

FIRELANDS SOCCER REFEREE ASSOCIATION

CONSTITUTION

and

OPERATING PROCEDURES

First Revision: April, 1986

Second Revision: March, 1988

Third Revision: January, 1991

Fourth Revision: November, 1992

Fifth Revision: November, 1995

Sixth/Current Revision: November, 1998

Firelands Soccer Referee Association Constitution

Article 1 Name

- 1.1 Firelands Soccer Referee Association Inc. (FSRA Inc.)

Article II Purpose

- 2.1 To promote, encourage and maintain ethical standards by all members of the Association.
2.2 To strive for the highest caliber of soccer officiating by the members of the Association through uniform interpretation and administration of the official rules/laws of soccer.
2.3 To conduct an ongoing education program with training sessions for its members and prospective members.
2.4 To provide for a regular assessment program for its members.
2.5 To abide by the policies of any State and/or National organization governing the game of soccer.

Article III Membership

- 3.1 Membership in the Association is open to anyone who is interested in being a soccer official and has been certified by any state and/or national organization governing the game of soccer.
3.2 Members must maintain their membership in good standing with the Association.

Article IV Officers and the Executive Board

- 4.1 The elected officers of the Association shall be:
- 4.1-1 President
 - 4.1-2 Vice-President
 - 4.1-3 Secretary
 - 4.1-4 Treasurer
 - 4.1-5 Corporation Trustee
 - 4.1-6 OHSAA Secretary
 - 4.1-7 OHSAA Assignor
- 4.2 The Executive Board of the Association shall consist of:
- 4.2-1 The seven(7) elected officers of the Association
 - a.) The trustee shall be selected from the corporation and be one of the three Trustee's
 - 4.2-2 The following shall have a non-voting seat on the Executive Board
 - a.) All Assistant USSF State Representatives
 - b.) All league representatives
 - c.) They shall act as advisors to the Executive Board

- 4.3 Term of Office:
- 4.3-1 All officers and members of the Executive Board shall serve for one year.
 - 4.3-2 The term of office shall begin on the first day of the month immediately following the month of the annual business meeting.
 - 4.3-3 Officers and members of the Executive Board shall have their term of office terminated for absence from two (2) meetings of the Executive Board without reasonable cause. (Cross referenced with operating procedure 6.1-1)
 - 4.3-4 There shall be no limit on the successive number of terms an officer may hold in this Association.
 - 4.3-5 Corporate Trustee shall be elected to a three (3) year term on the Corporation's Board of Trustee's
 - a.) No Trustee shall be appointed by the President
- 4.4 No member shall hold more than one (1) elected office.
- 4.5 The election of Officers shall be held at the annual business meeting.
- 4.6 All **ACTIVE** members of this Association are eligible to vote at the annual business meeting.
- 4.6-1 Only OHSAA members of this Association may vote for the offices OHSAA Assignor and OHSAA Secretary.

Article V Duties of Officers

- 5.1 The President shall:
- 5.1-1 Preside at all membership meetings.
 - 5.1-2 Appoint any and all committees.
 - 5.1-3 Preside at Executive Board Meetings
 - 5.1-4 Appoint any active member to any vacant elected position effective until the next general election. {Exclusion; Cross referenced to Article 4.3-5a}
- 5.2 The Vice-President shall:
- 5.2-1 In the Presidents absence, act in their behalf.
- 5.3 The Secretary shall:
- 5.3-1 Keep the minutes of the annual business meeting.
 - 5.3-2 Keep the minutes of the regular membership meeting.
 - 5.3-3 Keep the minutes of the Executive Board Meetings.
 - 5.3-4 Maintain a record of the history of the Association.
 - 5.3-5 Be responsible for all correspondence for the Association.
 - 5.3-6 Be responsible for mailing notice of membership meetings to all members.
 - 5.3-7 Maintain a current roster of all members.
- 5.4 The Treasurer shall:
- 5.4-1 Keep an accurate record of all monies received and expended.
 - 5.4-2 Establish a checking and/or savings account(s) at appropriate financial institutions. (pending the Executive Board approval)
 - 5.4-3 Provide a current report of finances at all membership and Executive Board meetings.
 - 5.4-4 Prepare a written annual financial report to be made available to the membership at the first meeting of the new term.
- 5.5 The OHSAA Assignor shall:
- 5.7-1 Be a "**certified OHSAA assignor**"
 - 5.7-2 Assist high school athletic directors in presenting game positions to FSRA OHSAA referees for their selection.

- 5.7-3 Provide a list of the referees selected games and list of all open games on a routine basis until all games are filled or date of game passes.
- 5.7-4 Appoint assistant assignors.
- 5.6 The OHSAA Secretary:
 - 5.6-1 Appoint or act as a Rule Interpreter.
 - a.) Conduct rule interpretation meetings with OHSAA coordinator to insure referee recertification process meets requirements.
 - b.) Select training subjects for OHSAA interpretation meetings.
 - c.) Select a presenter(s) for the training subject(s).
 - d.) Make rule interpretation clarifications.
 - 5.6-2 Maintain adequate records and continued liaison with OHSAA.
 - 5.6-2 Attend all OHSAA conferences and or meetings.
 - a.) District Officials Committee meetings
 - 5.6-3 Be a certified OHSAA member of FSRA Inc.

Article VI Duties of the Executive Board

- 6.1 The Executive Board may have the authority and responsibility to act in all administrative, financial and disciplinary matters.
- 6.2 The current President will serve as Chairman of the Board.
 - 6.2-1 The Chairman shall preside at all meetings of the Executive Board.
 - 6.2-2 The Chairman shall not vote on items before the Executive Board except in the case of a tied vote.
- 6.3 The Corporate Trustees shall:
 - 6.3-1 Have veto rights over the Executive Board on matters that pertain to the stability of the Association.
 - a.) Have responsibility to maintain records according to the IRS Guidelines.
 - b.) Be responsible for filing all necessary forms with all Governmental agencies. (IRS, State of Ohio)
 - 6.3-2 Attend meetings of the Executive Board.

Article VII Meetings

- 7.1 Robert's Rules of Order shall be the authority for all its meetings.
- 7.2 Order of business shall be:
 - 7.2-1 Call to order (Pres)
 - 7.2-2 Roll call of the Executive Board (S)
 - 7.2-3 Attendance (S)
 - 7.2-4 Reading of minutes of previous meeting (S)
 - 7.2-5 Communications (S)
 - 7.2-6 Committee reports (Pres)
 - 7.2-7 Old business (Pres)
 - 7.2-8 New business (Pres)
 - 7.2.9 Election of officers
 - 7.2.10 Good and Welfare of the Association (Pres)

- 7.3 Quorum –
- 7.3-1 Four (4) members of the Executive Board constitute a quorum for the purpose of conducting business of a duly called meeting of the Executive Board.
 - 7.3-2 Fifteen (15) **ACTIVE** members in good standing or twenty-five (25%) percent of the Active members in good standing (whichever is less) constitute a quorum for the purpose of conducting business of a duly called meeting of the general membership of this Association.
- 7.4 Duly called meeting:
- 7.4-1 The Executive Board:
 - a.) When the board members have been properly notified by the secretary of the Association, by mail or electronic communications at the request of either the president or four (4) members of the board.
 - b.) Notice shall be at least forty-eight (48) hours in advance.
 - 7.4-2 The General Membership:
 - a.) When the general membership have been properly notified by the Secretary of the Association, by mail or electronic communications or notice in a public newspaper at the request of the Executive Board or at least fifteen (15) members of the Association.
 - b.) Notice shall be at least fourteen (14) days in advance.

Article VIII Assessments

- 8.1 The Assistant State Director of Assessments shall coordinate all field assessments.
- 8.1-1 Assessments may originate from either U.S.S.F. or/and OHSAA
 - 8.1-2 ASDA shall file the necessary forms with the OHSAA Secretary.

Article IX Amendments

- 9.1 This constitution may be amended by two-thirds (2/3) majority vote of the **ACTIVE** members in good standing present at the annual business meeting, provided that a written notice of the proposed amendment shall have been mailed to all members at least thirty (30) days prior to the meeting.