

NORTH BAY SOCCER REFEREE ASSOCIATION, INC.

BY-LAWS

ARTICLE 1 – NAME

The name of this organization shall be the NORTH BAY SOCCER REFEREE ASSOCIATION, INC., hereinafter referred to as NBSRA.

ARTICLE 2 – PURPOSE

The association is founded for the purpose of:

1. Educating, improving and maintaining a quality level of soccer officiating principally in and around the Northern Bay Area counties in California at the youth, senior and interscholastic levels.
2. Providing training, development and upgrading education of its members.
3. Upholding the Laws of the Game as published by FIFA and NFHS.
4. Contributing towards the goals of interscholastic athletics as defined by the NFHS.
5. Assigning referees based upon skill level and experience.

ARTICLE 3 – ORGANIZATIONAL CHART

Working on new Org. chart

ARTICLE 4 – MEMBERSHIP

SECTION 1: No member or prospective member shall be denied membership access or any benefits of this association due to race, color, creed, religion, age, sex, sexual orientation or national origin.

SECTION 2: All current members and applicants must declare they have not been convicted of a felony offense.

SECTION 3: Members shall be of good character, share a common interest in refereeing the game of soccer and the sharing of information concerning the laws of the game. All active members in good standing during the previous year may automatically renew their membership. Each member shall:

- A. Participate satisfactorily in pre-season scrimmages or demonstration of previous experience.
- B. Make payment of the annual dues as established by the Executive Board.
- C. Execute an annual contract for the provision of services as a soccer official. Said contract shall indicate the official's acceptance of the NBSRA Articles of Association, By-Laws, Operating Procedures and directives of the Executive Board, recognition that each official is an independent contractor, and shall state that the official has secured sufficient personal liability insurance. Each member is responsible for providing his/her own health, life, disability and accident insurance to meet his/her personal needs.

SECTION 4: Members shall complete the following annually:

- A. To be an active member:
 - 1. Execute an annual contract for the provision of services as a soccer official, as outlined in Article 4 Section 3C.
 - a. If the member is under eighteen (18) years of age, a parent/legal guardian must co-execute a written annual contract.
 - 2. Payment of annual dues as established by the Executive Board
- B. To receive center assignments:
 - 1. Be an active member.
 - 2. Score at least 85% on the NFHS Rules Test.
 - 3. Be rated for center assignments by the Advisory Committee.
- C. To be considered for postseason assignments:
 - 1. Be an active member who is cleared for center assignments.
 - 2. Complete eighteen (18) hours of NBSRA approved training
 - 3. Pass an NBSRA approved fitness test.

Members are responsible for maintaining documentation to verify education and physical fitness requirements are being met. Such documentation shall be provided to the Advisory Committee upon request.

SECTION 5: Prospective new members may apply for active membership in the following manner:

- A. The candidate shall present a written application to the Membership Director. The application at a minimum shall include: the candidate's name, address, phone number, and experience as a player, coach and/or official, two (2) references*declare they have not been convicted of a felony offense (as outlined in Section 2), and any other information pertinent to being considered for membership in the NBSRA.
- B. The candidate shall become an active member based on the following:
 - 1. Current USSF Referee registration.
 - 2. Payment of the annual dues as established by the Executive Board.
 - 3. Execute an annual contract for the provision of services as a soccer official, as outlined in Article 4 Section 3C.
 - 4. If the candidate is under eighteen (18) years of age, a parent/legal guardian must co-execute a written annual contract.
 - 5. Be known to have refereed sufficiently at a competitive level.
 - 6. Acceptance of the candidate's application by the Executive Board.

*Assignors, NBSRA Member, Coach, or other qualified person that can attest to the candidate's abilities.

SECTION 6: All membership shall be held by individuals. The membership year shall begin January 1st and end December 31st.

SECTION 7: Active members must pay annual dues as established by the Executive Board and adhere to the Code of Ethics of the NBSRA, as outlined in Article 5.

SECTION 8: Any member may file a grievance with any member of the Executive Board and receive a written response from the Executive Board within thirty (30) days. Thereafter, the member may request a hearing before the Executive Board. Following such hearing, the decision of the Executive Board shall be final.

SECTION 9: The Executive Board is empowered to suspend or revoke membership for failure to abide by the NBSRA Articles of Association, By-Laws, Operating Procedures and such rules and regulations as may be adopted by the Executive Board from time to time. Individuals whose membership is suspended or revoked are entitled to a hearing before the Executive Board. Following such hearing, the decision of the Executive Board shall be final.

SECTION 10: A referee whose membership has been suspended or revoked may apply for reinstatement after a period of two years. A majority vote of the Executive Board is required, but only after the referee has satisfied all conditions of the By-Laws and Membership contract.

ARTICLE 5 – CODE OF ETHICS

SECTION 1: Members must devote time, thought and study to the rules of the game and the mechanics necessary to carry out these rules so that one may render effective and credible service in a fair and unbiased manner.

SECTION 2: Members must work with fellow officials, coaches and players in a spirit of harmony and cooperation in spite of differences of opinion that may arise during debate of points or rules at issue.

SECTION 3: Members must constantly uphold the honor and dignity of the sport of soccer in all personal conduct and relations with players, coaches, athletic directors, school administrators, colleagues and the public, to be a worthy example to the players under one's jurisdiction.

SECTION 4: Members will be prepared both physically and mentally, dress according to expectations and maintain a proper appearance that is befitting the game of soccer.

SECTION 5: Members shall not cancel an accepted assignment without notification and permission as required; such permission shall not be unreasonably denied. It is important to honor assignments regardless of possible inconvenience or financial loss.

SECTION 6: Members shall not engage in objectionable conduct or bring disrepute upon the sport of soccer, upon the avocation of officiating, the NBSRA, or upon any fellow soccer official.

ARTICLE 6 – EXECUTIVE BOARD

SECTION 1: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Membership Director, and four (4) Members-at-Large, who shall be elected every twenty four (24) months by the general membership.

SECTION 2: Qualifications for any office shall be active members who have been members in good standing of NBSRA for a minimum of two (2) years. The two-year membership requirement to hold a position on the Executive Board may be waived by a simple majority of votes of the remaining Board members.

SECTION 3: Not later than the end of September each year, the President shall, with the approval of the Executive Board, announce the appointment of a nominating committee consisting of a minimum of three (3) members.

- A. The nominating committee shall propose a slate of one (1) or more candidate(s) for each office, whose qualifications for office meet the qualifications defined, and who has given consent to serve if elected. The committee shall report to the membership at a meeting designated by the Executive Board.
- B. The election of officers shall be by ballot at a general meeting where nominations from the floor shall be in order, provided the nominee meets the qualifications for office and has consented to serve if elected.
- C. If there is only one candidate for an office, the ballot is not required and the election may be held by voice vote. A plurality shall elect.

SECTION 4: All officers will hold office for twenty four (24) months or until successors are duly elected or appointed by these By-Laws. In the event that any office becomes vacant for any reason whatsoever, the vacancy shall be filled by the Executive Board. The President and the Secretary will be elected in even numbered years and the Vice President and Treasurer will be elected in odd numbered years

ARTICLE 7 – DUTIES OF THE EXECUTIVE BOARD

SECTION 1: The Executive Board has the authority to establish Rules, Regulations, Policies and Operating Procedures when required and necessary for the efficient and effective operation of the NBSRA provided such Rules, Regulations, Policies and Operating Procedures do not conflict with the Articles of Association or By-Laws of the NBSRA. The Executive Board shall also conduct business meetings, advise the President, create committees, and authorize payments of bills. In the event an office becomes vacant, the Executive Board may fill the vacancy by appointment for the duration of the term of office.

SECTION 2: The Executive Board shall be responsible for the suspension and reinstatement of members whose activities warrant such actions. The Executive Board shall also have the responsibilities to remove Executive Board members from office or membership for just cause with a two-thirds (2/3) vote.

SECTION 3: The Executive Board shall be responsible for negotiating fees and such other matters as may be necessary with appropriate representatives of the organizations served by the NBSRA.

SECTION 4: The Executive Board shall be responsible for representing the NBSRA at all meetings with contracting organizations and at meetings with which the NBSRA is affiliated.

SECTION 5: The Executive Board is empowered to levy fines for conduct inconsistent with established rules of the NBSRA. Fines may be levied for missed assignments, missed meetings, or such other purposes as may be deemed necessary. The Executive Board is authorized to withhold such fines from any compensation due an official at the end of the season.

SECTION 6: The Executive Board, unless specially prohibited by the NBSRA Articles of Association or By-Laws, is empowered to take any actions necessary for the betterment of the general membership or to further the aims of the NBSRA.

SECTION 7: The Executive Board shall be responsible for conducting or coordinating all educational activities of the NBSRA.

ARTICLE 8 – DUTIES OF THE EXECUTIVE BOARD OFFICERS

SECTION 1: The President shall preside at all meetings of the membership and the Executive Board, be an ex-officio member of all committees, work with the duly authorized representative(s) of organizations served by the NBSRA for the betterment of the NBSRA, and be responsible as spokesperson for the NBSRA and exercise general supervision over the affairs of NBSRA. In addition, the President shall be responsible to oversee training, development, testing and evaluation of officials and communications with the schools and coaching staffs involved. The President shall be the association's representative to the NCS Committee, and shall attend all meetings called by the Commissioner of NCS and to represent the best interest of the NBSRA.

SECTION 2: The Vice President shall act on behalf of the President in his/her absence and shall perform such other duties as may be assigned by the President or Executive Board.

SECTION 3: The Secretary shall keep and maintain the minutes of all meetings, including attendance, in a form and manner prescribed by the Executive Board.

SECTION 4: The Treasurer shall collect fees, dues and other moneys connected with the association, arrange for payment of obligations of NBSRA, maintain the financial records, including all bank accounts, submit a written financial statement for the previous fiscal year to the membership at a general meeting by the end of October and to arrange for the preparation or prepare and file any forms required by governmental agencies. The Treasurer shall also perform a self-audit each year and may seek an outside audit every third year.

SECTION 5: The Membership Director shall be responsible for keeping accurate records of the membership, including fitness testing, NFHS rules test, attendance at trainings and provide information regarding this association in order to recruit potentially qualified members. The Membership Director shall receive and forward to the Executive Board applications of prospective members.

SECTION 6: The Member-at-Large shall perform such duties as are assigned by the Executive Board.

ARTICLE 9 – COMMITTEES

The Executive Board has the authority to establish committees deemed necessary for the betterment of the NBSRA. Committee representatives shall be appointed by the President and/or the Executive Board.

ARTICLE 10 – ADVISORY COMMITTEE

SECTION 1: The Advisory Committee is responsible to maintain continuity and ensure long-term consistency within the NBSRA. The Executive Board shall annually appoint a three (3) member Advisory Committee. The Commissioner or authorized representative of any league served by the NBSRA maybe an ex-officio member of the Advisory Committee.

SECTION 2: Members of the Advisory Committee shall have been members a minimum of three (3) years. Members of this committee may not serve concurrently on the Executive Board. At least one (1) member of the Advisory Committee shall be replaced each year.

SECTION 3: The Advisory Committee shall be responsible for advising the Executive Board and making recommendations on Association policies, procedures, game mechanics and such other matters as may come before the Board or as may come to the attention of members of the Advisory Committee. The Executive Board shall attach special importance to recommendations of the Advisory Committee.

ARTICLE 11 – INSURANCE POLICY

NBSRA carries Director and Officer Liability Insurance and Theft Insurance. NBSRA insures its referees through the NFHS Program, except for some who officiate multiple sports and have their own insurance with NASO. The Executive Board has the authority to change insurance carriers insomuch as the coverage is sufficient and to gain the pricing advantage.

ARTICLE 12 – AMENDMENTS TO THE BY-LAWS

All proposed amendments shall be submitted in writing to the Secretary, identifying the section to be amended and the reason or purpose. The proposed amendments shall be communicated to the membership 30 days prior to being voted upon. A two-thirds (2/3) vote of the members present shall be required for passage of an amendment at the AGM or general meeting.
