



HFC United

By Laws

Article 1: Name and Affiliations

- Name: This soccer organization shall be known as HFC United. The principle offices of this organization shall be in the Hastings, MN area.
- Affiliations: HFC United is an Affiliate Member of the Minnesota Youth Soccer Association (MYSA), as such, is governed by MYSA policies. HFC United is also an Affiliate Member of the Minnesota Amateur Soccer League (MASL).

Article 2: Purpose and Philosophy

- Mission Statement: HFC United Soccer is a non profit organization that is committed to providing a quality soccer program in Hastings and the surrounding community. Our focus is to develop each member, whether they are a player, coach, referee, manager, or parent to their fullest potential at all levels of participation.
- Non-discrimination: The Club is open to adults and youth, regardless of race, sex or creed, who abide by these By-Laws.
- Public Disclosure: The procedures and policies of HFC United will be open to public scrutiny.

Article 3: Membership

- Eligibility: Anyone who participates in our soccer programs as a player, parent, coach, team manager, referee, committee or board member and subscribes to the mission of this organization is considered a member.
- Annual Meeting Membership: Any adult member who has participated in HFC United activities over the previous twelve months shall have one vote at the Annual General Meeting. Vote by proxy is not permitted.
- Advisory Membership: An advisory member shall be any founding father of HFC United or any person to whom the board extends a membership (excluding voting rights) for a specified period of time.
- Removal of Membership: The Board of Directors, by majority vote, at any authorized meeting shall have the authority to discipline, suspend or terminate the membership of any member when their conduct is considered detrimental to the best interests of HFC-United.

Article 4: Organization

- Organization: The HFC United executive structure shall be organized into a Board of Directors, Board appointed Coordinators, Division Director Support members, Board hired personnel and Standing Committees (as required).
- Board of Directors: HFC United is governed by a Board of Directors consisting of seven voting members and four non-voting advisory members. The Board shall be made up of:
 - Officers:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Directors:
 - Director of Communications & Marketing
 - Director of Travel
 - Director of Recreational Programs

Invited Directors (non-voting)

 - Hastings High School Varsity Girls Coach
 - Hastings High School Varsity Boys Coach
 - Immediate past President of Club
 - Hastings Park & Rec. Director
- Coordinators: The Board of Directors will appoint Coordinators for those functions needed to carry out organization operations. These could include:
 - Field coordinator
 - Referee coordinator
 - Volunteer coordinator
 - Equipment coordinator
 - Registrar
 - MYSA Representatives - Boys & Girls
 - Risk management
 - Fund Raising Coordinator
 - Tournament Coordinator
 - Uniform Coordinator
- Division Director Support: Division directors will establish support positions as necessary to assist them in carrying out their duties.
- Hired Personnel: The Board of Directors will establish or abolish hired personnel positions that it deems necessary to assist the Board in association operations.
- Standing Committees: When the need occurs to monitor or work on a particular aspect of HFC United operations, the Board of Directors will form a standing committee for that requirement.

- Removal: Any member of the Board of Directors or board appointed coordinator may be removed from office and relieved of duties by a two-thirds majority of Board members present for any scheduled meeting. Contractual procedures will be followed by the Board of Directors concerning removal of any hired personnel.
- Vacancies: Should a vacancy occur in the office of President, the Vice President shall automatically become president for the remainder of the term. Should a vacancy occur in any other Board of Director position, the President shall nominate qualified individuals from the membership at large for election by a majority vote of the Board of Directors. Individuals elected in this manner will serve the remainder of the original term of the position that has been vacated.

Article 5: Financial Management

- Fiscal year: Shall run from September 1 through August 31 of each year.
- Disbursement of Funds: Funds of the organization may be disbursed from the financial institutions in which they are deposited by either the signature of the current President or Treasurer provided the expenditure has been approved in accordance with the following:
 - Expenditure Authorization: The authorization of expenditures shall be based on an annual budget approved by a majority of the Board of Directors no later than August 31, prior to the fiscal year. The budget will establish the registration fees and authorized expenditures for the coming year.
 - Any checks over \$500.00 must have two signatures. (Treasurer, President or Vice-President may sign checks).
 - Any expenditures deemed necessary for Club operations which are not included in the current years' budget are authorized by the following:

Maximum Unbudgeted Expenses:

Treasurer	Up to \$500 per expenditure
Board of Directors	Unlimited

- Any authorization of unbudgeted expenditures by other than the Board of Directors must be confirmed by the Board at the next meeting and before a second authorization is exercised.

Article 6: Meetings and Voting

- Board Meeting: The organization shall hold a minimum of six Board of Director meetings in the year except as otherwise designated by the Board.
 - At all meetings of the Board of Directors, a minimum of 4 voting members at least 2 of which are officers, shall constitute a quorum. (Based on a voting board of 7 members.)
 - Each board member will have one vote regardless of the number of positions they hold.
 - The President will only vote in the event of a tie.

- Annual General Meeting: The annual meeting shall be held in October. The purpose of the general membership meeting is to report and certify the results of the elections for the Board of Director positions, report to the general membership on financial and operational status of HFC United, and obtain comments and feedback from the general membership on HFC United operations, policies and procedures.

Article 7: Elections

- The officers and directors shall be elected no more than one week prior to the annual general meeting (AGM) of the organization.
- Candidates must come from the existing membership.
- Any person wishing to run for an open Board position must submit a written declaration of their intent with a background and reason for seeking the Board position no later than September 15th.
- Voting shall be by secret ballot when more than one individual is running for an office. Members must be present to vote; proxies will not be recognized.
- Votes shall be tallied by the President & Vice-President on alternating years.
- Officers-elect and directors-elect shall take office immediately following the completion of the AGM.
- The Term of Office for Board Members shall be 2 years. Terms will alternate to provide continuity for the board.
 - Odd year elections will be held for the following officers: President, Secretary, and Director of Recreational Programs.
 - Even year elections will be held for the following officers: Vice President, Treasurer, Director of Travel, and Director of Communications & Marketing.

Article 8: Procedures

- Robert's Rules of Order shall apply to all official board meetings and the AGM. The President may appoint a parliamentarian to advise and assist in matters of procedure.
- For all meetings, agenda items must be sent to the Secretary no later than 2 weeks prior to meeting date.
- The Secretary will send out the agenda no later than 1 week prior to meeting.
- The board member running the meeting may strike an agenda item due to time constraints, but the items must be at the top of the agenda for the next meeting.

Article 9: Amendment of By-Laws

- The by-laws may be amended from time to time to further the purposes and objectives of the organization. Such by-laws may be created, rescinded, amended and repealed by a two-thirds vote of the directors present at any regular or special meeting. Written notice of such an addition or change must be mailed or personally delivered at least seven days prior to the date of such meeting to each member entitled to vote.

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Amended 10/17/2010; 12/18/2011; 8/18/2013