

Constitution and Bylaws for the Canton Soccer Referees Association
Latest Revision – Adopted on December 9th, 2015

Article I Name and Organization

The name of the organization shall be the Canton Soccer Referees Association, and may be referred to as “CSRA” in the Constitution, Bylaws, or other official documents. The Canton Association is under the leadership of the Executive Committee and Directorate (ECD), as explained later in this document.

Article II Purpose

The purpose of this organization is to:

- 1) Promote and encourage the growth of soccer in the surrounding areas.
- 2) Actively promote and recruit new referees.
- 3) Create and sustain a referee development program.
- 4) Encourage licensing for OHSAA officiating.
- 5) To implement and enforce the application of the Laws/Rules of the Game of soccer, as issued by FIFA, USSF, OHSAA, or other soccer organizations.
- 6) To represent its membership to the clubs or leagues that involve them within the district the Association governs.
- 7) To encourage its referees to achieve and maintain the highest standard of professionalism, performance and ethical behavior.

Article III Affiliation and Precedence

CSRA members are members and affiliates of the following soccer organizations that are listed in order of precedence: FIFA (Fédération Internationale de Football Association), United States Soccer Federation (USSF), OHNSRC (Ohio North State Referee Committee), and OHSAA (Ohio High School Athletic Association). In matters strictly pertaining to soccer, members of CSRA agree to abide by the articles of the Constitution, Bylaws, policies and requirements of these organizations.

Article IV Territory

The territory of CSRA is the area in which CSRA officials are assigned to including leagues, partial leagues, independent, private, and public schools in which CSRA has been contracted or has verbal permission to assign for.

Article V Membership

A. Classes of Membership

1) Active Member

An individual who is certified as a referee and is current in the duties and responsibilities of active membership.

2) Associate Member

An individual who is not certified as a referee but has a desire to promote the goals of CSRA through participatory membership. Associate membership must be approved by a majority vote of the ECD.

B. Qualifications of Membership

- 1) All members agree to pay annual CSRA membership dues.
- 2) All members agree to comply with the CSRA Constitution and Bylaws.
- 3) OHSAA membership is contingent upon payment of annual dues and attendance as set forth by the OHSAA Handbook for Officials (OHSAA officials only).

C. Rights and Privileges of Membership

- 1) Active members shall receive fees for services rendered. The amount of such fee(s) shall be determined through negotiations between CSRA and the organization under whose authority the match is being played.
- 2) Members may submit any suggestion or complaint regarding the management of CSRA to the ECD. Any suggestion or complaint regarding the ECD, or of a confidential nature, may be made personally to the President.
- 3) Members are entitled to attend any and all CSRA scheduled clinics.
- 4) Every member, unless delinquent or under the age of 18, will be allotted one vote during elections.
- 5) Members may obtain a copy of the Constitution and Bylaws.

D. Duties and Responsibilities of Active Members

- 1) Act in a professional and responsible manner when representing CSRA, and shall adhere to USSF's and/or National Federation's (of State High School Associations) code of Ethics for Referees.
- 2) Maintain an up-to-date certification from USSF.

- 3) Wear the uniform, including badge, appropriate for the match being officiated. Uniforms will be properly worn so that the official's appearance will not discredit oneself or CSRA.
- 4) Arrive at the assigned pitch no later than fifteen (15) minutes prior to the scheduled match time unless excused by the assignor.
- 5) Properly fill out all game reports for the match being officiated.
- 6) Properly report, by e-mail, all game incidents or unusual circumstances to the President, and the appropriate USSF or OHSAA official. A subsequent written report may be required for:
 - a. Assault or abuse of a referee or assistant referee
 - b. Ejection of a coach or other team official
 - c. Incidents of serious foul play or violent conduct
 - d. Abandoned or terminated matches
 - e. Unsatisfactory field conditions
 - f. Unsatisfactory performance of fellow officials
- 7) Notify the respective assignors as soon as possible, if unable to officiate an assigned match, and provide reason(s) for the non-availability.
- 8) Pay all dues or assessments levied by CSRA and repay any overpayments.
- 9) Make every effort to accept any CSRA assigned matches within the primary service area.

E. Cessation of Membership

- 1) Membership in CSRA ceases upon resignation, disciplinary action, or failure to pay dues for one calendar year.

F. Reinstatement of Membership

- 1) Resigned membership may be reactivated by payment of current dues and any payments due to CSRA at the time membership ended.
- 2) Membership termination by disciplinary action may be reactivated upon approval of the ECD, and payment of current dues and any monies owed to CSRA at the time membership ended.

G. Disciplinary Actions

- 1) General: Members are expected to conduct themselves in a professional manner. Any member who fails to comply with the Constitution and Bylaws, is the subject of repeated and substantial complaints, or who brings discredit upon CSRA or the profession of soccer officiating, is subject to disciplinary action. Potential disciplinary matters must be reported to an Officer for review and determination of disciplinary action by the ECD.
- 2) Temporary Suspension by the President. Any member may be temporarily suspended from membership pending an investigation into a reported incident(s). Temporary suspensions may not exceed thirty (30) days and suspended members may not receive match assignments. By a two-thirds ($\frac{2}{3}$) majority vote, the ECD may vote to extend the suspension an additional thirty (30) days, reduce, or remove the suspension.
- 3) Fact Finding. The President shall appoint a member, officer or committee to determine the facts in a situation which may warrant disciplinary action as soon as practical. The accused member shall be informed of the alleged offenses and afforded the opportunity to offer a written or verbal statement and supportive information. The member, officer, or Fact Finding Committee will report to the ECD, in writing, within two (2) weeks, recommending appropriate disciplinary action. An extension may be requested by the Fact Finding Committee if needed to complete the investigation.
- 4) Executive Committee Review. The ECD shall review the findings reported and within two (2) weeks determine the appropriate disciplinary action, if needed.
- 5) Disciplinary Sanctions. One or more of the following sanctions may be imposed as a disciplinary sanction:
 - a. Fines. Fines may be levied for offenses such as uniform discrepancies, or arriving late or not at all for a scheduled match. The schedule of fines shall be approved by the ECD and published to the membership. Fines shall not exceed the amount of \$100.00 per violation.
 - b. Probation. Members in a probationary status may officiate matches and remain in good standing, providing that they continue their compliance with the Constitution and Bylaws. The duration of the probationary status will be set by the ECD.
 - c. Disciplinary Suspension. Length of suspension will be determined by the ECD, after review of the incident. Members who have been suspended by any other athletic administrative body are subject to the same restrictions and may not receive match assignments.

- d. Exclusion. The ECD may terminate membership for serious breaches of the Constitution or Bylaws, or of accepted standards of conduct.
- e. Notification. The results of any disciplinary action will be conveyed to the member, in writing, by the ECD.

H. Appeals and Grievances Process

A member who has been disciplined may appeal any or all disciplinary actions.

- 1) Process. The appeal must be submitted in writing to the ECD, no less than twenty-four (24) hours, and no more than one (1) week after the disciplinary announcement. The President shall appoint an Appeals and Grievance Committee comprised of three impartial members, including at least one from a list provided by the disciplined member. The Appeals and Grievance Committee shall meet within two (2) weeks of appointment and shall issue a final, written report within an additional two (2) weeks. The committee shall invite the disciplined member to present extenuating circumstances and facts not previously considered. Any referee that failed to appear during their initial hearing is unable to appeal the decision.
- 2) Final Conclusion. The Appeals and Grievance Committee's written decision is considered final and may not be appealed by the disciplined member, or overturned by the ECD or the President. The Appeals and Grievance Committee may only confirm, reduce or annul the original disciplinary action taken by the ECD.

I. Dues and Assessments

- 1) Annual dues are based on the calendar year
- 2) Any modification to annual dues requires a minimum thirty (30) days notification to members and approval by a majority vote at a general meeting.

Article VI Officers and Committees

A. Executive Committee and Directorate

The ECD will be composed of the four (4) officers of the Executive Committee and the four (4) officers of the Directorate.

a.1.1. The Executive Committee

- a.1.1.a.** President
- a.1.1.b.** Vice President
- a.1.1.c.** Secretary
- a.1.1.d.** Treasurer

a.1.2. The Directorate

- a.1.2.a.** Director of Assessment
- a.1.2.b.** Director of Instruction
- a.1.2.c.** Director of Assignment
- a.1.2.d.** Director of Mentoring

B. Area Representatives

The Area Representatives are composed of representatives assigned to three (3) main areas.

- a.1.1.a.** Canton / Louisville Representative
- a.1.1.b.** Jackson / Canal Fulton Representative
- a.1.1.c.** Tuscarawas / Holmes County Representative

C. Duties

a.1) ECD

The ECD shall be the official ruling body of the Association. The ECD shall have control and management of Association business, and make all policies. The ECD may adopt rules and regulations not inconsistent with the Constitution and Bylaws of CSRA, FIFA, USSF, OHNSRC and OHSAA. The ECD may apply sanctions or suspensions as appropriate in its documents. The ECD will set fees and dues, and will approve a yearly budget and the amendments and changes to the budget, and will establish such financial policies that will insure proper management of the finances of the Association.

a.2) Executive Committee

The Executive Committee will be in charge and responsible for all official business of the Canton Soccer Referee Association.

a. President

The President will preside over all meetings. The President will vote only in the case of a tie. The President shall be the Association delegate, and represent the Association at all meetings. The President will be the signatory on all checks greater than \$500.00 and may sign checks in the absence of the Treasurer. The President may attend all committee meetings as an ex-officio, non-voting member. The President will appoint all committees necessary to carry out the objectives of the organization. The President may appoint any member to a vacant elected position, subject to the approval of the ECD. The President will represent CSRA and be responsible for functions not specifically covered in the Constitution and Bylaws. The President will be elected at the Annual General Meeting for a two (2) year term, in even numbered years.

b. Vice President

The Vice President will act on behalf of the President, in his absence, with the same duties and powers. The Vice President shall succeed the President in the event of a vacancy in that office. The Vice President shall act as a liaison to schools and leagues, as directed by the President. The Vice President shall be the Chairperson of the Discipline and Appeals Committee. The Vice President shall perform any additional duties as assigned by the President. The Vice President will be elected at the Annual General Meeting for a two (2) year term, in odd numbered years.

c. Secretary

The Secretary will conduct the official correspondence for and maintain the past and present documents of CSRA. The Secretary will record and publish all minutes of CSRA meetings. The Secretary will maintain a correspondence file. The Secretary will create the monthly meeting agenda and provide copies for all ECD members. The Secretary will announce all meetings to the membership, including the Annual General Meeting. The Secretary will maintain an accurate and up-to-date membership list of all referees, including OHSAA and USSF, containing complete names, addresses, phone numbers, email addresses, USSF grades, OHSAA classes, and college grades, if applicable. The Secretary will be elected at the Annual General Meeting for a two (2) year term, in even numbered years.

d. Treasurer

The Treasurer will maintain all financial records. The Treasurer will prepare and submit financial statements to the ECD, upon request. The Treasurer will collect all membership dues. The Treasurer is responsible for invoicing organizations for services rendered, and issuing payments to vendors for services rendered. The Treasurer will deposit and disburse monies as instructed by the ECD. The Treasurer will provide individual and organizational financial information as required by law or regulation, such as tax returns. The Treasurer will recommend financial procedures to improve the handling of funds. The Treasurer will assist the Secretary in his/her duties when necessary. The Treasurer will provide an audited yearly financial report at the Annual General Meeting. The Treasurer will be bonded. The Treasurer will be elected at the Annual General Meeting for a two (2) year term, in odd numbered years.

a.3) Directorate

a.3.1.a. Director of Assessment

The Director of Assessment will coordinate assessors for membership. This Director will recruit and approve new assessors. This Director will work with the Director of Assignment to direct assessors to matches. This Director will be appointed by the OHNSRC (Ohio North State Referee Committee).

a.3.1.b. Director of Instruction

The Director of Instruction will be responsible for interpreting the rules for the Association. This Director will select the training subjects for each OHSAA or USSF training clinic. This Director will create and promote clinics for new and existing referee certification. This Director will be appointed by the OHNSRC (Ohio North State Referee Committee).

a.3.1.c. Director of Assignment

The Director of Assignment will coordinate the assignment of matches to CSRA members. This Director will set policies and carry out the functions necessary to assign. This Director will coordinate assignments with the leagues, clubs and schools. This Director will coordinate with other assignors within in the district. This Director will be elected at the Annual General Meeting for a two (2) year term, in even numbered years.

a.3.1.d. Director of Mentoring

The Director of Mentoring will be the administrator of the mentoring program. This Director will actively recruit new mentors. This Director will keep records of referees in the program, including post game mentoring reports. This Director will work with assignors to assign mentors to games. This Director will work with the Director of Instruction in hosting training clinics. This Director will be elected at the Annual General Meeting for a two (2) year term, in odd numbered years.

a.4) Assignor(s)

The Assignor(s) will assign appropriately qualified officials to contracted

matches. If more than one assignor is appointed, their match scheduling responsibilities will be clearly defined by the President and publicized to the membership. Assignor(s) are appointed by the Director of Assignment.

a.5) Area Representatives

Each Area Representatives will be elected at the Annual General Meeting for a one (1) year term.

a.1.1.a. Canton / Louisville Representative

This Representative will report on referee matters in their assigned areas. This Representative will follow all the duties assigned to him/her by the ECD.

a.1.1.b. Jackson / Canal Fulton Representative

This Representative will report on referee matters in their assigned areas. This Representative will follow all the duties assigned to him/her by the ECD.

a.1.1.c. Tuscarawas / Holmes County Representative

This Representative will report on referee matters in their assigned areas. This Representative will follow all the duties assigned to him/her by the ECD.

D. Nominations, Elections and Terms of Office

- a.1) Elections will be held at the Annual General Meeting.
- a.2) Candidates who are nominated from the floor must be present.
- a.3) Only active members in good standing, who are eighteen (18) years of age and older, shall be permitted to hold office.
- a.4) Only active members in good standing, who are eighteen (18) years of age and older, shall be permitted to vote at the Annual General Meeting.
- a.5) Officers of the Executive Committee can only hold one office in the Executive Committee. Officers of the Executive Committee can hold multiple directorships in the Directorate. Officers of the Directorate can hold multiple directorships in the Directorate.
- a.6) Any elected officer may serve for any number of terms.
- a.7) The term of office shall begin on January 1st of the succeeding year.

E. Vacancy of Office

A vacancy in any elected office, except that of the President, shall be filled by the ECD for the remainder of the term of office.

- a.1) Resignation from Office. Any officer may resign at any time by giving notice, in writing or by e-mail, to the President and Secretary.
- a.2) Removal from Office.
 - a.2.1.a. Any officer can be removed from their office for failure to attend two (2) ECD meetings in the same calendar year, without prior approval or consent.
 - a.2.1.b. An officer subject to removal and all members of the ECD must be notified in writing, or through e-mail, prior to a meeting at which the proposed removal will be considered.
 - a.2.1.c. A two-thirds ($\frac{2}{3}$) affirmative vote of the ECD present is required to remove an officer.

Article VII Meetings

- A. Annual General Meeting. The Annual General Meeting (AGM) of the CSRA shall be held every December, unless changed by a majority vote of the ECD. The purpose of the meeting is to announce election results, review CSRA's financial status and conduct other business as necessary.
- B. General Meetings. General Meetings shall be held quarterly, with one of these meetings being the AGM. Other meetings may be called by the President or the ECD at any time. A meeting shall be called by the ECD if it is requested in writing, or by e-mail, by five active members of the Association. The AGM shall be considered a general meeting with specific purposes.
- C. Voting Quorum. A quorum needed to conduct business at regular, special, or emergency meetings will exist when any number of voting officers, representatives, and directors are present. For the Annual General Meeting, a quorum will exist when a simple majority of voters in attendance at the time called for the meeting.
- D. Committee Meetings. Committees shall meet when called by the Chairperson. Committees shall provide a record of their meetings to the Secretary.
- E. Clinics. Clinics, or other general membership meetings, shall be called for training, courses of instruction, rules interpretation or procedural reviews, and other purposes set forth by the ECD.
- F. Procedural Rules. All CSRA meetings will be conducted in accordance with Roberts Rules of Order Newly Revised.

Article VIII Finances

- A. **Fiscal Year.** CSRA's fiscal year shall begin on the first day of January and end on the last day of December.
- B. **Funds.** CSRA's funds shall be deposited in bank(s) or trust companies designated by the ECD. Appropriate safeguards for the dispersal of funds will be monitored by the ECD.
- C. **Financial Statement.** A statement of CSRA's physical and financial condition for the previous fiscal year and consolidated balance sheet showing CSRA's assets and liabilities shall be presented the AGM.
- D. **Expenditures.**
- 1) CSRA funds or other assets may only be expended for the operation, development, improvement and social activities of CSRA.
 - 2) The President may approve expenditures of up to \$250.00 in any one transaction, and all such transactions shall be presented to the ECD. Any expenditures over the amount of \$250.00 will require a majority vote of the ECD.
- E. **Reimbursements.** Members shall be entitled to a refund of part of all expenses incurred in the performance of duties for or in behalf of CSRA. Such expenses must be previously authorized by the ECD. All claims for reimbursement shall be submitted within one month of the completion of such duties and must be supported with appropriate documentation.
- F. **Dissolution.** In the event of CSRA's dissolution, all income and assets remaining after satisfying outstanding liabilities, may be given to a successor organization, another organization which promotes the game of soccer, or to a charity as determined by the ECD.

Article IX Miscellaneous

- A. **Amendments.** The Constitution and Bylaws may be amended, repealed, or suspended in whole or part by a two-thirds ($\frac{2}{3}$) vote of a general meeting. Proposals for amendment or repeal must be made in writing, or through e-mail, and submitted to the ECD so as to allow at least twenty-one (21) days' notice to the membership prior to consideration of such proposals at a general meeting.
- B. **Dissolution.** CSRA may be dissolved at any time by the written consent of no less than two-thirds ($\frac{2}{3}$) of the ECD and two-thirds ($\frac{2}{3}$) vote of a general meeting.

Article X Ratification

The formal ratification of this Constitution shall take place immediately after the meeting at which it was voted upon. All members of the ECD, Standing Committee Chairpersons, and Sub-Committee Chairpersons present must sign the dated ratification page.

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