



# South King County Soccer Referees Association

## By Laws

### ARTICLE I: NAME

The name of this Association shall be the SOUTH KING COUNTY SOCCER REFEREES ASSOCIATION, commonly known as and hereinafter called the SKCSRA.

### 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, hereinafter referred to as the Executive Board, shall be the governing body of SKCSRA.

#### Section 2 Executive Board

An Executive Board will manage the affairs of the chapter. The Executive Board consists of:

- President.
- Vice President.
- Secretary
- Treasurer
- Director at Large (3)

The Executive Board will be elected or appointed in accordance with these by-laws.

The Executive Board will govern the administration of the Association, 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 Executive Board will be responsible for developing other policies and procedures that will guide the activities of the Association officers and assignor(s). The Executive Board will be responsible for publishing and maintain policies and procedures of the Association on the SKCSRA official web site.

No officer will hold more than one seat on the Board and will not be entitled to cast more than one vote. The President will vote only to break a tie vote. Members of the Executive Board will be entitled to vote on all matters submitted to vote or other action to the members.



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

## **Section 3 Board of Directors Eligibility**

Only persons who are Voting Members are eligible to be an officer on the Board of Directors of the Association.

## **Section 4 Terms of Office**

All officers will serve the terms as established below. Terms will begin with officer election at the Annual General Meeting (AGM).

- The President will be elected on an even year and serve for two years.
- The Vice President will be elected on an odd year and serve for two years.
- The Secretary will be elected on an even year and serve for two years.
- The Treasurer will be elected on an odd year and serve for two years.
- Each year two (2) Directors at Large will be elected. The candidate receiving the most votes will serve two years and the candidate receiving the second most votes will serve for one year.

## **Section 5 Vacancies**

Except as otherwise may be provided in these by-laws, vacancies on the Board of Directors will be filled by appointment by the President with the ratification of a majority vote of the Board of Directors. The appointee will 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 Executive Board's approval. Any chair or member of a committee may be removed from that position by the Executive Board. Any officer or director of the Association may be removed from office and the Executive Board by a two-thirds vote of the other members of the Executive Board. Officers and Directors removed from office and the Executive Board by the Executive 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 will by majority vote of its members affirm or reverse the Executive Board's decision for removal.

### **B. By The Members**



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Any officer, director, committee chair, or committee member may be removed from the office, the Executive Board, or the appointed position by majority vote of the Voting Members in attendance at any regular or special SKCSRA meeting after written petition for removal is equal to or greater than the number of Voting Members in attendance at the immediately preceding regular SKCSRA meeting. A petition for removal under this Section will be in writing and delivered to any member of the Executive Board. The issue of removal will be promptly submitted to the Voting Members for decision not less than ten days but nor more than fifty days before the meeting at which such a petition will be submitted, Voting Members will 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 Executive Board will fill all vacancies on the Executive Board for officer positions. Any person so appointed will serve until the next regular meeting where such appointment shall be submitted to the Voting Members for confirmation. Once confirmed, the appointed officer will complete the term of the vacated office. In the case of a vacancy in the office of the President, the Vice President will become the President and the Executive Board will appoint a successor to the Vice President. If a person appointed by the Executive Board to fill a vacancy is not confirmed, the Voting Members will elect a successor at that meeting.

### **Section 7** Duties of Officers

- A. The President will be the presiding officer at all meetings. Exceptions shall be incidental Judicial Committee Hearings or Referee Clinics. The President will be responsible for the efficient functioning of all officers and operations of the SKCSRA. The President will have the authority to appoint any member of the Association to fill the vacancy of any Executive Board member. The appointment must be ratified by a majority of the Executive Board voting at the time of the appointment.
- B. The Vice President will assume the duties of the President in the President's absence for the purpose of presiding. The Vice President will not carry out any other duties of President unless that office is vacated. The Vice President will become the President in case of vacancy. The Vice President will organize and report game misconduct for SKCSRA when the league or association requests it directly from SKCSRA. The Vice President will carry out tasks as assigned by the President.
- C. The Secretary shall:
  - 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 Association members
  - 4. Be responsible for disseminating policies and procedures to the membership.



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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 SKCSRA, both receipts and expenditures.
2. Keep the Board informed through the preparation and submission of a detailed financial statement at each Board meeting concerning the current financial condition.
3. Provide a detailed financial report to the membership at the AGM.
4. 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.
5. Have the authority to obtain and sign contracts with the leagues requesting referee services from SKCSRA with the approval of the Executive Board.

E. The Directors at Large will attend Board meetings and vote on all matters submitted to vote or other action to the members.

F. All members of the Board will have the duty to attend and vote at all meetings.

### Section 8 Advisors to the Executive Board

- A. Advisors to the Executive will consist of assignors of SKCSRA and the SKCSRA webmaster. Each assignor will be appointed by the Executive Board and confirmed yearly at the first meeting of the Executive Board after the AGM. There will be one webmaster of the SKCSRA web site who is appointed by the Executive Board and confirmed yearly at the same time the assignors are confirmed.
- B. Each assignor and the webmaster will not have voting privileges and will act in an advisory capacity only.

## ARTICLE IV: MEMBERSHIP

### Section 1 Requirements

- A. Any person desiring to become a member of SKCSRA has to meet the qualification set forth by the USSF and/or the WOA for referee, instructor, assessor or assignor.
- B. The Membership of SKCSRA will consist primarily of those individuals living in South King County. This includes but is not limited to Burien, Sea-Tac, Renton, Kent, Auburn, Federal Way, smaller adjacent Cities and adjacent areas of unincorporated King County.
- C. Individuals residing outside of South King County may become members by registering with WOA through SKCSRA or petition to transfer from another referee association.



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- D. The Board shall be responsible for examining the qualifications of candidates for membership.
- E. The Executive Board will be responsible for reviewing evaluations and complaints concerning the conduct of SKCSRA member referees.
- F. Suspension of Membership. The Executive Board, by an affirmative vote of two thirds of the members thereof, may suspend a member for cause after an appropriate hearing. Suspension for cause may be based upon a demonstration of inappropriate action, conduct or statements, whether or not done or committed incidental to the activities of SKCSRA, and which, in the opinion of the Executive Board, is detrimental to SKCSRA or inconsistent with its objectives and purposes. This shall specifically include, but not be limited to, unprofessional behavior or conduct. The Executive Board, by an affirmative vote of a majority of the members thereof may suspend the membership of any member who becomes ineligible for membership.
- G. Reinstatement of Membership. Upon written request signed by a suspended member filed with the Secretary, the Executive Board may, by an affirmative vote of two-thirds of the members of the Executive Board, reinstate such suspended member to full membership upon such terms as the directors may deem appropriate.

### Section 2 Voting Members

- A. Voting at meetings of SKCSRA will be limited to individuals who have attended 50% of all meetings and clinics the previous year and who are members of SKCSRA.
- B. Any member may call for a written ballot on any pending motion

## ARTICLE V: MEETINGS

### Section 1 Quorums

- A. A quorum of the Board of Directors consists of four Executive Board members present.
- B. A Quorum of General and Special Meetings consists of 50% of the average attendance for the past five regular meetings.
- C. A Quorum for the Annual General Meeting consists of 50% of the average attendance for the past five regular meetings.

### Section 2 Meetings

- A. Regular business and training meetings shall occur once per month excluding June, July, and August. The Board will designate the meeting dates, times and places.



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- B. The Board of Directors will meet one hour prior to each monthly meeting of the membership.
- C. The Annual General Board Meetings will be held between December 1 and January 31. The order of business at the Annual General Meeting shall be set by the Board thirty days before the Annual General Meeting.
- D. The President at the request of the Executive Board may call special meetings of the Executive Board or membership.

### **ARTICLE VI: DENIAL, TERMINATION, AND JUDICIAL PROCESS**

RESERVED

### **ARTICLE VII: FEES AND FINANCES**

#### **Section 1 Financial Review**

In addition to the Executive Board review, the Executive 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 Executive Board as it deems desirable or necessary. A written summary of the results of each review or audit will be submitted to the Executive Board within fourteen (14) days of its completion. It shall be submitted to the membership for their acceptance, approval, or disapproval at the next regular chapter meeting.

#### **Section 2 Payment of Referees**

The method of payment will be established by the Executive Board.

#### **Section 3 Compensation**

Expenses incurred by any member on behalf of the Association, as approved by the Executive Board, will 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.

The Assignor is entitled to an assignor's fee of 5% of the game fees paid to individual referees. The 5% assigning fee will be deducted from the earnings of each referee. This fee will not be levied on travel fees. The Assignor is also entitled to separate assigning and/or billing fees paid by the leagues for assigning services.

#### **Section 4 Fines**



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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 VIII: CONDUCT AND ETHICS

### Section 1 Referee Code of Ethics

All referees are required to support the Code of Ethics for Referees as stated in USSF Policy 531-11 (C). In addition, all referees will support the remaining sections of this article.

### Section 2 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 school which might appear to bias that referee's decision making. Whenever possible the referee shall decline any assignment involving such a team or school.

### Section 3 Uniform

All referees shall follow standards of dress established by the USSF or other sanctioning bodies for the game. All SKCSRA 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) may cause a referee to deviate from these standards. Personal preference is not an acceptable reason to deviate from the standards.

### Section 4 Game Conduct

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

### Section 5 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. For WIAA (High School and Middle School) games members shall follow procedures outlined in WOA clinics. A consistent failure to submit game reports promptly may result in a



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penalty of one hundred percent (100%) of the fee for the game and/or loss of future game assignments.

## **ARTICLE VIX: 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 SKCSRA By-laws shall be submitted in writing to the President, SKCSRA, at least 30 days before the AGM or special meeting for this purpose. The Executive Board must give the proposed changes to the membership at least ten (10) days prior to the AGM or special meeting called for this purpose. The Executive 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 Executive Board and will be posted on the SKCSRA web site. Any amendment to the Policies and Procedures will be posted to the SKCSRA web site and an email sent to the membership prior to the next regular Association meeting. Amendments will be effective following the next general meeting after disseminated unless rejected by a majority of members at the meeting.

## **ARTICLE X: 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.

## **ARTICLE XI: PARLIAMENTARY AUTHORITY**

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