

# **BEACH CITIES SOCCER REFEREE ASSOCIATION, INC.**

## **BY-LAWS**

Established January 2010

### **I Name**

This organization shall be known as the **BEACH CITIES SOCCER REFEREE ASSOCIATION** (hereinafter called the Association or **BCSRA**), with an abbreviated title of **BCSRA**.

### **II PURPOSES**

The purposes for which this organization is formed are:

1. To establish and maintain a high level of soccer officiating.
2. To recruit, train, and evaluate referees to officiate soccer games in the CALSOUTH REGION.
3. To coordinate the assignment of referees to games in leagues and other soccer organizations served by BCSRA or other soccer associations.
4. To standardize the interpretation and application of the Laws of the Game in accordance with FIFA and USSF decisions.
5. 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 any member, officer or director thereof.

## **IV OFFICERS AND BOARD OF DIRECTORS**

### **A. Officers**

The Officers of this Association shall consist of a President, Vice President, Secretary, Recruitment, Treasurer and Assessor/Instructor. The Officers shall form the governing Board of Directors. They shall be elected at the annual General Meeting and voted for, separately, by ballot, and receive a majority of the votes cast. They shall hold offices for two years and until their successors are selected.

The President, Secretary, and Recruitment will be elected for two-year terms in even-numbered years.

The Vice President, Treasurer, and Assessor/Instructor will be elected for two-year terms in odd numbered years.

### **B. Eligibility**

To be eligible for election to the Board of Directors a candidate must:

1. Have been approved as a voting member at least 12 months prior to the closing date of nominations.
2. Be in good standing with BCSRA, California Soccer Association – South, Inc., and with U.S.S.F.
3. Be a currently certified U.S.S.F. Referee (any grade), Instructor or Assessor on the date nominations for elections close.
4. The Instructor shall be, as a minimum, a U.S.S.F. Certified Instructor or trainee, In case a U.S.S.F Certified Instructor or trainee is not nominated, the President will appoint an Instructor from the general membership subject to the approval of the Board of Directors.
5. The Assessor shall be, as a minimum, a U.S.S.F. Certified Assessor or trainee. In case a U.S.S.F Certified Assessor or trainee is not nominated, the President will appoint an Assessor from the general membership subject to the approval of the Board of Directors.
6. Have attended a majority of monthly membership meetings in the time period between the previous election and the election in which the member wishes to submit his/her candidacy.

### **C. Elections**

1. Elections for officers will be held at the Annual General Meeting held each December.
2. Nominations for officers to be elected at the Annual General meeting will be accepted during the December meeting and immediately prior to the elections.

## V DUTIES OF OFFICERS AND DIRECTORS

### 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.
2. He/She shall be the official spokesperson to the public for the Association.
3. Supervise and control the business of BCSRA with the consent of the Board of Directors.
4. Preside at all meetings of the membership and of the Board of Directors.
5. The President, or another person designated by the President, shall be responsible for negotiating and monitoring contracts with the various soccer organizations. All contracts shall be presented to and approved by a majority vote of the Board of Directors.
6. The President shall appoint the Assignor, Disciplinary Chairperson with approval of 2/3 of the Board of Directors.
7. The President shall appoint all standing committees.
8. He/She shall have one vote.

### B. **Vice President** - The duties of the Vice President are to:

1. Assist the President in the performance of his/her duties.
2. Exercise all the powers of the President in his/her absence.
3. He/She shall have one vote.

### C. **Treasurer** -- The duties of the Treasurer are to:

1. Receive all money due the Association and disperse all payables.
2. Keep a detailed account of all funds in a suitable record.
3. Monitor any and all accounts in a Federally insured bank or savings and loan.
4. Report the status of the Association accounts at all Board of Directors meetings.
5. Report the general status of Association accounts (summary balances) at the general meeting at least once per quarter.
6. Provide a detail account of the books for an annual audit.
7. He/She shall have one vote.

### D. **Secretary** -- The duties of the Secretary are to:

1. Keep a roll of all members of this Association.
2. Conduct correspondence and keep record of the same at the discretion of the President.
3. Take notice of all meetings, keep records and email copies of same to each Board member at least five (5) business days prior to the next stated Board meeting.
4. Take records of attendance and minutes of the Annual General Meeting, archive the records and submit copies to the Board members at least five (5) business days prior to the next stated Board meeting.

5. Update and maintain the web site and board member emails on the site.
6. He/She shall have one vote.

**E. Assessor/Instructor --** The duties of the Assessor/Instructor are to:

1. Plan and direct the assessment program.
2. Personally review each completed assessment
3. Provide the Board with a recommendation regarding the classification of the assessed referee.
4. Maintain a file of assessment that is accessible by the respective members.
5. Plan and direct the instructional program.
6. Take charge of all instructional sessions at regular meetings.
7. Coordinate the appearance of instructional speakers.
8. Publish pertinent instructional materials, critical updates and other information to membership via email or other electronic means.
9. He/She shall have one vote.

**F. Recruitment/Retention --** The duties of the Recruitment/Retention are to:

1. Receive and review applications from candidates.
2. Review officiating history with applicant/candidate for confirmation of application information.
3. Explain BCSRA policies for meeting attendance, match assignments, uniform standards, game assignment procedures, financial obligations and methods of receiving payments to applicant.
4. Forward the application to the BOD for approval or denial and notify the applicant of the determination of the application.
5. Recommend to the board ways to retain officials that will provide avenues for advancement for future growth of BCSRA.
6. Act as spokesperson for the membership if requested by any member regarding BCSRA policies.
7. He/She shall have one vote.

**G. Assignor(s) --** The duties of the Assignor(s) are to:

1. The Assignor(s) shall serve at the discretion of the Board of Directors and may be removed from assignment responsibilities, without cause, by a 2/3 vote of the Officers at a regular or special Board meeting.
2. The Assignor(s) shall be responsible for all assignments at the direction of and in cooperation with policies and directives of the Board of Directors.
3. The Assignor(s) will be U. S. S. F. certified and current in registration.
4. The assignor(s) shall have no vote.

**H. Disciplinary Chairperson** -- The duties of the Disciplinary Chairperson are to:

1. Review incidents of referee misconduct, absenteeism or sub-standard performance as directed by the Board of Directors.
2. Convene a Disciplinary Committee to conduct a 'peer review' for serious misconduct.
3. Recommend disciplinary action to be taken against a member to the Board of Directors for their approval. Disciplinary action may include:
  - a. Recommend coaching/mentoring
  - b. Recommend a change in level of games assigned
  - c. Levy fines
  - d. Suspension from referee duties for a period of time
  - e. Removal from the Association
  - f. Other actions as may be appropriate for the issue under review
4. The Disciplinary Chair shall have no vote.

**I. Youth Referee Development Coordinator**

1. The Youth Referee Development Coordinator shall be appointed by the President. He/She shall maintain the Youth Referee Development Program in assisting the advancement and mentoring of the youth referees.
2. In coordination with the BCSRA Instructor, Assessor, and Assignor, the Coordinator shall be responsible for monitoring all youth referee events and activities.
3. It is the Coordinator's duty to report back to the board on the progress of youth referees and the level at which they are to referee.
4. The Youth Referee Development Coordinator shall have no vote.

**J. Adult Referee Development Coordinator**

1. The Adult Referee Development Coordinator shall be appointed by the President.
2. The Coordinator shall maintain the Adult Referee Development Program in assisting the advancement and mentoring of the adult referees.
3. In coordination with the BCSRA Instructor, Assessor, and Assignor, the Coordinator shall be responsible for monitoring all new adult member referee events and activities.
4. It is the Coordinator's duty to report back to the board on the progress of adult referees and the level at which they are to referee.
5. The Adult Referee Development Coordinator shall have no vote

**K. Misconduct of Neglect of Duty**

1. All Officers and Directors shall conduct the business of this Association in accordance with the prudent-man concept. Serious misconduct or neglect of duty shall render an Officer or Director subject to dismissal from office.

2. Any officer accused of serious misconduct or neglect of duty shall be notified in writing of the nature of the charges against him and shall be requested to attend a meeting of the Board of Directors to hear the evidence against him and either refute or confirm the charges against him.
3. Should it be determined by the Board of Directors that there has been misconduct or neglect of duty by an Officer, that Officer may be removed from office by a 2/3 vote of the Officers.
4. Upon request by the Officer or Director so removed, the matter may be appealed to the general membership for a vote by same. Such request must be made in writing to the BOD. The motion or resolution for removal shall be published in the Newsletter as due notice and the matter shall be debated and voted on at the following regular membership meeting. A majority of votes cast for removal or retention shall be sufficient to dismiss or retain the Officer or Director.
5. For any other formal complaint of misconduct or neglect of duty by an Officer or Director, shall be investigated in accordance with **ROBERT'S RULE of ORDER**. If necessary, disciplinary action will be taken.
6. Any Officer or Director who does not attend 3 consecutive BOD meetings or 5 total meetings during the year he/she was elected, without proper cause as determined by the majority of Officers and Directors, will be considered as having resigned.

## **VI MEMBERSHIP**

### **A. MEMBERS**

All licensed soccer referees are eligible to become members of this Association. Application shall be made by completing the necessary forms and paying the appropriate membership fee. Members in good standing shall have, at regular meetings and at the annual general meeting, one vote. Voting by proxy is prohibited.

### **B. Duties of Members**

All members in good standing as determined by the Secretary shall retain the right to vote at the Annual General Meeting. Members are expected to respect and obey all policies and decisions enacted by the Board of Directors (*BOD*) as empowered by these by-laws. Attend an acceptable number of membership meetings. Maintain physical abilities equivalent to the level of assigned competition.

### **C. Member Discipline**

Failure to pay all monies due the BCSRA as a result of assessments, fees and/or penalties shall render the member liable to suspension from the list of members in good standing until such time as all monies have been paid, together with any fees levied for reinstatement. The Board of Directors shall be authorized to require a performance bond from any member who has been suspended more than once.

**D. Suspended Members**

Suspended members shall not be assigned matches by the BCSRA and shall not have the right to vote at regular meetings or the AGM until such time that they are reinstated. Suspended members shall be reinstated upon resolution of the issue(s) related to the suspension and/or fulfillment of any terms of disciplinary action taken by the BOD.

**VII BOARD OF DIRECTORS MEETINGS**

There shall be a corresponding stated Board of Directors meeting for each scheduled regular meeting of the Association. The President shall have the right to call a Board of Directors meeting whenever he/she deems it necessary. The Board of Directors meetings shall deal with all matters pertaining to the business of the BCSRA. The Board of Directors shall have the power to deal with all matters which may arise respecting the business of the BCSRA whether covered or not covered in these by-laws.

**VIII REGULAR MEETINGS**

There shall be one (1) regular meeting of the membership a month with the exception of July when there will be no meeting. Any monthly meeting may be dispensed with, with the approval of the Board of Directors. The meeting shall serve to inform the general membership of all necessary matters pertaining to the business of the association and in accordance with the purpose stated in these by-laws. All membership meetings are open to the general public.

**IX BOD DECISIONS AND MEMBERS RIGHTS**

Any member in good standing shall have the right to attend BOD meetings and to address the BOD upon written request made to the secretary at least 7 days prior to the scheduled meeting of the BOD. Any member in good standing of this Association shall have the right to appeal a decision made by the Board of Directors to the general membership. Such appeal shall be made in writing to the secretary at least 7 days prior to the general meeting.

**X MEMBER MISCONDUCT**

Members accused of misconduct or impropriety as respects issues relating to and within the realm of the business of the BCSRA shall be notified of the general nature of the alleged misconduct or impropriety and shall be requested to appear before the Disciplinary Committee of persons appointed by the Chairman at a time agreeable to all parties concerned. The purpose of such hearing is to evaluate questions of impropriety and/or correct any conduct deemed inappropriate at that time. The committee shall be empowered to suspend a member for a specific time or until such time as the issue is fully resolved.

## **XI VACANCIES IN BOD OFFICES**

Should a vacancy occur among the Board of Directors, the President shall appoint a member who is in good standing to fill the vacancy for the remainder of the unexpired term. Such appointment shall be ratified by a majority vote of the Officers. Should the vacancy occur in the Presidency, the Vice President shall succeed for the remainder of the unexpired term. In the event these two Officers shall become unavailable, the members shall elect their successor for the remainder of the term, at the next regular meeting.

## **XII ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) shall take place in December of each year. Every active member shall receive a written or electronic notice of said meeting at least ten (10) days prior to the AGM. The agenda of the AGM shall be as follows:

- A. Roll call
- B. Reading of the minutes of the previous AGM
- C. Report of the Secretary
- D. Report of the Treasurer
- E. Report of the President
- F. Report of the Vice President
- G. Change of By-laws
- H. Any other necessary business
- I. Election of Officers

## **XIII GENERAL**

### **A. Finances**

1. Members past the age of 18 years shall be assessed a yearly membership fee. Members under the age of 17 years shall be assessed a yearly membership fee equal to one-half the 18 years and over fee. Volunteer referees doing unpaid matches only shall pay no fee.
2. When the BOD has determined that a state of financial emergency exists such that current cash reserves are not sufficient to either conduct the necessary business of the BCSRA or to meet current liabilities a motion of special assessment shall be presented to the membership. The decision to levy the special assessment shall be determined by a majority of the membership and then only to the extent determined by a majority of the membership. The membership will be notified, in writing, as to the time and place of the vote on the matter if at a meeting.
3. The BOD is empowered to enter into contracts with other associations, leagues, tournaments and vendors. The contract shall be approved or rejected by a simple majority of the voting Board members present.
4. Members shall receive a report at least quarterly from the Treasurer which shall review the general financial standing of the Association.

5. Sums owed the BCSRA shall be due in 30 days. Fees not received by the next billing cycle shall be considered past due and notice shall be made to the debtor of such status of their account.
6. Members whose account is past due and who do not make full payment (or by virtue of tournament activity have satisfied the amount owed which is past due) within 90 days in which the past due statement is received may be suspended by a 2/3 vote of the Board of Directors. Reinstatement as a member in good standing also requires a 2/3 vote by the BOD.
7. This Association's books shall be subject to audit at any time upon reasonable demand of the President or a majority of the Officers.

## **B. Dress**

The official dress of the members of this Association while performing their duties as referees shall be as specified in the current edition of the Laws of the Game and Universal Guide for Referees. When officiating games which are assigned by the BCSRA assignor, the referee must wear the appropriate USSF referee badge during USSF-affiliated games.

## **C. General Rules for Referees**

1. A member officiating in a game wherein a player or team administrative personnel have been cautioned or ejected for misconduct shall make his report in accordance with the rules and procedures of that league.
2. Incidents of assault upon a referee must be reported in writing to the league which governs the match. Copies must be sent to the Secretary of BCSRA, California Soccer Association-South, Inc., and if appropriate the USSF, within forty-eight (48) hours. The referee must also notify the President of the BCSRA as soon as possible of such incidents.
3. A member when assigned to a game, shall be on the playing field at least (30) minutes before the official game time for the start of the game.
4. Members unable to fulfill their assignment due to any reason are required to notify the assignor of their inability at least 4 hours prior to the scheduled start time of the match. Members who fail to do so may be subject to discipline by the BOD.
5. No member shall be allowed to change his assignment without the permission of the assignor from whom he/she received the assignment. Realignment of responsibilities as a result of one or more officials not appearing for a match or becoming incapacitated during a match, shall not be considered as assignment for the purpose of this section.
6. No member shall be allowed to request or solicit assignments to any specific game or games. Any member, who has accepted an assignment and is subsequently offered a more challenging or lucrative assignment, cannot accept that assignment without being officially released by the original assignor.

7. Fees paid to BCSRA as a result of a late-canceled game will revert to the BCSRA treasury. Referee fees paid to BCSRA for a late-canceled game when referees were assigned and reported for the game will be paid to the referee crew for the cancelled match.
8. 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 BCBRA by the league.
9. 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.
10. If the BCSRA assignor makes a mistake in game assignments, the referee(s) affected will be compensated, at the assignors discretion, with priority for assignments on the next available games/tournaments, mileage or other fees (at assignors expense) or other consideration.
11. No member, except the Assignor, shall assign himself. No member shall interfere with official assignments approved by the State or this Association.

#### **XIV Procedural Rules**

For any circumstances not covered in these by-laws, **ROBERT'S RULES OF ORDER** shall govern.

#### **XV FISCAL YEAR**

The fiscal year of this Association shall begin January 1 and end December 31.

#### **XVI AMENDMENTS TO BY-LAWS**

1. Changes proposed to the By-Laws during the year by the Board of Directors shall be ratified at the next Annual General Meeting.
2. Changes required to the By-Laws prior to the Annual General Meeting shall be submitted to the Board of Directors for review. These changes will be submitted to the Membership for review and acted upon at the next Regular Meeting.
3. All changes to the By-Laws must be submitted in writing to the Board of Directors. The changes will then be communicated to the General Membership via e-mail at least 10 (ten) business days prior to the Annual General Meeting, or the stated Regular Meeting (per section 2) on which the change is to be considered.
4. Changes to the By-Laws shall take effect only after ratification by the membership, by a majority vote of those present at the meeting.