



CONSTITUTION AND BYLAWS RAPPAHANNOCK SOCCER REFEREES ASSOCIATION

ARTICLE I - NAME

The name of this Association shall be the Rappahannock Soccer Referees Association (RSRA).

ARTICLE II - PURPOSE

The purpose of this Association shall be:

- A. To promote, foster and perpetuate the game of soccer through the recruitment, training, testing, and advancement of professional soccer referees.
- B. To unite in membership fully qualified soccer referees.
- C. To help soccer officials develop a thorough understanding of the rules of the game and the mechanics of officiating.
- D. To encourage uniform interpretation of the rules of soccer.
- E. To study and improve the techniques of soccer officiating.
- F. To develop, promote and maintain the highest ideals of sportsmanship, safety and fair play.
- G. To develop competent officials to referee soccer matches in accordance with the rules/laws of the game.

H. To cooperate with all organizations connected with and interested in furthering the interests and ideals of soccer.

I. To promote a closer relationship between referees and soccer associations by conducting periodic meetings with association directors and coaches.

ARTICLE III - GOVERNMENT

This Association shall be governed by:

A. This Constitution and Bylaws.

B. Decisions established at regularly scheduled and special business meetings of the Association and published for members in meeting minutes.

C. Written committee guidelines as approved by the membership at its regularly scheduled and special business meetings.

ARTICLE IV - MEMBERSHIP

Membership in this Association is available to any person approved by the Executive Board regardless of race, color, religion, national origin, sex or age who has passed his/her 13th birthday, and who successfully meets the standards for membership as outlined below:

SECTION I-ACTIVE MEMBERSHIP:

Active Membership with full voting rights in all proceedings of the Association shall be open to all persons who:

A. Are currently registered with the United States Soccer Federation (USSF) or the Virginia High School League (VHSL) and can verify that they have completed at least one of the following:

1. Formal FIFA certification course.
2. Formal National Federation of High Schools certification course.
3. Other qualifying training course recognized by the RSRA Director of Training and Referee Development.

B. Have, within the previous two-year period, successfully completed the re-certification requirements of at least one of the following:

1. FIFA
2. VHSL (or other state High School League).

C. Have paid membership dues.

D. Officiated at least 10 matches assigned by the RSRA Director of Assignments during the previous certification year. (Non applicable for newly certified officials)

E. Eligibility for members to officiate VHSL games include:

1. Paying a fee to cover the costs of insurance and administrative of annual exams.
2. Passing annual on-line examination.
3. Completed required annual training.
4. Accepting or declining assignment within 48 hours of notification.
5. Agreeing to officiate at least one scrimmage without compensation.
6. In order to be assigned play-off games, a member must receive a grade of at least 80% on the on-line examination and must have worked a sufficient quantity of varsity matches to the satisfaction of the Director of Assignments. The Commissioner, Deputy Commissioner, Director of Referee Development, and the Director of Assignments will prepare a list of officials considered eligible to officiate VHSL playoff games.
7. Maintains an acceptable level of fitness throughout the regular season.

SECTION II-INACTIVE MEMBERSHIP:

Inactive membership, with passive voice in Association proceedings, but no voting right, shall be afforded to any individual who had been an active member in good standing in the Association previously and who, because of extenuating circumstances, is unable to fulfill all the obligations of active membership. An active member may contact the Director of Assignments to request to be placed in an inactive status. Inactive members may not referee soccer matches assigned by RSRA assigners. Inactive members remain in inactive status until they meet active membership requirements and request reinstatement to active status.

SECTION III-ASSOCIATE AND HONORARY MEMBERSHIP:

Associate and/or honorary membership may be afforded to those persons who have distinguished themselves in the advancement of the game of soccer and/or to those individuals who represent other soccer organizations and leagues with whom the

Association conducts regular business.

A. Associate and/or honorary membership must be approved by a majority vote of the Executive Board.

B. Associate and/or honorary members shall have passive voice in Association proceedings but they shall not have voting privilege.

C. No membership dues shall be assessed to associate and/or honorary members.

SECTION IV-RESIGNATION OF MEMBERSHIP:

A member wishing to resign his membership in the Association may do so in writing to the Executive Board and/or by announcing it publicly during a regularly scheduled or special business meeting of the membership of the Association.

ARTICLE V - ELECTED OFFICERS

The elected officers of the Association shall be Commissioner, Deputy Commissioner, Director of Training and Referee Development, Director of Assignments, Secretary, Treasurer, and two At Large Representatives.

SECTION I-TERM OF OFFICE:

Officers of this Association shall be elected during the regularly scheduled spring business meeting in even numbered years and shall serve for a term of two years. The term of office shall be from April 1 through March 31.

SECTION II-QUALIFICATIONS FOR OFFICE:

Officers shall be selected from among active members in good standing in the Association. An individual may hold no more than one officer position.

SECTION III-ELECTIONS:

Officer elections shall occur during the spring business meeting of the Association in an election year and shall be presided over by the current Commissioner and Secretary. The Association's Nominations Committee shall present at least one nomination for each position to the membership. Additional nominations shall be accepted from the floor. Each position shall be voted upon separately by secret ballot. A majority vote of those present and casting ballots shall constitute an election. If no nominee receives a majority of the votes cast, a run-off election between the two nominees receiving the most votes shall be conducted.

SECTION IV-REPLACEMENT OF OFFICERS:

Any officer who fails to perform his/her appointed duties may be removed at a regularly scheduled or special business meeting of the membership by a vote of 2/3 of the active membership present, provided that a motion to remove from office had been made at the previously regularly scheduled meeting or announced in the notice of special meeting that such a motion would be made. Should any elected officer position become vacant, the membership shall elect a member to fill the vacancy for the un-expired part of the term.

ARTICLE VI - DUTIES OF OFFICERS

SECTION I-COMMISSIONER:

The Commissioner shall:

- A. Serve as the official chief executive officer for the Association.
- B. Preside at all Association membership and Executive Board meetings.
- C. Represent the Association personally, by proxy, or by designating another individual to do so, at meetings of organizations with whom the Association conducts business.
- D. Appoint Association non-elected officers, agents, committee chairpersons and committee members as appropriate.
- E. Participate in the business of each Association committee as appropriate.
- F. Delegate duties and responsibilities to other officers and agents of the Association as deemed appropriate.

SECTION II-DEPUTY COMMISSIONER:

The Deputy Commissioner shall:

- A. Assist the Commissioner with all matters related to the conduct of the business of the Association.
- B. Perform the functions of the Commissioner in his/her absence.
- C. Solicit contracts and written agreements for the Association with soccer associations, organizations, and schools, including but not limited to, those in the city of Fredericksburg, Stafford, Spotsylvania, Culpeper, and King George Counties.

D. Serve as administrator for all contracts and written agreements made between the Association and associations, organizations, and schools.

E. Conduct investigations, mediate disputes and make reports regarding matters of contention that cannot be successfully resolved by official RSRA assigners.

F. Monitor records and other necessary files pertaining to the conduct of the affairs of the Association and make recommendations for improvement and/or change as indicated to the Executive board.

SECTION III-DIRECTOR OF TRAINING AND REFEREE DEVELOPMENT:

The Director of Training and Referee Development shall:

A. Assume the responsibility for the development and delivery of a soccer referee training program to qualify new referees for membership in the Association as certified officials.

B. Develop a system and format to assess Association referees through the use of periodic internal assessments.

C. Institute a level of expertise system within the Association that identifies the criteria necessary to achieve each level and matches the level of play with the level of expertise of the referee, i.e., advises Director of Assignments the highest level match a member should be assigned.

D. Establish a system and criteria whereby Association referees may be re-certified on a recurring basis and arranges at least two skill clinics per year for Association referees, area coaches and/or other interested parties.

E. Make recommendations for official Association soccer referee trainers to the Executive Board.

F. Serve as chairperson of the Association's Training Committee.

G. Serve as official rules/laws interpreter for the Association.

H. Monitor records and other necessary files pertaining to training and referee development and make recommendations for improvement and/or change as indicated to the Executive Board.

I. Communicate with the Director of Assignments to assure that referees are challenged and mentored when appropriate in accordance with C1 above.

SECTION IV-DIRECTOR OF ASSIGNMENTS:

The Director of Assignments shall:

- A. Be responsible to the Association for the assignment of referees to games in the schools, associations, and organizations with whom the Association has contracts or written agreements. Official Association assigners shall be reimbursed at the rate established by the Executive Board.
- B. Make recommendations to the Executive Board as to the number of official assigners required to effectively provide the number of referees required at the games for which the Association is responsible.
- C. Recruit and recommend to the Executive Board individuals to be selected as official Association assigners.
- D. Insure that all official Association assigners:
 - 1. Obtain game schedules from leagues with which the Association has contracts or written agreements.
 - 2. Assign officials to scheduled games according to their experience and qualifications, taking into consideration any recommendations made by the Director of Training and Referee Development and in accordance with the contracts or written agreements made with the various organizations with which the Association conducts business.
 - 3. Maintain the roll of the Association's membership in such a manner that each member's standing shall be clearly evident, and include their grade level, quantity and level of games officiated, and other necessary files pertaining to their responsibilities in accordance with procedures detailed by the Executive Board.
 - 4. Make inquiries and recommendations concerning minor disputes that occur between member referees and all entities associated with the leagues with which the Association conducts business.
 - 5. Refer all disputes that cannot be resolved by assigners to the Deputy Commissioner.
 - 6. Coordinate with the Treasurer to insure that prompt and accurate invoices for payment may be issued to leagues with whom the Association has contracts and/or written agreements so as to facilitate payments to member referees for services rendered.
- E. Monitor records and files pertaining to referee assignments and make recommendations for improvement in the conduct of the affairs to the Executive Board.
- F. Communicate with the Director of Training and Referee Development to help establish an experience for the referee that is both challenging and educational.

G. Communicate with the Deputy Commissioner so that the scheduling and assigning tasks are performed in a timely manner.

SECTION V-SECRETARY:

The Secretary shall:

A. Be reimbursed by the Association for services rendered at a rate established by Executive Board.

B. Maintain copies of the Association's Constitution and Bylaws, rules and guidelines prepared by Association committees and adopted by the membership and minutes of membership meetings.

C. Prepare general correspondence for the Association as directed by the Commissioner.

D. Monitor the records and all other necessary files regarding the conduct of the business of the Association and make recommendations for improvement and/or change in the conduct of the affairs of the Association to the Executive Board.

SECTION VI-TREASURER:

The Treasurer shall:

A. Be reimbursed by the Association for services rendered at a rate established by the Executive Board.

B. Prepare a proposed Annual Budget and submit it to the Executive Board at least one month prior to the board meeting prior to the Fall Membership Meeting. Upon approval of the Executive Board, submit this proposed budget to the Membership at least seven days prior to the Fall Membership Meeting for the membership's approval.

C. Collect and care for all dues, fines and payments due the Association and its members.

D. Submit invoices for payment to the leagues with whom the Association provides service.

E. Keep an accurate record of all receipts and payments.

F. Pay referees for services rendered and pay all other bills of the Association promptly.

G. Submit a financial report at each meeting of the membership of the Executive Board.

H. Prepare and maintain required tax records.

SECTION VII-AT LARGE REPRESENTATIVES TO THE EXECUTIVE BOARD:

There shall be two at large representatives to the Executive Board. These individuals shall serve as voting members of the Executive Board and shall represent the opinions, concerns, complaints and grievances of the membership to the Executive Board. In addition, they shall assume any duties assigned to them by the commissioner and make recommendations for the improvement of the conduct of the affairs of the Association.

ARTICLE VII - EXECUTIVE BOARD

SECTION I-STRUCTURE OF THE EXECUTIVE BOARD:

The Executive Board shall consist of all of the elected officers and it shall govern the Association during the intervals between meetings of the membership. The actions of the Executive Board shall not conflict with the direction given by the membership and decisions of the Executive Board are subject to review and amendment by the membership.

SECTION II-MEETINGS OF THE EXECUTIVE BOARD:

Regular meetings of the Executive Board shall be held as frequently as necessary to effectively expedite business. A majority of the Executive Board shall constitute a quorum and each member shall have one vote. The Commissioner shall vote only when it is necessary to resolve a tie. Meetings shall be held at the time and place specified by the Commissioner so long as at least seven days notification is given to Executive Board members. Date, time, and location of meetings shall also be published on the Association's web site at least seven days prior to the date of the meeting so that any member desiring to do so may attend the meeting.

SECTION III-SPECIFIC DUTIES OF THE EXECUTIVE BOARD:

The duties of the Executive Board are as follows:

- A. To administer to normal business of the Association between business meetings of the membership.
- B. Review and approve/disapprove applications for membership.

- C. Establish contracts and/or written agreements for services with schools, soccer associations and organizations.
- D. Establish game fees.
- E. Review, consider and approve/disapprove appointment recommendations for official Association agents such as committee chairpersons, committee members, assigners, trainers, etc.
- F. Prescribe duties to and approve expenses incurred by officers and agents of the Association in the conduct of Association business.
- G. Review and recommend approval/disapproval of rules and guidelines established by the Association's committees to the general membership.
- H. Hear grievances related to membership status, game and level assignments, assessments, fines, discipline and any other matter related to a member's or associated agency's complaint.

ARTICLE VIII - APPOINTED AGENTS AND COMMITTEES

SECTION I-PARLIAMENTARIAN:

A Parliamentarian shall be appointed by the Commissioner. The Parliamentarian shall:

- A. Advise the Commissioner or other presiding officer on points of parliamentary procedure as outlined in Robert's Rules of Order Revised, which shall govern the general proceedings of the Association, unless modified by the Constitution and Bylaws, or other adopted rules/guidelines of the Association.
- B. Observe actions not in accord with proper parliamentary procedure, or other approved rules/guidelines, and offer suggested corrective action to the officer or member who initiates the noted action.

SECTION II-TRAINING COMMITTEE:

The Director of Training and Referee development shall chair the Training Committee. The Commissioner and the Director of Training and Referee Development shall jointly select additional members of the committee. All members of the Training Committee shall distinguish themselves by mature judgment, knowledge of the rules/laws of the game of soccer and their ability to effectively apply those rules/laws to game situations. The functions of the Training Committee are:

A. To assist in the delivery of formal referee courses suitable to certify new referees and re-certify existing referees.

B. To assist in the evaluation and assessment process for Association referees when deemed appropriate by the Director of Training and Referee Development.

C. To assist the Director of Training and Referee Development in the development and delivery of skill clinics for referees, area coaches and other interested parties.

SECTION III-CONSTITUTION AND BYLAWS COMMITTEE:

The Commissioner shall appoint members to the Constitution and Bylaws Committee. The functions of the Constitution and Bylaws Committee are:

A. Maintain custody of and make judicial interpretation of the Constitution and Bylaws of the Association.

B. Maintain custody of and make judicial interpretation regarding the current decisions and recommendations accepted by the Association membership at its business meetings.

C. Maintain custody of and make judicial interpretation of all current Association guidelines approved by the membership at its business meetings related to training, assessment, assignment, disciplinary action and the like.

SECTION IV-NOMINATION COMMITTEE:

The Nomination Committee chairperson and committee members shall be appointed by the Executive Board. The function of the Nomination Committee is to select from the Association membership a proposed list of qualified nominations for each Association officer position. The Nomination Committee need not limit its proposed candidates for each position to a specific number. The Nomination Committee shall present its list of nominated candidates to the Executive Board in sufficient time to allow the entire membership to be advised of the names of the nominees at least seven days prior to the regularly scheduled or special membership meeting in which an election is to occur.

SECTION V-OTHER COMMITTEES:

The Commissioner may establish other committees as deemed necessary to assist in the conduct of the business of the Association. The Commissioner will appoint Chairpersons and members of these committees.

ARTICLE IX - DUTIES OF THE MEMBERSHIP

Members of the Association are expected to:

- A. Observe and enforce all prescriptions concerning the administration and direction of the game of soccer as detailed by the Association, FIFA, USSF, VYSL, VHSL and any other parent organization with whom the Association participates.
- B. Participate in training meetings conducted by the Association.
- C. Prescribe to the Constitution and Bylaws and all other rules and guidelines established by the Association.
- D. Cooperate with Association officers, agents, assigners, league officials and coaches.
- E. Report any irregularities related to the conduct of, or the administration of, games encountered to the official Association assigners, Deputy Commissioner or the Commissioner immediately.
- F. Abide by a policy of non-disclosure, that is, refrain from external discussion of financial information, disciplinary matters, or any other information which could possibly cast the Association in a negative light.

ARTICLE X - MEETINGS OF THE MEMBERSHIP

SECTION I-REGULAR BUSINESS MEETINGS:

- A. There shall be two regularly scheduled full membership business meetings conducted annually. One meeting shall be held in the spring (February - March) prior to the beginning of the spring soccer season and the second shall be in the fall (August - September) prior to the start of the fall soccer season.
- B. The following business is mandatory at the annual spring meeting:
 - 1. The election of officers in even numbered years.
 - 2. Other business appropriate for general business meetings, which may include:
 - 1. Reading of minutes, correspondence, and reports.
 - 2. Review of Constitution and Bylaws and Association rules/guidelines.
 - 3. Unfinished business.
 - 4. General good and welfare announcements.

SECTION II-SPECIAL MEETINGS:

Special meetings of the membership may be called by the Commissioner or by a majority of the Executive Board. Special meetings shall be held at a time and place specified by the Commissioner. Seven days advance notice is required to be given to the membership before a special meeting may be convened.

SECTION III-TRAINING MEETINGS:

Generally, two training meetings shall be held for the membership annually. These meetings shall be held prior to the spring and fall seasons. The time and place for these meetings will be announced by the Director of Training and Referee Development or the Director of Assignments. Training meetings shall not substitute for required business meetings but may be held in conjunction with business meetings.

ARTICLE XI - FEES, FINES AND DISCIPLINE

SECTION I-MEMBERSHIP DUES:

The membership year shall be from January 1 to December 31. Annual fees and assessments shall be established annually by the Executive Board. The Treasurer shall be authorized to deduct membership dues from reimbursement checks prepared for member referees.

SECTION II-FEES FOR PAID OFFICERS AND AGENTS:

The Association Secretary, Treasurer, and official Association assigners shall receive a fee (percentage of contract and written agreement fees) in return for services rendered. The Executive Board will establish the percentage.

SECTION III-FINES FOR MISSED ASSIGNMENTS:

Fines shall be assessed to members who are absent from assigned games without giving their assigner appropriate 24-hour notice. The amount of these fines shall be equal to the game fee of the missed assignment.

SECTION IV-FINES AND DISCIPLINARY ACTION FOR DRESS CODE VIOLATION:

Referees receiving a game assignment shall present themselves for that assignment with all the necessary equipment and in proper uniform to include a primary and alternate colored jersey, black referee shorts, approved stocking and primarily black shoes. Socks

shall be pulled to knee length and shirts will be tucked into the waistline. Optional inclement weather equipment shall be a black cap, a black or white long sleeved shirt under the referee shirt, and long black pants. Dress in other than a professional manner shall result in disciplinary action to be determined by the Executive Board and/or the assessment of a fine equal to the game fee of the assigned game. Sunglasses and jewelry (other than wedding bands, medical bracelets, religious medals) are not to be worn.

SECTION V-DISCIPLINARY ACTION FOR IMPROPER CONDUCT:

All Association members are expected to conduct themselves in a manner consistent with the purposes of the Association and to execute his/her duties in a responsible and professional manner. Breaches of this standard are to be reported to any member of the Executive Board. The Executive Board members shall conduct an investigation, prepare a report and take corrective disciplinary action in accordance with the degree of the infraction and the circumstances surrounding the incident. The results of the investigation and actions taken by the Executive Board shall be reported to the Association membership at its next scheduled business meeting.

SECTION VI-APPEAL OF DISCIPLINARY ACTION AND/OR THE ASSESSMENT OF FINES:

Any member desiring to appeal fines or disciplinary action levied against them in accordance with this Article may appeal to the Executive Board. This appeal must be submitted in writing to a member of the Executive Board. Actions taken by the Executive Board in response to such an appeal shall be reported to the membership at its next business meeting.

ARTICLE XII - AMENDMENT

SECTION I-SUBMISSION OF PROPOSED AMENDMENTS:

Proposed amendments to the Association Constitution and Bylaws must be submitted to the Secretary in writing prior to their being considered for adoption. Proposed amendments may be recommended by any active member of the Association either directly to the Secretary or via the Constitution and Bylaws Committee.

SECTION II-ADOPTION OF AMENDMENTS:

Proposed amendments to the Constitution and Bylaws of the Association offered for the consideration of the Executive Board at any of its regularly scheduled meetings. Once agreed upon by the Executive Board, the rewritten Constitution and Bylaws will be posted in their entirety on the Association web site for a period of 30 days prior to adoption. Members may comment on the proposed amendments during the 30-day period. The Executive Board will consider membership comments and finalize the Constitution and Bylaws at its regularly scheduled meeting following the conclusion of

the comment period. Once adopted by the Executive Board, the finalized Constitution and Bylaws will be formally placed on record and posted onto the Association website: rsraref.com.

Adopted: Fall 2010