board of Directors in establishing a Concessions budget for each year.
- b. Purchase stock for inventory and replenish items as required during the season.
- c. Provide a 50% discount on all concession merchandise for all certified referees working that day and wearing their jersey.
- d. Participate in and coordinate the scheduling of staff ensuring proper coverage of concession events.
- e. Coordinate the scheduling of Board Member on Duty (BMOD) assignments. Shall submit proposals to the HCSA regarding various forms of fundraising.
- f. Assist the Board of Directors in establishing a fundraising budget for each year.
- g. Establish the list and pricing of items to be sold at concessions or on special order.

Section 9. In-House Representative

- a. _____ Shall assist Program Director with distribution of Uniforms
- b. _____ Shall assist Program Director in coordinating special activities (i.e. picture day)
- c. _____ Shall assist Program Director in communications specific to in-house program
- d. _____ Shall follow up on inhouse coaching issues or concerns
- e. Shall assist Program Director in coordinating in-house referees

Section 10. Recreational Travel Representative

- a. _____ Shall assist Program Director with distribution of Uniforms
- b. _____ Shall assist Program Director in coordinating special activities (i.e. picture day)
- c. _____ Shall assist Program Director in communications specific to Recreational Travel program
- d. _____ Shall follow up on Recreational Travel coaching issues or concerns
- e. Shall monitor referee staffing for Recreational Travel home games

Section 11. Positions appointed by the Board of Directors

- a. Program Director
 - i. Responsible for player, coaching, program and club development, including the development, implementation and monitoring of training sessions, evaluations of players and coaches and promotion of positive sportsmanship.
 - ii. Reports to President and Vice President to ensure coaching and player development conform to HUFC standards and direction.
 - iii. Responsible for the recruitment, training and oversight of coaches and the assignment of their team(s).
 - iv. Builds relationships with team coaches, managers and parents to ensure positive, safe and enjoyable experience.

- v. Coordinates off-session activities including but not limited to camps and specific group training offered through the club.
- b. Referee Assignor
 - i. Adminstrate and assign referees for any scheduled, rescheduled or added matches throughout the season.
 - ii. Record and calculate the referee payroll.
 - iii. Adminstrate and communicate all rule applications to the referees at large and individually for the respective game level and leagues for competitions involving Hartland teams.
 - iv. Give classifications on law applications and league rule applications to players, coaches and referees as requested and deemed necessary.
 - v. Review and assess referee proficiency for game assignments.
 - vi. Remediate any situation involving referee assignments, actions and/or conduct before, during or after a match.

ARTICLE VI. MEETINGS

Section 1. Annual meeting of active members shall be held in November of each year. Notification of this meeting shall be published on the club website at least one month prior to the meeting date. Exception: HCSA Board of Directors reserves the right to change the date of meeting at its discretion.

- a. Agenda for Annual Meeting:
 - i. Call to Order
 - ii. Proof of notice
 - iii. Reading of the last annual meeting minutes
 - iv. Reports from: President, Treasurer, and other board members necessary
 - v. Election of Board of Directors (as per Article IV)
 - vi. Other business
 - vii. Adjournment

Section 2. HCSA Board of Directors will hold a minimum of 6 regular meetings per year in addition to the Annual General Meeting.

- a. Public notice of meetings will be given at least 10 days prior to meeting.
- b. Meetings shall occur in separate months and no regular meeting may occur within 10 days of a prior regular meeting
- c. Quorum shall be defined as greater than 50 percent of the Board of Directors.
- d. Any meeting fulfilling above shall be deemed official.
- e. Any decisions requiring a vote of the Board of Directors must occur at an official meeting.
- f. Persons holding two positions are only entitled to one vote.

Section 3. It is recommended that board members attend all board meetings. If a board member misses three consecutive meetings, he/she may be subject to review by the Board of Directors.

ARTICLE VII. METHOD OF AMENDING BY-LAWS

Section 1. All proposed amendments shall be submitted by or through a member of the Board of Directors to the Secretary at least thirty (30) days prior to the date of the annual meeting.

Section 2. By-laws may also be amended at a special meeting called for that specific purpose. Notification of the special meeting and the proposed by-law change must be published on the club website one month prior to the meeting or by direct mail, if necessary. Copies of proposed amendments shall be made available to all board members (5) days after being received by the secretary.

Section 3. Any by-law changes shall be recommended to the general membership by a majority vote by the Board of Directors. The membership present may then accept the recommendation of the Board of Directors with a simple majority vote.

ARTICLE VIII. RULES, REGULATIONS, AND POLICIES

Section 1. The Board of Directors shall establish official playing rules and all policies governing eligibility, registration, and conduct with respect to this organization. These rules shall be binding on all members.

Section 2. Rules must be consistent with league rules where applicable.

Section 3. No rules may be established that conflict with these By-Laws.

Section 4. Changes to rules may be adopted at any official meeting with a majority vote of the Board of Directors.

Section 5. Current Rules shall be posted online and be available to any members upon request.