

BYLAWS  
of the  
TRI-CITIES SOCCER REFEREES ASSOCIATION

Article I: NAME, AFFILIATION, PURPOSES AND GEOGRAPHIC AREA

Section 1 NAME

The name of the organization shall be the Tri-Cities Soccer Referees Association, hereinafter referred to as TCSRA.

Section 2 AFFILIATIONS

At the national level, the principal affiliation of TCSRA is with the United States Soccer Federation (USSF), also known as US Soccer. The TCSRA may implement any affiliations of the USSF in the furtherance and promotion of soccer and soccer officiating throughout its geographic area in the State of Washington.

At a state level the principal affiliation of the TCSRA is with the Washington State Referee Committee (WASRC).

Section 3 PURPOSES

- A. To actively promote the sport of soccer and soccer officiating within TCSRA's geographic area of the State of Washington.
- B. To establish and maintain a standard of ethics for all officials and foster a spirit of pride, unity, and cooperation among all officials in the TCSRA in accordance with the USSF Code of Ethics and Guidelines.
- C. To provide a forum for soccer officials within TCSRA's geographic area.
- D. To provide representation to all leagues, associations, federations, or other organizations within TCSRA's geographic area whose purpose is promoting and playing the sport of soccer.
- E. To provide means for the instruction, assignment, performance improvement, assessment, and advancement of soccer officials.
- F. To coordinate and cooperate with other associations, federations, and organizations who play the sport of soccer in TCSRA's geographic area in the teaching, assignment, and assessment of officials.

Section 4 GEOGRAPHIC AREA

The geographic area of the TCSRA includes South East Washington State, North East Oregon State and the Moscow / Lewiston regions of Idaho State.

Article II ADMINISTRATION

Section 1 BOARD OF DIRECTORS

A Board of Directors, hereinafter referred to as the Board, shall govern the administration of TCSRA affairs and shall manage all expenditures, make all rules and policy in support of the national and state programs, issue publications, and act for the interest of the TCSRA in any way not inconsistent with these Bylaws. The Board of Directors shall be empowered to conduct general business of TCSRA outside of a general membership meeting, when a quorum of 75% of the elected Board members is present.

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Section 2    COMPOSITION OF BOARD OF DIRECTORS

The Board of Directors shall consist of the officers elected under Article IV of these Bylaws, including the President, Vice-President, Secretary, and Treasurer. Only those members elected by the Chapter Voting Members shall have the authority to vote on Board matters.

Individuals appointed to fill the positions of Chairman of Instruction and Training, Chairman of Development and Mentoring, Website Coordinator, Chairman of Referee Recruitment and Retention, Chairman of Assigning, School Assigning Secretary and the Head Referee(s) representing the local soccer associations may serve on the Board in an advisory capacity but will not have the authority to vote on Board matters.

The Head Referee(s) is/are appointed by the local soccer associations. The TCSRA Board appoints all other Chairmanships (as listed above), and others as needed. Elected Board members may also serve in some of the appointed positions.

Section 3    COMMITTEES AND APPOINTMENTS

Except as otherwise provided in these Bylaws, the Board may create or dissolve such standing or special committees it deems appropriate to carry out the purposes of TCSRA, may delegate to them such powers it deems appropriate, and confirm the appointments by the president of their presiding association officers and members.

Section 4    DUTIES OF TCSRA ELECTED OFFICERS

- A.            President
  - I.            Provides general leadership and direction for TCSRA
  - II.           Presides at meetings of Board members and general membership
  - III.           Represents TCSRA at Washington State level meetings
  - IV.           Oversees the training and instruction program
  - V.            Oversees the evaluation and assessment program
  - VI.           Oversees the assigning of officials
  - VII.           Annually renews TCSRA's Non-profit Corporation license in the State of Washington
  - VIII.           One of four elected Board positions
  - IX.           Authorized to sign checks
  
- B.            Vice President
  - I.            Takes over for the President in his absence
  - II.           Oversees the mentoring program for adult referees
  - III.           Oversees the youth referee development program
  - IV.           One of four elected Board members
  - V.            Authorized to sign checks
  
- C.            Treasurer
  - I.            Maintains bank account(s) of TCSRA
  - II.           Invoices customers for services rendered by TCSRA members
  - III.           Issues pay checks to referees for services rendered
  - IV.           Pays Washington State L&I on behalf of TCSRA's customers
  - V.            Withholds chapter fees to cover TCSRA operating expenses
  - VI.           Issues checks to cover expenses of TCSRA
  - VII.           Arranges for independent review of TCSRA accounting records and filing of annual federal tax return

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- VIII. One of four elected Board positions
- IX. Authorized to sign checks

D. Secretary

- I. Keeps current on the policy of who are Chapter Voting Members
- II. Makes necessary arrangements for meetings
- III. Develops the agenda for each monthly meeting
- IV. Prepares and sends out monthly meeting notices
- V. Takes attendance at meetings
- VI. Takes meeting minutes for monthly Chapter membership meetings and Board meetings
- VII. One of four elected Board positions
- VIII. Authorized to sign checks

Section 5 DUTIES OF OTHER TCSRA BOARD POSITIONS

A. Chairman of Instruction and Training

- I. Is registered as a USSF Referee Instructor for the current badge year
- II. Coordinates activities of current badge year Referee Instructors in the TCSRA
- III. Makes all necessary arrangements for conducting Chapter training and is the primary interface with the Washington State Director of Instruction (SDI)
- IV. Assigns Instructors and Presenters to teach clinic sessions

B. Chairman of Development and Mentoring

- I. Identifies senior level referees who can serve as mentors to recently trained referees
- II. Matches mentors with referees who desire to be mentored
- III. Coordinates with the Chairman of Instruction and Training and Secretary to provide advanced training topics for mentored referees
- IV. Coordinates with the Chairman of Instruction and Training and Secretary to provide on-field evaluations of referees
- V. Focal point for improving knowledge and skills of youth (under 18 years of age) referees
- VI. Recruits mentors to work with youth referees
- VII. Matches youth referees with mentors
- VIII. Coordinates with the Chairman of Instruction and Training and Secretary to provide advanced training of youth referees
- IX. Coordinates with the Chairman of Instruction and Training and Secretary to provide on-field evaluations of youth referees
- X. Identifies candidates from the TCSRA for the Chapter Youth Referee of the Year award

C. Website Coordinator

- I. Point of Contact with website developers, if any
- II. Point of Contact with TCSRA Board and Chapter members for website issues and capabilities
- III. Provides training on Website capabilities and functions
- IV. Issues periodic newsletters and other electronic media to Chapter members

D. Chairman of Referee Recruitment and Retention

- I. Recruits persons to become referees
- II. Coordinates getting all currently registered referees re-registered for the next badge year in a timely fashion and that all registration requirements, including fitness exams and field assessments (if required), have been met
- III. Follows up with any delinquent referees or referees who have allowed their registrations to lapse
- IV. Is the primary interface with the Washington State Registrar to follow up on any referee recertification paperwork deficiencies

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- E. Chairman of Assigning
  - I. Appoints Assignor(s) for the scheduling of officials for matches provided by local and state leagues and associations, and as requested by other customers
  - II. Coordinates activities of the Assignor(s) to schedule full crew(s), as requested, to all scheduled matches
  - III. Enters scheduled matches into the assigning website
  - IV. Provides training on the assigning capabilities and functions
  - V. Identifies candidates from the TCSRA for the Chapter Youth Referee of the Year award
  - VI. Provides necessary information to the President of TCSRA
  - VII. Provides necessary information to the Treasurer as basis for invoicing customers and paying officials
  
- F. School Assigning Secretary
  - I. Assigns officials for school and post-season playoff matches in consultation with the Board
  - II. Represents the TCSRA at school meetings
  - III. Primary contact with the school Athletic Directors for schedule information
  - IV. Forwards ejection reports to appropriate authorities and notifies appropriate school Athletic Directors
  - V. Registers officials with the State School authorities
  
- G. Head Referee(s)
  - VI. Assists the Chairman of Referee Recruitment and Retention, as requested
  - VII. Identifies candidates from the TCSRA for the Chapter Youth Referee of the Year award

Article III MEMBERSHIP

Section 1 MEMBERSHIP AND ELIGIBILITY

Voting Members – Individuals who reside within the geographic area of the Chapter, are registered with the USSF in the current badge year, and are in agreement with the purposes of the Chapter, shall be a voting member of the Chapter. Only Voting Members are eligible to vote in any election of the Chapter.

Section 2 DUES AND FEES

The Board may establish and modify differing Chapter dues and fees to be assessed to the Chapter membership in order to serve the needs of the Chapter membership and the purposes of the Chapter.

Section 3 DENIAL AND TERMINATION OF MEMBERSHIP

Membership as Voting Members in the Chapter may be denied for good cause by a two-thirds majority vote of the Board after a suitable hearing before the Board.

Section 4 CESSATION OF MEMBERSHIP

When membership in the Chapter or the USSF ceases for any cause whatsoever, all rights and interests revert to the Chapter.

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Article IV        NOMINATION AND ELECTION

Section 1        NOMINATION OF CANDIDATES

A nominating committee of Voting Members selected by the Board shall nominate candidates for elected officer positions that are open for reelection. Members wishing to serve as Board Members may nominate themselves at any time after the nominating committee has been selected up to and including the time of the AGM. Candidates must be Voting Members in good standing.

Section 2        ELECTION PROCEDURES

Election of nominated candidates to all Elected Board positions, and all proposed Bylaws amendments, shall be made at the regular Annual General Meeting held in June of each year. All Voting Members in good standing attending shall be entitled to vote for the candidates and Bylaws amendments.

Section 3        TERM OF OFFICE

All Elected Board positions having qualified shall serve a term of two years beginning upon certification of their election, or until their successors shall have been qualified to serve. The President and Secretary will be elected in an even number year, the Vice President and Treasurer will be elected in an odd number year. Other Board positions having qualified shall serve an annual renewable term until such time as the Board deems otherwise. There are no term limitations for any Board elected or Board appointed position.

Section 4        VACANCIES

The Board shall fill all vacancies on the Board for any officer positions. Any person having qualified and so appointed shall serve the remainder of that term.

Section 5        REMOVAL OF OFFICERS AND DIRECTORS

Any officer may be removed from office by a two-thirds vote of the Board for good cause and after suitable hearing before a due process committee of non-Board members appointed by the Board.

Article V        MEETINGS

Section 1        ANNUAL GENERAL MEETING

The annual general meeting will be held as the Chapter's regular June meeting. The Voting Members present shall constitute a quorum

Section 2        REGULAR AND SPECIAL MEETINGS

Regular meetings of the Chapter may be held monthly from September to June at a time and location determined by the Secretary. The President or a majority of the Board may call special meetings of the Chapter. The Chapter membership shall be given a minimum of seven (7) calendar days notice of such meetings through Chapter publications or other means, including electronic media. The Voting Members present at a Chapter meeting shall constitute a quorum.

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Section 3 BOARD MEETINGS

The Board may meet periodically to discuss the affairs of the Chapter at a time and location determined by the Board. Seventy-five percent (75%) of the Elected Board members shall constitute a quorum.

Section 4 RULES OF ORDER

The most current edition of Robert's Rules of Order shall govern all parliamentary procedures of the Board and Chapter meetings.

Article VI BYLAWS AMENDMENTS

Section 1 PROPOSED AMENDMENTS

Any member of the Chapter may propose amendment(s) to the Bylaws. Proposed amendment(s) shall be presented to the Chapter Secretary who shall present them to the Board. The Board shall examine the proposed amendment(s) and, if consistent with the purposes of the Chapter, shall accept them for inclusion on the ballot at the next Annual General Meeting. If the Board determines that the amendment(s) is inconsistent with the purposes of the Chapter, the member may obtain the signatures of ten percent (10%) of the Voting Chapter membership, and, if successful may have the amendment(s) placed on the ballot at the next Annual General Meeting.

Section 2 VOTE OF THE MEMBERSHIP REQUIRED

Any proposed Bylaws amendment(s) accepted by the Board shall be submitted for approval by the Chapter Voting membership at the next Annual General Meeting. Chapter Voting Members attending this Meeting may make statements for and against the proposed amendment(s). Approval by the Chapter Voting membership will be a simple majority of the votes of those present at the meeting. An amendment will be effective upon its approval.