



## BYLAWS

Approved October 16, 2022

### 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 compatible state high school association), NISOA, or USSF.
2. Must pay the annual CKSOA membership dues.
3. Members are expected to cooperate with the Assigning Secretary through acceptance of game assignments
4. Must attend a minimum of fifty (50) percent of all scheduled meetings.
5. There is no mandatory physical testing requirement for membership in CKSOA, although members are encouraged to take the annual USSF/NISOA physical.
6. Members are expected to demonstrate a commitment to the 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

Every new member joining CKSOA:

1. Must submit an application form for membership. The form can be found on our website.
2. Must be either a.) approved by the Executive Board, or b.) accepted for membership by a majority vote of the members present at a scheduled meeting of CKSOA.
3. Must fulfill the general membership requirements above prior to the submittal of their name to the Assigning Secretary as a member in good standing.

#### Section 3: Transfer of 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.



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### ARTICLE III: EXECUTIVE BOARD

The Executive Board will consist of four (4) elected officers, two (2) appointed officers, and the Past-President of the Association. The Past-President is an advisory position to ensure continuity of the Association leadership, if necessary. The four (4) elected officers with the addition of the Past-President will also be referred to as the Executive Committee.

#### Section 1: Elected Officers

1. The elected officers of the Association shall be 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 IX. No person shall hold more than one elected office at one time.
2. 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.
3. 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. Following completion of one year as President, will become Past-President for a one-year term.

The Vice-President shall assist the President in the performance of assigned duties, when absent, shall assume the duties and responsibilities of the President, following completion of one year as Vice-President, will become President for a one-year term.

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.

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.

#### Section 2: Appointed Officers

The Executive Committee shall appoint all appointed officers. In the event the Executive Committee is tied in its vote for an appointed officer, the President shall appoint the person from the qualified candidates to serve the position and serve the Executive Board.

1. The appointed officers of the Association shall be the Assessment Coordinator and the Clinician Coordinator. Appointed officers must be members. They shall be appointed in accordance with the regulations hereafter referred to in Article III, Section 2 (above). No person shall hold more than one appointed office at one time. No elected officer shall hold an appointed office at the same time.



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2. The term of office for all appointed officers shall correspond with the term of the Executive Committee which appointed them. They may be reappointed to any number of terms.
3. 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.

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 V) and at such other special meetings as may be called for this purpose during the year.

### Section 3: Other Appointed Positions

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. 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.

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

Appointed advisors shall serve as non-voting 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



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- c. Assist CKSOA in establishing and maintaining effective communications with area soccer organizations, coaches, and schools.

### ARTICLE IV: 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. 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 November 30 for the following calendar year. Current members paying dues after November 30 will be assessed a \$25.00 fine in addition to annual dues. Any member not having paid their annual dues by March 1 shall be considered to have terminated their 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 \$25.00 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 via the Association expense report. The expense report can be obtained from the Treasurer. Any expenses incurred by the Treasurer for reimbursement require the Executive Committee approval.

### ARTICLE V: MEETINGS

#### Section 1: Required Meetings

A minimum of four scheduled meetings will be held each membership year. Meeting notices will be communicated to all current members at least two (2) weeks in advance of the meeting dates. These



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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 middle school pre-season Spring meeting shall be held in February or March 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 middle school post-season Spring meeting will be held in April or May of each year. Subjects will normally include rules changes, consideration of Association business, and plans for Spring/Summer outdoor seasons.
3. A high school pre-Fall season meeting will be held in July or August of each year. This is a meeting of major importance, at which referee mechanics, rules changes and interpretations will be reviewed, and plans for Fall high school and college seasons will be discussed.
4. A high school mid-season meeting will be held in August or September each year. This meeting provides an opportunity for review of rules, special situations, referee evaluations, and general business. The nomination process for the next year's elected officers will begin as described in Article IX, Section 1.
5. A high school post-season meeting will be held during the weekend before the KHSAA District tournaments begin. This meeting is used to review procedures and protocols for the KHSAA District, Regional, Semi-State, and State Tournaments.
6. A post-Fall season banquet will be held in November or December for the purpose of honoring Association members and installation of elected officers for the coming year in accordance with Article IX, Section 4. 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 their discretion. Members must be notified of the date and subject of the special meeting at least two (2) 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 or email.

## ARTICLE VI: 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 their National Program to create this opportunity.

The Assigning Secretary will be encouraged but not required to make assignments based on the importance/difficulty rating of the match, level of advancement of the referees, and in referee availability.



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### ARTICLE VII: OBLIGATIONS OF MEMBERSHIP

Association members are expected to meet the membership requirements and observe the rules contained in the Bylaws, accept and implement decisions or rulings made by an officer acting within the scope of their 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:

1. Officiating outdoor soccer matches governed or affiliated by an organization 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.
2. 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).
3. 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 up to four weeks (28 days) may be imposed by the Executive Committee for violations.

### ARTICLE VIII: SUSPENSION AND DISCIPLINARY ACTION

#### Section 1: Authority

The Executive Committee shall have the authority to:

1. Suspend a member from working any or all Association matches for a period not exceed one (1) year,
2. Expel a member from membership in the Association, or
3. 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 communicated 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.



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### Section 3: Complaints

Complaints from members of the Association regarding application/enforcement of the Bylaws, 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 their 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 Grievance Committee by a majority vote. Such decisions of the Executive Committee are final and are not subject to further appeal.

## ARTICLE IX: ELECTION OF OFFICERS

### Section 1: Nomination Procedure

At the mid-season meeting, the Secretary will present to the members a list of elected offices whose terms expire at the end of the year, and the nomination/election process will be reviewed. Nominations will be open as of the adjournment of the mid-season meeting.

Nominations may be submitted to the Secretary by any member of the Association. Nominations will be accepted through the opening of the post-season meeting, at which time nominations will be closed. Nominees will be contacted by the Secretary to determine if they wish to accept or decline the nomination. In order to accept the nomination, the nominee must declare their willingness to serve in the office if elected. Members nominated to more than one office may accept nomination for only one office.

At least four (4) weeks prior to the date of the annual post-season banquet, the Secretary will provide the list of accepted nominations for each elective position to the Executive Board for review. After approval from the Executive Board, the Secretary 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. Ballots shall be communicated to all members by the Secretary at least three (3) weeks prior to the date of the annual post-season banquet. The Secretary will calculate the election results, and the President will announce the results at the post-season banquet.

### Section 3: Vote Required

The nominee receiving the most votes on ballots properly submitted 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 President (or designee), who shall announce the results.



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### Section 4: Installation of Officers

All election results shall be announced at the post-season banquet. Newly elected officers shall take office on January 1 of the following year.

### ARTICLE X: AWARDS

The CKSOA will present awards to referees and coaches who have demonstrated a strong dedication to supporting and developing soccer as well as the athletes in the Central Kentucky area. The nomination and voting procedures will mirror those of the election of officers (Article IX), except for the Rookie Referee of the Year.

The Executive Board has the discretion to add awards for any particular year for specific circumstances that may arise in that year. Any awards added to the list of awards on a regular basis must follow the amendment procedure documented in these Bylaws (Article XI).

#### Section 1: Coach of the Year

These awards should go to one girls and one boys coach that we, as an Association, feel has a strong dedication to supporting and developing high school student-athletes. They place a high value on the teamwork skills their players learn for success on the field as well as in the classroom. They show outstanding communication and cooperation among players, parents, administrators, and referees. They consistently show respect to all players, referees, and volunteers.

The only requirement for these two (2) awards (one boys coach and one girls coach), is the nominees must be the head Varsity coach for a school within our assigning jurisdiction.

#### Section 2: Association Superlatives

These awards should go to a referee and to a rookie referee that has consistently demonstrated knowledge of the rules of the game as well as confidence to administer those rules appropriately. They should also demonstrate punctuality, professionalism, and respect to all players, coaches, and other referees for the betterment of the game as well as the continued development of the student-athletes on and off the field.

Nominees for the Referee of the Year, named after Aubrey Cashman, must officiate a minimum of ten (10) games and be in good standing with the Association as well as the KHSAA.

Nominees for the Majid Rezaee Rookie Referee of the Year, must be in their first year with the Association and be in their first year of service with the KHSAA, officiate a minimum of ten (10) games, and be in good standing with the Association as well as the KHSAA. There will be no nomination process for the Majid Rezaee Rookie Referee of the Year. The Secretary or Treasurer shall provide the list of approved nominees.

#### Section 3: Other Association Awards

1. The Don Toy Memorial Award is awarded to a referee who embodies the same high level of ethics and values that we who knew Don remember him for sharing with us as a referee. The recipient should consistently be accommodating and willing to help fellow referees and the association. They should constantly be promoting the game and the association through their own example. They are always willing to do whatever needs to be done simply because they feel strongly for the Association, the game, and most importantly, the players. They show no ego on the field as the official, because they know it isn't about them, it is about the kids.



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Nominees for the Don Toy Memorial Award must officiate a minimum of ten (10) games and be in good standing with the Association as well as the KHSAA.

2. The Henry Woo Living Legends Award is awarded to a person that has demonstrated a strong dedication to supporting and developing high school student-athletes. The recipient must have consistently demonstrated knowledge of the rules of the game as well as the confidence to administer those rules. Through a long career with the Association, the recipient should consistently be promoting the game and the Association. They should also demonstrate punctuality, professionalism, and respect to all players, coaches, and other referees for the betterment of the game.

Referees being nominated for the Henry Woo Living Legends Award must officiate a minimum of ten (10) games per year over a minimum of a twenty (20) year career with the Association as well as twenty (20) years of service within the KHSAA and must be in good standing with the Association as well as the KHSAA.

Coaches and school administrators being nominated for the Henry Woo Living Legends Award must have at least twenty (20) years of service to a school within the assigning jurisdiction of the Association and be in good standing with the Association as well as the KHSAA.

The verification of these requirements are at the discretion of the Executive Committee.

The Henry Woo Living Legends Award will only be voted on by the Executive Committee as well as any previous Living Legends Award winners. Any nominee must receive a quorum of the total number of eligible votes to receive the award.

### ARTICLE XI: AMENDMENTS

1. Proposals for revisions or amendments to the Bylaws 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.
2. The President shall include properly submitted proposals in the agenda for the next available required meeting (Article V) 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 Article XI Part 3.
3. At any required meeting (Article V) or at a special meeting called by the President for that purpose, these Bylaws 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 communicated to each member at least two (2) weeks prior to the date of the meeting.
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 their 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 Article XI, Part 1 through Part 3 above for consideration at a later meeting.
5. Amendments to the Bylaws will take effect immediately upon passage in compliance with Article XI, Part 1 through Part 4 above.