

MANASOTA SOCCER REFEREES ASSOCIATION, INC.

RESTATED BY-LAWS

ARTICLE I NAME

The name of this association (hereinafter referred to as "the Association") shall be:

"Manasota Soccer Referees Association, Inc."

ARTICLE II PURPOSE

The Association has been formed to be a professional, educational and social association with the primary purposes and objectives of (a) promoting the growth of soccer; (b) coordinating the assignment of its members as officials to soccer matches engaged in by member schools of the Florida High School Athletic Association (hereinafter referred to as "FHSAA") in the Florida counties of Manatee, Sarasota, DeSoto, and Charlotte, and/or such other jurisdictions or counties as may be approved by the membership, and to the State Series tournaments conducted by FHSAA; (c) providing education, training and clinics in order to develop and refine the officiating skills of its members, (d) promoting camaraderie amongst its members, and (d) recruiting and training new and minority officials.

ARTICLE III AFFILIATIONS

The Association shall be sanctioned annually by FHSAA as a local officials association, and, as such, shall be governed by and operated in accordance with, and subject to, the rules, policies and procedures of FHSAA and the National Federation of State High School Associations (hereinafter referred to as "NFHS"), insofar as they affect or prescribe the duties and responsibilities of the Association and/or its individual members.

ARTICLE IV OBLIGATIONS OF THE ASSOCIATION

The Association shall have and carry out all of the obligations applicable to a local officials' association for the sport of soccer as may be prescribed from time to time by FHSAA. In particular, the Association shall be responsible for contracting with schools in the geographic area served by the Association for the provision of soccer officials to soccer matches conducted by or between those schools and for coordinating the assignment of members to officiate those matches. The Association also shall be responsible for educating its members as to the NFHS and FHSAA rules of the game of soccer, and, to that end, shall conduct a minimum of two training sessions for its members during each regular season, which shall focus on the application of the rules to specific situations and proper mechanics.

ARTICLE V MEMBERSHIP

A. Membership Classes and Eligibility:

There shall be three classes of memberships in the Association: "Active Members," "Affiliate Members" and "Inactive Members."

1. Active Members:

Membership in the Association as an "Active Member" shall be open to all persons who are currently registered and in good standing with FHSAA as a soccer official who request to join the Association; *provided however*, that:

(a) Conditional membership in the Association may be granted to individuals who have submitted their application to FHSAA for registration as a soccer official for the first time until such time as FHSAA registers the individual as a soccer official. Except as provided in the immediately preceding sentence, continued membership in the Association as an "Active Member" shall be conditional upon maintenance of a current registration as a soccer official with FHSAA and remaining in good standing with FHSAA. Each Active Member shall have all of the rights, duties and obligations provided to or imposed upon the Active Members under these Bylaws.

(b) Secondary Members who are registered with other associations as primary members and wish to do games with the association have no voting rights.

2. Affiliate Members:

Membership in the Association as an "Affiliate Member" shall be open to persons who are not currently registered with FHSAA as a soccer official but are currently registered and in good standing as a soccer referee with the United States Soccer Federation and/or the National Intercollegiate Soccer Officials Association ("NISOA").

Affiliate Members shall have the right to attend all meetings of the members of the Association and to participate in all training sessions and field clinics conducted and/or sponsored by the Association, but shall have no voting rights in the Association or the right to participate in any debates on any measure submitted to the membership (unless the right to participate in any such debate is granted by the Chair presiding at the meeting during which such measure is debated).

3. Inactive Members:

Membership in the Association as an "Inactive Member" shall be open to individuals who were previously "Active Members" of the Association who desire to continue to contribute to the Association, but who have retired from officiating due to age or health reasons or have who have temporarily or permanently ceased officiating for other reasons found acceptable by the membership. Inactive status may be granted by the membership for not more than one year at a time, subject to annual renewal of such status.

The Secretary shall submit to the membership the names of any members desiring to go on inactive status at any monthly meeting for approval by the membership. Consideration of the renewal of the inactive status of individuals shall be conducted at the September meeting of the Association.

Those persons who have been granted inactive status by the membership shall have the right to attend the meetings of the Association and participate in the debate on any measure submitted to a vote of the members but shall not have the right to cast a vote on any measure.

B. Registered Officials Required to Join the Association:

FHSAA requires that individuals desiring to officiate soccer matches sanctioned by FHSAA in the geographic area served by the Association are required to join and maintain membership in the Association. Membership in the Association will not be refused to any individual currently registered as a soccer official and in good standing with the FHSAA who requests to join the Association.

In accordance with FHSAA policies and guidelines, Active Members of the Association may not contract with or otherwise offer their services to schools that are members of FHSAA except through the Association.

C. Good Standing of Active Members:

For purposes of these Bylaws, an Active Member shall not be "in good standing with the Association" if he or she: (a) is not in good standing with FHSAA for any reason; (b) has not paid all dues and assessments (if any) imposed upon the members of the Association in accordance with these Bylaws; (c) has not paid all fines (if any) imposed upon him or her by the Association and/or FHSAA; and/or (d) the Executive Board of the Association has suspended him or her from participation in the Association or from receiving game assignments from Association in accordance with these Bylaws.

ARTICLE VI
DUTIES, RESPONSIBILITIES AND EXPECTATIONS OF THE ACTIVE MEMBERS

1. Compliance with Ethics Rules: Each Active Member shall at all times comply with the Officials' Code of Ethics of the National Federation Officials Association and the FHSAA Rules of Conduct (as the same may be hereafter supplemented or amended).

2. Meeting Attendance: Each Active Member is expected to attend all regularly scheduled meetings of the membership of the Association and all scheduled field clinics and training sessions conducted by or for the Association (unless prevented from doing so by personal or professional obligations or other reasons deemed acceptable by the Executive Board).

3. Game Assignments and Duties: Each Active Member shall promptly (defined as within one week for regular games and within 48 hours for regional and playoff games) accept or decline all of his or her assignments from the Association to both middle school and FHSAA-sanctioned soccer matches; shall arrive at the match site for his or her accepted assignments at least 30 minutes prior to the scheduled game time, (please advise the crew if running late), ready to undertake his or her assigned officiating duties; shall be uniformed properly at each match to which he or she is assigned by the Association; shall conduct himself or herself in carrying out his or her officiating duties in a manner befitting the highest standards of officiating; and shall submit timely to the Association and FHSAA all game and other reports for which he or she is responsible.

4. Uniforms: Each Active Member shall obtain and, at all times, maintain in good appearance and condition, at least one (1) jersey (whether short-sleeve or long-sleeve) in each of the colors authorized by FHSAA from time to time to be worn as part of a soccer official's uniform.

5. Association Activities: Each Active Member shall participate as a member of the standing committees of the Association or otherwise in the activities of the Association as may be reasonably requested of him or her.

6. Association Bylaws: Upon acceptance of restated bylaws, each Active Member shall sign the acknowledgement page and submit it to the parliamentarian.

7. Recruitment of New Officials: Each Active Member shall actively recruit new officials to join the Association, with the goal of each member being to recruit at least one individual each year to join the officiating ranks.

8. Cooperation: Each Active Member shall reasonably cooperate with any inquiries made by FHSAA to the Association and/or such member concerning the activities of the Association and/or the member, as well as with any investigations conducted by the Grievance Committee of the Association.

The Executive Board shall have the power and authority to establish other reasonable duties, obligations, and expectations of the Active Members in addition to those set forth in these Bylaws and to amend, supplement and/or rescind the same once established.

ARTICLE VII MEETINGS AND VOTING RIGHTS OF THE MEMBERS

A. Regular Meetings:

Each summer the Executive Board shall establish and publish for the membership a schedule of training sessions and regular meetings of the membership for the upcoming year. Each training session and regular meetings of the members will be held at a place within the Counties of Sarasota, DeSoto, Manatee or Charlotte selected by the Executive Board at a time scheduled by the Executive Board. The Secretary or another person designated by the Executive Board will send out reminder notices of training sessions and meetings at least one week prior to the meeting.

B. Annual Meeting:

A mandatory annual meeting of the members of the Association for the election of officers, the consideration of amendments to these bylaws and for the conduct of any special or regular business shall be held in March of each year at a time and place within the counties of Sarasota, DeSoto, Manatee or Charlotte selected by the Executive Board. All active members of the association are required to attend the annual meeting in person or virtually, unless prevented from doing so by personal or professional obligation or other reasons deemed acceptable by the Executive Board. The failure to attend the mandatory annual meeting of the Association, without excuse, may subject the absent member to sanctions by the Executive Board in its discretion, which may include the imposition of a fine on the member, the suspension of assignments to the member and/or other sanctions deemed reasonable under the circumstances by the Executive Board.

C. Special Meetings:

Special meetings of the members of the Association may be called at any time for any purpose by the President or by a majority of the members of the Executive Board, and shall be called by the Secretary of the Association upon the written request of 25% or more of the Active Members of the Association then-entitled to vote upon matters submitted to a vote of the Active members. The written request for a special

meeting shall state the purpose or purposes of the meeting and the matters proposed to be acted on at the meeting. However called, notice of the meeting shall be given to each Active Member and shall state the purpose or purposes of the meeting. No business other than that stated in the notice shall be transacted at any special meeting.

D. Quorum:

The presence in person or virtually of a majority or more of the Active Members of the Association then entitled to vote on matters submitted to the members of the Association shall constitute the presence of a quorum at any meeting of the members of the Association.

D. Voting Rights of Active Members:

1. Voting: Subject to Section D.3 of this Article of these Bylaws, at all meetings of the members of the Association, each Active Member shall be entitled to one (1) vote on all matters required by these Bylaws, by law and/or FHSAA to be submitted to a vote of the members. All elections and matters submitted to a vote at meetings of the members of the Association shall be decided by the vote of the holders of a majority of the votes cast, in person, by the Active Members entitled to vote on the matter, unless a different vote is required by law or provided for in these Bylaws. If the officer presiding over the meeting shall so determine, a vote by ballot may be taken upon any matter, and the vote shall be so taken upon the request of 10% or more of the Active Members of the Association. Proxies shall not be recognized by the Association for any purpose.

2. Entitlement to Voting Rights: Notwithstanding the foregoing, no Active Member shall be entitled to vote upon any matter submitted to a vote of the membership (including the election of Elected Officers), and his or her presence at any meeting of the Association shall not be considered in determining whether a quorum is present at any such meeting, unless such Active Member (a) shall have designated the Association as his or her primary local officials association for soccer with FHSAA, (b) is in good standing with both FHSAA and the Association, and (c) unless and until such Active Member shall also have met the following additional qualifications:

(1) he or she shall be eligible under FHSAA guidelines to officiate varsity- level soccer matches; and

(2) he or she has officiated at least five (5) FHSAA-sanctioned, varsity-level games assigned by the Association during the previous 12-month period; and

(3) he or she has attended at least 70% of the scheduled meetings of the Association held in the immediately preceding 12-month period, or since the date that he or she first joined the Association as an Active Member (whichever period is shorter), unless prevented from doing so by personal or professional obligation or other reasons deemed acceptable by the Executive Board.

This Section of these Bylaws shall be interpreted, such that (a) an Active Member newly-admitted to membership in the Association shall not have voting rights in the Association until such time as he or she meets the foregoing qualifications for voting rights in the Association, and (b) an Active Member's voting rights in the Association may be suspended if he or she fails to meet the foregoing qualifications at any given time.

If, at any time, the voting rights of an Active Member shall be suspended because he or she does not meet the foregoing qualifications, the voting rights of such member shall be restored to him or her immediately at such time as he or she meets such qualifications.

ARTICLE VIII ELECTED OFFICERS & THEIR DUTIES

- A. Elected officers:** The elected officers of the Association shall be the following officers: President, Vice President, Secretary, Treasurer and Parliamentarian. Only active members of the Association in good standing with the Association shall be eligible for election to any office of the Association.

President:

The President shall be the Chief Executive Officer of the Association, and subject to the ultimate control of the Executive Board of the Association, shall have general charge and supervision of the Association's business, affairs and properties. The President shall hold no other office or position in the Association during his or her term in office as President, but may serve as an "ex- officio," non-voting member of any or all of the standing committees of the Association. The President, during his or her term in office, shall have the power and authority to sign and execute, in the name of the Association, all authorized contracts or other instruments, to call meetings of the membership or the Association and of the Executive Board, to appoint the chairman of each of the standing committees of the Association, and to do such other acts and things as are normally incident to the office of the president of a corporation. The President shall also preside over all meetings of the membership of the Association and of the Executive Board and shall represent the Association before FHSA and at any official meeting with any other organization. When presiding over a meeting of the Association, the President may cast a vote on any measure submitted to the membership only in the event of a tie and shall not enter into a debate on any measure unless he or she relinquishes the chair to the Vice President and joins the membership until the completion of the action under consideration.

Vice President:

The Vice President shall have the power and authority to sign and execute, in the absence or unavailability of the President and in the ordinary course of business, all authorized contracts or other instruments and/or obligations in the name of the Association, and, in the absence or unavailability of the Treasurer, to sign or issue checks in the ordinary course of business. At the request of the President or in his absence or during his inability to act, the Vice President shall perform the duties and exercise the functions of the President, and when so acting shall have the powers of the President. The Vice President shall replace the President upon the removal or resignation of the President from office.

Secretary:

The Secretary shall, in general, perform all of the duties normally incident to the office of a secretary of a corporation, and such other duties as, from time to time, may be assigned to him by the Executive Board or by the President. The Secretary shall record the minutes of the meetings of the members and the Executive Board, including all the votes taken at such meetings; maintain a current roster of all Active and Inactive Members of the Association; be responsible for all correspondence of the Association with the members and any other organization; maintain the official mailing address of the Association; along with the President or his or her delegate, sign all agreements and contracts on behalf of the Association; and prior to the February meeting, along with the Parliamentarian, receive in writing the names, positions and qualifications of all persons interested in serving as an officer of the Association and place into nomination the names of such

written requests at the February meeting.

Treasurer:

The Treasurer shall have charge of and be responsible for all funds, receipts and disbursements of the Association, and shall deposit or cause to be deposited, in the name of the Association, all moneys or other valuable effects in such banks, trust companies or depositories as may be designated by the Executive Board. He or she shall maintain full and accurate accounts of all assets, liabilities and transactions of the Association and shall render to the President and the members of the Executive Board at the regular meetings of the Executive Board, or whenever they may require it, and to the members at the meetings of Association a written account of all of his or her transactions as Treasurer and of the financial condition of the Association. In general, the Treasurer shall perform all the duties ordinarily incident to the office of a treasurer of a corporation, and such other duties as, from time to time, may be assigned to him by the Executive Board or by the President. The Treasurer shall give the Association a bond, if required by the Executive Board, in a sum, and with one or more sureties, satisfactory to the Executive Board, for the faithful performance of the duties of the office and for the restoration to the Association in case of his or her death, resignation, retirement or removal from office of all Association books, papers, vouchers, moneys and other properties of whatever kind in his possession or under his or her control.

Parliamentarian:

The Parliamentarian shall ensure that these By-Laws and “Roberts Rules of Order” are followed at all meetings of the Association and shall assure that the procedure for elections of officers is followed. He or she shall, prior to the February meeting, receive the name, position and qualifications of all persons qualified to serve as an officer of the Association and place those names into nomination.

B. Compensation:

The President, in agreement with the Executive Board shall have the authority to provide a stipend from the Association to any board member in good standing who has performed his or her position for the entire year. This stipend amount will be no more than .50 cents per game. Each of the Elected Officers shall be entitled to reimbursement of reasonable expenses incurred in the furtherance of the business and purposes of the Association, and must provide all receipts for any expenses incurred

C. Removal from Office:

At a duly called meeting of the members of the Association at which a quorum is present, the Active Members may, by vote of a majority or more of the votes cast, in person or by proxy, remove, with or without cause, any Elected Officer or Elected Officers from office, and may elect a successor or successors to fill any resulting vacancy for the remainder of the term of the officer so removed; *provided however*, that upon the removal of the President from office, the Vice President shall take the place of the removed President and the Active Members may elect a successor to the office of Vice President.

D. Vacancies:

Except in cases where the members elect a successor or successors to fill any vacancies created by the removal of an elected officer or officers as provided in Section C above, any vacancies in any office other than President shall be filled by majority vote of the remaining members of the Executive Board and the Vice President shall replace the President if that office becomes vacant.

E. Resignations:

1. Three (3) consecutive absences by a Board Member of a regularly scheduled meeting, unexcused by the President, shall constitute resignation from the Board. Written notice to this effect shall be sent to the Board Member at risk after the second absence and shall allow at least ten (10) days notice of such risk prior to the third meeting.
2. On the recommendation of the Executive Committee, a Board Member may be asked to resign for cause. In the event that the Member does not voluntarily resign, the total Board Membership will be required to vote on that individual's removal. A majority vote in favor of removal is required to remove the individual from the Board. That individual will not vote. Ten (10) days notice prior to the vote must be provided.
3. All resignations submitted shall be effective immediately upon receipt.

F. Subordinate Officers:

A majority of the members of the Executive Board may also elect or appoint such assistant or subordinate officers (such as Assistant Treasurer, Assistant Secretary, etc.) as they may deem necessary or desirable for carrying out the activities of the Association. Each such assistant or subordinate officer shall hold office only for such period and have only such authority and perform such duties as the Board of Directors may prescribe in making the appointment.

**ARTICLE IX
ELECTION OF OFFICERS**

A. Elections:

Beginning with the election scheduled for March 2006, and at the March meeting in each even-numbered year thereafter, the Active Members in good standing shall elect from amongst the Active Members of the Association a President, Secretary and Treasurer, and, beginning with the election scheduled for March 2007, and at the March meeting in each odd-numbered year thereafter, shall elect from amongst the Active Members of the Association a Vice President and Parliamentarian.

B. Term of Office:

Each officer so elected shall assume their duties and hold office for a period of two (2) years, and until his or her successor is duly elected and qualifies, or until his or her death or resignation or removal from office.

C. Nominations:

Before the February meeting of each year, the President shall publish a notice to the membership with the number of vacancies anticipated during the next election cycle, along with a description of the qualifications for serving as a board member and a form for making a nomination for the board.

Persons interested in serving as an Elected Officer of the Association shall submit the nomination form to both the sitting Secretary and Parliamentarian prior to the start of the February meeting. The Secretary and Parliamentarian shall place in nomination the names of qualified persons at the annual

meeting. Each nomination must be seconded by an Active Member other than the nominee. The nominations shall then be open to the membership for additional nominations and seconds. Any person nominated must accept or reject his or her nomination at this meeting.

D. Conduct of Elections:

1. The Parliamentarian shall conduct all of the elections of the Elected Officers of the Association (with the exception of the election of Parliamentarian, which shall be conducted by the President or Vice President), and shall be responsible for establishing the procedures for all elections; *provided however*, that the election of all Elected Officers shall be by closed ballot.

2. An Active Member shall be nominated and stand for election for only one elected office at any one time; however, a person properly nominated for an office, having been defeated, may have his or her name placed in nomination for another office.

3. An Active Member shall be elected to an office upon receiving a majority or more of the votes of the Active Members present in person or attending virtually. In the event no candidate receives over fifty percent of the votes cast, a runoff election shall be held with the candidate(s) receiving the least number of votes removed from the ballot. This procedure shall continue until one candidate receives over fifty percent of the votes cast.

**ARTICLE X
THE EXECUTIVE BOARD**

A. Composition of the Executive Board:

The members of the Executive Board of the Association shall consist of the then-current President, Vice President, Secretary, Treasurer, Parliamentarian, and, for the two (2) year period following the expiration of his or her term in office as President, the immediate past President shall also serve as a member of the Executive Board; *provided however*, no person who has been removed from the office of President by the Active Members shall be eligible to serve on the Executive Board as the immediate past-President, unless the Active Members shall otherwise so provide.

B. Power and Authority of the Executive Board:

The Executive Board shall manage the business and affairs of the Association, oversee its activities, and may exercise all the powers of the Association, except those conferred upon or reserved to the members by these Bylaws. In addition to these general powers and the other powers, authority and responsibilities delegated to the Executive Board in these Bylaws, the Executive Board shall have the power and authority to:

- (1) establish policies and procedures for the Association and its members;
- (2) approve the Treasurer's selection of a financial institution;
- (3) fill vacancies in the Executive Board as herein prescribed;
- (4) select the official meeting time and place for all meetings of the Association;

(5) determine a schedule of dues to be collected from members of the Association (subject to the approval of the membership);

(6) reprimand, impose fines or penalties upon, or otherwise take disciplinary measures against, members in accordance with these Bylaws;

(7) engage on behalf of the Association, accountants, tax preparers, bookkeepers, attorneys and other professionals or advisors as the Executive Board shall deem to be necessary or advisable for the attainment by the Association of its purposes and objectives and to undertake its activities; and

(8) take all such other actions consistent with these Bylaws as may be necessary or advisable in order to further the purposes and objectives of the Association.

The Executive Board shall also assist in preparing educational sessions and training clinics for the members of the Association and be responsible for any other responsibilities determined necessary by the membership.

ARTICLE XI COMMITTEES

A. Standing Committees:

The Association shall have the following standing committees: Evaluation Committee, Assignment Committee, Recommendations Committee, Grievance Committee, and Education and Training Committee.

These standing committees shall exist to ensure that the Association operates in a fair and democratic manner that is in the best interest of the members of the Association, and shall have the purposes, powers and authority set forth below. The Executive Board may also establish such other standing, temporary or ad hoc committees as the Executive Board shall determine to be necessary or advisable in order to further the purposes and objectives of the Association and shall establish such other or additional standing, temporary or ad hoc committees as may be required by FHSAA.

B. Composition of the Committees:

Each of the foregoing standing committees shall consist of either three (3) or five (5) Active Members, as determined each year by the newly comprised Executive Board at its first regular meeting following the election of the Elected Officers of the Association. Each year, the newly comprised Executive Board shall appoint the members of each of the standing committees (subject to the eligibility restrictions set forth in this Article) from a listing of members volunteering for consideration. Should an insufficient number of volunteers be forthcoming, the Executive Board may make direct appointments to fill committee vacancies, subject to the eligibility restrictions set forth in this Article.

Neither an Executive Board member nor any assignment coordinator, officer, assignor or any person serving in a similar capacity for the Association may serve as a voting member of any of the standing committees established by this Article; *provided however*, the President of the Association may serve, and may appoint any other member of the Executive Board to serve, as an "ex-officio," non-voting member of any or all of the standing committees during his or her term in office, but only one (1) member of the Executive Board may serve as an "ex-officio," non-voting member of any particular standing committee at any given time. No member may serve as a voting member on more than one (1) of the standing committees.

C. Responsibilities of the Committees:

1. Evaluation Committee:

The Evaluation Committee shall be responsible for establishing the process by which the officiating skills of the members of the Association will be evaluated and for selecting those individuals who will assist in the evaluation of the officiating skills of members of the Association. Subject to the foregoing general responsibilities, the Evaluation Committee shall ensure that each member with two or more years of officiating experience is evaluated at least once during each season and that each member with less than two years officiating experience is evaluated periodically throughout each of his or her first two years of officiating. The Evaluation Committee shall report its evaluations of each member to the Recommendations Committee.

2. Assignment Committee:

The Assignment Committee shall be responsible for overseeing the Association's procedures for assigning referees and officials to matches. These responsibilities shall include ensuring compliance with all requirements on the composition of officiating crews, reviewing and approving each member's schedule of assigned matches and making the assignment coordinator(s) aware of changes that need to be made before the assignment schedule is submitted to the membership of the Association. The Assignment Committee shall not be responsible for making assignments.

3. Recommendations Committee:

The Recommendations Committee shall be responsible primarily for reviewing the evaluations of members conducted under the procedures adopted by the Evaluation Committee and for making recommendations to the Assignment Committee and the assignment coordinator(s) as to the appropriate match assignments of members of the Association. The Recommendations Committee shall communicate its recommendations to the Assignment Committee and to those persons designated to serve as assignment coordinators or assignors for the Association. The assignment coordinators and assignors shall be required to act upon the recommendations of the Recommendations Committee. The Recommendations Committee also shall be responsible for preparing and submitting to FHSAA a list of the Association's members that the Recommendations Committee believes deserve consideration for assignment for Florida State Series contests.

4. Grievance Committee:

The Grievance Committee shall be responsible for hearing complaints and appeals made or brought by one or more members of the Association. The Grievance Committee also shall investigate and hear complaints about the Association or any of its members made or brought by any league or school receiving the services of the Association, coaches, or any other party with vested interest. The Grievance Committee shall conduct grievance hearings and appeals in accordance with Article XIII.

5. Education and Training Committee:

The Education and Training Committee shall be responsible for developing and implementing a training curriculum that is current and effective in both content and methodology for the training and

education of members of the Association in the policies and procedures of FHSAA and NFHS rules and mechanics, and for planning and implementing training sessions for the members of the Association, including on-the-field training sessions. The Education and Training Committee shall conduct at least two training sessions for the members of the Association during each regular season.

D. Meetings of Committees:

Each committee shall fix its own rules of procedure, and shall meet as provided by those rules, or at the call of the chairman or any two members of the committee. A majority of each committee shall constitute a quorum, and in every case, the affirmative vote of a majority of the entire committee shall be necessary to take any action. Members of a committee may participate in meetings by means of a conference call or similar communication if all persons participating in the meeting can hear each other at the same time. Participation in a meeting by these means constitutes presence in person at such meeting.

ARTICLE XII
ASSIGNMENT COORDINATORS AND ASSIGNMENTS

A. Assignment Coordinator:

The Association shall have an Assignment Coordinator who shall be responsible for assigning and/or coordinating the assignment of the members of the Association to officiate contests between the member schools of the FHSAA served by the Association during the regular season and to officiate contests in District tournaments hosted by member schools of the FHSAA served by the Association.

Only active members of the Association in good standing with the Association shall be eligible to be appointed to the position as Assignment Coordinator for the Association. The Executive Board may establish other or additional qualifications of the Assignment Coordinator or any assignor for the Association. If so required by the FHSAA, any person appointed to the position of the Assignment Coordinator for the Association shall register with the FHSAA as the “assignment coordinator/booking commissioner” of the Association.

The Assignment Coordinator shall be appointed each year from amongst those Active Members of the Association in good standing who request to be considered for the position. The appointment of the Assignment Coordinator shall be completed not later than the regular monthly meeting of the membership held in September. A person shall be appointed as the Assignment Coordinator of the Association for a given year upon receiving a majority or more of the votes cast by the Executive Committee. Any person so appointed shall serve at the pleasure of the Executive Committee of the Association, and may be removed from his or her position at any time, with or without cause, by majority vote of the Executive Committee of the Association.

Notwithstanding the foregoing, the Executive Board shall have the power and authority to establish the rates and fees that will be payable by the Association to the Assignment Coordinator for his or her services and to establish such other reasonable requirements and obligations of the Assignment Coordinator that the Executive Board deems necessary to ensure efficient delivery of assignments to the members of the Association. If so requested by the Executive Board, any person appointed to the position of Assignment Coordinator shall be required to enter into a contract with the Association relating to the provision of assignment services for the Association.

B. Assignment Criteria:

The Assignment Committee and the Assignment Coordinator shall be required to act upon the recommendations of the Recommendations Committee in making assignments of members to District tournament matches. In making its recommendations to the Assignment Committee and the Assignment Coordinator, the Recommendations Committee shall give appropriate consideration to the qualifications and ability of each member as determined by his or her FHSAA ranking for the current year, the member's performance on the most recent FHSAA rules examination and the evaluations of the member made under the procedures adopted by the Evaluation Committee.

1. Regular Season Assignments: The Assignment Committee and the Assignment Coordinator shall also adhere to following criteria and guidelines in making and approving assignments of members to regular season FHSAA matches:

(a) No member may be assigned to work more than four home games during the same season for the same one team.

(b) If the Association permits a school with which it contracts to scratch or request that a particular member not be assigned to officiate its matches, that member shall not be assigned to that school's home matches.

(c) Each crew assigned to work varsity level boys or girls matches must have at least one referee with four or more years of experience (Rank 1 or 2 under the FHSAA ranking system), unless a Rank 3 referee is evaluated to be exceptional, in which case, a Rank 1 or 2 referee need not be assigned to that match. Each crew assigned to work a junior varsity match must have at least one Rank 1 or 2 referee under the FHSAA ranking system.

(d) Any assignment that gives preference to any school or any member is prohibited.

(e) Officials who have not taken or who have failed the FHSAA soccer examination for the current year may not work varsity contests after grades are posted unless approved by the FHSAA Office.

(f) To the extent feasible, the Assignment Coordinator shall attempt to assign three officials to each regular season match in order that the Association may promote the diagonal and/or double dual systems of control and shall minimize, to the extent feasible, the use of the dual system of control in matches for which the Association provides referees.

2. District Assignments: The Assignment Committee and the Assignment Coordinator shall also adhere to following additional criteria and guidelines in making and approving assignment of members to District tournaments:

(a) The Assignment Committee and the Assignment Coordinator shall give due consideration to the recommendation of the coaches in each district for the officials to officiate their tournament.

(b) No member may be assigned to a District tournament match unless he or she has achieved a minimum score of at least 80 on the most recent FHSAA closed-book rules examination or who otherwise does not meet the minimum qualifications established by FHSAA for assignment to District tournament

contests.

C. NO Outside Influences: In keeping with FHSAA policy, in no event shall the assignment of members to officiate FHSAA athletic events be influenced in any way by acceptance or rejection of assignments to work non-FHSAA events.

D. Procedures for Recommendations to FHSAA State Series Matches:

1. Eligibility for Recommendation: Only those Active Members of the Association in good standing with FHSAA and the Association who also meet the minimum qualifications established by FHSAA shall be eligible for recommendation by the Association to FHSAA to officiate FHSAA State Series soccer matches.

2. Criteria for Recommendation: The Recommendations Committee shall make its recommendations to FHSAA only from amongst the Active Members who meet the eligibility requirements set forth above in Section D.1; however, simply because an Active Member is eligible for recommendation to FHSAA by the Association does not mean that the Recommendations Committee must recommend that member to FHSAA. Rather, in selecting from amongst the eligible Active Members in making its recommendations, the Recommendations Committee shall give due consideration to the qualifications and ability of each member as determined by his or her FHSAA ranking for the current year, the member's performance on the most recent FHSAA rules examination and the evaluation of the member made under the procedures adopted by the Evaluation Committee, and shall also consider whether, in the opinion of the Committee, the member is physically and mentally fit enough to handle the challenge of a State Series soccer contest and whether the member is available to officiate State Series soccer matches on the dates and at the times scheduled by FHSAA for those matches. In addition, the Recommendations Committee shall give priority in making its recommendations to those Active Members of the Association who:

(a) are classified by FHSAA as a Rank 1 or Rank 2 official in soccer; *provided however*, that a Rank 3 official shall be eligible for recommendation if the Recommendations Committee so determines;

(b) have been selected to officiate a District tournament soccer match during the year in which the recommendation is to be made;

(c) have scored "80" or above on the FHSAA closed-book soccer rules examination for the year in which the recommendation is to be made;

(d) have completed an FHSAA field clinic within the previous four years;

(e) have been evaluated on the field within the previous two (2) years under the procedures adopted by the Evaluation Committee of the Association and have been evaluated to be capable of officiating State Series matches;

(f) possess at least one (1) jersey (whether short-sleeve or long-sleeve) in good condition in each of the colors authorized by FHSAA from time to time to be worn as part of a soccer official's uniform; and

(g) have attended at least 70% of the regular meetings of the Association held in the immediately preceding 12-month period, or since the date that he or she first joined the Association as

an Active Member (whichever period is shorter), unless prevented from doing so by personal or professional or other reason deemed acceptable by the Executive Board.

ARTICLE XIII GRIEVANCE PROCEDURE

A. Permissible Subjects of Grievances:

Any individual member of the Association may at any time file a written complaint with the Grievance Committee alleging discriminatory or unfair treatment, unethical conduct, or conflict of interest against any officer of the Association, the assignment coordinator, any committee of the Association or any other member. In addition, the Executive Board and/or any individual member may at any time file a written complaint with the Grievance Committee against any member concerning such other member's alleged tardiness to assigned games, failure to appear for assigned games, failure to accept or decline timely assignments to matches, failure to file timely required game and other reports with the Association and/or FHSAA, gross misconduct as a referee, behavior unbecoming of a referee at a sanctioned game where he is a coach, player, or spectator, or anything considered by the complainant to be contrary to the spirit of the game or to the Officials Code of Ethics of the National Federation Officials Association or FHSAA's Officials Rules of Conduct.

B. Recusal Required of Interested Committee Members:

Any member of the Grievance Committee, who is party to a particular complaint (whether as complainant or as a party against whom the complaint is directed), must recuse himself or herself from any deliberations on that matter.

C. Committee Procedures:

To be considered by the Grievance Committee, the complaint must be made in writing to the Grievance Committee, stating the substance of the complaint, against whom the complaint is directed and the facts and circumstances giving rise to the complaint.

Upon receipt of a written complaint, the Grievance Committee shall provide the individual or individuals to whom the complaint is directed the opportunity to respond in writing to the complaint and shall then review and investigate the facts and circumstances alleged, taking into consideration all the circumstances and background of all individuals involved.

With respect to complaints and grievances handled under this Article, the Grievance Committee shall have the authority to conduct hearings on the facts of the complaint, at which the affected parties shall have the right to speak and to present evidence and witnesses on their behalf, but shall conduct a hearing on the facts of the complaint if so requested by the person against whom the complaint has been made. Members not a party to the complaint shall not have the right to participate in or observe any such hearing.

Upon the conclusion of its investigation, the Grievance Committee may, as appropriate, dismiss the complaint as unsubstantiated, or, if appropriate, shall schedule a hearing to determine the appropriate disciplinary measure(s) to be taken with respect to the matter, or recommend disciplinary measures to the Executive Board. In any case, the Grievance Committee shall report its findings and recommendations in writing to the Executive Board, the complaining party, and the member(s) to whom the complaint is directed as soon as reasonably practicable.

D. Disciplinary Measures:

Upon its receipt of the findings and recommendations of the Grievance Committee, the Executive Board shall have the responsibility, power and authority to act upon such findings and recommendations, and, as the Executive Board deems appropriate, may take disciplinary action, including any one or more of the following actions:

- issue letter(s) of reprimand;
- impose fines upon the disciplined member(s);
- suspend the disciplined member(s) from all active participation in the Association for a fixed period of time;
- suspend the assignment of matches to the disciplined member(s) for a fixed period of time;
- remove the disciplined member(s) from office or any committee;
- establish corrective actions and a timetable for completion for the disciplined member(s);
- expel the disciplined member from the Association;
- take such other or additional remedial or disciplinary action as the Executive Board may deem appropriate or as may be recommended by the Grievance Committee; and/or
- any combination of the above.

E. Appeals:

The factual findings and recommendations of the Grievance Committee with respect to all complaints and grievances handled under this Article shall be final and binding, unless the findings of the Grievance Committee are appealed as provided below.

Any member who is aggrieved by the findings of the Grievance Committee shall have the right to appeal such findings to the Executive Board, provided that the aggrieved member informs the Executive Board of his or her appeal within 30 days following the delivery by the Grievance Committee of written notice of its findings with respect to the particular complaint.

Upon its receipt of an appeal from the Grievance Committee, the Executive Board shall provide the aggrieved member with a reasonable opportunity to argue his or her grounds for appeal before the entire Executive Board; *provided however*, that any member of the Executive Board who is the subject of the grievance shall be required to recuse himself or herself from consideration of the appeal. The Executive Board likewise shall provide the individual to whom the complaint is directed the opportunity to respond in writing to the appeal, but the failure of a member to respond to an appeal with respect to a matter in which he or she was the prevailing party shall not be held against such member. In hearing an appeal, the Executive Board may, but shall not be required to, conduct hearings on the appeal, and may limit or prohibit the affected parties from presenting evidence or witnesses in support of his or her position.

The decision of the Executive Board with respect to any appeal shall be final and binding.

ARTICLE XIV DUES/FINES

A. Dues:

With the prior approval of the membership, the Executive Board shall have the power and authority to impose dues upon the members, which, if imposed, shall be deducted from referee's fees based on a formula determined by the Executive Board. Monies collected from the payment of dues shall be used solely to further the purposes of the Association and for no other purpose. Proposals by the Executive Board to impose dues on the members shall be submitted to the members each year. The membership may elect to require dues of inactive members.

B. Fines:

Fines imposed by the Executive Board shall be paid to the Treasurer. No games shall be assigned to any member who has unpaid fines.

ARTICLE XV AMENDMENTS

A. By the Executive Board:

The Executive Board shall have the power and authority, subject to ratification by the Active Members, to amend, alter or repeal any of these Bylaws and to make additional by-laws in order to comply with any directives or requirements of FHSA applicable to a sanctioned local officials association. Any such addition, amendment, alteration or repeal shall be presented to the Active Members for ratification at the next regularly scheduled meeting of the Association, and shall become effective upon the ratification by a majority or more of the Active Members entitled to vote thereon present at such meeting, provided that a quorum is present at the meeting.

B. By the Active Members:

The Active Members also shall have the power and authority to amend, alter or repeal all or any provisions of these Bylaws and to make additional by-laws, but only at an annual meeting of the Association as part of the general business of such meeting, or at any special meeting called by the Executive Board for that purpose, provided there is stated in the notice to the members of such special meeting the substance of such proposed alteration or repeal. In order to be considered by the Association at an annual meeting, a proposal for the amendment, modification, alteration or repeal of any of these Bylaws must be submitted to the membership in writing by an Active Member at or before the close of the meeting at which nominations for the election of the Elected officers are closed and duly seconded by another Active Member. In any case, no amendment, modification, alteration, or repeal of any of these Bylaws proposed under this Section B shall be effective unless the same shall have been approved by the affirmative vote of 2/3 of all of the Active Members then-entitled to vote thereon under these Bylaws.

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