



# **Hudson Valley Soccer Referee Association**

## **BYLAWS**

AS AMENDED ON 1-30-15

## **ARTICLE I – NAME**

The name of this organization shall be the HUDSON VALLEY SOCCER REFEREE ASSOCIATION (hereinafter referred to as the “HVSRA” or the “Association”).

## **ARTICLE II –PURPOSE**

The purpose of the Association is to:

1. Promote the general welfare of its membership
2. Promote a better understanding of the United States Soccer Federation (USSF) Laws of the Game among players, coaches, referees
3. Provide its membership with information, instruction, and mentoring to improve their abilities in soccer officiating
4. Encourage and support the members to upgrade with an avenue for upgrading under the USSF guidelines
5. Recruit, train and support new referees.

## **ARTICLE III –MEMBERSHIP**

Membership shall be open to anyone involved with soccer in their community.

For members to be in good standing they shall:

1. Attend at least five general meetings or clinics of the Association during the year (the year begins on September 1st and ends on August 31st of the following year)
2. Accept USSF officiating assignments with the exception of charity games or tournaments
3. Follow the Bylaws of the Association
4. Pay the annual membership dues

A member can be expelled from the Association for violation of these Bylaws or for bringing the Association or soccer officiating into disrepute. The Secretary shall send the accused a written notice to appear before the Executive Board, and at the same time furnish the accused with a copy of the charges. Failure to obey the summons is cause enough for summary expulsion. If expulsion is approved by a majority of the Executive Board such expulsion must be confirmed by a two-thirds vote of the members present at the next business meeting of the Association.

Any expelled member can be reinstated by a majority vote of the Executive Board and a two-thirds vote of the members present at a business meeting of the Association. The expelled

member must submit a written request to be reinstated to the secretary no sooner than six months after expulsion. If reinstatement is approved by majority vote of the Executive Board, it must be confirmed by two-thirds vote of the members present at the next business meeting.

## **ARTICLE IV –POWERS**

The Association must follow ethical procedures as set forth by Federation International Football Association (FIFA), United States Soccer Association (USSF), Eastern New York State Soccer Association (ENYSSA), and Eastern New Your Youth Soccer Association (ENYYSA). The Association shall have the express powers to:

1. Meet on a regular basis
2. Elect officers and up to six Members at Large
3. Determine the yearly dues. Dues shall be proposed by the Executive board and approved by a majority vote of the Membership
4. Make and enforce the Bylaws, rules, and regulations of the Association.

## **ARTICLE V –ELECTED OFFICERS AND EXECUTIVE BOARD**

1. The following officers shall be elected by the members of the Association for a two-year period:
  - President
  - 1<sup>st</sup> Vice President
  - 2<sup>nd</sup> Vice President
  - Secretary
  - Treasurer
  - Sergeant-at-Arms
2. Up to six Members at Large shall be proposed by the President and/or any member of the Executive Board. The Members at Large shall be approved by the Executive Board and approved by a majority of the membership present at a regular business meeting. A Member at Large shall sit for a one-year period.
3. The Immediate Past President shall serve on the board as a non-voting member for a one-year period after his/her term as President expires.
4. The positions listed in Article V (1), (2) and (3) shall constitute the entire membership of the Executive Board.
5. The Executive Board, with the exception of the Immediate Past President, must only be comprised of members of the Association.

6. The Executive Board shall have the powers as enumerated in ARTICLE V. In addition, the Executive Board shall be entrusted with:
  - a) All policy making and financial matters of the Association, subject to the approval of the members;
  - b) The authority in all areas not specifically covered in these Bylaws, and;
  - c) The power to decide any emergency matter that must be resolved before the next business meeting of the Association.
7. Each Executive Board member shall have voting rights, with the exception of the President, who may vote only to break a tie.
8. Newly elected officers will assume their duties at the close of the meeting upon which the election was held.
9. No individual may serve in two elected positions. If an officer, whose term will not end as of the next election, wishes to stand for election, he/she must resign from his/her current position (effective on the election date) at the time he/she accepts the nomination to the new position.
10. The Executive Board, by a two-thirds vote, may remove, for cause, any person from any position where appointment to that position required Executive Board approval.

## **ARTICLE VI –DUTIES OF THE EXECUTIVE BOARD**

The duties of the Executive Board are enumerated below.

1. The President shall:
  - a. Be the Chairperson of the Executive Board.
  - b. Preside at business meetings of the Association and be responsible for setting the agenda for all such meetings or delegate such responsibilities to another Executive Board member
  - c. Supervise the activity of each Executive Board member
  - d. Be responsible for all negotiations on behalf of the Association, unless responsibilities are delegated, with the approval of the Executive Board
  - e. Appoint and dismiss all committees, with the approval of two-thirds of the Executive Board other than those committee(s) specifically created under these Bylaws, this should be subject to a vote of the members

- f. Be the Association's voting delegate to any ENYSSA and ENYYSSA referee entities that require Association representation or appoint his/her delegate with approval of the Executive Board
- g. Advise the Executive Board of matters pending, call a special meeting of the Executive Board and/or members when necessary, and take whatever action(s) necessary to ensure the integrity of the Association and the welfare of the Association's members
- h. Not serve on the Nominating Committee, nor preside at the election of officers
- i. Make recommendations to fill assignor positions, other than those appointed by the State Referee Administrator or local leagues, subject to the approval of the Executive Board

The 1<sup>st</sup> Vice President shall:

- a. Perform all the duties of the president in his/her absence or inability to act
- b. Assist the President in all matters pertaining to the Association
- c. Assist the Treasurer with his/her responsibilities

The 2<sup>nd</sup> Vice President shall:

- a. Perform all duties in the absence of the President and 1<sup>st</sup> Vice President
- b. Assist the President in all matters pertaining to the Association
- c. Maintain working relationship with the State Referee Administrator and the State Youth Referee Administrator
- d. Supervise and introduce the instruction and educational activities of the Association, chair the Education Committee, and appoint, with approval of the Executive Board, the Mentors

The Secretary shall:

- a. Record the minutes at all Executive Board and Association meetings and keep records of other official activities

- b. Maintain on file a chronological record of all minutes of the Executive Board and Association, both original and edited
- c. Conduct all correspondence of the Association and preserve all records, including a file of the incoming and outgoing correspondence
- d. Count and certify all ballots cast by the members of the Association The Nominating committee Chair shall independently count and certify the ballots.

The Treasurer shall:

- a. Be responsible for the finances of the Association
- b. Keep an accurate record of all funds received by the Association and shall pay all legal debts upon receipt of proper documentation
- c. Prepare, with the assistance of the 1<sup>st</sup> Vice President, a written budget for the next fiscal year, for review and approval by the membership at the June business meeting of the Association
- d. Provide an annual report to the membership, reflecting the financial activities of the Association for the fiscal year (September 1, Year 1 through August 31, Year 2)
- e. Report monthly, in writing or orally, on the state of the finances of the Association
- f. Have the financial records audited annually by a Certified Public Accountant who is not a member of the association

The Sergeant-at-Arms shall:

- a. Maintain order and decorum of the membership at all meetings and enforce the Bylaws of the Association
- b. Maintain the Bylaws in a digital and tangible format for publication, as requested, by the membership and/or the Executive Board
- c. Be responsible for the introduction of guests and new members to the membership at business meetings of the Association
- d. Maintain a record of the attendance at all meetings and education clinics
- e. Keep current a record of the name(s), address (both home and email), telephone number(s), and referee grade of each member In addition, maintain

the data/mailling list of friends, league officers, club Presidents and referee coordinators

- f. Keep current a list of the members in good standing

## **ARTICLE VII –ELECTION, TERMS OF OFFICERS, VACANCIES AND REMOVAL**

The following rules shall govern the election and terms of officers for the Association:

1. The election of officers shall take place at the March business meeting (or at the next business meeting following March if a meeting is not held in March). Only members in good standing will be allowed to vote.
2. All elected officers shall each serve two-year terms, except the six elected Members at Large who shall serve one-year terms. The Members at Large can serve up to one-year terms.
3. The President, 2<sup>nd</sup> Vice President, and Treasurer shall be elected in even calendar years.
4. The 1<sup>st</sup> Vice President, Secretary, and Sergeant-at-Arms shall be elected in odd calendar years.
5. The Chairperson of the Nominating Committee shall preside over the nomination and election process.
6. The Nominating Committee shall provide a proposed slate of officers for the ensuing year to the members at the Association's February meeting (or at the next business meeting following February if a meeting is not held in February).
7. The Nominating Committee shall present the slate of officers to the members of the Association at the March meeting (or at the next business meeting following March if a meeting is not held in March).
8. In the case of the nomination of more than one candidate for any office, a secret ballot shall be taken. Eligible voters shall be those members present and in good standing. The candidate receiving the highest number of votes shall be declared the winner. In the case of a tie, a second vote shall be taken to determine the winner. If

after a second vote a tie has still occurred, then the current Executive Board members who are not running for re-election shall decide upon a winner.

9. The new slate of officers shall take office at the close of the meeting upon which the election was held.
  
10. In the event of a vacancy in an officer position of the Association, the following procedures shall be used to fill said vacancy(ies):
  - a. President: The 1<sup>st</sup> Vice President shall act as President on an interim basis, not to exceed the period covered by two monthly meetings, the second of which shall be used to elect a President on a permanent basis until the next election of officers in March (or at the next business meeting following March if a meeting is not held in March). The President elected must be in good standing as that term is defined in Article III of these Bylaws. Should the March meeting (or at the next business meeting following March if a meeting is not held in March) intervene in this period, the election of a President shall be conducted.
  
  - b. All other officers: The President (or 1<sup>st</sup> Vice President if there is no current President) shall appoint any member in good standing (as that term is defined in Article III of these Bylaws) to act in the capacity of any permanently vacant officer's position on an interim basis. This interim must not to exceed the period covered by two monthly meetings, the second of which shall be used to fill the officer's position on a permanent basis until the next election of officers in March (or at the next business meeting following March if a meeting is not held in March). Should the March meeting (or at the next business meeting following March if a meeting is not held in March) intervene in this period, the election of that officer shall be conducted.
  
  - c. Members-at-large: The President (or 1<sup>st</sup> Vice President if there is no current President) shall appoint a Member(s) at Large to fill the remaining one-year period. This is subject to approval by the Executive Board.

A permanent vacancy refers to death, resignation of office or HVSRA membership, or expulsion from the Association under Article IV of these Bylaws.

11. Any officer may be removed provided the following procedures are followed:
  - a. A recommendation is made, by a two-thirds vote of the Executive Board, to bring the removal recommendation to the members of the Association for a vote.



- b. The officer is provided with at least fifteen days written notice by the Secretary prior to the next scheduled meeting in which the removal recommendation will be proposed to the members of the Association.
- c. An Executive Board member will put forth the reason for removal before the members at the next scheduled regular business meeting. The members of the Association by a two-thirds vote approve the removal of the officer.

## **ARTICLE VIII–MEETINGS, QUORUM AND VOTING**

Meetings, quorums and voting shall be governed by the following:

1. The Association shall have a minimum of eight meetings during the year. Date and time shall be subject to vote by the membership annually.
2. Executive Board Meetings shall be held at an established date, time and location, set by the President, and approved by the Executive Board.
3. Executive Board meetings may also be called at the request of at least four Executive Board members, but not the Members at Large.
4. At meetings of the Association, three percent of the total membership present and three members of the Executive Board present shall constitute a quorum. At meetings of the Executive Board, at least three Executive Board members must be present to constitute a quorum.
5. Each Association meeting must include a minimum of one hour of referee instruction.
6. At Association meetings, a simple majority of those members voting (abstentions do not count) who are in good standing will carry the motion. If the motion results in a tie vote, the motion shall be deemed to have failed.
7. At Executive Board meetings, a simple majority of those Executive Board members voting (abstentions do not count) will carry the motion. The President may only vote on a motion to break a tie vote.

## **ARTICLE IX –APPOINTED COMMITTEES**

The standing committees of the Association shall be the Education Committee, the Finance Committee, the Mentor Program Committee, and the Nominating Committee. Additional and/or temporary committees may be created by the President, subject to the approval of the Executive Board.

Education Committee:

- a. Shall consist of Association members who are USSF Referee Instructors and/or Assessors in good standing with the State Director of Referee Instruction and the State Director of Referee Assessment respectively.
- b. It will include the chairperson of the Mentor Program Committee and may include no more than two other Association members.
- c. The 2<sup>nd</sup> Vice President shall be the chairperson of the Education Committee.
- d. The Education Committee shall, on a yearly basis, survey the needs of area USSF referees, club assignors and club coaches and prepare short and long-range lesson plans/content for meetings and clinics sponsored by the Association.
- e. Members of the Education Committee who are USSF Referee Instructors shall coordinate instruction at all Association-sponsored educational sessions

Finance Committee:

- a. Shall consist of two Association members and the Treasurer.
- b. The Treasurer shall be the chairperson of the finance committee.
- c. The two Association members must be approved by the Executive Board and by vote by Associations members at regular business meeting.

Mentor Program Committee:

- a. To improve the quality of officiating by Association referees.
- b. The 2<sup>nd</sup> Vice President shall supervise the Mentor Program.
- c. The 2<sup>nd</sup> Vice President will select Mentors from a pool consisting of USSF Referee Instructors, Assessors and referees of the Association with appropriate experience. The Mentors must be approved by the Executive Board.

Nominating Committee:

- a. Shall consist of three members in good standing who are not current Executive Board members or the Members at Large.
- b. The President shall propose the three members of the Nominating Committee at the November meeting. They shall be approved by majority vote of the membership at the November meeting.
- c. The three members of the Nominating Committee will select, from among their number, a Chairperson for the Nominating Committee.

## **ARTICLE X –AMENDMENTS TO BYLAWS**

1. All proposed amendment(s) must be presented to the Sergeant-At-Arms either:
  - a. At an Association meeting prior to the Association meeting at which the proposed amendment(s) are to be voted upon
  - b. Via e-mail that should be provided at least 30 days prior to the Association meeting at which the proposed amendment(s) are to be voted upon
2. If the proposed amendment(s) are provided to the Sergeant-At-Arms as stated above, the Sergeant-At-Arms shall provide to all Executive Board members a copy of the proposed amendment(s) at least two weeks prior to the Association meeting at which the proposed amendment(s) are to be presented to the membership.
3. Only those Association members in good standing shall have the authority to propose amendment(s) to the Bylaws.
4. Proposed amendment(s) require the approval of a two-thirds vote of Association members in good standing at the Association meeting.