



**By-Laws of the
Honeoye Falls Travel Soccer Club
P.O. Box 61
Honeoye Falls, NY 14472**

Article I - Organization and Purpose

1. **Name** The name of this organization shall be the Honeoye Falls Travel Soccer Club; a New York State incorporated organization, with not-for-profit.
2. **Purposes** The purposes of the Honeoye Falls Travel Soccer Club are:
 - a. To foster, teach, and advance the game of soccer within the Town of Mendon and the Honeoye Falls-Lima Central School District by developing, promoting, and administering the game of soccer among youth boys and girls up to, and including, the U17 age level.
 - b. To foster and encourage sportsmanship and leadership by all players and persons involved in the game of soccer.
 - c. To support the maximum participation of youth in our communities in the sport of soccer whether recreational, travel, premier, ODP, or scholastic.
3. **Definitions**
 - a) HFTSC: Honeoye Falls Travel Soccer Club
 - b) Club: Honeoye Falls Travel Soccer Club
 - c) NYSWYSA: New York State West Youth Soccer Association
 - d) USYSA: US Youth Soccer
 - e) USSF: United States Soccer Federation
 - f) RDYSL: Rochester District Youth Soccer League
 - g) Executive Board: President, Vice President, Secretary, & Treasurer of HFTSC
 - h) Board: Executive Board and Delegates at Large of HFTSC
4. **Fiscal Year** - The fiscal year of the club shall begin on the 1st day of September and end on the 31st day of August of each year.
5. **Affiliation** - The HFTSC shall affiliate with RDYSL and NYSWYSA, in conjunction with the USYSA and the USSF. In consequence of that affiliation, HFTSC members, players, coaches, and personnel shall adhere to rules, regulations, and bylaws of those associations to the extent applicable to their activities connected with the HFTSC as follows:
 - a. **Membership**: The membership of the HFTSC shall be open to any soccer players, coaches, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241 of the USSF Bylaws.

- b. Governing Documents: The USSF articles of incorporation, bylaws, policies and requirements take precedence over and supersede the governing documents and decisions of the HFTSC to the extent applicable under state law, and the HFTSC will abide by those articles, bylaws, policies and requirements.
- c. Interplay: The HFTSC will abide by the USSF's articles, bylaws, policies, and requirements on interplay.
- d. Hearing and Appeal Procedures: The HFTSC will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, RDYSL, NYSWYSA, and the HFTSC may be appealed to the USSF's Appeals Committee in accordance with NYSWYSA bylaws and policies. The Federation's Appeals Committee shall have jurisdiction to approve, modify or reverse a decision. A decision rendered by the HFTSC or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the Federation's Appeals Committee unless the Committee otherwise orders. The decision made by the HFTSC or the NYSWYSA may be upheld, revised or reversed and remanded.

Article II - Policies

- 1. Nondiscrimination Policy - This Club shall not discriminate against any individual or group of individuals on the basis of race, color, age, sex, religion, national origin or sexual orientation.
- 2. Membership - A member is defined as a player, parent or guardian of a player currently playing for a HFTSC team. A coach or manager is a member also, if not already by nature of being a parent or guardian of a player.
- 3. Termination of Membership - The membership of any member shall be terminated upon death, or the member's written request for termination delivered to the president or secretary of the association, or upon the member's expulsion by the Board. On termination of membership, any right, title, or interest of the member in or to the property and assets of the association shall cease.
- 4. Suspension and Expulsion of Members
 - a. Grounds for Suspension or Expulsion: Any member may be suspended or expelled from the HFTSC for willful infractions of the HFTSC rules or of any bylaw, or for acts of conduct that the Board may deem disorderly, injurious, or hostile to the interests or objectives of the HFTSC. The Board must give notice to the offending member of the proceedings against him or her and ensure the accused member is provided an opportunity to be heard

in their own defense. Suspension may consist of either a specific period of time or number of club sanctioned events where the member is not permitted to participate. Duration and type of suspension will be determined by a majority vote of the Board. No person who has been expelled from the Club may have a new membership considered for a period of less than two (2) years. Reinstatement must be approved by a majority vote of the Board.

- b. Initiation of Suspension or Expulsion: Proceedings under this section shall be initiated by resolution of the Board or on complaint against any member signed by ten (10) other members and filed with the Secretary. On adoption of the resolution or receipt of the complaint, as the case may be, the Board shall schedule the matter to be heard at the first regular, or a special, meeting of the Board. The secretary shall deliver to the accused member, at least five (5) days prior to the date of the hearing, a copy of the time and place of hearing.
- c. Hearing: The President shall preside at such hearing and shall read the charges against the accused member. Such member shall be allowed to make a statement in his or her own behalf, question opposing witnesses, and call witnesses on his or her own behalf. Both sides of the issue should be evaluated and a recommended course of action identified and presented to the Board.
- d. Determination of Hearing: The Board may, by the affirmative vote of a majority of its members, request the offending member to resign or may suspend or expel the member. Should he or she decline to resign following such request, the Board shall strike the member's name from the rolls.
- e. Proceedings: All such proceedings shall be in compliance with the requirements of the USSF, USYSA, NYSWYSA, & RDYSL.

Article III - Board of Directors

1. The Board of Directors as Governing Body: A Board of Directors shall govern the organization. The Board shall have the power to adopt such policies and authorize such actions as it shall determine to be appropriate for the furtherance of the stated purposes of the association. It shall be subject only to such limitations as may be contained in its Bylaws, the laws of the United States, or the laws of the State of New York.
2. Composition and Term of Service: The Board shall consist of all the Club officers plus no more than 10 delegates-at-large. Delegates-at-large shall have full voting rights and be responsible for tasks as deemed appropriate by the Board of the

Club. The term of all Board members shall be two (2) years, with the term commencing on September 1 and ending on August 31.

3. Election to the Board: The Vice-President, or in his/her absence, such person as designated by the President, shall supervise the election of the Board held at the Annual Review Meeting. All votes are to be cast on an official ballot prepared by the Vice President. A majority of votes cast will be required to elect. If a club member, who is nominated for office, is not present at the Annual Review Meeting, a letter of acceptance must accompany the nomination.
4. Nominating Committee: A Nominating Committee shall be formed at the July Board meeting. The committee shall be chaired by the Vice-President and shall consist of two (2) additional members. Open Board positions will be posted on the HFTSC website. Selection of the additional members to be placed on the ballot shall be by blind draw from those interested. They shall present a full slate at the August Board meeting. All nominations will be accepted.
5. Management of HFTSC Property: Property of the club may be used in accordance with the direction of the Board. The Board shall not incur any debt or liability, or any combination of debts or liabilities, exceeding the net assets of the association. All disbursements of Club funds shall be by check which shall be signed by the Treasurer or either the President, or the Vice-President. Any check exceeding \$1,000 shall require a written or email approval by the Club President. An annual financial audit shall be performed and its findings approved by the Board.
6. Insignia, Colors, Badges and Flags: The Board may adopt insignia, uniform styles, colors and emblems, and flags for the Club, as it deems suitable.
7. Signatures on Contracts and Formal Documents: Contracts and formal documents will be signed by an Executive Board member of the Club, or by a Board of Directors member whom the Board shall designate.
8. Meetings of the Board of Directors:
 - a. Regular Meetings: Regular meetings of the Board shall be held as needed on a day deemed most suitable by the Board - at a time and place designated by the Board. The Board will meet a minimum of eight (8) times per year. The President shall set the agenda for all regular meetings.
 - b. Special Meetings: The President or a majority of the Executive Board may call a special meeting of the Board at any time. No other business but that specified in the notice may be transacted at such special meeting without the unanimous consent of all present at such meeting, provided that those present constitute a quorum.
 - c. Annual Meeting: The Annual Review Meeting of the HFTSC to report on the overall state of the Club shall be held during the month of November at a time and place to be determined by the Executive Board. Notice of the

Annual Meeting, including starting time, location and agenda shall be communicated to the membership no less than ten (10) days in advance thereof.

- d. Notice of Meetings of the Board: The Secretary, or the person or persons calling the meeting, shall notify all Board members of the date, time, place and agenda for all regular and special meetings at least five (5) days in advance of the meeting.
 - e. Quorum: A simple majority of the Board members shall constitute a quorum for the transaction of business at all meetings of the Board.
 - f. Attendance: Any member of the Board who is absent from three (3) consecutive meetings, or has missed at least 4 meetings within a single calendar year without justifiable excuse may be removed from the Board and any office held by a two-thirds majority vote of the Board, provided notice of such action is furnished according to Bylaw Article II, Section 4.
 - g. Parliamentary Procedure: Robert's Rules of Order shall be a reference guideline for governing all meetings and proceedings of the HFTSC.
9. Directorships
- a. Creation of new directorships: A new directorship can be created by a majority vote of delegates at any regularly scheduled membership meeting
 - b. Dissolution of a directorship: A directorship can be dissolved by a majority vote of delegates at any regularly scheduled membership meeting.
 - c. Resignation of a director: Any director may resign their directorship at any time by submitting a written notice to the board, the President, or the Secretary. Unless specified, the resignation shall be effective immediately.
 - d. Removal of a director: A director may be removed from their directorship with or without cause by a majority vote of the member delegates.
10. Directorship vacancies:
- a. A vacancy on the board caused by resignation or removal shall be filled by a successor appointed by the Board. The successor shall serve until the end of the existing term.
 - b. A vacancy on the board caused by the temporary incapacitation of a board member shall be filled interim by a member appointed by the Board.

Article IV - Executive Board

1. Membership: The Executive Board of the Club shall be the President, Vice-President, Treasurer, and Secretary.
2. President: The President shall be the Chief Executive Officer of the Club, shall preside at all meetings and create all committees, shall appoint chairpersons to all committees within the Club, shall oversee the daily operation and running of the Club. The President may co-sign approved checks with the Treasurer
3. Vice-President: The Vice-President shall perform the duties of the President in his/her absence, and shall also work with the President on such affairs of this organization as Intra-Club tournaments or play, league participation, and public relations. He/she shall perform such other duties as are usual to the office or as requested by the President. He/she may co-sign approved checks with the Treasurer, shall supervise the Board elections at the Annual Meeting and serve as the chair of the Nominating Committee.
4. Secretary: The Secretary shall record the minutes of all meetings, keep records of those present, and supervise correspondence. The Secretary shall be responsible for past minutes and submit copies of the minutes of all Board meetings to the Board members before the next meeting. Board minutes will be available to members of the Club, after being accepted by the Board. All minutes and changes must be dated and housed permanently. The Secretary shall maintain a copy of current Bylaws and Robert's Rules of Order at all meetings.
5. Treasurer: The Treasurer shall collect all dues and registration fees, shall be responsible for the deposits of all monies of the Club in a bank account authorized by the Board, shall keep detailed accounts of the income and expenditures of the Club, shall submit quarterly financial reports to the Board, and shall pay all bills approved by the Board. The Treasurer shall be responsible for insurance coverage. Also, the Treasurer shall ensure preparation and filing of all required annual tax returns.

Article V - Selection of Coaches & Teams

1. Coaches: The Board shall have the authority by simple majority vote to approve Coaches based upon the recommendations of the Director of Coaching and the Age Level Coordinators. Coaches may also be removed by majority vote as the result of a violation of the HFTSC rules or of any bylaw, or for acts of conduct that the Board may deem disorderly, injurious, or hostile to the interests or objectives of the HFTSC. The Board must give notice to such offending Coach of the proceedings against the individual and provide the opportunity to be heard in their own defense.
2. Teams: The Board shall have the authority by simple majority vote to determine each year, how many teams the club will field.

Article VI - Amendments

1. The Board at any two consecutive regular Board meetings may amend these Bylaws by a two-thirds vote of the entire Board. Amendments made by the Board must be reported to the membership of the Club.
2. The Bylaws shall be reviewed by a committee appointed by the Board at least every 2 years. The committee shall be chaired by a person appointed by the President and shall additionally consist of a minimum of two other members, but limited to a total maximum of 5 members.
3. HFTSC shall maintain a log of changes to this document as Appendix A. The log shall be maintained by the Secretary.

Article VII - Dissolution

This Club may be dissolved by the vote of a simple majority of the Board. In the event of dissolution, New York State West Youth Soccer Association shall distribute the property of the association, or to other such non-profit organizations as the Board shall determine by resolution.

Article VIII - Effectivity

These bylaws shall be in effect as of the 1st day of January 2009