

# Bylaws of the Mohawk Valley Soccer Referee Association

- I. **NAME.** The name of this organization shall be the Mohawk Valley Soccer Referee Association, hereinafter referred to as the MVSRA.
- II. **AFFILIATION.** The MVSRA is an organization of referees affiliated with the United States Soccer Federation (USSF).
  1. The MVSRA shall register with the Secretary of State of the State of New York as a not-for-profit corporation, and renew its registration annually as prescribed by law.
  2. The MVSRA shall service leagues associated with the United States Soccer Federation, and the Federation Internationale de Football Association, and other affiliated organizations.
- III. **PURPOSE.** The purpose of the MVSRA shall be to:
  1. Advance the understanding and application of the Laws of the Game of soccer, as defined by the USSF and FIFA;
  2. Support the USSF in registering, training and assessing its referees;
  3. Encourage the spirit of fair play and sportsmanship;
  4. Provide educational programs to enhance the skills of soccer referees;
  5. Provide qualified soccer referees to officiate USSF sanctioned games.
- IV. **MEMBERSHIP.** Membership in the MVSRA shall be open to any person interested in the officiating of soccer, and who adheres to its bylaws, rules and regulations.
  1. No person shall, on the ground of race, color, national origin, sex, age, political beliefs, or religious creed and no otherwise qualified handicapped individual shall, solely by reason of this handicap, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity sponsored or operated by the MVSRA.
  2. The membership of the MVSRA shall be composed of ACTIVE, AFFILIATE, INACTIVE, LIFE, and HONORARY members (defined below).
  3. The Membership Committee of the MVSRA can revoke an individual's membership in the MVSRA temporarily or permanently if a member has failed to follow the MVSRA bylaws or related rules and regulations of the MVSRA, State Association, or USSF.
  4. A decision to suspend or revoke an individual's membership by the Membership Committee may be appealed to the Executive Committee and then to the State Association, whose decision is final.
  5. **ACTIVE Members**
    - A. Must fulfill the following requirements:
      1. Pay local, state and national dues when required;
      2. Register as a referee, assessor or instructor with the USSF;
      3. Attend the annual meeting and at least 4 other regular meetings during the year;
      4. Submit closed date sheets to the assignor per the assignor's deadline;

5. Accept assignments unless special circumstances prohibit them from doing so
  6. Attend at least 8 hours of in-service training per year approved or provided by the USSF or the MVSRA;
  7. File a written report within 48 hours of each match to the proper authority.
- B. Have the following rights:
1. To run for and hold office;
  2. To vote at MVSRA meetings;
  3. To receive assignments to sanctioned matches from the MVSRA
  4. To request relief from any of the requirements by submitting in writing to the Executive Committee the reasons why an exception should be made. The Executive Committee's decision shall be binding.
- C. Who fail to comply with these bylaws shall not be assigned any matches, or vote at any MVSRA meetings, until the Executive Committee returns the member to good standing.
6. AFFILIATE Members
- A. Are those referees who belong to another USSF referees' association, but who request being assigned matches under the authorization of the MVSRA.
- B. Must fulfill the following requirements:
1. Pay MVSRA affiliate dues, when required.
  2. Submit closed date sheets to the assignor per the assignor's deadline.
  3. Accept assignments unless special circumstances prohibit them from doing so.
- C. Have the right to receive assignments to sanctioned matches from the MVSRA.
- D. Who fail to comply with these bylaws shall not be assigned any matches until the Executive Committee returns the member to good standing.
7. INACTIVE Members
- A. Are those members who previously were in good standing, but have requested in writing to the Executive Committee that they be temporarily removed from active membership.
- B. Shall have no rights of membership.
- C. Are exempt from paying MVSRA dues
- D. May request the Membership Committee for reinstatement when they have met all of the requirements of ACTIVE membership.
8. LIFE Members
- A. Are those members who upon retiring from the MVSRA after a distinguished career of officiating and service to the MVSRA, are nominated by the Executive Committee and approved by the full membership.

- B. Shall have no rights of membership.
- 9. HONORARY Members
  - A. Are those individuals, nominated by the Executive Committee and approved by the full members, who have distinguished themselves to the soccer community.
  - B. Shall have no rights of membership.
- V. OFFICERS. The officers shall consist of a President, Vice President, Secretary, Treasurer, Registrar, and Assignor.
  - 1. The officers shall be elected at the MVSRA's annual meeting in November of each year, and shall hold office from January first for the next calendar year.
  - 2. Officers will be eligible to succeed themselves.
  - 3. The officers of the MVSRA and the immediate past-President will constitute the Executive Committee.
  - 4. The Executive Committee shall be responsible for conducting the business of the MVSRA unless otherwise stipulated within the bylaws.
  - 5. PRESIDENT. The President is the chief executive officer of the MVSRA. As such, the President shall
    - A. Preside at all meetings of the MVSRA and the Executive Committee;
    - B. Be responsible for setting the agenda for all such meetings;
    - C. Have executive authority to see that all orders and resolutions of the membership are carried into effect, and subject to the control vested in the Executive Committee by statute or by the bylaws;
    - D. Administer and be responsible for the overall management of the business affairs of MVSRA;
    - E. Be the MVSRA's official representative to the regional, State, and National branches of the USSF and USYSA. The President may appoint an alternate with the approval of the Executive Committee
  - 6. VICE-PRESIDENT. The Vice President shall assist the President in the performance of duties and shall exercise the powers and duties of an absent President.
  - 7. SECRETARY. The Secretary shall
    - A. Maintain a roll of members and their status;
    - B. Give notice of all meetings;
    - C. Record minutes, and maintain full and accurate records of all meetings and other official activities;
    - D. Keep the official copy of the bylaws and all amendments;
    - E. Maintain a record of the attendance at all meetings and training;
    - F. Conduct correspondence of the MVSRA and preserve all official records;
    - G. Serve as chairman of the Membership Committee.
  - 8. TREASURER. The Treasurer shall:
    - A. Keep an accurate record of all funds received by the MVSRA and shall pay all authorized debts;

- B. Prepare a written budget for the next fiscal year for review and membership approval at the annual meeting of the MVSRA;
  - C. Report in writing on the state of the MVSRA's finances at each regularly scheduled meeting;
  - D. Maintain an accurate record of paid-up members and notify the Executive Committee and the Assignor of any person who has failed to pay dues for the current year and/or is not 'in-good-standing' because of failure to pay fines;
  - E. Deposit the funds of the MVSRA in a financial institution.
9. REGISTRAR. The Registrar shall receive all registration materials from members and send them on to the appropriate State and/or National designee.
10. ASSIGNOR. The Assignor or designated assistant shall
- A. Assign only active or affiliate members to sanctioned matches under the auspices of the MVSRA;
  - B. Receive payment of assignment fees from the League, Club, or Tournament Host requiring the use of the MVSRA's referees.
11. Assignments can only be made to active or affiliate members of the MVSRA.
12. VACANCIES. A vacancy in any office, arising because of death, resignation, removal or otherwise, shall be filled for the unexpired portion of the term by a majority vote of the remaining Executive Committee, although the remaining Executive Committee may be less than a quorum.
13. REMOVAL. The Executive Committee may remove any officer whenever, in its sole judgment, the best interest of the MVSRA will be served thereby.
- A. An officer subject to removal and all other members of the Executive Committee must be notified in writing by the Secretary at least seven (7) days prior to a meeting at which a proposed removal will be considered.
  - B. The quorum for this meeting shall be all of the Executive Committee, excluding the officer subject to removal. The officer subject to removal may attend this meeting.
  - C. Excluding the officer subject to removal, a unanimous vote of the Executive Committee shall be necessary to remove this officer.
  - D. The Executive Committee vote of removal may be appealed at a special meeting of active members. Such a meeting shall require a quorum of 2/3 of the active members. A secret ballot vote of the active members present shall require a 2/3 majority to override the decision of the Executive Committee on this removal.

VI. MEETINGS.

- 1. The annual meeting of the MVSRA shall be held in November of each year.
- 2. Officers of the Executive Committee shall be elected at the annual meeting.

3. Regular meetings of the MVSRA membership shall be held at least seven times per year in the months of February, April, May, June, July, September and November, or more frequently as needed.
4. The Executive Committee shall meet at least six times per year or more frequently as needed.
5. For MVSRA meetings a quorum shall consist of majority of the Executive Committee, and at least 25% of the active membership.
6. For MVSRA Executive Committee meetings, a quorum shall consist of a majority of the Executive Committee.
7. At all MVSRA meetings, Executive Committee meetings, and Annual Meetings, members must be present to vote.
8. Each regular MVSRA meeting should include a minimum of one (1) hour referee instruction; the goal is to limit business to one-half (1/2) hour allowing one and one-half (1 ½) hours for education.
9. ORDER OF BUSINESS. At meetings of the MVSRA, the order of business shall be as follows:
  - A. Roll Call;
  - B. Approval of Minutes of the Last Meeting;
  - C. Correspondence;
  - D. Reports of the Officers: President, Vice President, Treasurer, Secretary, Assignor, and Registrar;
  - E. Reports of Committees
  - F. Unfinished Business;
  - G. New Business;
  - H. Items for the good of the Game;
  - I. Training
  - J. Adjournment

#### VII. COMMITTEES.

1. Committees of the MVSRA shall meet upon the call of the committee chair and with the consent of at least a majority of the concerned committee membership.
2. Each committee chair shall be prepared to report on the activities, actions, and findings of the committee at each regular business meeting.
3. MEMBERSHIP COMMITTEE. The Membership Committee shall
  - A. Have a minimum of three (3) members appointed by the Executive Committee;
  - B. Approve or deny applications for Active and Associate Membership in the MVSRA;
  - C. Annually review the qualifications of all Active Members;
  - D. Exercise such other and further duties as may be designated by the Executive Committee.
4. TRAINING COMMITTEE. The Training Committee shall
  - A. Have a minimum of three (3) members appointed by the Executive Committee;
  - B. Supervise the training activities of the MVSRA ;
  - C. Plan and execute training at membership meetings;

- D. Consult with and assist referee instructors in the execution of their duties;
  - E. Exercise such other and further duties as may be designated by the Executive Committee;
  - F. Plan and execute the evaluation of member referees to determine proper levels of assignment annually;
  - G. Consult with and assist referee assessors in the execution of their duties;
  - H. Exercise such other and further duties as may be designated by Executive Committee
5. SPECIAL COMMITTEES. Special Committees
- A. May be formed, as needed, from time to time at the discretion of the Executive Committee or the President to perform such functions as assigned;
  - B. Have a minimum of three (3) members, at least two (2) of whom shall not be members of the Board of Directors, unless otherwise designated by the Executive Committee or these Bylaws.
6. The President shall appoint the chairman of Special Committees.
- VIII. AMENDMENT. These bylaws may be amended by a 2/3-majority of the full membership at a regularly scheduled meeting of the MVSRA. A copy of the proposed bylaw amendment must be presented to each member at least two weeks prior to the meeting at which it will be presented for adoption.
- IX. AUDIT.
- 1. The accounts of MVSRA shall be audited at least annually.
  - 2. An audit committee shall be formed at the annual meeting.
  - 3. The audit shall reflect the financial transactions of that calendar year.
  - 4. This chair shall provide a written report to the Executive Committee, who shall present the findings to the active members at the next regular meeting.
- X. FEES. The Executive Committee will determine from the amount of fees, dues, and fines payable by the members of MVSRA, the dates upon which payment is due, and penalties for nonpayment or failure to pay in a timely manner.