

BYLAWS

Of the

**ITHACA DISTRICT
SOCCER REFEREES ASSOCIATION**

Of the

**WESTERN NEW YORK STATE
SOCCER REFEREES ASSOCIATION, INC.**

(IDSRA)

EFFECTIVE JULY 1, 2007

(Amended May 19, 2014)

ITHACA DISTRICT SOCCER REFEREES ASSOCIATION OF THE WESTERN NEW YORK STATE SOCCER REFEREES ASSOCIATION

BYLAWS

ARTICLE I: NAME

The name of this organization shall be: Ithaca District Soccer Referees Association of the Western New York State Soccer Referees Association, Inc.

ARTICLE II: PURPOSES & DEFINITIONS

1. *The purpose of this organization shall be:*

- a) To advance the understanding and application of the Laws of The Game of soccer.
- b) To support the United States Soccer Federation (USSF) in registering and training referees.
- c) To further community participation in all aspects of the game of soccer.
- d) To improve the status of member referees.
- e) To improve the standards of refereeing.
- f) To protect and promote the interest of member referees.
- g) To make representations to the governing bodies for the good of the game and the benefit of member referees.
- h) To provide social activities, as desirable, for the membership.
- i) To retain in membership those who have given up active refereeing so that their experience may benefit others.

2. *Definitions*

The following terms in these bylaws shall be defined as set forth below:

“IDSRA” or the “Association”, whether capitalized or not shall refer to the Ithaca District Soccer Referees Association of the Western New York State Soccer Referees Association, Inc.;

“WNYRA” shall refer to the Western New York State Soccer Referees Association, Inc.;

“USSF” shall refer to the United States Soccer Federation;

“FIFA” shall refer to the Federation de Internationale Football Federation;

“SRA” shall refer to the State Referee Administrator as defined by USSF;

“DRA” shall refer to the District Referee Administrator as defined by

The bylaws of the WNYRA;

“District” shall refer to the geographic area established by the WNYRA for the IDSRA to administrate

ARTICLE III: LOCATION

1. *The headquarters of the Association* shall be in the city of Ithaca in the County of Tompkins in New York State.
2. *The mailing address of the Association* shall be that of the DRA.
3. *The district shall consist of* Tompkins County in the state of New York, Cortland County in the state of New York, the towns of Spencer and Candor in Tioga County in the state of New York, and the town of Van Etten in Chemung County in the state of New York unless otherwise established by the WNYRA.

ARTICLE IV: MEMBERSHIP

1. *Membership in this organization shall be open* to any person interested in the officiating of soccer. All members shall be subject to these bylaws and any standing orders, procedures or ethical standards established.
2. *The following categories of membership are established:*
 - 2.1 *Active Members shall:*
 - a. Be duly registered officials, instructors, assessors and/or assignors in accordance with the requirements of USSF and not under suspension or held in bad standing by USSF;
 - b. Be registered members of the IDSRA;
 - c. Have one voted during general membership meetings.
 - 2.2 *Affiliate Members*

Affiliate Membership shall be open to all persons interested in the welfare of this organization and soccer. Affiliate members pay local dues and must not be deemed in bad standing by any USSF affiliated organization. Affiliate members are not eligible to hold office or Executive Board positions and are not eligible to vote.
 - 2.3 *Lifetime Members*

Lifetime Membership shall be conferred upon any member who, after long and distinguished service to the organization, desires to become inactive. Approval shall be by a majority of the vote by members at a General Membership meeting. Lifetime Members must not be held in bad standing by any USSF affiliated organization. Lifetime Members shall have no vote at meetings, and are not eligible to be an officer or be on the Executive Board, and shall not pay dues.
 - 2.4 *Honorary Members*

Honorary membership shall be conferred upon persons who have distinguished themselves in the service of soccer and are not deemed to be in bad standing by any USSF affiliated organization. Approval shall be by a majority of votes of members at a General Membership meeting. Honorary members shall not vote, hold office or Executive Board positions, and pay no dues.
 - 2.5 *WNYSRA OFFICERS*

WNYSRA OFFICERS who are also members of the IDSRA shall have no vote at meetings.
3. *Withdrawal / Suspension or Expulsion of a member.*
 - 3.1 The membership of any member shall cease upon withdrawal of the member by means of a written notice of resignation supplied to the Secretary.

- 3.2 The Executive Board shall have the power to expel or suspend members for good cause. Any resolution suspending or expelling any member shall require the affirmative vote of a majority of the entire voting membership of the Executive Board and the reason(s) therefore. That notice shall be mailed by first class US Mail, to the address of record with the offices of the association not fewer than 15 (fifteen) days prior to the meeting of the Executive Board at which the action is on the agenda. At the meeting of the Executive Board, the affected member shall be afforded the opportunity for a hearing concerning the proposed action prior to any vote thereof.
 - 3.3 A suspended member shall be deemed in bad standing with the association during the period of suspension. As such, a suspended member shall be ineligible to vote on any matters before the membership and shall be disqualified from participation in any event, game, match, tournament or other event sanctioned by USSF or any of its affiliated soccer organizations or subdivisions thereof.
 - 3.4 A member expelled or suspended from membership in this association shall have the right to appeal such action in conformity with the rules of the USSF.
 - 3.5 At each regularly scheduled meeting of the Executive Board, the Treasurer shall report on the status of all member accounts with the association that show any balance due the association that is 90 days or more in arrears. These members shall be deemed to have resigned membership in the association. A notice of acceptance of the resignation shall be sent by the Secretary, immediately after the meeting, notifying the member of this action. The member shall have until the next regularly scheduled Executive Board meeting to pay the balance in full, at which time the member shall be automatically reinstated. Thereafter, the member must pay according to the procedures set for such.
4. *Proprietary Information*
 - 4.1 Except as authorized by the Executive Board, no member, officer or director shall make use of any of the data resulting from registration data received by such and involving this association
 - 4.2 No person or entity may use the name of IDSRA, WNYSRA, USSF, FIFA or any of its trademarks, trade names, or that of its sponsors without prior written approval of the Executive Board or the corporation/association being represented.
5. *Representative Of Organization*

No member of this organization shall obligate, or speak, act, commit, or otherwise represent this organization in any manner without the express permission of the Executive Board. Such an act shall be deemed a breach of these bylaws and is subject to disciplinary action by the Executive Board.

ARTICLE V: DISTRICT OFFICERS, CHAPTER OFFICERS AND THE EXECUTIVE BOARD

1. *District Officers*

The district officers of the association shall be: President, Vice President, Treasurer, and Secretary, and shall have the following respective duties and responsibilities:

 - 1.1 President – shall:
 - a. Act as Chair of the Executive Board and preside over all Executive Board and General Membership meetings.
 - b. Have general supervision over the affairs of the organization, and generally act as its official representative.

- 1.2 Vice President – shall:
 - a. Assist the President in the performance of his/her duties.
 - b. Exercise the power of the President in his/her absence.
- 1.3 Secretary – shall:
 - a. Maintain a roll of members with the guidance and advice of the DRA.
 - b. Give notice of all general membership meetings to all members.
 - c. Prepare and maintain full and accurate records of all meetings including both Executive Board and general membership meetings.
 - d. Keep an official copy of the Bylaws and all amendments to the Bylaws.
 - e. Maintain a record of all correspondence.
 - f. Be responsible for preparing and dispatching minutes of all Executive Board and general membership meetings.
 - g. Provide each member with a copy of the current Bylaws, Standing Orders, Procedures, Ethical Standards and membership list.
 - h. Maintain a record of meeting attendance.
- 1.4 Treasurer – shall:
 - a. Receive all revenues and maintain a detailed and clear account of all funds.
 - b. Be responsible for making all disbursements, as directed by the Executive Board or the organization at its general membership meeting or in standing orders.
 - c. Deposit the funds in a bank, in the name of the organization.
 - d. Withdraw the funds to make said disbursements. In case of an emergency, the President or DRA may exercise this responsibility.
 - e. Present a written financial statement to the membership at least once per year.
 - f. Provide WNYSRA, USSF, and FIFA with any financial data that they may require.
2. *Election of District Officers, At-Large Executive Board Members and Terms of Office*

The President, Vice President, Treasurer, Secretary, and At-Large Executive Board members shall be elected biennially in June of even numbered years at a regular meeting of the General Membership. They shall take office the first day of August immediately following the required election, for a term of 2 (two) years.

 - 2.1 In the event that an elected office (other than President) or Board seat is vacated prior to the end of the term of office, the Executive Board shall appoint an active member to complete such term. Should the President vacate his office prior to the end of his/her term, the Vice President shall succeed him and serve the balance of the President's term of office.
 - 2.2 District Officers may serve for no more than 2 (two) consecutive terms in any particular office, with the exception of the Treasurer which may serve an unlimited number of terms.
3. *Chapter Officers*
 - 3.1 Newly elected District Officers shall appoint a Chapter Assessor and Chapter Instructor who shall serve on the Executive Board for a term that is concurrent with that of the elected Executive Board members. Such appointments shall be made from amongst those active members who have received USSF certification in the respective titles of assessor and instructor. In the event that no such members exist or are available, the assigned title shall be left vacant until such time that it can be filled in accordance with this provision. The same person may hold these Chapter positions.

3.2 The Chapter Officers shall be responsible for directing the mentoring efforts and assist in the upgrading and training of the officials who are members of the association. It shall also be the responsibility of the Chapter Officers to lead the ongoing in service training of the general membership and to provide updates to the general membership changes in the Laws of the Game as published by FIFA and interpreted by USSF. They shall also take the lead in training efforts aimed at getting the general membership ready to officiate local games and tournaments, which may have law variations from the Laws of the Game.

4. *The Executive Board*

There shall be and Executive Board which shall consist of: President, Vice President, Treasurer, Secretary, Immediate Past President, Chapter Assessor and Chapter Instructor, each of whom shall have one vote on any matter placed before the Executive Board.

4.1 The District Referee Administrator (DRA) shall be a non-voting Executive Board advisor and, as such, may participate in the discussions, actions and activities of the Board. The DRA may hold a chapter office but may not hold a District Office. In either event, the State Officer shall not vote in any meeting of the Executive Committee or of the General Membership.

4.2 If a person either holds a District or Chapter office simultaneously; or should a person hold more than one Chapter Office; or should a State Officer hold a Chapter Office, an at-large member shall be elected to serve on the executive committee as a voting member for each office so held in order that the Executive Committee shall at all times consist of 7 (seven) voting members.

At-Large Executive Board Members shall:

- a. Attend and participate and have 1 (one) vote in Executive Board meetings.
- b. Assist in the operation and organization of IDSRA as deemed necessary and required by the Board.

4.3 Executive Board Meetings

The Executive Board shall meet at least four times annually, and may hold its meetings at such time and places as determined by a majority of the Executive Board members. A majority of Board members in office shall constitute a quorum of the Executive Board. The President or any 2 (two) Executive Board members may call special meeting of the Executive Board at any time, provided that the purpose of the meeting is specified and announced to all Executive Board members. Such a meeting shall be within fifteen days of such announcement.

4.4 Executive Board Responsibilities

The Executive Board shall be empowered by the membership to administer and address all issues brought to their attention for resolution, as well as other matters of interest to IDSRA as provided for in these Bylaws. Decisions shall be reported to the membership during regular General Membership meetings. The Executive Board shall also be responsible for negotiating match fees, reviewing disciplinary actions, approving agreements, and conducting other business necessary to maintain the organization and ensure the welfare and enhancement of soccer, consistent with the organization's state purpose.

5. *Removal of Executive Board Members, Officers, and Appointed Committee Members*

Any District Officer, At-large Executive Board Member, or committee member may be removed by an affirmative vote of 2/3 (two thirds) of the Executive Board members present at a duly held meeting of the Board, or a 2/3 (two thirds) vote of the membership present at a general membership meeting, provided notice stating such purpose has been given in advance of the meeting.

6. *Recommendation of a candidate for District Referee Administrator to the SRA of WNRSRA.*

At the meeting when the District Officers are elected, the General Membership shall Nominate by election a candidate to be appointed as the District Referee Administrator in accordance with the bylaws of the WNYSRA. The State Referee Administrator may take this nomination into consideration in appointing the DRA but may also choose to appoint some other person of his/her choosing. In any case, the DRA is NOT an officer of the District but is instead an appointed member of the State Referee Committee and as such may not vote in any matter brought before the IDSRA Executive Committee or at any general membership meeting of the Association. The DRA has no term limit expressed in these bylaws and may not be removed directly by any vote of the association.

ARTICLE VI: GENERAL MEMBERSHIP MEETINGS

1. *General Membership meetings will be held and conducted as follows:*

- a. Regular meeting shall consist of at least five business meetings each year, including a June General Membership meeting. Additional meetings may be scheduled for any purpose deemed necessary by the Executive Board. The time and dates will be identified and notice will be sent to all members of this organization at least 14 days in advance of all such meetings.
- b. Each active member shall exercise one vote in the ballots taken at the General Membership meetings. The DRA is not eligible to vote in a General Membership meeting.
- c. Votes may be submitted electronically, (via e-mail), if the Executive Board calls for such vote in the published meeting notice, with no less than 14 (fourteen) days notice.
- d. The order of business at the General Membership meetings shall be:
 1. Roll Call
 2. Reading of the minutes from previous meeting
 3. Training
 4. Report of the Executive Board
 5. Old Business
 6. New Business
 7. Good of the Association
 8. Adjournment
- e. Other General Membership meetings may be called as deemed necessary by the Executive Board or the President, or by any 2 Executive Board members who notify the Secretary in writing of the request, or by written petition filed with the secretary signed by any 10 members of the voting membership. Such meeting will be held within 30 days of notification of the request.
- g. Any action or decision of the Executive Board except those, which are mandated by the WNYSRA or the USSF may be overruled by an affirmative vote of two thirds of the membership present at a regular General Membership meeting.

2. *Actions taken without a meeting.*

Whenever members are required or permitted to take action by vote such action may be taken and consent thereto is in writing signed by the voting entity. Such conferences may be held using any technical device that all of the voting entities agree to in writing prior to the action being taken. The minutes of any such meeting shall be read into or annexed to the minutes of the next Executive Board and/or General Membership meeting.

3. *Proxies*

All voting members are entitled to representation at any meeting by authorizing another person to act on their behalf by proxy. The proxy must be signed by the voting member and submitted to the Secretary. The proxy may be submitted electronically via e-mail. All proxies expire 1 (one) year after they are executed unless an earlier date is specified on the original proxy form or on a subsequent proxy form.

4. *Membership Dues and Budget*

The treasurer shall present and the membership shall adopt its tentative budget and set its local dues prior to the April meeting of each year. The membership shall be notified anytime a variance in the budget will cause the entire budget to increase by more than 10% (ten percent).

ARTICLE VII: COMMITTEES

The Executive Board may establish committees for purposes relevant to the organization. Committee members shall be appointed with the consent of the Executive Board. All committees shall operate in accordance with the Bylaws and Standing Orders of IDSRA. Committees shall serve until the purpose for which they were created has been fulfilled or until the Executive Board decides to disband the committee.

ARTICLE VIII: CONSTRUCTION

1. *Headings*

Headings in these Bylaws are for convenience only and not for use in interpretation of any provision nor shall the same limit or expand any provisions of the Bylaws.

2. *Rules*

The most current version of Robert's Rules of Order shall procedurally govern all motions, votes, and other business actions at all meetings of the Executive Board, General Membership, Committee, and other official meetings of the IDSRA, with the exception of electronic votes via e-mail.

ARTICLE IX: DISCIPLINE, FINES, AND PENALTIES

The Executive Board of the IDSRA shall have the power to discipline any member found guilty of misconduct, conduct detrimental to the interest of the organization, or breach of any of these Bylaws; or breach of any Standing Orders, Procedures or Ethical Standards as set forth by the association, WNYSRA, USSF, or FIFA. Any member disciplined in any way may file an appeal with the IDSRA. Appeal beyond this level shall be in accordance with the Bylaws of the WNYSRA and USSF guidelines. IDSRA shall not be liable for any expense incurred by a member who files such an appeal.

ARTICLE X: AMENDMENTS AND CHANGES TO THE BYLAWS

Changes to the Bylaws may be made at any general membership meeting by a vote of at least 2/3 (two thirds) of the members in attendance; provided that written notice of the proposed change(s) has been presented at a prior regular general membership meeting. Standing Orders, with prior notice, may be issued or modified by a majority vote at a regular general membership meeting.

ARTICLE XI: CONFORMITY TO USSF

1. *Membership Open*
Membership in this association shall be open to all soccer referees, players, trainers, and administrators within the territorial jurisdiction of this association who are in good standing and not subject to suspension, in accordance with the Bylaws of USSF and this association.
2. *Non-discrimination*
The association shall not discriminate against any individual on the basis of race, religion, color, age, sex, or national origin.
3. *Governing Effect of USSF*
The USSF articles of incorporation, bylaws, policies, rules, and regulations and requirements take precedence over and supersede the governing documents and decisions of this association and its members to the extent applicable under state law, and the association and its members will abide by those articles, bylaws, policies, rules, regulations, and requirements.
4. *Associations with Conflicts*
The association will not join any organization that has requirements that conflict with the USSF's articles, bylaws, policies, rules, regulations and requirements.
5. *Registration with USSF*
The association shall annually register all of its referees, as may be required, with the USSF and pay all fees due the USSF on a timely basis.
6. *Interplay*
The association and its members will abide by the USSF articles, bylaws, policies, and requirements on interplay.
7. *Annual Report to USSF and National State Associations*
The association shall provide to the USSF upon request an annual report on the activities of the association and current financial statements within 90 (ninety) days after the start of the USSF seasonal year. Such will also be provided to the National State Associations within its jurisdiction.
8. *Submission of Documents*
The association will provide to the USSF, as required, copies of these Bylaws and other governing documents and submit changes to those to the USSF not later than 90 (ninety) days after adoption. Copies of all these documents will be available to its members.
9. *Grievances and Appeals*
The association will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate. Those procedures shall include that all grievances involving the right to participate in activities sponsored by the USSF or its affiliates, the association's decisions may be appealed to the USSF's appeals committee that shall have jurisdiction to approve, modify or reverse a decision as may be determined and provided for under the rules of USSF.

10. Policies Against Abuse

The association shall adopt and maintain policies prohibiting sexual and physical abuse, which policies shall conform to the minimum criteria established by the USSF, except to the extent such would violate state or local law.

11. USSF Oversight

The association will allow the USSF to review the documents and procedures of the association, on request of USSF not less than once every 4 (four) years to determine compliance with the bylaws and articles of the USSF.

ARTICLE XII: SEVERABILITY

If any part of these bylaws are found in any action, suit or proceeding to be invalid or ineffective, the validity of the remaining parts shall not be affected.