

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

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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 NFHS), 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. There is no minimum age to join. Potential members must meet age requirements for at least one of the affiliated organizations (KHSAA, NISOA, USSF).
3. Must pay the annual CKSOA membership dues and fees.
4. Members are expected to cooperate with the Assigning Secretary.
5. There is no mandatory physical fitness testing requirement for membership in CKSOA, although members are encouraged to take the annual USSF/NISOA fitness test.
6. 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 an application for membership
2. Must fulfill the general membership requirements 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, 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 two years. Elections for President and Vice President will occur in even numbered years. The Treasurer will be elected for one year. The Secretary will be elected for one year. All elected officers are eligible to serve consecutive terms.

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
3. The Secretary shall take minutes at all meetings, maintain membership records.
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 may 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.
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

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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 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 President 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 late fee (amount set by Executive Committee) 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

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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 late fee (amount set by Executive Committee) 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.

ARTICLE VI: MEETINGS

Section 1: Required Meetings

Meetings of the general membership will be held each membership year as determined by the Executive Committee. Meeting notices will be communicated to all current members at least two weeks in advance of the meeting dates. Other individuals or organizations may attend by invitation of a member of the Executive Committee.

A post-Fall season banquet may be held 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 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.

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:

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- a. 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 an affiliated match with an expelled or suspended member.

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.

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ARTICLE X: ELECTION OF OFFICERS

Section 1: Nomination Procedure

The Executive 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. Members nominated to more than one office may accept nomination for only one office.

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 during the fall season. Results will be communicated to the membership prior to December 1.

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. 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 at midnight on the date when the results of voting are announced to the general membership.

ARTICLE XI: AMENDMENTS

1. At any required meeting (Article VI), or at a special meeting called by the President for that purpose, or by online voting mechanism, these By-laws may be amended by a 3/5 majority vote of the members, PROVIDED THAT a written notice of the proposed revisions or amendments is provided to each member at least two (2) weeks prior to the date of the vote.
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.