

# Constitution

Last Revised July, 2010

## ARTICLE I. NAME

The organization shall be known as Fremont Soccer Referee Association, also referred to as "FSRA". FSRA shall exist solely as a non-profit organization.

## ARTICLE II. PURPOSE

The purpose of FSRA is to promote the highest standards of performance and sportsmanship in soccer by training, evaluating, certifying, and assigning referees for games. Continuing education for referees and communication with affiliated groups to provide uniformity will also be emphasized.

## ARTICLE III. AFFILIATION

FSRA is affiliated with the United States Soccer Federation, United States Youth Soccer Association, California Soccer Association North, and California Youth Soccer Association North.

## ARTICLE IV. MEMBERSHIP

- A. Members shall be a current member of the United States Soccer Federation with the referee department.
- B. To be an active member of FSRA, you must attend at least one meeting per season.
- C. Membership shall not be restricted in any way because of the applicant's race, color, religion, sex, age, or national origin. And shall be based solely on the qualification in the skills of refereeing soccer.
- D. FSRA has the power to discipline its members.

## ARTICLE V. OFFICERS AND THE EXECUTIVE BOARD

- A. Officers shall consist of the President, Vice President, Secretary, and Treasurer.
  1. The President, the Vice President, the Secretary, and the Treasurer shall be elected by the membership.
  2. The Vice President shall be nominated to serve on the Referee Committee of FYSL and act as a liaison between the two organizations.
- B. The executive board shall consist of both officers and appointments.
  1. Appointments shall be determined annually by a vote of the officers.
  2. Appointments shall consist of the Director of Training, Assistant Director of Training, Director of Referee Development, Assistant

Director of Referee Development, Webmaster and Assistant Webmaster.

C. The responsibilities and duties of the executive board shall be as follows:

1. The President shall:
  - i. Preside at all FSRA meetings including general membership and board meetings.
  - ii. Represent FSRA in all matters except where this responsibility is delegated.
  - iii. Chair a committee to hear complaints.
  - iv. Appoint Ad Hoc committees to consider questions of interest to the membership.
  - v. Be responsible for implementing programs to increase the quality and uniformity of officiating, and to qualify members as USSF Referees.
  - vi. Represent (or designate a representative) FSRA at the District III referee meetings.
  - vii. Only vote in the case of a tie at the FSRA general membership meetings.
2. The Vice President shall:
  - i. Preside at all the meetings in absence of the President.
  - ii. Assume all responsibilities and duties as stated in Article V, Paragraph C.1.
  - iii. Have responsibility for all assignors who coordinate and assign referees for all Fremont Youth Soccer League games, cups, and tournaments.
  - iv. Referee assignors are responsible for contacting referees for games assignments including cup, tournament matches and reviewing all self-assigned games to ensure appropriate coverage. Referee schedulers will work under the guidance of F.Y.S.L..
3. The Secretary shall:
  - i. Keep minutes of all FSRA meetings.
  - ii. Maintain a membership roster.
  - iii. Be responsible for all communications with the membership.
  - iv. Be a custodian of the latest edition of the Constitution/Bylaws in hard copy.
4. The Treasurer shall:
  - i. Make all receipts and disbursements of FSRA funds.
  - ii. Keep accurate records of all financial transactions.

- iii. Present an annual summary of expenses and proposed budget to FSRA Board.
- 5. The Director of Training shall:
  - i. Be responsible for the training and upgrading of member referees.
  - ii. Organize CYSA clinics and seminars.
  - iii. Provide films, qualified guest speakers, etc. for meetings.
- 6. The Director of Referee Development shall:
  - i. Develop, organize, and supervise the Mentoring Program.
  - ii. Be responsible for developing, organizing, and supervising an informal assessment program.
- 7. The Webmaster Shall:
  - i. Maintain, develop, and organize the FSRA website.
  - ii. Make sure the website reflects the FSRA Board's policies.
  - iii. Develop training material or web pages so that new referees can learn to use the website.
- 8. The FSRA Board shall:
  - i. Rank Referees and assign them into the proper age groups.
  - ii. Approve agendas for membership meetings.
  - iii. Review published periodical communications with the FSRA membership.

## **ARTICLE VI. QUALIFICATION AND ELECTION OF OFFICERS**

- A. All Officers shall be a current member of the United States Soccer Federation with the referee department.
- B. Election of officers shall be by majority vote of members present and voting at the Annual General Membership.
- C. The Annual General Membership meeting shall be held prior to the start of each season on four weeks notice to the registered referees.
- D. Term of elected officers shall be 2 years. Term limits do not apply. The President and the Secretary shall be elected or re-elected on even years; the Vice President and the Treasurer shall be elected or re-elected on odd years.
- E. The appointment and election of officers shall be instituted on a calendar basis.

## **ARTICLE VII. FINANCES**

FSRA shall be funded by FYSL in accordance with an annual Budget approved by FSRA Board and subsequent approval by FYSL.

## **ARTICLE VIII. AMENDMENTS**

- A. Amendments to this Constitution shall be by a two-thirds majority vote of members present and voting at the Annual General Membership meeting where there is a quorum, as defined in the By-Laws.
  - B. A proposed amendment or amendments must be submitted to the FSRA Board for dissemination to the membership at least 30 days prior to the AGM.
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## **BY-LAWS**

### **ARTICLE I. MEETINGS**

- A. Roberts' Rule of Order shall apply except where specifically stated otherwise in the Constitution or By-Laws. The presiding officer shall be the one present who is first listed in Article V, Section A of the constitution.
- B. General meetings shall be scheduled on a monthly basis during the regular season and periodically during the off-season.
- C. The Executive Board shall meet at least once per month. A simple majority of the elected and appointed officers present shall constitute a quorum.
- D. The President may call meetings concerning disciplinary action at any time.
- E. A quorum shall consist of a minimum of ten members present.

### **ARTICLE II. QUALIFICATION AND EVALUATION**

- A. It shall be the responsibility of the FSRA Board to inform a member of their qualifications such as test scores and ranking.
- B. The FSRA Board shall provide a manner in which a member can appeal their ranking. Members should log their appeals with the President of the FSRA Board in writing. The FSRA Board shall review the appeal at their next Board meeting and will respond to the member in writing within 30 days of the meeting.

### **ARTICLE III. FINANCES**

- A. Finances are intended to cover the cost of clinics, assessment programs, training materials, referee communications, etc.
- B. Members may donate their fees to FSRA if they desire. FSRA may also accept donations for any other source at the discretion of the Executive Board.
- C. The Treasurer may authorize any expenditure up to \$100.00. The Executive Board must approve expenditures over \$100.00.

- D. The financial records of FSRA shall be available to any member within thirty days after a written request made to a FSRA Board member. The records shall show all income and disbursements. The annual report shall be available to any member within 30 days upon a written request made to a FSRA Board member.
- E. Compensation: Officers shall not receive compensation for any service rendered to the Association as an Officer. Officers may be reimbursed for actual out-of-pocket expenses reasonably incurred in the performance of his/her duties for which the Officer received prior or subsequent written approval by the FSRA Board.

#### **ARTICLE IV. VACANCIES ON THE EXECUTIVE BOARD**

When a position becomes vacant on the Board, the Board will appoint a member for said vacancy for the remainder of the term.

#### **ARTICLE V. DISCIPLINE**

- A. Discipline of members shall consist of any combination of warnings, suspension, fines, and dismissal from FSRA. Except for dismissal, any discipline shall be invoked by the Executive Board. The member who is being disciplined to any degree shall receive a written summary of charges against him/her, and he/she shall be given an opportunity to respond in writing or personally before the penalty is invoked. Dismissal from FSRA must be recommended by the Executive Board and invoked only by a two-thirds majority of the general membership present and voting at a meeting where there is a quorum.
- B. Members must send a written report to the appropriate authority about misconduct (committed inside the city of Fremont) by any person who is not a member of FSRA. A copy of the report shall be sent to FSRA. Discipline of the person shall be the responsibility of the appropriate authority; however the Executive Board may make recommendations.

#### **ARTICLE VI. FEES**

- A. Fees will be paid on a per-game basis, and be determined annually by the Executive Board.
- B. Fee for officiating shall not be paid to a referee unless the pay voucher (on-line or paper) is filled out correctly.
- C. The Executive Board shall resolve the dollar amount for fees after consultation with F.Y.S.L.. These amounts are not part of the By-Laws of FSRA, but may be filed as an Appendix to the By-Laws.

#### **ARTICLE VII. ASSIGNMENTS**

Assignors shall distribute assignments evenly among qualified referees, with due regard to a member's desires and FSRA rank. Members should not be

assigned to a game in which a close relative may participate. In competition matches (Al Caffodio, Tournaments, Cups, etc):

- A. The center referee should be at least two years older than the age group designation (Example: to Referee for a U-14 game, the referee should be at least 15 years old).
- B. Assistant Referees should be at least as old as the age group they are officiating, and should not officiate in the division in which they are playing for (Example: To AR for a U-14 Class I game, the assistant referee should be at least 13 years old and not play in the Class I division).

## **ARTICLE VIII. AMENDMENTS**

Amendments to these By-Laws shall be by a majority vote of those members present and voting at the Annual General Membership meeting.

## **ARTICLE IX. FINANCIAL RESPONSIBILITY**

FSRA shall not assume, nor be liable for, the debts nor the financial responsibilities, either implied or incurred, of any of its members.

## **ARTICLE X. DISSOLUTION**

Should FSRA be dissolved, all assets remaining after payment of all debts shall be turned over to F.Y.S.L. for the express purpose of the development of referees for youth soccer.

## **ARTICLE XI. STANDING RULES**

Standing Rules, consisting of any amount of chronologically numbered, dated and signed pages, make part of this Constitution/By-Laws as an Addendum hereof.

Introduction and Purpose:

Standing Rules facilitate the constitutional duties of the FSRA Board and Members allowing changes and modifications in the daily operation and performance of FSRA without the requirement of Membership approval at the AGM. Changes or modifications to Standing Rules can be submitted and adopted at any meeting of FSRA whether Board or Membership.

A simple majority of members present constitutes quorum for approval of any proposed change, addition or deletion of any Standing Rule. All FSRA members will be advised of any standing rule additions/deletions via email.

Standing Rule 01. – Each page of the Standing Rules must bear dated signatures of at least 2 current FSRA Board Members in good standing

Standing Rule 02. – The Account of any FSRA Referee Member, in good standing, may be debited for a “no-show” at the match for which the Member Referee was self assigned or had accepted a referee assignment by an Assignor.

Standing Rule 03. – The charge for “no show” is an amount equal to the fee the referee’s account would otherwise have been credited for the assignment.

Standing Rule 04. - The referee, whose account was debited, must be notified by the Treasurer within 4 business days.

Standing Rule 05. – The referee whose account was debited has the right to appeal provided such appeal is filed with the Assignor within 4 days after receipt of notice from the Treasurer.

Standing Rule 06. – Members who want to increase their ranking should request mentoring and evaluation from the Director of Development in writing. A match will be scheduled to evaluate the referee’s ability, and a written response will be sent afterwards.

Standing Rule 07. – Referees and Assistant Referees that fail to file a match report/s within 90 days of the match shall forfeit the respective referee fee/s.