

# WNYRA, INC. ROCHESTER SOCCER REFEREES ASSOCIATION

## BY-LAWS

### Article I

#### Membership

Section 1. The Unit shall be composed of active members, inactive members, life members, and honorary members.

Section 2. Active membership shall be open to all Referees, Assignors, Instructors, and Assessors who meet the requirements as set by U.S.S.F.

Section 3. Inactive membership can be assigned to a previously active member for one year. An additional year may be granted with Executive Committee approval.

Section 4. An Active member may be considered for Life membership after serving at least ten years as an active member and after having retired from refereeing. Such qualified members who have contributed outstanding service to the Association may be nominated for Lifetime Membership at any meeting of the membership. Upon a majority vote, the nomination shall be submitted to the Executive Committee for consideration and approval. If approved by the Committee, such nomination shall be brought to the floor at the next general membership meeting for vote. A 2/3 vote of those eligible members present and voting shall be required for approval. No Lifetime Member shall be eligible to receive game assignments, nor shall he/she have voting rights.

Section 5. Honorary membership may be awarded to anyone who has demonstrated outstanding service to the Association. Nominations for Honorary membership may come from any member. If approved by the Executive Committee, the nomination shall be brought to the floor at the next general membership meeting for vote. A 2/3 vote of those eligible members present and voting shall be required for approval.

## **Article II**

### Officers and Duties

Section 1 The Executive Committee shall consist of a President, 3 Vice-Presidents (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>), Secretary, and Treasurer. The District Referee Administrator (DRA) shall be an ex-officio, non-voting member of the Committee. The order of succession is as above.

Section 2. The Committee shall consider all business brought before it by the President or the membership and shall take appropriate action to discharge its duties for the best interest of the Association. The Committee shall be empowered to levy fines and/or suspend members after formal charges have been made in accordance with the procedures in Article V of these By-laws. In the event of an appeal and an overturning by the membership of the Committee's recommendations, any fine already paid will be returned and/or suspension lifted. In such case the Committee will, if at all possible, assign the member to as many desired games as possible to make up for games lost during the period of suspension.

Section 3. The Treasurer will be able to sign for any amount already allocated in the budget. Non-budget amounts greater than \$500, other than emergency situations, will require Executive Committee approval.

Section 4. In any case in which a member of the Committee is accused or will be a material witness for or against an accused, such Committee member will be disqualified from acting as a member of the Committee for the consideration of the case.

Section 5. The Executive Committee shall perform such other duties and functions as may be prescribed from time to time by the membership.

Section 6. The President, and in his absence the 1<sup>st</sup> Vice-President, shall preside at all meetings of the Association and the Executive Committee, and if neither is present, the presiding officer shall be the next officer in line as defined herein. The President shall conduct the business of the Association properly in all matters and shall be a member ex officio of all committees.

Section 7. In the event of the resignation, expulsion, suspension, temporary absence, death or disability of the President, the 1<sup>st</sup> Vice-President shall possess and exercise all duties and powers of the President for the remainder of the term of office or until the end of the period of temporary absence or disability.

Section 8. In the event of the resignation, assumption of the presidency, expulsion, suspension, temporary absence, death or disability of any other Executive Committee member, the Executive Committee shall select a successor who shall hold the office for the balance of the unexpired term or until the end of the period of temporary absence or disability.

Section 9. The President shall have the authority to act on behalf of the Association in all normal business matters requiring immediate attention. He shall be empowered, with the approval of the Executive Committee, to fine or suspend members for detrimental conduct or failure to abide by the Constitution or these By-laws or the resolutions of the membership; provided however that the fined or suspended member has a right of appeal to the entire membership. It shall be the obligation of the President to direct the other officers and committees in the performance of their duties to the best interests of the Association. He/she shall also perform such other duties as are prescribed, from time to time, by the Association.

Section 10. The 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Vice-Presidents shall have duties as assigned to them by the President and/or Executive Committee.

Section 11. The Secretary is responsible for providing notice to those concerned of meetings of the Association or the Executive Committee. He/she shall record the minutes of all meetings including a listing of those excused by the Executive Committee. The Secretary shall receive, prepare and dispatch all correspondence concerning activities of the Association as directed by the President. Copies of any correspondence generated by other officers, members of the Committee, or working Committee Chairmen shall be forwarded to the Secretary for the Association files. He/she may be assigned other duties by the President or Executive committee.

Section 12. The Treasurer shall be responsible for all fiscal activities of the Association and shall with the cooperation of the Assignor(s) send bills and other statements at the close of each season to all teams, leagues, and organizations which have been provided with officials. Such billings shall be in accordance with each organizational contract. The Treasurer shall receive and disburse all monies on behalf of the Association and he/she shall maintain one or more accounts in a bank or banks selected by the Executive Committee. Such disbursements shall be made as directed by the Executive Committee. He/she may be assigned other duties by the President or Executive committee.

Section 13. The Treasurer shall at the close of each season make prompt payment by check or otherwise to each member to whom fees are due. The Treasurer shall also maintain financial records for each member in order to provide the necessary tax information to the members and federal, state, and local government authorities as required by law.

Section 14. The Treasurer shall be empowered to make necessary disbursements, as per the approved budget in order to conduct the day to day affairs of the Association business including, but not limited to, postage, office supplies, telephone bills, etc. He/she shall submit a financial report to the Association at each membership meeting.

Section 15. The Treasurer shall maintain the Association's accounting books, records and systems. These records shall be kept in accordance with acceptable accounting practices and standards. The records can be audited annually by an auditor appointed by the Executive Committee.

### **Article III**

#### Meetings

Section 1. General membership and special meetings of the Association shall be held as deemed necessary by the President. By recommendation of a majority of the Executive Committee, the President must call a membership or special meeting.

Section 2. Any member who does not attend the required meetings can be disciplined unless excused by the Executive Committee because of sickness, work, travel, or other reasons deemed valid by the Committee. The Secretary is responsible for publishing the list of required meetings.

Section 3. Executive Committee meetings shall be held as deemed necessary by the President or a majority vote of the Committee. All members of the Committee will be notified by the Secretary or President of such Committee meetings. The Secretary shall maintain minutes of each Executive Committee meeting. Three members of the Executive Committee in attendance shall constitute a quorum for the conduct of business.

Section 4 The election of officers and Executive Committee members will be held annually according to their terms of office.

Section 5. The order of business at all meetings shall be as follows:

1. Call to order
2. Report of the Treasurer
4. Reading of correspondence
5. Report of the Executive Committee
6. Assignor(s)' report
7. Report of Committees
8. Old business
9. New business
10. Good and welfare of the Association
11. Elections (if any)
12. Adjournment.

## **Article IV**

### Elections & Voting

Section 1. Any active member in good standing may be nominated for election to office.

Section 2. The election of officers shall be by secret ballot. However if the nominee is unopposed, he/she may be voted in by the Secretary casting one ballot.

Section 3. Voting upon motions and all other matters shall be by voice vote or show of hands,. The presiding officer shall not vote unless his/her vote will make or break a tie. He/she may however vote on election of Officers.

Section 4. Officers shall be elected at the annual election meeting in which their current term expires. The President shall appoint at least one month prior to the election meeting a Nominating Committee consisting of at least three active members. This committee shall select a slate of candidates for nomination at the meeting and the slate will be published in the notice of the meeting which is distributed to all members. Nominations may also be made from the floor at the meeting. Nominations will not be accepted unless the candidate accepts the nomination either in person or in writing.

Section 5. Election of the officers shall be by a majority vote of those eligible members present and voting. In the event that no candidate receives a majority of the votes, the person with the most votes wins. In the case of a tie, a run-off election shall be held immediately to include only the two candidates that are tied.

Section 6. Voting shall take place immediately after the nominations for that office have been closed.

Section 7. The newly elected officers shall assume office on the 1<sup>st</sup> of September.

## Article V

### Disciplinary Procedures

Section 1. Any member whose conduct is prejudicial to or reflects discredit upon the Association, may, upon vote of the Executive Committee and Grievance/Discipline Committee be suspended from membership until such time as an Investigation can be completed, subsequent to which the Executive Committee will proceed with charges or dismiss the matter and reinstate the member.

Section 2. A member may be expelled from the Association, suspended from membership for a fixed time period, or fined for conduct which is disgraceful or detrimental and will bring discredit to the Association; for violation of the Constitution or these By-laws; or for failure to fulfill financial obligations to the Association. After charges have been brought either by a member or initiated by action of the Executive Committee, the following procedures shall be followed:

- a. A hearing shall be held by the Executive Committee upon receipt of such charges. Notification of the charges will be given to the accused member in writing and an invitation to attend shall be extended. Failure to appear for the hearing may result in an adverse finding by default.
- b. The Committee 's findings and recommendations as to punishment, if the Committee finds the accused guilty, shall be reported to the Association at the next membership meeting in event that the accused desires to appeal the findings to the floor. In such case the accused member may address the membership if desired.
- c. The membership may vote to affirm the Committee 's findings and punishment recommendations or to exonerate or set a lesser penalty. Vote shall be by secret ballot. At least two-thirds of the eligible members present and voting shall be required for expulsion. A lesser penalty may be adjudged by a simple majority vote.

## **Article VI**

### Dues and Fines

Section 1. Annual dues shall be established by the Executive Committee which are to be paid at time of registration.

Section 2. The membership may by resolution establish a table of fines for missed assignments or tardiness, missing of mandatory clinics, mandatory membership or special meetings, being out of uniform, or not working a required minimum of games, or for any other reasons deemed appropriate by the membership.

### Representation Of The Unit

No member of this Unit, except the President, may bind, speak, or act on behalf of this Unit, or in any way represent this Unit at any meeting, convention, or other gathering or persons, without the express permission of this President and/or the Executive Committee.

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