

Coastal Valley Soccer Officials Association, Incorporated

Constitution and By-laws, 1981
As amended through October 29, 2009

The Constitution

Article I - Name

The name of the Association shall be “The Coastal Valley Soccer Officials Association, Inc.”

(Note: The Association is also known as the “Board”)

Article II - Purpose

It shall be the purpose of the Association:

Section 1 - To promote the welfare of the game of soccer, its players and officials.

Section 2 - To maintain the highest degree of soccer officials and to promote and maintain the highest degree of soccer officiating by following a standard set of mechanics, striving for uniform interpretation and consistent administration of the rules of soccer as set forth in the National Federation of Secondary Schools Soccer Rules Book and by the Connecticut Soccer Officials Association, Inc. (C.S.O.A.).

Section 3 - To unite in membership of the Association and to have available, at all times, an adequate number of thoroughly trained and capable officials.

Section 4 - To cooperate and collaborate with all organizations, coaches, officials and others officially connected with the game of soccer in all matters pertaining to furthering the interests and ideals of the game.

Article III - Membership

Section 1 – There shall be four levels of membership: Active, Inactive, Probationary and Honorary.

A – Active members are qualified referees subject to work games assigned by the Assignment Committee. Active members shall be persons who have met the requirements of the Association as set forth in this Constitution and the By-Laws of the Association as the same may be amended from time to time.

B – Inactive members shall meet all requirements except not actively officiating games.

C – Probationary members are those members accepted into the Association after passing the required tests, as defined in and subject to the terms, provisions and limitations as may be set forth in this Constitution or the By-Laws of the Association, as the same may be amended from time to time.

D – Honorary membership may be granted to any member if he/she:

- Has rendered meritorious service for the Association.
- Has been retired from active membership for a period of two years.
- Has been a member of the Association for a period of ten years.
- Has been elected by two thirds majority at a regular meeting

Section 2 – New Candidates

Applications from new candidates shall first be accepted by the Executive Board. Written examinations will be given at least annually. All applications are subject to approval by the (Executive) Board and their decision is final in so far as the candidate is concerned. Candidates accepted into the Association on completion of the examinations will serve as Probationary members for a minimum period of two years. Candidates must be 18 years or older or a high school graduate and in good health. They must either work or reside in the area served by the Board. The Executive Board will set the examination fee. If a candidate is not accepted into the Association, one-half the examination fee shall be returned to that candidate.

Section 3 – Registration

All Active and Probationary members will be registered with the state association.

Section 4 – Transfers

Officials moving into this area, upon making written application to the Association, may be approved for membership upon receipt of a letter from their association ascertaining their good standing in that association. The transferee must take a written examination and a field test as determined by the examining committee.

Section 5 – Honorary Members

Honorary members shall not be required to attend meetings and they shall not have the right to vote or hold office and they shall not pay dues.

Article IV - Officers and Delegates to the C.S.O.A.

Section 1 - Titles

The officers of the Association shall be: President, Vice President, Secretary-Treasurer and Interpreter.

Section 2 - Terms of Office

The President, Vice President and Interpreter shall serve for a term of one year. The term of office for the Secretary-Treasurer shall be two years. Officers will not be required to pay dues during their term in office.

Section 3 - Duties of Office

A - The President shall preside at all Association meetings. The President may call special meetings of the Association, which he/she may deem advisable and legal. The President shall appoint committees as necessary and may sit on all committees but may not vote.

B - The Vice President shall assume the duties of the President and replace him/her in his/her absence.

C - The Secretary-Treasurer shall act in the absence of the President and the Vice President. He/she shall act as recorder during meetings and be responsible for communications. He/she shall be responsible for keeping full and accurate records of receipts and expenditures. He/she shall present at the annual meeting a full and complete financial report. The Secretary-Treasurer shall receive all monies owed the Association. A dues amount shall be approved by the Association at its last regular meeting of each season for the ensuing calendar year. The Secretary-Treasurer shall advise the Association as to a financially sound dues figure which may be increased or decreased in the approval process.

D - The Official Interpreter shall conduct rules interpretation sessions as may be required by the C.S.O.A., discuss and determine judgments for unique game situations and act as a liaison between the local Board and Connecticut Soccer Officials Association (C.S.O.A.) Interpreters.

E - The Executive Board shall consist of the Officers of the Association plus one member appointed by the President. The Executive Board shall be responsible for the decisions not requiring a general meeting or when a general meeting is not feasible. All actions of the Executive Board are subject to ratification by the full membership at the next general meeting.

F - Active members only shall qualify for elective offices.

Section 4 - Delegates to the C.S.O.A.

At the time of the election of officers, the Association shall elect its official delegate(s) to the C.S.O.A. by majority vote of the Association in a number not to exceed the limits set forth in the Constitution and By-Laws of the C.S.O.A.

Section 5 - Eligibility

Only Active and Inactive members in good standing shall qualify for elective offices and as delegates to the C.S.O.A.

Article V – Meetings

Section 1 - Quorum

A quorum at all general meetings must be at least 25 % of the Active and Inactive membership of which three must be members of the Executive Board.

Section 2 - Meeting Dates

The Executive Board shall determine the number of meetings and the meeting dates. The Association shall conduct a minimum of five (5) meetings per year, three (3) of which shall have a portion of time devoted to rules study and officiating procedures.

Article VI - Amendments

Section 1 - (An) Amendment to this Constitution must be presented in writing at least one meeting before it can be acted upon.

Section 2 - (An) Amendment to this Constitution shall require two thirds vote of the Active members (for passage).

THE BY-LAWS

Article I - Assignments

Section 1 - Only Active members in good standing may be assigned to officiate any games. Annually each member shall attend a local rules interpretation meeting. Failure to so attend shall result in restricting the Assignment Committee from assigning that member to any matches until such time as he/she can facilitate a meeting with either his/her local interpreter or the state interpreter to fulfill this requirement. Documentation of such meeting shall be provided by the member to the Assignment Committee.

Section 2 - In the event that an official can not fulfill an assignment, it is his/her responsibility to notify the assignment chairman. The following procedure shall be followed when a member misses a game without prior notice:

A - that the incident shall be reported to the Grievance Committee immediately.

B - that a hearing be held.

C - that if the hearing substantiates the allegation, the offender shall be fined the official's fee of the game and suspended until the fine is paid.

D - that if there is a repetition of the same, the member shall be suspended for a minimum of one year immediately after the hearing.

Section 3 - Unless two officials can be assigned to a varsity game, no assignment will be made. An Association Active member may work with an official in good standing from another recognized association.

Section 4 - An Active member in good standing shall not solicit games, officiate for more or less than the prescribed game fee, knowingly accept a one-man assignment unless directed to do so by his/her assignor, or officiate with a suspended member or non-member of a locally recognized board in scholastic assignments.

Section 5 - An official may work only one varsity game in one day, except an official may work two varsity games in one day if all available officials have worked at least one game that day.

Section 6 - An official assigned to officiate a varsity game as part of a two-man team shall not commence said game until the other official appears for said assignment. **If however, after fifteen (15) minutes from the scheduled start time of the game, the second official has not appeared, the official present at**

the game shall consult with the head coaches of both teams, and may, with the approval of both coaches, officiate the game alone. 10/14/2008

Article II - Assignments and fees

Section 1 - Whenever possible, the Assignment Committee shall assign new officials with experienced officials.

Section 2 - The Secretary-Treasurer shall have the responsibility of collecting and forwarding C.S.O.A. dues to its treasurer. Dues must be sent to the C.S.O.A. by the date so stated by that Association.

Section 3 - After a regular season game has been assigned, it takes precedence over any state tournament assignments.

Section 4 - Probationary members will work varsity games only after the Assignment Committee has canvassed all Active members and is unable to fill the date.

Section 5 - All regular season varsity games will be assigned by the Assignment Committee of the Board.

Section 6 - The game fee shall be set by agreement with the Connecticut Interscholastic Athletic Conference. It is permissible for one official to work a sub varsity game (alone) and in that case, the fee shall be one and a half the regular game fee.

Section 7 - Notwithstanding Article I, Section 6, if the Association has suspended its policy and an official works a varsity game alone, he/she shall receive an additional one-half of the regular game fee.

Section 8 - A probationary official must work at least one game with an active member able to officiate varsity games or must be observed and evaluated by active members able to officiate varsity games at least twice during the season.

Section 9 - All members, except Inactive member, are required to officiate **two (2)** preseason scrimmages in order to receive an assignment's schedule for the regular season. **All scrimmages shall be assigned by the Assignment Committee of the Board. No Member shall accept a scrimmage assignment except as assigned by the Assignment Committee. 10/14/2008**

Section 10 - Members shall not exchange assignments without the prior approval of the Assignment committee.

Section 11 - Each official shall pay to the Assignment Committee Chairman a predetermined percentage of the total game fees received from his/her assigned

games. The percentage will be set annually by vote of the general Association membership. If the Association fails to set the percentage rate for said fee, then the percentage rate from the next previous scholastic season shall automatically apply.

Article III - Fines, Attendance and Suspensions

Section 1 Any Active, Inactive or Probationary member who fails to pay his/her **Association** dues by December 1st (following the close of the then current scholastic soccer season) shall be assessed a ten (\$10.00) dollar late fee for **failure to pay his/her Association dues. Any Active, Inactive or Probationary member who fails to pay his/her Assignor's fees by November 30th (following the close of the then current scholastic soccer season) shall be assessed a ten (\$10.00) late fee for each month (commencing on December 1st) his/her Assignor's fees remain unpaid. Said member failing to pay either one or both obligations shall be designated a "Member in Bad Standing" by the Secretary-Treasurer. 10/29/2009**

Section 2 - Members **designated in the status of "Member in Bad Standing" shall not receive scrimmage game or regular season game assignments nor be returned to the status of "Member in Good Standing" until the obligation(s) and any late fees are paid in full or, if said designation is appealed to the Association membership, until reinstated** by a majority vote of members of the Association present at a regular meeting. **10/14/2008**

Section 3 - All cases of misconduct shall be referred to the Better Officiating Committee with recommendations made to the Executive Board..

Section 4 - The Executive Board shall have the power to recommend censorship or suspension for any member guilty of misconduct. Notification of the Executive Board's recommendation shall be made to the individual no later than one week prior to presentation to the Association. Any member so dealt with shall have the right to appeal to the entire Association prior to the final decision. If so appealed, a suspension for misconduct shall require a two-thirds majority vote of the members present at the meeting where said appeal is presented.

Section 5 - Members are expected to attend all Association meetings. Any member missing more than one Association meeting, unless excused for a **conflicting game assignment**, shall be fined \$25.00 per unexcused absence. Any member who fails to attend sixty (60%) percent of the Association meetings during the year shall be suspended to Inactive membership status for the remainder of the current scholastic season by the Executive Board. If the suspension occurs at end of the current scholastic season, then the suspension shall commence at the beginning of the next year subsequent. The fine assessment may be appealed to the Association Grievance Committee. A

suspension for failure to attend meetings may be appealed to the next regularly scheduled Association meeting and said suspended member shall be reinstated upon a simple majority vote of the membership present at said meeting.

10/14/2008

Section 6 - Any member turning back an assignment after having accepted the same, shall at the discretion of the Assignment Committee, be fined the sum of five (\$5.00) dollars.

Article IV - Uniforms

Section 1 - The uniform shall consist of that uniform as prescribed by the National Federation rules in effect for the specific season.

Section 2 - All Active and Probationary officials must wear the prescribed uniform.

Article V - Committees

Section 1 - The following standing committees shall be appointed by the president:

- A – Assignment
- B - Better Officiating
- C - Constitution and By-Laws
- D – Examining
- E – Interpretation
- F – Nomination
- G - Grievance and Ethics
- H – Banquet
- I - Audit

Section 2 - The duties of the standing committees are as follows:

- A - Assignment – to equitably assign games to members.
- B. Better Officiating – to make recommendations to the Board, which would be of benefit to the board and for the advancement of soccer.

- C. Constitution and By-Laws – to review and keep the constitution and By-Laws up to date.
- D. Examining – to prepare and administer exams; to recommend upon the eligibility of all candidates for Active membership.
- E. Interpretation – to arrange for interpretation and demonstration of rules; to arrange for clinics; to represent the Association at clinics and interpretation meetings.
- F. Nomination – to present the slate of officers at the annual meeting for the ensuing year.
- G. Grievance and Ethics – to hear all grievances and make recommendations to the Executive Board regarding said grievances.
- H. Banquet – to plan the annual banquet.
- I. Audit – to examine the books regarding the financial status of the Association and report same at annual meeting.

Section 3 - Each standing committee shall consist of at least three members.

Section 4 - At least one member shall be carried over from the previous year from each committee.

Article VI - Order of Business

Section 1 – The order of business shall be as follows at the discretion of the President:

- A – Roll Call
- B – Reading of the previous minutes
- C – Report of the Treasurer
- D – Communication and Bills
- E – Reports of Committees
- F – Unfinished Business
- G – New Business

H – Interpretation

Section 2 – Meeting shall be conducted according to Robert’s Rules of Order.

Article VII - Discipline of Members

Section 1 - Grounds for Discipline shall be the violation of or the failure to comply with the Constitution, By-Laws or regulations CVSOA, the regulations of the Board, C.S.O.A. or Executive Board, or for delinquency in payment of authorized charges or for any other conduct conclusively established to be contrary to the best interest of soccer. Notwithstanding any other fine or sanction imposed by other provisions herein, a member may be placed on probation or suspended for not more than one year for such violation or failure so established.

Section 2 - An official shall not discuss with a coach the play or players of an opponent’s team in a game in which he/she will officiate or is officiating. Sanctions as set forth in Section 1 of this Article VII shall apply for violations hereof.

Section 3 - An official shall never issue – directly or indirectly – newspaper interviews, statements at the site where he/she has officiated or will officiate, nor shall he/she issue statements, nor engage in careless discussion regarding coaches, players, fellow officials, students or institutions. An official is permitted to state the pertinent rule and decision in which he/she was involved. Sanctions as set forth in Section 1 of this Article VII shall apply for violations hereof.

Article VIII - Amendments

Section 1 - Amendments to the By-Laws may be made at any regular meeting.

Article IX - Conflicts

Section 1 – No article in the Constitution or By-Laws may be in conflict with the Constitution and By-Laws of the C.S.O.A. Any article found to be in conflict shall be declared void.