

**CAPITAL AREA SOCCER REFEREE ASSOCIATION**

**CONSTITUTION AND BYLAWS**

**ORIGINALLY APPROVED SEPTEMBER. 1Q94**

## CASRA CONSTITUTION

### SECTION I. CONSTITUTION CAPITAL AREA SOCCER REFEREE ASSOCIATION

#### ARTICLE I - NAME

The name of this organization shall be THE CAPITAL AREA REFEREE ASSOCIATION (CASRA), a non-profit organization, hereinafter referred to as the "ASSOCIATION". The headquarters of the Association shall be in Austin, Texas.

#### ARTICLE II - PURPOSE

The purpose of the Association shall be to foster and advance the "Spirit of the Game" by the development of an active membership of experienced and capable soccer officials, to promote and teach soccer officials as promulgated by the International Federation of Football Associations (FIFA) and its representative governing body in the United States, the United States Soccer Federation (USSF), and amended by local Adult/Youth Rules of competition; and to promote professionalism and guard the interest of its members. All members of the Association shall be USSF certified. Members should all be currently registered unless retired.

#### ARTICLE III - TERRITORY

CASRA shall have concentrate its activities in the soccer clubs in the following counties: all members that reside within the Capitol area. Currently this includes the following Texas counties: Travis, Williamson, Lampasas, Burnet, Bastrop, Hays, Bell and Milam counties.

#### ARTICLE IV - FISCAL YEAR

The calendar year of CASRA shall be August 1 through July 1.

#### ARTICLE V – MEMBERSHIP

The qualifications for membership in CASRA shall be:

- a reputation that is considered to be above reproach
- emeritus status allowed
- payment of dues and assessments required by CASRA
- ability to meet any other requirements prescribed by CASRA
- every adult / youth soccer association should encourage at least one representative to attend the meetings.

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### ARTICLE VI – GOVERNING BOARD

The Association shall be governed by the membership. Any number, at least 25% of membership, present at a meeting shall constitute a quorum.

The duties and responsibilities of the Executive Committee shall be to:

1. interpret and enforce the CASRA Constitution, Bylaws, and decisions of the Governing Board;
2. establish all CASRA fees and charges;
3. adopt a budget and approve all expenditures not budgeted; and
4. carry out all other duties and responsibilities as specified in this Constitution and Bylaws of CASRA

### ARTICLE VII – OFFICERS

A. POSITIONS. The members of the Governing Board shall elect the following officers of CASRA:

PRESIDENT\*  
VICE-PRESIDENT  
SECRETARY\*  
TREASURER

The above officers shall constitute the CASRA Executive Committee.

B. QUALIFICATIONS AND TERM. The officers when elected must be a member of CASRA in order to be eligible to hold office. The Association shall elect a President, Vice-President, Secretary, and Treasurer by majority vote of the members present, at the March meeting of the Association. The term of office shall be one year, beginning April 1 of the year of election and ending March 31 one year later. They may succeed themselves in office.

C. ATTENDANCE. Any CASRA officer who is absent two (2) consecutive Governing Board meetings without reasonable excuse may have his/her position declared vacant by the Governing Board with a simple majority vote. Declaring an officer's position vacant shall not be considered as "removal" under this Constitution or the CASRA Bylaws.

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D. VACANCY. In the event, any office becomes vacant, a successor shall be elected by a simple majority of those in attendance at any duly constituted meeting.

E. REMOVAL. Except for a vacancy for non-attendance a 66% majority vote of the Governing Board in attendance at any duly constituted meeting shall be required to remove any officer. The intent to remove an officer should be sent to each member prior to the meeting so the officer and members know ahead of time of this item and that it will be covered at the meeting.

## ARTICLE VIII – MEETINGS

A. Regular Meetings. The regular meetings of CASRA shall be held once a month except for the months of June and July.

B. Special Meetings, Special meeting may be called by written request to the CASRA Secretary by the President or one half (1/2) of the Governing Board.

C. Place of Meetings. The CASRA President may designate any place within the boundaries of CASRA, as the place for any regular or special meeting. The President should attempt to select a central location which takes into consideration the distance and convenience of the members who can attend.

D. A calendar of meetings for the full year shall be sent to all members and to the referee commissioner or representative of each adult/youth association. Meetings will be held on the first Monday of each month unless it is a holiday. In that case, the meeting will be the second Monday of that month.

E. Order of Business. The order of business shall be as follows:

1. Roll call and vote accreditation.
2. Reading of minutes of last meeting.
3. Report of officers.
4. Reports, if any, of chairpersons of standing committees.
5. Unfinished business.
6. Election of officers (in April meeting).

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- 7 Amendments, if any, of Constitution and Bylaws
8. One hour of educational training
9. Adjournment

The President may modify the order of presentation of any meeting's business to accommodate guests, Governing Board members or to bring about, the efficient handling of matters to be presented. All meetings of CASRA shall be conducted in accordance with Robert's Rules of Order, latest edition.

## ARTICLE IX – AMENDMENTS

Any proposals or motions to amend this Constitution must be made in writing to the Secretary for distribution to CASRA Governing board members. In addition, fifteen (15) days written notice to each Governing Board member of a meeting to amend this Constitution shall be required. Such notice shall contain the amendments proposed, as well as the date, time and place of the meeting. Amendments to this Constitution may be approved at any duly constituted meeting by a two-thirds (2/3) majority of the eligible Governing Board members.

## ARTICLE X – DISSOLUTION

In the event that CASRA ceases to function or dissolves and after paying or making the provision for payment of all just liabilities, the Governing Board shall transfer all of the net asset to any successor organization which has similar purposes as specified in the Constitution; provided however, such successor organization qualifies under Section 501 (c) (3) of the Internal Revenue Code (or any corresponding provision). Should no successor organization exist, the net assets shall be distributed to CAYSA (Capital Area Youth Soccer) to be used in the training and / or equipping of soccer referees

## CASRA BYLAWS

### SECTION II: CASRA BYLAWS

#### ARTICLE I - OFFICERS

A. PRESIDENT: The President shall be the Chief Executive Officer of CASRA and shall have the following duties and responsibilities:

1. Shall preside at CASRA regular and special Governing Board and Executive Committee Meetings;
2. may appoint committees;
3. shall submit a written, annual report, which shall become a part of the minutes, to all Governing Board members at May regular meeting;
4. prior to the last meeting of each year, shall appoint an auditing committee to inspect the Treasurer's books to certify their accuracy;
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5. with the Treasurer shall prepare and oversee all CASRA budgets and financial reports;
6. shall handle all public relations in the best interest of CASRA;
7. shall have the right to designate individual(s) to carry out any of his/her listed duties and responsibilities;
8. shall manage the day to day operations of CASRA;

B, VICE-PRESIDENT: The vice-president shall succeed to the powers of the President in his/her absence and in addition have the following duties and responsibilities:

1. Shall compile and distribute the newsletter not less than quarterly to the general membership.

C. SECRETARY: The Secretary shall have the following duties and responsibilities;

1. shall record the minutes of all meetings, attend to all correspondence, and keep the records of CASRA, shall bring all past minutes to all CASRA meetings;
2. shall maintain a complete mailing list of the membership (including home and work phones and referee grades) and adult/youth referee commissioner from each .association. The secretary shall not distribute this list to anyone other than the Executive Board.
3. shall provide (mail) minutes of CASRA meetings to members of the Executive Committee within seven days of that meeting;
4. shall maintain and keep an attendance record of the members at each meeting;
5. shall update the Constitution and Bylaws;

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D. TREASURER: The Treasurer shall have the following duties and responsibilities:

1. shall pay all CASRA bills properly passed upon and approved by the President.
1. shall assist the President in the preparation of the yearly CASRA budget and,
1. may shall collect all dues and fees owed to CASRA; control all monies of CASRA and maintain detailed records of CASRA's income and expenditures.
1. shall prepare and submit a financial report of income, expenditures, current assets and liabilities to the Governing Board at each regular meeting.
1. appoint other individuals or committees to assist in carrying out his / her duties and responsibilities.
1. shall report to general membership but not in great detail

E. THE DUTIES OF THE 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 fees. 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.

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