

# FEDERAL WAY SOCCER REFEREES ASSOCIATION BY-LAWS

## ARTICLE I: NAME

The name of this Association shall be the Federal Way Soccer Referees Association (FWSRA)

## ARTICLE II: PURPOSE

The purpose of this Association shall be as stated in the Constitution of the association.

## ARTICLE III: GOVERNMENT

### Section 1 Governing Body

The Board of Director's, herein after referred to as the Board, shall be the governing body of the Federal Way Soccer Referees' Association.

### Section 2 Board of Directors

The affairs of the chapter shall be managed by a Board of Directors. The Board shall consist of eight Elected Members:

President, Vice President, Secretary, Treasurer, Director of Assigning, Director of Instruction, Director of Mentoring, Director of Assessment.

~~And Seven~~ And Seven Appointed Members:

Director at Large #1, Director at Large #2, Director at Large #3, Director at Large #4, Director at Large #5, Director at Large #6 and Director at Large #7

The Elected Members shall be elected by a majority vote of the FWSRA Voting Members at the Annual General Meeting. The Appointed Members shall be appointed by the new Elected Board Members at the Annual General Meeting.

USSF Licensed Assignors shall be annually contracted with FWSRA as approved by the Board of Directors by majority vote. Contracted Assignors will have no voting privileges however will attend board meetings when held.

The Board shall govern the administration of Association affairs, manage all financial transactions, make rules and policy in support of the Association's programs, and act for the interest of the Association in any way consistent with these bylaws.

The Board shall be responsible for developing other policies and procedures that shall guide the activities of the Association officers and assignor. The Board will be responsible for publishing policies and procedures of the Association at least annually.

No officers shall hold more than one seat on the Board unless lack of volunteers requires it. No officer shall be entitled to cast more than one vote. The President shall vote only to break a tie vote. Members of the Board shall be entitled to vote on all matters submitted to vote or other action to the members.

The Board by resolution adopted by a majority of the directors in office may designate and appoint on one or more committees each of which shall consist of three or more member referees and shall have and exercise such authority of the Board as may be specified in the resolution, provided such authority is not prohibited by law or these by-laws.

### Section 3 Board of Directors Eligibility

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Only persons who are Voting Members are eligible to be an officer on the Board of Directors of the Association. No person shall hold more than one office at the same time unless ~~a lack of volunteers require~~ a lack of volunteers requires it.

## **Section 4**      Terms of Office

All Elected Members shall serve two year terms. Elections shall be held at the Annual General Meeting according to the following schedule:

- President in odd numbered years;
- Vice-president in even numbered years;
- Secretary in odd numbered years;
- Treasurer in even numbered years;
- Director of Assigning in odd numbered years;
- Director of Instruction in even numbered years;
- Director of Assessment in odd numbered years;
- Director of Mentoring in even numbered years;

All Appointed Members shall serve one year terms. Appointments shall be made each year at the Annual General Meeting.

Terms will begin with officer election at the Annual General Meeting (AGM). This meeting will usually occur between January 1 and February 28.

## **Section 5**      Vacancies

Except as otherwise may be provided in these by-laws, vacancies on the Board of Directors shall be filled by appointment by the President with the ratification of a majority vote of the Board of Directors. The appointee shall serve the remainder of the term to which they are appointed.

## **Section 6**      Removal of Directors, Officers, and Committee Members

### A.      By The Board

Any Chair or member of a committee appointed by the President may be removed from that position by the President subject to the Board's approval. Any Chair or member of a committee may be removed from that position by the Board. Any officer or director of the Association may be removed from office and the Board by a two-thirds vote of the other members of the Board. Officers and Directors removed from office and the Board by the Board may request a hearing before a committee of three Voting Members, which committee shall be elected by the Voting Members. After suitable hearing before the committee, the committee shall by a majority vote of its members affirm or reverse the Board's decision for removal.

### B.      By The Members

Any officer, director, committee Chair or committee member may be removed from the office, the Board, or the appointed position by a majority vote of the Voting Members in attendance at any regular or special Association meeting after written petition for removal is equal to or greater than the number of Voting Members in attendance at the immediately preceding regular Association meeting. A petition for removal under this section shall be in writing and may be delivered to any member of the Board. The issue of removal shall be promptly submitted to the Voting Members for decision. Not less than ten days nor more than fifty days before the meeting at which such a petition will be

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submitted, Voting Members shall be notified that such a submission will be made and of the date, time, and place of the meeting at which it will be made.

## C. Vacancies

The Board shall fill all vacancies on the Board for officer positions. Any person so appointed shall serve until the next regular meeting where such appointment shall be submitted to the Voting Members for confirmation. Once confirmed, the appointed officer shall complete the term of the vacated office. In the case of a vacancy in the office of the President, the Vice President shall become the President and the Board shall appoint a successor to the Vice President. If a person appointed by the Board to fill a vacancy is not confirmed, the Voting Members shall elect a successor at that meeting.

## Section 7

### Duties of Officers

- A. The President shall be the presiding officer at all meetings. Exceptions shall be incidental Judicial Committee Hearings or Referee Clinics. The President shall be responsible for the efficient functioning of all officers and operations of the FWSRA. The President shall have the authority to appoint any member of the Association to fill the vacancy of any Board member. The appointment must be ratified by a majority of the Board voting at the time of the appointment. The President shall assume the duties of the assignor when either there is no assignor or the assignor is absent.
- B. The Vice President shall assume the duties of the President in the President's absence for the purpose of presiding. The Vice President shall not carry out any other duties of President unless that office is vacated. The Vice President shall become the President in case of vacancy. The Vice President shall organize and report game misconduct for FWSRA when the league or association requests it directly from FWSRA. The Vice President shall carry out tasks as assigned by the President.
- C. The Secretary
1. Be the recording secretary to include keeping minutes of meetings and other communications as directed by the President.
  2. Keep records of attendance at all meetings of the Association and the Board.
  3. Maintain a membership list of the Association members.
  4. Be responsible for disseminating policies and procedures to the membership
  5. Maintain one copy of the by-laws on hand at all meetings. Provide a copy to any member of the Association upon request.
- D. The Treasurer shall:
1. Keep an accurate record of the financial affairs of the FWSRA, both receipts and expenditures.
  - ~~2.~~ Maintain and submit all required State and Federal Government documents as required to maintain State and Federal licensing and status as a Non-Profit 501(c)4

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- ~~2-3.~~ Keep the Board informed through the preparation and submission of a detailed statement at each Board meeting concerning the current financial condition.
- ~~3-4.~~ Provide a detailed financial report to the membership at the Annual General Meeting (AGM).
- ~~4-5.~~ Have the authority to open any mail addressed to “in care of” the Association or to any Board member’s name if sent to the Association address.

E. The Director of Assigning shall:

1. Not be the active Assignor for FWSRA and shall be so only in emergency situations where no other Licensed USSF Assignor is available.
- ~~1-2.~~ Recommend to the Board the ~~A~~assignors to be ~~used~~ contracted by ~~the~~ FWSRA. The Board shall vote on the contracted use of the recommended Assignor(s)~~their final appointment as an FWSRA assignor.~~
- ~~2-3.~~ Supervise the assigning of officials to all games contracted by FWSRA with all soccer leagues.
- ~~3-4.~~ Have the authority to delegate assigning duties to FWSRA members holding a USSF Assignor as Licenses as the need arises.
- ~~4-5.~~ Maintain records of all assignments as required by the SRC and USSF to establish level of license qualifications for members.

F. The Director of Mentoring shall support the goals of the WSYSA Mentor Program. The Director shall support the State Mentor Program Director and the FWSRA.

G. The Director of Instruction shall be the Education Officer of the FWSRA and be responsible for arranging training programs for the monthly membership meetings, entry level clinics, and any other training needs of the FWSRA.

H. The Director of Assessment shall support the goals of the State Director of Assessment and help arrange assessments for FWSRA members. Assessments may be for evaluation or upgrade.

I. All members of the Board shall have the duty to attend and vote at all meetings.

## Section 8 Membership

Membership in the FWSRA is open to anyone desiring to affiliate with the FWSRA, who is in agreement with the Constitutional Purpose of the FWSRA and whom the Board determines is qualified. A Member of the FWSRA shall be either, a FWSRA Voting Member or a FWSRA Contributing Member.

### A. Voting Member

A FWSRA Voting Member must be currently registered with USSF as one or more of the following: Referee, Instructor, Assessor, or Assignor. A FWSRA Voting Member must not be a voting member of any other local referee association or chapter. A FWSRA Voting Member must be in agreement with the Constitutional Purpose of the

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FWSRA. A FWSRA Voting Member must attend a minimum of 50% of the regular FWSRA meetings. A FWSRA Voting Member must at all times conduct themselves in accordance with the USSF Referee Administrative Handbook.

## B. Contributing Member

A FWSRA Contributing Member shall be a person who does not qualify as a FWSRA Voting Member, and/or persons, organizations, or funds whose purpose agrees with the Constitutional Purpose of the FWSRA, who contributes financially or "in kind" support for activities of the FWSRA. FWSRA Contributing Members shall not have voting privileges in the FWSRA. FWSRA Contributing Members who are registered with the USSF must at all times conduct themselves in accordance with the USSF Referee Administrative Handbook.

## ARTICLE IV: MEETINGS

### Section 1 Quorums

- A. A Quorum of the Board shall be 4 Elected Members.
- B. A Quorum at a regular monthly meeting shall be fifty percent (50%) of the average number of Voting Members in attendance at the last five regular monthly meetings.
- C. A Quorum for the Annual General Meeting shall be fifty percent (50%) of the average number of Voting Members in attendance at the last five regular monthly meetings.

### Section 2 Meetings

- A. Regular business and training meetings shall occur ~~once per month excluding April, May, June, and, July~~ as deemed necessary by the Board. The Board shall designate the meeting dates and places.
- B. Board Meetings will be held as needed. The President will determine the date and location.
- C. The Annual General Meeting will be held between January 1 and February 28.
- D. Special Meetings may be called by the President.

## ARTICLE V: DENIAL, TERMINATION, AND JUDICIAL PROCESS

The Board shall establish a procedure to afford any member notice of and an opportunity for a hearing where a member is alleged to be in violation of the FWSRA Constitution, By-laws, USSF Referee Administrative Handbook or the ethics of refereeing as a profession. After the appropriate collection of facts and due deliberation, the Board shall vote based upon the preponderance of the evidence, to acquit or to convict the member of the charges and to affirm, affirm with penalty or to terminate his membership in the FWSRA.

## ARTICLE VI: FEES AND FINANCES

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## Section 1 Financial Review

In addition to the Board review, the Board may engage an independent accountant to conduct a review or an audit of the financial statements, books, and accounts of the Association. A review or an audit may be conducted at the pleasure of the Board as it deems desirable or necessary. A written summary of the results of each review or audit shall be submitted to the Board within fourteen days of its completion. It shall be submitted to membership for their acceptance, approval, or disapproval at the next regular chapter meeting.

## Section 2 Payment of referees

The method of payment shall be established by the Board.

## Section 3 Compensation

Expenses incurred by any member on behalf of the Association, as approved by the Board, shall be reimbursed. Except as otherwise provided in this Section, no Member of the Association shall receive compensation for performing any of the duties identified in these by-laws.

~~Assignors will be under contract to FWSRA and their compensation will be determined by the board and outlined in the contract agreed upon between the Board of FWSRA and the contracted Assignor. Assignors are entitled to an assignor's fee as described in the Policies and Procedures document of the FWSRA.~~

The Treasurer is entitled to a fee as described in the Policies and Procedures document of the FWSRA.

## Section 4 Fines

Any member accepting assignments and failing to fulfill same, unless excused by the assignor, shall be assessed one hundred fifty percent (150%) of the game fee assigned. These fines will be deducted from the earnings of the referee at the time the fees are paid to the referee.

## ARTICLE VII: CONDUCT AND ETHICS

### Section 1 Accepting Assignments

All referees shall accept game assignments whenever possible. Inability to fulfill game assignments should be based on emergency situations and never on the basis of personal desires. Members will make every attempt to notify the assignor as soon as possible in the event he or she is not able to fulfill the assignment. Referees shall inform the assignor of any family or personal involvement with a team or club which might appear to bias that referee's decision making. Whenever possible the referee shall decline any assignment involving such a team or club.

### Section 2 Uniform

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All referees shall follow standards of dress established by the USSF or other sanctioning body for the game. All FWSRA members are expected to wear uniforms commensurate with the fees paid for the games. Failing to follow these standards may result in reduction of game assignments. Extenuating circumstances (e.g. extremely inclement weather or a beginning referee) may cause a referee to deviate from these standards. Personal preference is not an acceptable reason to deviate from the standards.

## Section 3 Game Conduct

Referees shall conduct themselves professionally when representing FWSRA. This includes both game assignments and business meetings. Any member behaving unprofessionally ~~due to the influence of drugs or alcohol~~ may be suspended from FWSRA for up to one year.

Members will treat players, coaches, and spectators with respect. Failure to do so may result in loss of assignments and suspension from FWSRA.

## Section 4 Game Reports

Referees shall complete and submit all game reports promptly. For USSF games members shall follow procedures outlined in the USSF Referee Administrative Handbook. A consistent failure to submit game reports promptly may result in a penalty of one hundred percent (100%) of the fee for the game and/or loss of future game assignments.

## ARTICLE VIII: AMENDMENTS

### Section 1 Amendment of by-laws

These by-laws may be amended at the AGM or special meeting for this purpose. Amendments to the FWSRA By-laws shall be submitted in writing to the President, FWSRA at least 30 days before the AGM or special meeting for this purpose. The Board must give the proposed changes to the membership at least ~~ten~~ (ten) (10) days prior to the AGM or special meeting called for this purpose.

The Board may vote as to whether they recommend the adoption of said amendments. Approval occurs when: 1) There is a quorum of members present at the meeting and 2) A majority of the members in attendance approve.

### Section 2 Policies and Procedures

Policies and Procedures may be established by the Board and shall be disseminated to the membership annually or as required. Any amendment to the Policies and Procedures will be disseminated to the members prior to the next regular Association meeting. Amendments will be effective following the next general meeting after dissemination unless rejected by a majority of members at the meeting.

## ARTICLE IX: SAVINGS CLAUSE

Should any part of these by-laws be declared illegal under the laws of Federal, State, or local government, or improperly inconsistent with the by-laws of a higher referee body, the remaining parts shall remain in force.

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## ARTICLE X: PARLIMENTARY AUTHORITY

Robert's Rules of Order Revised shall be the parliamentary authority for the FWSRA in all matters not covered by FWSRA policy as set forth in either the Constitution or these By-laws.

## ARTICLE XI: DISSOLUTION CLAUSE

In the Event of dissolution of Federal Way Soccer Referees Association (Washington State Unified Business Identifier 602212850 ~~—Federal\_ Federal~~ Tax Identification ~~Number 74~~Number 74-3049763) ~~—by~~ by order of this document, all assets would be transferred to a federally recognized non-profit ~~organization, organization,~~ in good standing with the IRS, of the FWSRA board's choosing in order to facilitate the continuance of the mission of this association as outlined in Article II of the FWSRA Constitution.