

NORTHERN CALIFORNIA SOCCER OFFICIALS ASSOCIATION BYLAWS

ARTICLE I Name

The name of this organization shall be the NORTHERN CALIFORNIA SOCCER OFFICIALS ASSOCIATION, hereinafter referred to as the Association.

ARTICLE II Purpose

This Association is founded for the following purpose(s):

- A. To promote, improve and maintain a quality level of soccer officiating at the youth, senior and interscholastic levels within the geographical area known as Northern California;
- B. Provide training, development and upgrading education for members;
- C. Upholding the Laws of the Game as published by the Federation Internationale de Football Association, hereinafter referred to as FIFA, and the National Interscholastic Federation, hereinafter referred to as NIF, and any other national, state or local federation and/or association that this organization may from time to time deem appropriate;
- D. Contributing toward the goals of interscholastic athletics as defined by the NIF;
- E. Assigning referees based upon their respective skill and/or experience level.

ARTICLE III Membership

Section A No member or prospective member shall be denied membership access or any benefit of this Association due to race, color, creed, religion, gender, sexual preference or national origin.

Section B Members shall be of good character, share a common interest in refereeing the game of soccer and the sharing of information concerning the laws of the game. All active members in good standing during the previous membership year as defined herein may automatically renew their membership.

Section C Each member shall:

- 1. Have a current license equivalent to a United States Soccer Federation (USSF) referee registration with a grade level of eight (8) or higher;
- 2. Pass the written test with a score of 85 or better;

3. Participate satisfactorily in any required pre-season scrimmages or demonstrations of previous experience as may be required by the Association or its Board;
4. Make a non-reimbursable payment of the annual dues upon acceptance as a member in an amount established by the Board of this Association;
5. Be considered as an independent contractor and not an employee of this Association;
6. Be responsible for his or her personal tax payments and health, disability and accident insurance(s);
7. Shall attend scheduled meetings as designated by the Board of this Association and participate in training sessions that are provided by this Association.

Section D The membership year shall begin August 1st and end July 31st of each calendar year.

Section E No individual may be a current member in good standing or receive assignments for games if said individual is identified as a coach in any capacity with a school, during the membership year for which that individual holds that coaching capacity, unless an exception is granted by the Executive Board after a review.

Section F A member may request a leave of absence by submitting a request in writing to the Association Board. If accepted, this leave will be honored for the specified period of time requested by the member.

Section G A member may voluntarily resign from the Association at any time. If a resigned member should re-apply, his or her application will be treated as that of a new member.

ARTICLE IV Due Process

Section A Grievances

1. Any member who has a grievance or other dispute with the Association, its policies, practices or with actions taken by the Association or one of its members, may file a grievance with the Association. Said grievance must be filed in writing with the Association President, or designee. The grievance must state the specifics of the grievance or dispute and what resolution the grievant is seeking. The President, or designee, will have 20 days to reach a decision and shall notify the individual of their decision by registered letter.
2. If the grievant is not satisfied with the response received at the first level, he or she will have ten calendar days from the date of the receipt of the decision to appeal that decision to the Association Board of Directors. This appeal must be accompanied by all relevant material and sent registered mail to the address of the Association Secretary. Upon receipt of the appeal, the President will convene a special Board meeting within twenty calendar days. Results from the hearing conducted by the Board will be mailed to the

grievant by registered mail within five days of the decision being reached. The decision of the Board shall be final.

Section B Discipline

1. The Executive Board of the Association is empowered to levy fines, suspend or revoke membership, or otherwise discipline members of the Association for failure to abide by the NCSOA Bylaws, rules, regulations, policies or procedures which have been adopted by the Association or the Executive Board.
2. Members may be disciplined for the following reasons:
 - a. Failure to complete an assignment without having notified the assignor or designee at least 24 hours prior to the assignment (less than 24 hours will be considered for special circumstances);
 - b. Inappropriate behavior or other actions before, during or after a match;
 - c. Any action that would bring the game into disrepute or otherwise bring disfavor upon the Association, its members and/or the game of soccer;
 - d. Failure to consistently perform his or her duties as prescribed by the Laws of the game or the Rules set forth by the appropriate national and state bodies or this Association.
3. Disciplinary action may consist of a fine, verbal counseling, written warning or counseling, suspension, or dismissal from membership with the Association. When necessary or otherwise required by law, appropriate administrative bodies may be informed of disciplinary action taken on an official.
4. An individual who has received notice of pending disciplinary action is entitled to appeal the action and request a hearing before the Executive Board of the Association. Said member must request such a hearing in writing and that request must be submitted to the Secretary of the Association. Following receipt of the appeal, the President shall call a special meeting of the Board within twenty calendar days. Following such a hearing, the Board shall provide a written response to the member as to its decision in the member's hearing. The decision of the Board shall be final.
5. A referee whose membership has been suspended or revoked may apply for reinstatement upon the completion of the designated period of revocation or suspension. A majority vote of the Executive Board is required to approve reinstatement. Said reinstatement may only occur after the referee has satisfied all conditions of the revocation, suspension and Association Bylaws and Rules.

ARTICLE V Executive Board

Section A The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and Member-At-Large, who shall be elected every twelve months by the general membership.

Section B Any listed qualifications for any office shall include requirements that the individual is an active member in good standing and that he or she has been a member of the Association for at least two years.

Section C Election

1. Not later than the last mid-season meeting of each year, the President shall, with the approval of the Executive Board, announce and/or broadcast to the membership the appointment of a nominating committee for Association offices. The nominating committee shall prepare a slate of at least one candidate for each office, whose qualifications for office meet the defined qualifications as stated herein and who has given consent to serve if elected. The committee shall report the nominated individuals to the members at the last scheduled meeting of each year.
2. The election of officers shall be by ballot at the last scheduled meeting. Nominations from the floor may be accepted prior to voting by the membership present and the candidate has given consent to serve if elected. A candidate for office shall be declared elected by securing a simple majority (fifty percent plus one) of the members present and casting votes. In the event that no candidate receives at least a simple majority vote, a second ballot that includes the name of the top two vote recipients for that position will be requested from those members present.
3. If there is only one candidate for an office, ballot procedures for that office may be suspended and the candidate shall be considered elected by acclamation.

Section D All officers shall hold office for twelve months beginning May 1 following the election or until successors are duly elected or appointed by the Executive Board in accordance with these Bylaws.

Section E The Association shall pay for the annual dues of Executive Board members.

ARTICLE VI Duties of the Officers

Section A President

The President shall preside at all meetings of the membership and the Executive Board and shall be an ex-officio member of all committees; work with the duly authorized representatives of organizations served by the NCSOA; shall exercise general supervision over the affairs of the NCSOA; shall appoint, subject to the approval of the Executive Board, chairpersons and members to committees; and shall act as the Association's representative before the Section, CIF, or other organizations with which the NCSOA interacts.

Section B Vice-President

The Vice-President shall act on behalf of the President in his/her absence and shall perform such other duties as may be assigned by the President or the Executive Board.

Section C Secretary

The Secretary shall keep and maintain the minutes of all meetings, copies of all correspondence, and perform such other duties as may be assigned by the President or the Executive Board.

Section D Treasurer

The Treasurer shall collect fees, dues and other moneys connected with the Association; arrange for payment of obligations of the NCSOA; maintain the financial records, including all bank accounts; submit a written financial statement to the Board for the previous fiscal year; keep record of current members; notify the Board of members in bad standing; and perform such other duties as may be assigned by the President or the Executive Board.

Section E Member-At-Large

The Member-At-Large shall be responsible for oversight of membership assessments and subsequent rankings of members; shall work with the designated training committee to provide updated training needs assessments; shall be responsible for overseeing training, development, testing and evaluation of officials; and perform such other duties as may be assigned by the President or the Executive Board.

Section F Assignor

The Assignor is an individual who has contracted with the appropriate entity or entities for the purposes of assigning referees to sanctioned games. The Assignor shall coordinate pre-season assignments, season assignments, playoff assignments and communications with the schools and coaching staffs involved; shall notify the members in an appropriate fashion as to their respective assignments for soccer matches; shall make reassignments as necessary; shall notify the Board and the members when there are issues of concern regarding administration of our program(s), officiating, training, teams, coaches or players in a timely fashion to the appropriate entity; the names of officials for purposes of payment for games officiated; maintain proper records of games worked by officials to ensure proper payment of each referee; upon request and provide records of assignments to the Executive Board.

ARTICLE VII

Executive Board Powers

Section A The Executive Board has the authority to establish rules, regulations, policies and procedures when required and necessary for the efficient and effective operation of the NCSOA provided such rules, regulations, policies and procedures do not conflict with these Bylaws or other express directives of the membership.

Section B The Executive Board shall be responsible for discipline and reinstatement of members whose activities warrant such actions.

Section C The Executive Board and its designees shall be responsible for negotiating fees, all contracts and other agreements with appropriate representatives of the organization(s) served by the NCSOA.

Section D The Executive Board and its designees shall be responsible for representing the NCSOA at all meetings with contracting organizations and at meetings with organizations with which the NCSOA is affiliated.

Section E The Executive Board is empowered to levy fines for conduct inconsistent with established regulations, rules, policies and procedures of the NCSOA. Fines or other appropriate disciplinary action may be levied for missed assignments or other such purposes as may be deemed necessary by the Board and the membership of NCSOA. The Executive Board is authorized to withhold such fines from any compensation due an official.

Section F The Executive Board, unless expressly prohibited by the Bylaws or other directives of the NCSOA membership, is empowered to take any actions necessary for the betterment of the general membership or to further the aims of the NCSOA.

Section G The Executive Board shall be responsible for conducting or coordinating all educational activities of the NCSOA.

Section H In the event that an Executive Board position becomes vacant for any reason, that vacancy shall be filled by a majority vote of the Executive Board for the duration of the term of office.

ARTICLE VIII Assignments

Section A Assignments of officials to all regularly scheduled, pre-season and league games of the organizations served by the NCSOA shall be the responsibility of the Assignor.

Section B Assignments will be made only to NCSOA members in good standing.

Section C Assignments will be based upon each official's availability and rating with the NCSOA. The NCSOA does not guarantee any specific number or level of assignments to any official. Every effort will be made by the Assignor to balance the number of assignments offered to referees of similar rating.

Section D No member will accept an assignment to officiate a game between two teams and/or schools if said member is affiliated with either team or school in any capacity or if said member has a relative/family member or other close personal relationship participating with either team or school. If a member is inadvertently assigned a game where there is such a conflict, said member shall immediately inform the Assignor as to the conflict and give up that assignment.

Section E Members shall communicate their acceptance or rejection of assignments to the Assignor.

Section F The Executive Board shall take appropriate action in cases where members cancel assignments late, fail to honor assignments or fail to show up on time for assignments. Such actions may include, but not be limited to, corrective counseling, levying fines, suspending the member or revoking the membership of the member.

Section G Assignments and nominations to matches other than regularly scheduled, pre-season or league games, shall be made by the Assignor in consultation with the Executive Board. Such assignments include, but are not limited to, post season playoff games, CIF tournament games and All Star games. Assignments for all post season type play shall be based on the position to be worked, the rating of the official(s), and such other factors as the Executive Board deems relevant.

ARTICLE IX Meetings

Section A General meetings of the NCSOA shall be held on dates identified by the President. Meetings shall be held prior to the beginning of any preseason game assignments, mid-season and prior to the play-off game assignments. The Executive Board shall schedule additional meetings as necessary.

Section B Meetings of the Executive Board shall be held at least twice each year at such times as called by the President. Any three members of the Executive Board may call for an emergency meeting.

Section C A quorum of the Executive Board shall be no less than one-half of the voting Executive Board members, at least two members plus the President. A quorum shall be required at any Board meeting before any action may be voted on.

Section D Any member may attend meetings of the Executive Board but only the members of the Executive Board will be allowed to vote. Members may not be present during any performance or disciplinary related discussions unless specifically invited by the Board.

Section E Any member in good standing may present a motion to the Executive Board for consideration.

ARTICLE X Amendments

All proposed amendments to the bylaws shall be submitted in writing to the Secretary, identifying the section to be amended and the reason(s) or purpose(s) for the amendment. The proposed amendment(s) shall be considered by the membership at a scheduled meeting. A two-thirds (2/3) vote of the members present shall be required for passage of an amendment.

ARTICLE XI Rules of Order

Robert's Rules of Order shall govern all meetings of the Association insofar as said rules are not inconsistent with or in conflict with these Bylaws.

ARTICLE XII Code of Ethics

Section A Members must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and credible service in a fair and unbiased manner.

Section B Members must work with fellow officials, coaches and players in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.

Section C Members must consistently uphold the honor and dignity of the sport of soccer in all personal conduct and relations with players, coaches, athletic directors, school administrators, colleagues and the public, to be a worthy example to the players under one's jurisdiction.

Section D Members will be prepared both physically and mentally, dress according to expectations and maintain a proper appearance that is befitting the game of soccer.

Section E Members shall not cancel an accepted assignment without proper notification canceling an accepted assignment for purposes of accepting a higher level or better paying game shall be cause for disciplinary review under Article IV Section B.

Section F Members shall not engage in objectionable conduct or bring disrespect upon the sport of soccer, upon the avocation of officiating, or upon any fellow soccer official.

ARTICLE XI Dissolution Clause

Upon the Dissolution of this organization, all outstanding bills shall be paid, and the remaining assets shall be distributed to high school soccer teams served by the organization, and/or Youth Soccer Leagues organized under the provisions of 501(c)(3) and operating within the area served by this organization. The officers shall determine the amounts to be given to each team or League, provided that no more than 35 percent of the assets shall go to any one high school team or Youth League.