

# **SOCCER SOUTH BAY REFEREE ASSOCIATION BYLAWS, 2010**

## **I NAME**

The name of the organization shall be: Soccer South Bay Referee Association.

## **II PURPOSES**

The purposes for which this organization is formed are:

- A. To establish and maintain a high level of soccer officiating.
- B. To recruit, train, and evaluate referees to officiate soccer games in the CAL-SOUTH REGION.
- C. To coordinate the assignment of referees to games in leagues served by the Soccer South Bay Referee Association (hereinafter called the Association or SSBRA) in this area.
- D. To standardize the interpretation and application of the Laws of the Game in accordance with FIFA and USSF decisions.
- E. To promote the game of soccer throughout the community by encouraging a better understanding of the Laws.

## **III NONPROFIT**

This Association is organized exclusively for nonprofit purposes, and no part of its net earnings shall inure to the benefit of a member, officer or director thereof.

## **IV MEMBERS**

- A. Membership in this Association shall be limited to referees 14 years of age or older who are currently registered with USSF or who have satisfactorily met the standards prescribed by SSBRA to demonstrate their knowledge of the Laws of the Game, their physical ability and their officiating proficiency.
- B. Applications shall be approved by the Board of Directors.
- C. To be considered a member in good standing, each member shall:
  1. Attend at least one clinic on the Laws of the Game each year.
  2. Maintain physical abilities equivalent to the level of assigned competition.
  3. Attend an acceptable number of membership meetings.
  4. Have paid all dues and assessments within 60 days of the due date.

**D. Two Levels of Membership**

1. Membership will consist of two levels: full members and probationary members. Probationary members are those who are joining SSBRA for the first time. The Board of Directors (“BOD”) may allow full membership at its discretion.
2. Probationary members have the rights of full members including voting rights, but may not run for an office.
3. Probationary members must attend a field workshop approved by the BOD within one year of joining. An individual who does not fulfill this requirement will not be accepted as a member in the next year. A probationary member may request an extension due to unforeseen circumstances.

**V FEES AND DUES**

- A. The annual dues are payable on or before July 1 of each year and will be \$60.00 for all members maintaining an e-mail address, and \$70.00 for all members without an e-mail address.
- B. Dues for all members joining SSBRA for the first time shall be increased by \$25.00 over the amount in Article V., §A. The \$25.00 shall be refunded to said members after they attend a clinic given by SSBRA.
- C. Special assessments, when approved by the membership voting at a membership meeting, may be levied on the members when necessary to sustain the Association.

**VI OFFICERS**

- A. President - The duties of the President are to:
  1. Perform the duties incident to this office and such other duties as may be required by law. He/She shall be the official spokesperson to the public for the Association.
  2. Supervise and control the business of SSBRA with the consent of the Board of Directors.
  3. Preside at all meetings of the membership and of the Board of Directors.
  4. Be an ex-officio member of all committees, if he/she so chooses.
- B. Vice President - The duties of the Vice President are to:
  1. Exercise the powers of the President in the event of his absence or disability.
  2. Assist the President in the performance of his duties.
  3. Chair the Grievance Committee and select the Committee members.

4. Have such powers and perform such other duties as may be imposed by law or as may be prescribed by the Board of Directors.
- C. Treasurer - The duties of the Treasurer are to:
1. Receive all moneys due to the Association.
  2. Deposit collected moneys in such depository as designated by the Board of Directors.
  3. Disburse as required and approved by the Board of Directors.
  4. Maintain adequate and correct books of account, showing receipts and disbursements of the Association and an account of its cash and other assets.
  5. Prepare and serve statements of account for the dues of members and any other person or organization.
  6. Give a financial report at all membership meetings.
  7. Prepare an Association fiscal budget for the Board of Directors as a guideline for expenditures.
  8. Perform such other duties incident to the office as may be assigned by the Board of Directors, or as required by law.
- D. Secretary - The duties of the Secretary are to:
1. Take minutes and maintain a book of the minutes of all meetings of the Board of Directors and the general membership.
  2. Maintain an up-to-date roll of all members.
  3. Perform such other duties incident to the office as may be assigned by the Board of Directors, or as required by law.
- E. Member-at-Large-The duties of the Member-at-Large are to be:
1. Represent any member who appears before an Appeals Board, unless requested otherwise.
  2. May not vote on disciplinary matters.
  3. Perform such other duties incident to the office as may be assigned by the Board of Directors, or as required by law.

## **VII ELECTIONS OF OFFICERS**

- A. Officers shall be elected by a vote of the membership at the Annual General Meeting in May of each year.
- B. The President and Secretary will be elected for two-year terms in even-numbered years.
- C. The Vice President and Treasurer will be elected for two-year terms in odd-numbered years.

- D. A Member-at-Large will be elected for a two-year term in the even-numbered years.
- E. All non-elected Board Members shall be ratified at the next membership meeting after their appointment. Said Members shall serve until the first board meeting after July 1 of each successive year.
- F. If an office becomes vacant during the first year of a term, a replacement shall be elected for the second year of the term at the next AGM.
- G. The term of office of newly-elected officers and appointed Board members shall begin on the first of July after elections.

## **VIII BOARD OF DIRECTORS**

### **A. Members:**

- 1. Officers.
- 2. Other Members.
  - a. The Board of Directors shall appoint an Assignor and other Board members having duties as it may deem necessary.
  - b. Such members will serve at the discretion of the Board of Directors.
- 3 All Members of the Board shall also be Members of the Association in good standing.

### **B. Duties - The duties of the members of the Board of Directors are to:**

- 1. Deal with all matters pertaining to Association business.
- 2. Deal with matters pertaining to soccer and referees as related to the Association.
- 3. Appoint members to office vacancies whose terms will last until the next AGM.
- 4. Have sole discretion to deal with disciplinary matters related to Association members. (Subject to Section XI).

### **C. Authority:**

- 1. All Board decisions (except disciplinary matters) shall be final, subject to appeal by 2/3 of the members present at a membership meeting (Subject to Section XI).
- 2. The Board of Directors shall deal with all differences and controversies which may arise within the Association, or any other matters not covered by the Bylaws.
- 3. Majority vote by the Board of Directors may immediately dismiss any member of the association for just cause. (Subject to section XI).

### **D. Meetings:**

1. Shall be held not less than bimonthly.
  2. Shall be held at the request of the President.
  3. Prior notice of upcoming meetings shall be given to Board members.
- E. Quorum - A majority of the Board members.

## **IX ANNUAL GENERAL MEETING**

- A. The Annual General Meeting (AGM) shall be held in May of each year.
- B. The time and location shall be set by the President.
- C. Prior notice shall be mailed or e-mailed to each member.
- D. A quorum of the AGM shall be 25% of all members, excluding honorary members.
- E. All meetings shall be governed by *Robert's Rules of Order*, as may be revised from time to time.
- F. Changes to the Bylaws may be proposed in the following manner:
  1. Bylaws may be changed only during the AGM, the October membership meeting or the February membership meeting by a vote of a majority of the quorum, except as noted in section XIII (I).
  2. All proposed Bylaw amendments shall be presented in writing at the membership meeting immediately prior to the next membership meeting where it will be voted on. Such amendments shall be published in the minutes of that meeting and distributed to the members not less than one week prior to the membership meeting or a membership meeting or the AGM.

## **X GENERAL MEETINGS**

- A. There shall be a minimum of five membership meetings per year.
- B. The time and location shall be set by the President.
- C. Prior notice shall be mailed or e-mailed to each member.
- D. A quorum of the membership meeting shall be 25% of all members, excluding honorary members
- E. All membership meetings are open to the general public.
- F. The agenda will include Association business, discussion of the Laws of the Game, or other matters as they pertain to soccer.

## **XI MEMBERSHIP CODE OF CONDUCT**

- A. Any member creating a breach of faith or slandering a member of this Association or any other referee association shall be considered guilty of improper conduct.
- B. Members shall respect and abide by any and all decisions made by this Association.
- C. Members shall conduct themselves in a respectable manner. They shall abide by these Bylaws and the USSF Referee's Code of Conduct.
- D. All charges against a member shall be made in writing to the President setting forth full details. The President shall notify the member of the charges against him. The member will be given 72 hours either to offer a written response or at his option request a hearing before the Board of Directors.
- E. The President shall present the written charges and the member's response, if any, to the Board. Alternatively, the Board shall afford the member a hearing on the charges.
- F. The Board shall decide by majority vote of the total number of Board Members any penalties and/or fines which it deems appropriate, including suspension and expulsion from the Association.
- G. If the Board of Directors upholds the disciplinary action, the member may request an appeal of the decision to the Grievance Committee. This appeal shall be made in writing to the Secretary within 7 days of receiving the notice of upheld charges.
- H. The Grievance Committee Chairperson will set up a meeting to be held within 7 days of receiving the request for said meeting. The meeting shall be conducted with a representative of the Board of Directors, the aggrieved member, the Member-at-Large if requested, or any other SSBRA member acting as an advocate for the aggrieved. With both sides present, they will present their arguments to the Grievance Committee and then leave the meeting.
- I. The Grievance Committee, after hearing both sides, shall determine to uphold, modify or dismiss the charge(s) against the member. The Grievance Committee Chairperson shall provide a written notification to the Secretary and the aggrieved member of their decision. This notice shall be delivered within 3 days of the said meeting.
- J. The decision of the Grievance Committee shall be final.
- K. The Grievance Committee:
  - 1. Shall be composed of at least four members appointed by the Vice President.
  - 2. The Chairperson of the Grievance Committee shall be the Vice President. He/She shall vote only in the case of a tie vote. All other members of the Grievance Committee shall not be members of the Board of Directors.
  - 3. In the event that a member of the Grievance Committee will be involved in the hearing as the member being charged or as the accuser, that

Committee member shall be replaced. If the Vice President is involved in the hearing, the Treasurer, who will act as the Chairperson of the Grievance Committee, shall replace him/her.

## **XII UNIFORMS**

- A. The official uniform shall be as defined by USSF or as otherwise defined by the Association. Association referees will follow the guidelines as set by the governing bodies of each competition.
- B. While officiating games which are assigned by the SSBRA assignor, the referee must wear the appropriate USSF referee badge during USSF-affiliated games, and the Association badge during non-USSF affiliation games.

## **XIII GENERAL OPERATING PROCEDURES**

- A. A referee assigned to a game who fails to report without good cause or who fails to report to two assignments for any cause within a one year period of time, shall be subject to disciplinary action from the Association.
  - 1. When a Referee is tardy in submitting game cards, game reports or player cards, the referee will be fined one-half of the total referee match fee for subsequent offenses within one year. This rule will apply to all leagues with which SSBRA has a contract specifying a time for submitting the cards and/or game reports.
  - 2. Fees paid to SSBRA as a result of a late-canceled game will revert to the SSBRA treasury.
  - 3. When a referee fails to fulfill a commitment for a game assignment properly assigned by the Association, the referee will be fined the referee match fee per assignment. In addition, the referee will pay any penalties charged to SSBRA by the league.
  - 4. If there is a referee no-show in a game scheduled to use the Diagonal System of Control, the senior referee will decide on the method of game control unless specified by the league.
  - 5. If the SSBRA assignor makes a mistake in game assignments, the Association will pay one-half of the Referee/AR fee to the referee assigned in error, provided the referee requests payment in writing by submitting a game report within 30 days.
  - 6. The one year period referred to in XIII A shall begin on the date of the first infraction.
- B. A member assigned to a game shall be on the playing field in sufficient time to perform the necessary pre-game activities and assure that the game will start at the prescribed time.

- C. No referee may change his assignment without the prior approval of the assignor.
- D. No member may solicit or accept assignments for games served by the Association except through the assignor or his designated representative.
- E. The Association shall attempt to purchase medical/liability insurance to covers its members in good standing while refereeing games scheduled by the assignor. In the event such insurance cannot be obtained at a reasonable fee in the judgment of the Board, all such insurance shall be the sole responsibility of each member. The Association will not accept medical or liability claims for injury or property damage.
- F. Liability insurance premiums for the Board of Directors shall be borne by the Association for coverage while conducting Association business.
- G. Any member has the right to appeal a decision (except disciplinary matters) rendered by the Board of Directors. Appeals may be made per VIII C.1. or per XI G-K.
- H. If a team no-show report is properly filed by a referee, the referee will be reimbursed the referee fee by the SSBRA treasury.
- I. Operating procedures may be amended by majority vote at a membership meeting, and shall be considered the official policy of the Association.
- J. The Board of Directors shall form a committee to review the By-laws on the odd numbered years unless the Board deems a special review is needed.
- K. Any member may propose an expenditure of Association funds for a worthy soccer-related purpose, subject in all cases to the approval of the Board of Directors under the provisions of paragraphs VI (C.3) and VIII (C.1).
- L. The Board of Directors shall choose a non-Board member(s) to perform an informal review of the Associations financial records on even numbered years.

Revised on June 24, 2009

Warren Howell