

**BY-LAWS OF THE
CENTRAL KENTUCKY SOCCER OFFICIALS ASSOCIATION (CKSOA)**

ARTICLE I: PURPOSE

The purpose of the Central Kentucky Soccer Officials Association (CKSOA) is to encourage and support soccer in Central Kentucky, improve referee consistency across the three National Referee Associations (USSF, NISOA, and NFIOA), provide guidance and assistance for continuing education and upgrading of soccer officials for all levels of soccer in the Central Kentucky area, and encourage good sportsmanship and fair play.

ARTICLE II: MEMBERSHIP

Section 1: General

The membership year shall be the calendar year from January 1 through December 31.

The following general requirements shall apply to all members of the Association unless a waiver for good cause is granted by the Executive Committee.

1. Must be a member of, and a Referee in good standing with, at least one (1) of the following affiliated organizations: KHSAA, (or comparable state high school association), NISOA, or USSF.
2. Must be, or attain during the membership year, eighteen (18) years of age.
3. Must pay the annual CKSOA membership dues.
4. Members are expected to cooperate with the Assigning Secretary, through acceptance of game assignments. Members must officiate annually in a minimum of 15 scheduled matches during the membership year. Credit will be given for USSF matches using the Diagonal System of Control, (Referee with two uniformed assisting referees) in age groups U 16 and above, High School or College matches.
5. Must attend a minimum of 50 percent of all scheduled meetings.
6. There is no mandatory physical testing requirement for membership in CKSOA, although members are encouraged to take the annual USSF/NISOA physical.
7. Members are expected to demonstrate a commitment to the National Referee Programs by adherence to the Programs' code of Ethics or Conduct. Personal improvement and advancement shall be within the established policies and procedures of the recognized national referee organizations and their local affiliates, to include CKSOA.

Section 2: Application for Membership
Requirements

Every new member joining CKSOA:

1. Must submit a written application for membership which includes a statement that the person is in good general health and has no known conditions which would limit the ability to meet the physical demands of a soccer referee.
2. Must either a.) Obtain the signatures of three (3) current members of the Association willing to recommend the applicant for membership and be approved by the Executive Board, or b.) Be accepted for membership by a majority vote of the members present at a scheduled meeting of CKSOA.
3. Must fulfill the general membership requirements 1. through 3. prior to the submittal of his name to the Assigning Secretary as a member in good standing.

Section 3: Transfer Membership

CKSOA welcomes any qualified member transferring from another organization. The transferring member shall be responsible for providing any and all information and

documentation required by the national, state, or local referee organizations for which such membership is being transferred.

ARTICLE III: ELECTED OFFICERS

Section 1: Titles

The elected officers of the Association shall be the President, Vice-president (president-elect), Secretary, and Treasurer. Elected officers must be Members. They shall be elected in accordance with the regulations hereinafter referred to in Article X. No person shall hold more than one elected office at one time.

Section 2: Terms of Office

The term of office for President, and Vice-president shall be one year. The Treasurer will be elected for two years in even numbered years, and the Secretary will be elected for two years in odd numbered years. The officer elected as Vice-president will, as president-elect, become the President at the completion of the one year term of the current President of the Association.

Section 3: Duties of Officers

Elected officers shall serve as members of the Executive Board.

1. The President shall preside at all meetings, appoint appointed officers, establish such committees and appoint committee chairpersons as may be required, fill all vacancies by appointment, and, in general, be responsible for the administration of the Association.
2. The Vice-president shall assist the President in the performance of assigned duties, when absent, shall assume the duties and responsibilities of President, following completion of one year as Vice-president, will become President for a one year term.
3. The Secretary shall take minutes at all meetings, maintain membership records, be responsible for enforcing the rules of admission to the Association, and carry on all general correspondence, including notification of members of all required meetings and clinics.
4. The Treasurer shall manage the funds and financial records of the Association, shall collect dues or other fees owed the Association and make approved disbursements of funds through the Association checking account. An annual written financial report shall be presented to the membership at a scheduled meeting. Financial records of the Association, shall be available, as required by the Executive Committee for audit purposes.

ARTICLE IV: APPOINTED POSITIONS

Section 1: Appointed Officers

The Executive Committee shall appoint the officers for Assessment Coordinator and Clinician Coordinator, and submit the Assigning Secretary for approval to the membership. In the event the Executive Committee is tied in its vote for either the Assessment Coordinator or Clinician Coordinator, or there is more than one Assigning Secretary, the President shall appoint the person, from the qualified candidates, to serve the position, and serve on the Executive Board.

1. The Assigning Secretary is an independent contractor responsible for assigning officials for matches falling within the jurisdiction of one or more of the affiliated organizations (KHSAA, NISOA, or USSF) to which CKSOA members belong. The Assigning Secretary is not employed by CKSOA.
 - a. The KHSAA Assigning Secretary is designated by the local policy board(s) and is subject to the policies outlined in the KHSAA Handbook.
 - b. The CKSOA Executive Committee will review the selection of the Assigning Secretary and make recommendations for approval or non-approval to the membership on an annual basis. A membership vote for non-approval will be

forwarded to the responsible organization with an explanation of the reasons and a request for reconsideration of the appointment.

c. Where applicable, an individual referee scheduling fee will be negotiated between the Executive Committee and the Assigning Secretary upon receipt of the referee's schedule.

2. The Assessment Coordinator shall be responsible for having members of the Association assessed within the guidelines established by the Executive Board for the season. The Assessment Coordinator shall collect the results of the assessment and utilize them in a manner which assists the Assigning Secretary in making match assignments. The results of individual game assessments are confidential and shall only be discussed with and among assessors, (as part of the developmental process), the Assigning Secretary, national, state and local referee sanctioning bodies, (in their capacity for ranking, rating or upgrading officials), and the Executive Board. Discussion and disclosure outside the aforementioned groups, on a named basis, or in such a manner as to leave little doubt as to the individual, shall not occur without prior notification to the individual.

3. The Clinician Coordinator shall be responsible to be fully aware of changes in Rules/Interpretations made by USSF, NISOA or KHSAA (National Federation) and to communicate these to the membership. He/she shall serve as the focal point for resolution of rules questions which arise between CKSOA and an affiliated organization or internally within the Association membership. The Clinician shall plan and conduct clinics and/or seminars to be presented at each of the required CKSOA meetings (Article VI) and at such other special meetings as may be called for this purpose during the year.

Section 2: Appointed Advisors

1. One or more advisors may be appointed by the President. Advisors may or may not be members of the Association, and shall be knowledgeable of and involved with soccer in the central Kentucky area served by CKSOA.

2. The terms of office of appointed advisors shall correspond with the term of the Executive Committee which appointed them. They may be re-appointed to any number of terms. Removal of an appointed advisor requires a majority vote of the full voting membership of the Executive Board.

3. Appointed advisors shall serve as members of the Executive Board. Advisors shall agree, as an obligation of accepting appointment, to:

- a. serve on the Executive Board when called into session by the President,
- b. provide input to aid the Executive Board in making decisions which support the stated aims of the Association, and
- c. assist CKSOA in establishing and maintaining effective communications with area soccer organizations, coaches and schools.

ARTICLE V: PAYMENTS/EXPENSES

Section 1: Establishment of Dues/Fees/Payments

Recommendations from the membership will be solicited following the conclusion of the Fall season as to the appropriate amounts for the following fees/payments:

1. Membership dues
2. Individual Referee Scheduler Fees
3. Officials' match fees
 - a. NISOA
 - b. KHSAA
 - c. USSF

It is the responsibility of the Executive Committee to pursue and/or implement changes recommended by a majority vote of a quorum of the membership which do not have a negative impact on the financial status of the Association.

Section 2: Membership Dues

Annual dues and new or transfer member applications fees shall be set by the Executive Board, the same for all members, cannot be pro-rated, and are non-refundable. A new or transfer member paying dues after October 31 will be considered paid up for the following year. Dues are payable by December 31 for the following year. Current members paying dues after December 31 will be assessed a \$5.00 fine in addition to annual dues. Any member not having paid his/her annual dues by February 1 shall be considered to have terminated his/her membership, and be dropped from the roster.

Section 3: NISOA Membership Fees

NISOA requires membership fees to be paid by the Chapter rather than the individual. NISOA members will be notified by the CKSOA Treasurer or NISOA Chapter representative prior to the deadline(s) for NISOA membership payments. In addition, an annual CKSOA NISOA Chapter fee is required to cover expenses of the Chapter in lieu of game fee assessments. Current members paying dues after December 31 will be assessed a \$5.00 fine in addition to annual dues.

Section 4: Expenses

Necessary expenses incurred in connection with the business of the Association by elected or appointed Officers or those authorized by the Executive Board shall be reimbursed from the funds of the Association. Expenses in detail and with supporting documents must be submitted to and approved by the Treasurer for reimbursement. Any member may submit for reimbursement the assessor's fee for up to two successful assessments in any one year, for upgrade in USSF or NISOA in the amount of the official's game fee, not to exceed \$ 25.00 per assessment.

ARTICLE VI: MEETINGS

Section 1: Required Meetings

A minimum of six scheduled meetings will be held each membership year. Meeting notices will be mailed to all current members at least two weeks in advance of the meeting dates. These meetings are open to all members-in-good-standing of the Association. Other individuals or organizations may attend by invitation of a member of the Executive Committee.

1. A meeting shall be held in January or February each year. The schedule for the upcoming year, including attendance at clinics for assessors, clinicians, NISOA referees, and the remainder of the year's meetings, including the schedule for the physical tests, shall be discussed.
2. A Spring meeting will be held in March or April of each year. Subjects will normally include rules changes, consideration of Association business, and plans for Spring/Summer outdoor seasons.
3. A pre-Fall season clinic will be held in August of each year. This is a clinic of major importance, at which both written and physical tests will be administered, referee mechanics, rules changes and interpretations will be reviewed, and plans for Fall high school and college seasons will be discussed.
4. Two Fall in-season meetings will be held, the first in September. the second in October. These meetings provide an opportunity for review of rules, special situations, referee evaluations, and general business. The October meeting is used to review plans for the KHSAA State Tournament and finalize the process to be used in making match assignments for the tournament.
5. A post-Fall season banquet will be held in December for the purpose of honoring Association members and installation of elected Officers for the coming year. Expenses of this meeting, as well as awards, will be at the discretion of the Executive Committee.

Section 2: Special Meetings

Special meetings of the Association may be called by the President at his discretion. Members must be notified of the date and subject of the special meeting at least two weeks prior to the meeting.

Section 3: Executive Committee and Executive Board Meetings

Meetings of the Executive Committee and/or Executive Board shall be called by the President as required to discuss and outline Association policy, handle disciplinary matters, or conduct such other business of the Association as falls within the scope of these Committees.

Meetings of the Executive Committee and/or Executive Board are not open to individual Association members except by written invitation.

ARTICLE VII: Match Assignments

CKSOA will assist the Assigning Secretary in making assignments for matches. Recommendations will be made consistent with the level of play, the importance of the match to the teams involved, and the anticipated difficulty of the match. Games will be rated according to these factors and officials will be recommended based on USSF, NISOA or National Federation grade, level membership and subject to availability.

Referees who desire assignments at higher levels of competition are encouraged to develop their skills and work toward advancement in his or her National Program to create this opportunity.

The Assigning Secretary will be encouraged to make assignments based on the importance/difficulty rating of the match, level of advancement of the referees, and in referee availability.

ARTICLE VIII: OBLIGATIONS OF MEMBERSHIP

Association members are expected to meet the membership requirements and observe the rules contained in the By-laws, accept and implement decisions or rulings made by an officer acting within the scope of his/her authority, and avoid acting in a manner which is in conflict with the stated aims of the Association or which threatens to reflect unfavorably on the Association.

Section 1: Prohibited Activities

Association members are specifically enjoined from knowingly officiating soccer matches under the following circumstances:

- a. Officiating outdoor soccer matches governed or affiliated by other than an organization affiliated with CKSOA or in a manner in conflict with the Laws of the Game under which the match is conducted.
- b. Accepting an assignment directly from a team, school, or individual other than the CKSOA Assigning Secretary, or a person designated by the Assigning Secretary for a match in which assignment of officials is under the jurisdiction of CKSOA affiliated organizations (KHSAA, NISOA or USSF).
- c. Working a CKSOA-scheduled match with an expelled or suspended member.

Members are required to contact the Assigning Secretary prior to accepting and performing an assignment, if they suspect it may be in violation of any of the above listed prohibited activities.

A suspension of four weeks (28 days) may be imposed by the Executive Committee for violations.

ARTICLE IX: SUSPENSION AND DISCIPLINARY ACTION

Section 1: Authority

The Executive Committee shall have the authority to:

- a. Suspend a member from working any or all Association matches for a period not to exceed one year,
- b. Expel a member from membership in the Association, or
- c. Impose such other disciplinary actions (including but not limited to letters of reprimand, and imposition of fines not to exceed \$ 150.) as are judged appropriate by the Committee.

Such actions require a majority vote of the full membership of the Executive Committee, and must be communicated in writing to the member, signed by the President. Copies of the letter shall be sent to all Executive Committee members, and the Secretary shall include it in the membership records.

Section 2: Right to a Hearing

A member shall have the right to be heard in person or in writing before a Grievance Committee of three(3) members appointed by the President, prior to any disciplinary action by the Executive Committee. Written notification of the time and place of the Grievance Committee meeting at which the complaint and any potential disciplinary action will be discussed, will be mailed a minimum of seven (7) days prior to the date of the meeting, inviting the member to attend in person or provide such documents or written statements as he/she deems appropriate to aid the Grievance Committee in reaching a fair decision, and recommendation to the Executive Committee.

Section 3: Complaints

Complaints from members of the Association regarding application/enforcement of the By-laws, alleged improper behavior by a member which reflects unfavorably on the Association, or alleged improper behavior towards a member of the Association in the performance of his/her duties by an outside individual or organization should be submitted in writing to the CKSOA President and Secretary.

Written complaints from outside individuals or organizations regarding the conduct of the Association and/or individual members should be forwarded to the CKSOA President and Secretary.

The President shall appoint a Grievance Committee, which shall consider and recommend an appropriate reply to the complaint. Association members named in a complaint will be copied on both the complaint and the reply.

The Executive Committee may uphold, reverse, or modify disciplinary actions recommended by the Committee by a majority vote. Such decisions of the Executive Committee are final and are not subject to further appeal.

ARTICLE X: ELECTION OF OFFICERS

Section 1: Nomination Procedure

Prior to the first Fall in-season meeting, the President shall appoint a Nominating Committee consisting of three Members, one of whom shall be designated Chairperson.

At the first Fall in-season meeting, the Nominating Committee members will be presented to the members, and the nomination/election process will be reviewed.

The Nominating Committee shall prepare a list of candidates for elective offices whose terms expire during the year. Nominations may be submitted to the Nominating Committee by any Member of the Association. Nominations will be accepted through November 1, at which time nominations will be closed. Nominees will be contacted by the Nominating Committee to

determine if they wish to accept or decline the nomination. In order to accept nomination, the nominee must declare his/her willingness to serve in the office if elected. Members nominated to more than one office may accept nomination for only one office.

At least thirty (30) days prior to the date of the annual post-season banquet, the Nominating Committee Chairperson will provide the list of accepted nominations for each elective position to the Secretary who shall be responsible to provide the list of candidates and a ballot to the members of the Association. All properly submitted and accepted nominations must be placed on the ballot.

Section 2: Election Procedure

Elections shall be held annually by mail. Ballots shall be mailed to all members by the Secretary at least twenty (20) days prior to the date of the annual post-season banquet. Ballots shall be returned to the Chairperson of the Nominating Committee, who shall conduct the election and announce the results at the post-season banquet. Only ballots received seven days prior to the day of the banquet shall be counted.

Section 3: Vote Required

The nominee receiving the most votes on ballots properly returned and counted, shall be elected to the office for which they were nominated. If a tie vote occurs for the highest number of votes received for an office, a run-off election shall be held at the post-season banquet between the tied nominees. This vote shall be conducted as a secret ballot by the Chairperson of the Nominating Committee (or designee), who shall announce the results.

Section 4: Installation of Officers

Newly elected officers shall take office immediately prior to the adjournment of the meeting in which their election is announced.

ARTICLE XI: AMENDMENTS

1. At any required meeting (Article VI), or at a special meeting called by the President for that purpose, these By-laws may be amended by a 3/5 majority vote of the members present, PROVIDED THAT a written notice of the proposed revisions or amendments is mailed to each member at least two (2) weeks prior to the date of the meeting.
2. Proposals for revisions or amendments to the By-laws may be made by any member of the Association. Proposals must be submitted in writing, containing the exact text of the changes or additions to be presented to the members, to the President and Secretary.
3. The President shall include properly submitted proposals in the agenda for the next available required meeting (Article VI) or elect to call a special meeting for that purpose. He / she shall notify the Secretary, who shall be responsible to inform the members of the proposed changes within the time frame noted in 2. above.
4. Modifications to a proposal properly presented and discussed at a meeting may be made and voted on at that meeting ONLY IF accepted by the sponsor of the proposal in the form of a motion to amend his/her proposal, accompanied by a proper second. Modifications not accepted in this manner, and new proposals, may not be voted on at that meeting and must be properly presented as described in 2. and 3. above for consideration at a later meeting.
5. Amendments to the By-laws will take effect immediately upon passage in compliance with sections 1. through 4. above.