

Article I - Name

Greater Cleveland Soccer Officials Association

Herein after Referred to as GCSOA

Article II - Objectives

- 2.1 To encourage ethical standards by all members.
- 2.2 To conduct training sessions for its members.
- 2.3 To provide an assessment program for its members.
- 2.4 To implement and enforce the application of the Laws/Rules of the Game of soccer as issued by FIFA, USSF, OHSAA or other soccer organizations.
- 2.5 To promote the game of soccer.
- 2.6 Actively recruit new referees.

Article III - Membership and Dues

- 3.1 Open to anyone who is a soccer referee and meets the criteria of a referee (game official) established by other soccer organizations such as United States Soccer Federation (USSF), Ohio High School Athletic Association (OHSAA), American Youth Soccer Organization (AYSO), but not limited to these organizations.
- 3.2 Annual Dues shall be set by the Executive Board and subject to approval of two-thirds (2/3) majority vote of the membership at the annual meeting.
- 3.3 Associate members (U.S.S.F class 9) or its equivalent are encouraged to join GCSOA - *No Voting Privileges shall be afforded an Associate Member.* Associate members are encouraged to seek full membership and thereby obtain the rights and privileges afforded thereto.

Article IV - Elected Officers

- 4.1 The elected officers of GCSOA shall be:
 - 4.1.1 President - two-year term, elected in even years.
 - 4.1.2 First Vice-President - two-year term, elected in odd years.
 - 4.1.3 Second Vice-President - two-year term, elected in even years.
 - 4.1.4 Secretary - two-year term, elected in odd years.
 - 4.1.5 Secretary-Treasurer - two-year term elected in even years.
- 4.2 Terms of office shall terminate by resignation or failure to attend two (2) unexcused consecutive Executive Board meetings or failure to perform the duties of their elected or appointed position.
- 4.3 Any elected officer may serve for any number of terms, except for the President. The President shall be limited to two (2) consecutive terms.
- 4.4 No member shall hold more than one (1) elected or appointed office concurrently.
- 4.5 Only members and student referees, in good standing, are eligible to vote at the annual meeting.

Article V - Duties of elected officers

- 5.1 President shall:
- 5.1.1 Preside at all meetings.
 - 5.1.2 Appoint any and all committees necessary to carry out the objectives of GCSOA.
 - 5.1.3 Appoint any member to an appointed or a vacant elected position, subject to majority vote of the Executive Board.
- 5.2 First Vice President shall:
- 5.2.1 Act in behalf of the President at meetings when the President is absent.
 - 5.2.2 Act as liaison with the schools, leagues and any other organization which shall interact with GCSOA.
 - 5.2.3 Shall succeed President, if office is vacant.
- 5.3 Second Vice-President shall:
- 5.3.1 Act in behalf of the President at the meetings when the President and First Vice-President are absent.
 - 5.3.2 Act as liaison with the Youth Leagues
 - 5.3.3 Be responsible for any constitution and/or by-laws changes as the need arises and be responsible for making the approved changes available to the members within sixty (60) days after the annual meeting.
- 5.4 Secretary shall:
- 5.4.1 Record the Minutes of the annual business meeting and all other general meetings.
 - 5.4.2 Record the Minutes of the Executive Board meetings.
 - 5.4.3 Maintain the correspondence file.
 - 5.4.4 Mail a copy of the annual business meeting minutes to each member of GCSOA.
 - 5.4.5 Obtain the assistance of the Secretary-Treasurer with the above duties when necessary.
 - 5.4.6 Maintain an accurate and up to date membership list of high school referee's containing the complete name, address, phone number, e-mail address, USSF grade, college grade if applicable, and high school grade of each member.
 - 5.4.7 Make all books, records, documents, minutes of any meeting available to any member for examination.
- 5.5 Secretary-Treasurer shall:
- 5.5.1 Maintain an accurate account of all receipts and disbursements.
 - 5.5.2 Prepare an annual financial report to be mailed to each member of GCSOA.
 - 5.5.3 Assist the Secretary in his/her duties when necessary.
 - 5.5.4 Have quarterly finances prepared and available upon request.
 - 5.5.5 Be bonded.
 - 5.5.6 Maintain an accurate and up to date membership list of USSF referees containing the complete name, address, phone number, e-mail, USSF grade, college grade, and high school grade of each member
- 5.6 Each elected officer shall attend Executive Board meetings.

Article VI - Appointed Positions

- 6.1 The appointed positions of GCSOA shall be:
- 6.1.1 Head of the Assessment Committee - two-year term.
 - 6.1.2 Head of the Assignment Committee - two-year term.
 - 6.1.3 Rules Interpreter - two-year term.
- 6.2 The term of all appointed positions shall run concurrently with the President.

Article VII - Duties of the appointed positions

- 7.1 Head of Assessment Committee shall:
- 7.1.1 Head a committee to coordinate assessment and promotion of GCSOA members. Committee size and personnel staffing to be determined by majority approval of the Executive Board
 - 7.1.2 Set policy in conducting on site evaluations.
 - 7.1.3 Facilitate promotion within the framework of the applicable governing organizations.
 - 7.1.4 Attend Executive Board meetings, in an ex-officio capacity.
- 7.2 Head of Assignment Committee shall:
- 7.2.1 Head a committee to coordinate the assignment of matches to GCSOA members. Committee size and personnel staffing to be determined by majority approval of the Executive Board
 - 7.2.2 Set policy to carry out the functions necessary to assign.
 - 7.2.3 Coordinate assignment with the soccer leagues.
 - 7.2.4 Attend Executive Board meetings, in an ex-officio capacity.
- 7.3 Rules Interpreter shall:
- 7.3.1 Select the training subjects for each session.
 - 7.3.2 Select the presenters for the training sessions.
 - 7.3.3 Make any interpretation clarification.
 - 7.3.4 Attend Executive Board meetings, in an ex-officio capacity.

Article VIII - Executive Board

- 8.1 The Executive Board shall consist of:
- 8.1.1 President
 - 8.1.2 First Vice-President
 - 8.1.3 Second Vice-President
 - 8.1.4 Secretary
 - 8.1.5 Secretary-Treasurer
- 8.2 The Executive Board shall have the authority to act in all administrative, financial and disciplinary matters.
- 8.3 Each Executive Board member is entitled to cast one (1) vote.

Article IX - Meetings

- 9.1 The rules contained in the current edition of *Robert's Rules of Order Newly Revised (RONR) (10th edition)* shall govern GCSOA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order GCSOA may adapt.
- 9.2 Order of annual business meeting:
- 9.2.1 Call of Order
 - 9.2.2 Attendance
 - 9.2.3 Reading of previous Minutes
 - 9.2.4 Treasurer's Report
 - 9.2.5 Communications
 - 9.2.6 Committee Reports
 - 9.2.7 Old Business
 - 9.2.8 Election of officers
 - 9.2.9 New Business
 - 9.2.10 Good and welfare comments
- 9.3 When additional meetings are convened the following shall be the order of business
- Order of General business meeting
- 9.3.1 Call to Order
 - 9.3.2 Attendance
 - 9.3.3 Reading of previous Minutes
 - 9.3.4 Treasurer's Report
 - 9.3.5 Communications
 - 9.3.6 Committee Reports
 - 9.3.7 Old Business
 - 9.3.8 New Business
 - 9.3.9 Adjournment.
- 9.4 The President shall have the authority to convene other meetings of GCSOA when deemed necessary for the good of GCSOA. Members shall receive notice of the date and location of the meeting at least ten days in advance of such special meeting.
- 9.5 The nominating committee shall present nominations, or any member in good standing can self nominate themselves, for elected office to the Executive Board forty-five (45) days prior to the annual business meeting, to be placed on the ballot.
- 9.6 Ballots with all nominations shall be mailed to all members in good standing thirty (30) days prior to the annual business meeting.
- 9.7 Nominations from the floor shall be accepted at the annual business meeting.

Article X - Amendments

- 10.1 Notice of proposed amendments to these bylaws shall be provided (e.g., e-mail and posted on GCSOA website) at least ten days in advance of the meeting at which the amendment will be considered.

- 10.2 For an amendment to pass, it shall require an affirmative vote of two-thirds of the quorum. Quorum for all meetings shall be twenty-five members in good standing.

Article XI - Violations and Penalties

- 11.1 Violations of the Constitution and by-laws are:
- 11.1.1 Missed game/match assignment
 - 11.1.2 Failure to attend mandatory number of clinics and/or equivalent per criteria established by other soccer organizations.
 - 11.1.3 Unethical conduct.
 - 11.1.4 Failure to abide by a specific provision of the Constitution and bylaws of GCSOA.
 - 11.1.5 Failure to file game reports within reasonable time, where necessary.
- 11.2 Penalties for violations of the above shall range from:
- 11.2.1 Warning.
 - 11.2.2 Probation.
 - 11.2.3 Fine, not in excess of one hundred dollars per violation.
 - 11.2.4 A censure letter to be prepared detailing the incident under written grievance and the findings of GCSOA. This censure letter will be sent to the applicable authority recommending an action to be taken commensurate with incident.
 - 11.2.5 Suspension, not to exceed one (1) year per violation.
 - 11.2.6 Expulsion.

Article XII - Hearing and Procedures

- 12.1 Any member of this organization may file a written grievance within thirty (30) days of the violation with the President and/or Secretary of GCSOA. The written grievance must state the specific Constitution/By-Law violation or specific rationale for the complaint.
- 12.2 A hearing shall take place within thirty (30) days of receipt of the grievance before the Grievance Committee. All necessary parties shall be present, notice sent to the accused party by certified mail.
- 12.3 A determination by the Grievance Committee shall be made within two (2) weeks of the hearing. The determination shall be sent to all respective parties by certified mail.
- 12.4 A guilty verdict determination by the Grievance Committee may be appealed to the Executive Board. This appeal must be made in writing within seven (7) days of receipt of the written determination or the Grievance Committee. Since the determination must be mailed by certified mail, it will be considered received three (3) days after it is mailed by the Chairman of the Grievance Committee.
- 12.5 Grievance procedures shall contain the following:
- 12.5.1 The President shall appoint a committee of five (5) members to conduct a hearing. No member of the committee may be party (Plaintiff, Defendant) to the grievance.
 - 12.5.2 The Chairperson of the Grievance Committee shall notify all parties and witnesses in writing of the date, time, and place of the hearing. The Chairperson shall forward a copy of the complaint directly to the accused prior to the hearing if that has not already been done by the President or Secretary. The letter should also recommend that the accused has the responsibility to have their evidence and/or witnesses available at the hearing. The

defendant is responsible for providing three copies of their evidence, one copy to the Chairperson, one copy to the plaintiff and one copy to be forwarded with the case in event of an appeal.

- 12.5.3 The Chairperson should arrange to have the hearing tape recorded or transcribed by a court reporter. An exact duplicate copy of the recorded or transcribed hearing will be given to the defendant if the defendant seeks an appeal.
- 12.5.4 A member advocate may represent the defendant, provided that the member advocate is not an attorney.
- 12.5.5 The Grievance Committee will not allow the contesting parties or witnesses to testify together (to eliminate charges and countercharges). If the Committee has released a witness, that witness must leave the hearing site. Plaintiff's witnesses should be placed in a separate room away from the Defendant's witnesses, if possible.
- 12.5.6 The Grievance Committee's determination and penalty, if any, will be effective immediately and will remain in effect until overturned by the Executive Board or runs the length of the penalty.
- 12.5.7 The Chairperson will report the findings of the Committee in writing to the Executive Board within seven (7) days of the hearing. All committee members should receive a copy of the report being sent to the Executive Board.

Article XIII - Finances

- 13.1 Delegation of authority.
 - 13.1.1 Treasurer may approve any expense less than \$200.00.
 - 13.1.2 The Executive Board shall approve all disbursements greater than or equal to \$200.00.
- 13.2 Audit.
 - 13.2.1 The President shall appoint a committee to perform an audit of the receipts and disbursements annually.
 - 13.2.2 Committees shall complete the audit and report to the Executive Board prior to the annual business meeting.
- 13.3 Reimbursement guidelines.
 - 13.3.1 Any member requested to represent GCSOA in any capacity shall be reimbursed:
 - 13.3.1.1 Mileage per IRS guidelines, in excess of 100 miles round trip.
 - 13.3.1.2 A minimum of \$25.00 per diem, in excess of one-half (1/2) day for travel time, etc.
 - 13.3.2 All members shall be reimbursed for expenses incurred on behalf of GCSOA. These include, but are not limited to: supplies, postage, computer time, etc.
 - 13.3.3 All expense reimbursements must be submitted to the Secretary-Treasurer in writing, and is subject to his approval, or where necessary, Executive Board approval.

Article XIV - Soccer Organizations

14.1 GCSOA shall acknowledge the existence of the following soccer organizations inclusive but not limited to:

Ohio High School Athletic Association (O.H.S.A.A)
United States Soccer Federation (U.S.S.F)
Federation International Football Association (F.I.F.A)
American Youth Soccer Organization (A.Y.S.O)