

**CAPITAL AREA SOCCER REFEREE ASSOCIATION
BY LAWS**

Proposed: 1/22/2004

Revisions Ratified: 3/1/2004

Bylaw 101: Membership in Association

Section I. The qualifications for active membership in CASRA shall be :

1. A reputation that is considered to be above reproach
2. Has been, is currently, or is working toward becoming USSF certified
3. Payment of dues and assessments required by CASRA
4. Ability to meet any other requirements prescribed by CASRA

Section II. Applicants for active membership shall be accepted into the Association if a CASRA membership form has been completed and CASRA dues have been paid. Applicants who have never been USSF certified, but are actively working on becoming certified may be provisionally accepted as members. If they do not meet certification requirements within the seasonal year they may become either honorary or inactive members.

Section III. Any member whose conduct violates the requirements of membership as stated in these By Laws, or reflects discredit upon the Association, may, upon vote of the Executive Board be suspended from membership until such time as an investigation can be completed by a judicial committee, appointed by the President. The judicial committee will recommend that the Executive Board either proceed with disciplinary action or dismiss the matter and reinstate the member.

Section V. Any member may be expelled from the Association, fined for conduct which is disgraceful, detrimental or brings discredit to the Association; for violation of the Association's Constitution or By Laws; or for failure to fulfill financial obligations to the Association. Charges may be brought either by a member or initiated by the Executive Board and presented to the Judiciary committee.

a) If the Judiciary committee finds the accused guilty, the recommendations for punishment shall be reported to the membership at the next meeting. The accused may appeal the findings of the committee and if so, address the membership. The membership may vote to affirm the committee findings and recommendations, set a lesser penalty or exonerate the accused. Voting shall be by secret ballot.

b) Expulsion shall require a vote of at least two-thirds of the all active members. A lesser penalty may be assessed by a simple majority vote. A member who has been expelled from the Association may petition the Executive board for reinstatement after a six month period from expulsion. The Executive board shall consider the petition and provide a recommendation to the membership at the next general meeting. The membership may reinstate the petitioner by simple majority vote.

Section VI. It is strongly suggested that the Executive Board pro-actively seek membership (either active or honorary) of all area referee assignors into the Association. This will enhance the service of the Association to the sport of soccer, to the area soccer clubs and provide an additional benefit to the Association's membership and assignors.

Bylaw 102: Seasonal and Fiscal Year

The seasonal and fiscal year of CASRA shall be the calendar year.

Bylaw 103: Use of Name and Logo

The name and logos of CASRA may not be used without the express written consent of the Association, to be obtained through the Executive Board.

Bylaw 104: Order of Business

1. All CASRA meetings shall be conducted in accordance with the latest authorized edition of Robert's Rules of Order, unless specified otherwise in these By Laws.

2. The recommended order of business is as follows:
 1. Call to Order and Welcome
 2. Acknowledgement of Guests
 3. Review and adoption of minutes of last meeting.
 4. Report of officers.
 5. Reports, if any, of chairpersons of standing committees.
 6. Area Assignors Announcements / Reports
 7. Special Orders
 - Nomination and Election of Officers (November meeting)
 8. Old Business.
 9. New Business
 10. Referee / Match Situations Discussion
 11. Amendments, if any, of Constitution and Bylaws
 12. Adjournment
 13. Educational training (one hour)

3. The President may modify the order of presentation of any meeting's business to accommodate guests, Executive Committee members or to bring about the efficient handling of matter to be presented.

Bylaw 105: Government of Association

- Section I. The Association shall be governed by the membership. A quorum of active members is required to conduct any business of the Association. A quorum shall consist of at least 30% of the current active members present at a meeting for which notice was timely and duly given.
- Section II. The administration of CASRA and its programs shall be funded through annual membership fees, clinic fees, and other fundraising activities approved by the Executive Committee.
- Section III. Voting during the election of officers shall be by simple majority vote, utilizing a secret ballot. However if the nominee is unopposed, the nominee may be voted in by acclamation. Voting upon motions and all other matters shall be by voice vote or show of hands, unless at least five (5) members present request a secret ballot. The presiding officer may only vote when the vote is by secret ballot or on any vote required to break a tie. Voting is by members present or proxy. In no case shall (e)mail ballots be allowed for voting purposes.

Bylaw 106: Officers, Executive Committee, and Committees**Section I: Officers**

1. The Association shall elect a President, Vice-President, Secretary and Treasurer by simple majority vote of the members present at an annual business meeting of the Association, held in November. Only active members of CASRA shall be eligible to vote and/or hold office.
2. The President shall have the power and responsibility to administer the affairs of the Association.
3. The term of office shall be two years, beginning January 1st of the year following the election through December 31st of the second year. All vacancies that occur in these offices shall be filled by special election. The Vice-president shall assume the powers and duties pending an election to fill the office of President.
4. Any officer may serve more than one term, but no more than two (2) consecutive terms of the same office.
5. Any elected officer shall be subject to removal from office for just cause by a vote of 2/3 majority of all active members, and 66% majority of the Executive board present at a duly called meeting to consider such a question. Notice must be given, in writing (or web posting), by the party seeking removal of an officer, to the entire membership, at least ten (30) days prior to a meeting called for the purpose of a recall vote. The party subject to recall shall be entitled to be heard in her/his own defense.

Section II: Executive Committee

1. The Executive Committee shall consist of the elected officers of CASRA, and shall be chaired by the President. The Executive Committee shall meet as directed by the President, but no less than twice each year. Each elected Officer shall be entitled to vote on matters coming before the Executive Committee. A simple majority shall prevail in all votes taken. The President may only vote when the vote is by secret ballot or on any vote required to break a tie. The Executive Committee shall perform such functions and decide such matters as are necessary to the functioning of the Association. Actions and decisions of the Executive Committee may be vetoed by a two-thirds majority vote of all active members at a general meeting called for this purpose.
2. The President and the Executive Committee are empowered to promulgate such rules and policies as are necessary for the operation of the Association. Written notice (or web posting) shall be given to the membership of all such actions taken by the Executive Committee.

Section III: Committees

1. The President is empowered to establish such committees as he/she deems necessary to the efficient and effective operation of the Association and shall appoint Chairpersons to each committee so established.
2. A Judicial Committee consisting of five members shall be appointed by the President on an ad hoc basis to conduct the judiciary business of the Association. A quorum shall be five members. A simple majority vote shall prevail in all votes taken. The committee shall select one of its members as Chairman.
3. The President shall have the power to replace an appointed member of a committee for just cause.

Bylaw 107: Duties of the Officers, and Committees

Section I: Officers

President The President shall preside over the annual business meeting and all general meetings of the Association and may vote as specified in Bylaw 105 Section III. The President shall be responsible for performing or delegating all duties necessary for the conduct of the Association unless herein specifically assigned to another officer or committee. The Vice-President shall perform all duties of the President in the President's absence, incapacity or resignation from office.

Vice-President The Vice-president shall perform all duties of the President in the President's absence, incapacity or resignation. In addition the Vice-President shall actively drive membership retention and recruitment programs and initiatives. The Treasurer shall perform all duties of the Vice-President in the Vice-President's absence, incapacity or resignation from office.

Secretary The Secretary shall give notice of all Executive Committee, business and general meetings, maintain written minutes of each meeting reflecting all significant decisions, update the Constitution and Bylaws after an amendment has passed, reduce all rules and policies to writing and preserve the results of all votes. In addition the Secretary shall maintain the registry of membership and keep a meeting attendance record The Secretary shall also compile and distribute other communications to the general membership. The Treasurer shall perform all duties of the Secretary in the Secretary's absence, incapacity or resignation from office.

Treasurer The Treasurer shall receive all monies due the Association and make such disbursements as are approved or authorized for the conduct of Association business. The Treasurer shall prepare a written report of finances to the Association semiannually (at the November business meeting and again at the April meeting) or at any other time such a report is requested by at least 10% of the membership, or the Executive Board. At least two officers, the Treasurer and one other Executive board officer (preferably the President) must be signatory on the Association's bank account. The Treasurer shall be responsible for collecting budget proposals based on projected activities from appropriate Executive Committee members or other committee chairpersons by March 1st of each year, and incorporated into a proposed budget for consideration by the Executive Committee. This proposed budget should then be submitted to the membership for vote at the April meeting. The Vice-President shall perform all duties of the Treasurer in the Treasurer's absence, incapacity or resignation from office.

Section II: Executive Committee

The *Executive Committee* shall adopt the order of business for each general meeting, prepare the annual budget of the Association, and set the annual association dues. It shall perform such administration duties as directed by the President, who shall chair the committee. This committee also acts as the Nominating Committee and shall seek out candidates for each elected Office in the Association.

The *Executive Committee* shall appoint a **Webmaster** and a **Director of Training**. The Director of Training must be duly qualified as a current USSF Instructor. Other positions such as a **Good Call** editor/publisher may also be appointed as necessary. These positions may be compensated positions, such compensation subject to approval by a simple majority vote of the membership.

Section III: Committees

1. The *Judicial Committee* shall consider any reported violations of the Constitution, Bylaws, or conduct unbecoming of a member or official and shall discipline and/or suspend any member found guilty of such violations. Decisions of the Judicial Committee may be appealed to the full Association. A two-thirds majority of all active members shall be necessary to override or modify a decision of the Judicial Committee. Findings of the Judicial Committee must be presented to the parties and the President of the Association in writing (or web posting) within ten (10) days of the hearing.
2. The President may appoint a committee, and Committee Chairperson, for any reason of benefit to the Association. The duties and description of the committee appointed will be at the discretion of the President.

Bylaw 108 Meetings

1. The Association shall hold monthly general meetings, on the first Monday of each month unless a holiday, with the exception of no general meeting in July. In the case of holiday, the meeting will be held on the second Monday. An alternate "no meeting" month may be selected by the Executive Board with notice provided to the membership, no less than two months in advance. These meetings are intended to provide on-going referee training and member/guest interaction, to authorize general categories of expenditures which may be incurred and paid, and to conduct whatever business the membership presents for consideration.
2. An annual business meeting will be held in November to elect Officers, receive a "State of the Association" report from the President, a current membership, retention and recruitment report from the Vice-President, a summary of the past year's notable activities from the Secretary and a detailed financial report from the Treasurer.
3. Other meetings may be called by the President after due notice to the attendees given at least five (5) days prior to the meeting. The President shall also call meetings upon demand by at least 10% of the entire active membership.
4. The actions, minutes and results of all such meetings are to be open to the Association's membership.

Bylaw 109 Training

The Association shall hold regular monthly meetings for the purpose of presenting advanced training to its members. A sufficient number of these training sessions are to be provided such that a member missing no more than two (2) monthly sessions may still meet the yearly USSF recertification hours. These advanced referee training sessions must be taught by USSF certified Instructors to ensure that these training sessions are USSF accredited. The intent is to increase the consistency of the application and interpretation of the "Laws of the Game" for area referees.

Bylaw 110 Amendments

Amendments to the se Bylaws of the Association shall be made by a two-thirds (2/3) majority vote of total active membership, at a duly constituted meeting. Each member shall be given ten (10) days notice, in writing (or web posting), of the proposed amendments.

Bylaw 111 Transition

Unless stated otherwise in the newly amended By Laws or ratified/amended Constitution, all officers, committees and appointees will continue in their current roles of responsibility. Officers will continue their terms until the next scheduled election, as designated in the By Laws. This may result in a longer or shorter term than specified due to the transition period.

END OF DOCUMENT