

# **HILTON PARMA SOCCER CLUB INCORPORATION BY-LAWS**

## **Article I - NAME**

The name of this organization shall be known as “Hilton Parma Soccer Club” (HPSC).  
DBA “Hilton Heat”

## **Article II - OBJECT**

To promote, develop, and administer the game of soccer.

## **Article III - AREA**

The Hilton Parma Soccer Club shall primarily serve the area known as the Hilton Central School District with headquarters in Hilton, New York.

## **Article IV - ADMINISTRATION – BOARD OF DIRECTORS**

The Board of Directors shall consist of the following members: President, Vice-President, Secretary, Treasurer, Boys Registrar, Girls Registrar, Director of Coaching, Uniforms Coordinator, Fields and Equipment Coordinator, Field Scheduler, Communications Director, Tournament Director, Webmaster.

## **Article V - MEETINGS**

1. The Board of Directors shall meet monthly September - November and January - May. Additional meetings may be scheduled if deemed necessary.
2. Club business such as approval of previous meeting minutes, proposed expenditures, and votes may be conducted through e-mail, and any Board member may initiate such e-mail business. A record of all e-mail business shall be included with the minutes of the next scheduled Board meeting.
3. An annual Club meeting shall be held if deemed necessary by the Board of Directors.

## **Article VI - ORDER OF BUSINESS FOR BOARD MEETINGS**

1. Call to Order
2. Guests
3. Treasurer’s Report
4. Board Member Reports
  - A. Vice-President
  - B. Registrars
  - C. Director of Coaching and Player Development
  - D. Uniforms
  - E. Fields and Equipment
  - F. Field Scheduling
  - G. Communications
  - H. Tournament
  - I. Webmaster
5. Old Business
6. New Business
7. Adjournment

## **Article VII - DUTIES**

1. The authority of the HPSC shall be vested in the Board of Directors. All matters of the financial obligation must have the approval of the Board of Directors, and a written agreement or contract is required for all expenses greater than \$1,000.
  - A. Any Board member may nominate someone to fill a vacancy on the Board of Directors, either at the next scheduled Board meeting or through e-mail, and the nomination shall be confirmed by majority vote.
  - B. Any adult member of the community may be considered for any position on the Board of Directors.
  - C. A quorum of a simple majority of members must be present at any Board meeting for voting on any issue to take place, except that a 2/3 majority vote by the existing Board shall be required to remove an appointed Board member. A quorum of a simple majority of members' e-mail responses is required for approval of e-mail business.
  - D. All members except the President are voting members for club business both in meetings and via e-mail, except for special circumstances as detailed below in Item #2, which specifies when the President is entitled to vote.
  - E. Any vote by a Board member fulfilling more than one position on the Board of Directors shall be counted as (1) vote with the exception of the Director of Coaching and Player Development.
2. The President shall preside over all general and Board meetings of the HPSC, appoint committees as deemed necessary, and represent the Club in negotiations with any organization for business matters, contracts, and the promotion of soccer. Any negotiations made by the President shall not be valid until approved by the Board of Directors. The President is not entitled to vote on any matter other than the election of officers, unless there is a tie vote and in that case shall cast (1) vote to break the tie.
3. The Vice-President shall assume the duties and privileges of the President in the absence of the President from any general, league, or HPSC Board meeting. The Vice-President shall be the liaison between the league and the Club members in the matter of fines and shall follow up with any members regarding unpaid fines from the previous season. The Vice-President shall work in conjunction with the Director of Coaching to approve all team coaches as well as to relieve any coaches or managers that show inappropriate action toward the players, team, and/or HPSC.
4. The Secretary shall take charge of all the books, papers, and effects of the Club other than those of the Treasurer, Registrar, and Risk Management Coordinator, and is responsible for taking minutes of each meeting as well as distribution of such minutes first to the Board of Directors for approval and upon approval to the Club's Webmaster for publishing on the Club's website. The Secretary shall turn over to his or her successor all books, papers, and effects of the Club before the next scheduled Board meeting following the appointment of a new Secretary.

5. The Treasurer shall keep an accurate record of all monies received and expended by the Club, compile a monthly report to be presented at each Board meeting. The monthly Treasurer's report shall cover all of the transactions for that month and show the current fund balance. The Treasurer shall deposit all monies received in a bank chosen by the Board of Directors, and shall pay all bills as ordered by the Board of Directors. The Treasurer shall at the conclusion of the season and upon receipt of the annual fines invoice from the league notify team managers of any fines incurred by that team during the season. The Treasurer shall compile financial records required for filing income tax returns for the Club and shall either file such returns or submit the records to a tax accountant for filing annually in November. The Treasurer shall turn over to his or her successor all books, papers, and effects of the Club before the next scheduled Board meeting following the appointment of a new Treasurer.
6. The Registrars shall keep an accurate record of all players, certify player birthdates, and duly register each player with the appropriate affiliate league. The Registrar shall obtain player passes from the league and distribute each team's passes to the team managers, and the Registrar shall hold back the pass of any player whose club fees are not paid in full. The Registrar shall turn over to his or her successor all records and effects of the Club before the next scheduled Board meeting following the appointment of a new Registrar.
7. The Risk Management Coordinator shall keep an accurate record of all coaches, assistant coaches, managers, and board members. He/she will ensure that all coaches, assistant coaches, managers, and board members have a risk management form on file with NYSWYSA. The Risk Management Coordinator shall notify the Board of Directors of any hazards on the playing fields and shall be the neutral/third party representative for any safety issues involved with the Club. The Risk Management Coordinator shall turn over to his or her successor all records and effects of the Club before the next scheduled Board meeting following the appointment of a new Risk Management Coordinator.
8. The Director of Coaching and Player Development shall work in conjunction with the Vice-President to approve all team coaches as well as to relieve any coaches or managers that show inappropriate action toward the players, team, and/or HPSC. The Director of Coaching shall assist new coaches with obtaining any certifications required by the league, schedule coaches meetings, and conduct coach and player clinics as he or she deems necessary. This is NOT a voting position.
9. The Uniform Coordinator shall initiate contact with outside vendors for purchasing uniforms for the HPSC and present choices and/or samples to the Board of Directors, who will in turn approve the uniform style and colors. The Uniform Coordinator shall schedule uniform try-on dates, gather orders from each individual team, place the orders, and distribute the uniforms as needed.
10. The Field and Equipment Coordinator shall be responsible for keeping accurate records of equipment owned by the HPSC, ordering any equipment needed, distributing team equipment before the start of the season, and collecting team equipment after the end of the season. He/she shall be responsible for arranging and contracting for field layout and striping, purchase of paint, and coordinating work crews for putting the nets on the goals in the spring and removing and storing the nets in the fall.

11. The Field Scheduler shall schedule fields for all games except for tournament games, keep an accurate record of the field schedule, and distribute copies of the final field schedule to all Board members, coaches, managers, and the Town of Parma. He/she will work with school district in assisting scheduling field and gym access for training purposes.
12. The Communications Director shall be responsible for keeping the Hilton-Parma community informed of events and news involving the HPSC by submitting news and/or ads in the community newspapers and/or Hilton school district, including posting or distributing to the community information about the HPSC college scholarship, tryouts, and/or teams needing additional players.
13. The Tournament Director shall be responsible for the promotion and coordination of the Club's annual tournament and shall be the final authority on all tournament matters. The Tournament Director shall oversee all aspects of the tournament, appoint any and all tournament committees he or she deems necessary, and keep the Board of Directors informed of all expenditures and commitments.
14. The Webmaster shall be responsible for updating, maintaining, and publishing items on the Club's website as requested by the Board of Directors, coaches, and managers.

#### **Article VIII - STANDING COMMITTEES**

1. The Tournament Committee shall arrange and direct the annual HPSC "Westside Invitational Canal Cup" Tournament & Festival. The Tournament Director is the chairperson and may appoint members to this committee, as he or she deems necessary. Each team shall be required to send a representative to any committee meetings specified by the Tournament Director. It is understood that current Board members will participate and assist at the Tournament.
2. The Board of Directors may establish any other committees as deemed necessary, such as for revising the By-Laws or Field Agreement and obtaining grants or sponsorships.

#### **Article IX – FUNCTIONS**

1. The Board of Directors shall approve the number of teams sponsored by the Club.
2. The Director of Coaching and Vice-President shall attempt to select team coaches before the teams are formed. They shall also be responsible for relieving any coaches or managers that show inappropriate action toward the players, team, and/or HPSC.
3. Teams shall be formed by player invitation and/or tryouts. The Board of Directors shall review player team placements, and the President must approve any player playing above his or her respective age group as determined by the league's age matrix.
  - A. All players shall pay a yearly fee as determined by the Board of Directors, with the balance to be paid in full by date stated on invoice. A late fee of \$25 shall be imposed for any deposits or balances postmarked or paid after the due date, and monthly thereafter, until the balance is paid in full. Players Uniforms will not be ordered, and/or players passes given until player is paid in full. Players added after February 1<sup>st</sup> shall pay the full balance immediately unless specified otherwise by the President. Once the player has made the final roster, the yearly dues are nonrefundable. If a player has a season ending injury, a request

must be sent to the Hilton Heat Board. No refunds are given without full board discretion. Any refunds issued where the original payment was via credit card, shall incur a 3% fee.

- B. All players selected shall remain “Player-Members” for the duration of the season as defined by the league.
- C. All players selected and their parents/guardians shall be required to abide by the Code of Conduct of the HPSC and shall affix their signature to said document prior to becoming a “Player-Member.”
- D. All players, coaches, parents, and spectators shall be required to abide by the standards of code of conduct set forth in the RDYSL Rules and Zero Tolerance Policy and the Hilton Heat Coaches Code of Conduct.
- E. Any fines incurred as a result of player, coach, parent, or spectator misconduct are the responsibility of that player, coach, parent, or spectator. The fine shall be paid directly to Hilton Heat. The charge will be added to the users account on the Hilton Heat website. If the player, coach, parent, or spectator does not reimburse the Club for the amount of the fine, then it shall be deducted from the team’s fine bond, and the team shall be responsible for restoring the fine bond to the required amount.
- F. Only players, coaches, and managers in good standing shall participate on teams sponsored by the HPSC.
- G. Any coach or manager relieved of their responsibilities has the right to appeal the decision using the procedure defined in Article XI.

#### **Article X - AMENDMENTS TO THE BY-LAWS**

All proposed amendments to the By-Laws must be made in writing and submitted to the Secretary for review by the Board of Directors at the next scheduled Board meeting or through e-mail. The By-Laws shall be reviewed annually by the Board of Directors or by a committee appointed by the Board of Directors.

#### **Article XI - PROCEDURE TO FILE CONCERNS, GRIEVANCES, SUGGESTIONS, ETC.**

Any concern, grievance, suggestion, etc. may be submitted to any member of the HPSC Board of Directors in the manners described below. The Board of Directors shall respond within five business days of the next scheduled Board meeting after receipt of the concern, grievance, suggestion, etc., unless there are extenuating circumstances. All information must be submitted to the Secretary for filing purposes. Concerns, grievances, suggestions, etc. may be submitted:

1. In writing by mailing the Club at: Hilton Parma Soccer Club  
P.O. Box 30  
Hilton, NY 14468
2. In writing through e-mail to the President at: [president@hiltonheat.com](mailto:president@hiltonheat.com)
3. By speaking to any member of the Board of Directors.