

CONSTITUTION AND BY-LAWS  
FOR  
GRAND VALLEY SOCCER OFFICIALS' ASSOCIATION

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## ARTICLE I NAME

The name of the association shall be Grand Valley Soccer Officials Association (GVSOA), a nonprofit association.

## ARTICLE II PURPOSE

The purpose of GVSOA shall be:

- A. To promote the welfare of USSF soccer, its players and officials, wherever soccer is played, and in the Grand Valley Soccer Association area particularly.
- B. To maintain the highest standard of soccer officiating.
- C. To encourage the spirit of fair play and sportsmanship.
- D. To strive to have available, at all times, an adequate number of qualified officials for West Michigan Soccer games.
- E. To cooperate with GVSA, MSYSA, MSPSL, USSF, WMSOA and Amateur Clubs officially related to the game of soccer, with the goal of furthering soccer's interests and ideals.
- F. To provide education and training opportunities in the West Michigan and strive for excellence and the highest standard of soccer officiating and assigning.

## ARTICLE III GENERAL

### Section 1 Organization

- A. GVSOA shall be composed of all qualified approved members in good standing, as defined in Article III, Section 2.
- B. The categories of membership shall be Active, Inactive, Associate and Honorary.

### Section 2 Eligibility

GVSOA shall be composed of individuals who are of good character, and who meet the qualifications listed in this Section. To be admitted to membership in GVSOA, the following requirements shall be fulfilled:

- A. The applicant:
  - 1. Shall submit an application to the GVSOA Secretary either written or verbal, which shall include complete address and contact information, as well as a listing of soccer officiating experience and membership details of other organizations such as USSF;

2. Must be qualified to be physically fit as required by their USSF certification, if over 18 years old a Risk Management is required, and submit to the appropriate instruction or have the equivalent experience; and
3. Must be at least the minimum age for USSF certification.

Active membership shall be attained:

1. When the qualifications, as listed in Article III, Section 2A, have been met; and
  2. When the annual dues have been paid in full.
- C. Inactive members are current or former USSF officials who wish to retain membership, but not actively participate for a period of time. They shall not hold any GVSOA office. They shall have the right to vote on GVSOA matters. Their dues shall be 50% of the GVSOA dues.
- D. Associate membership shall be open to all persons whose primary membership is with another recognized association, such as a local officials' association, the United States Soccer Federation (USSF), the West Michigan Soccer Officials Association or the National Intercollegiate Soccer Officials Association (NISOA). Applicants must be approved by majority vote of the Executive Committee. They shall not have the right to vote on GVSOA matters or hold GVSOA Executive office. Their dues shall be 0% of the GVSOA dues for as long as they maintain membership in good standing with the other approved association.
- E. A member "in good standing" is one whose GVSOA dues are currently paid in full and who is not currently under suspension or probation for disciplinary reasons. Only members in good standing shall have the right to vote on GVSOA matters or hold GVSOA office.

### Section 3 Termination

Termination of membership may be accomplished by any of the following:

- A. Written resignation by the member;
- B. Failure to pay annual due or fines by the time set by the Executive Committee;
- C. Failure to attend the required number of GVSOA meetings or clinics;
- D. Expulsion by written statement of the Executive Committee when a member fails to comply with the GVSOA Constitution, By-Laws, or Policies.

### Section 4 Dues

The annual dues for Active membership shall be set by vote of the membership at the Annual General Meeting (AGM), which will be maintained until changed by vote at an AGM.

## ARTICLE IV OFFICERS

### Section 1 Election of Officers

The officers shall be elected by a vote of the Active and Inactive members present at the AGM. They shall consist of the President, Vice President, Treasurer, Secretary, and up to three (3) Members-at-Large.

### Section 2 Eligibility

Only Active members in good standing shall hold office. The offices of President, Vice President, Treasurer, and Secretary shall only be held by active members who are USSF Instructors, Assessors or Grade 7 or higher referees.

### Section 3 Vacancies

Any vacancy occurring during the term of office shall be filled by a vote of the Executive Committee, binding until the next AGM.

### Section 4 Nominations

Nominations for all offices may be submitted in advance of the AGM to the Executive Committee. Nominations may also be made from the floor at the AGM.

### Section 5 Terms of Office

All officers, except the Members-at-Large, shall be elected for terms of two (2) years. The President and Treasurer shall be elected on even-numbered years. The Vice President and Secretary shall be elected on odd-numbered years. The Members-at-Large shall be elected each year.

### Section 6 Term Limitation

Any officer shall be limited to three consecutive terms of office for the same office, including Members-at-Large.

## ARTICLE V DUTIES OF OFFICERS

### Section 1 President

The President shall:

- A. Preside at all AGM and Executive Committee meetings;
- B. Order the investigation of disciplinary and ethical matters;
- C. Be responsible for the administration of GVSOA;

D. Conduct all meetings expediently, using Robert's Rules of Order.

## Section 2 Vice President

The Vice-President shall:

- A. Act for the President whenever the President is unable to carry out his/her duties;
- B. Conduct the election of officers at the AGM; and
- C. Act as the Chairperson of the Ethics and Grievance Committee.

## Section 1 Secretary

The Secretary shall:

- A. Keep the Minutes of all GVSOA meetings;
- B. Notify, in writing by certified mail, all disciplined members;
- C. Notify the membership of all GVSOA meetings and clinics, as appropriate;
- D. Maintain membership records;
- E. Maintain up-to-date copies of the GVSOA Constitution and By-Laws and of any Policies enacted by the Executive Committee;
- F. Carry on all general correspondence with the members; and
- G. Be responsible for updating membership records required by of Article III of GVSOA's Constitution and By-Laws.

## Section 4 Treasurer

The Treasurer shall:

- A. Provide notification of dues to the membership, in writing or by electronic means, be the first week of November, to be paid by the time set by the Executive Committee;
- B. Maintain the financial records of GVSOA, and make disbursements as authorized by the Executive Committee; and
- C. Arrange for and deposit into an agreed GVSOA secure back account all funds and dues collected by the association. Present a reviewed financial report at the AGM.
- D. At the President's request arrange and coordinate for an independent audit of the GVSOA finances for specific periods.

## Section 5 Members-at-Large

Member-at-Large shall:

- A. Perform duties as set by the Executive Committee; and
- B. Act as liaisons between the membership and the Executive Committee.

## ARTICLE VI COMMITTEES

### Section 1 Executive Committee

The Executive Committee shall consist of the officers listed in Article IV, Section 1.

### Section 2 Standing Committees

#### A. Education and Development Committee

1. The GVSOA Clinician, appointed by the Executive Committee, shall be the chairperson of this committee; and
2. Other Active members shall be appointed, as needed, by the Executive Committee or the Clinician, subject to the supervision of the Clinician.

#### B. Professionalism and Grievances Committee

1. The Vice President shall be the chairperson; and
2. At least two (2) other Active members may be appointed by the chairperson, as needed.

#### C. Assignor Committee

1. The Chairperson(s) shall be appointed by the Executive Committee.
2. The Chairperson(s) may appoint any other Active member to this Committee, as needed, subject to the approval of the Executive Committee.

### Section 3 Special Committees

The Executive Committee may constitute and appoint any committee not specifically noted above, subject to the membership's approval at the next AGM. The Executive Committee shall define the duties of the committee and its number of members.

## ARTICLE VII DUTIES OF COMMITTEES

### Section 1 Executive Committee

The Committee shall:

- A. Conduct the business of GVSOA;
- B. Schedule and organize GVSOA meetings and clinics;
- C. Establish policies relative to the activities of GVSOA and its members; and
- D. Take any other action deemed necessary and appropriate to the welfare of GVSOA and its members.

#### Section 2 Education and Development Committee

The Committee, under the direction of its Chairperson, shall:

- A. Obtain the proper and current interpretations of game situations report by members and/or coaches.
- B. Plan, organize, and conduct Clinics, subject to the approval of the Executive Committee.
- C. Present reports/interpretations of all new and/or changed rules, as well as any unusual situations, at Clinics, rules meetings, or the AGM.

#### Section 2 Professionalism and Grievances Committee

The Committee, under the direction of its Chairperson, shall:

- A. Investigate and attempt to resolve any referred grievance, professionalism or ethical issue informally and discreetly;
- B. When an issue cannot be resolved informally, appoint at least two Active members to the committee to investigate and assist in making a recommendation for resolution; and
- C. Present a recommendation for resolution to the Executive Committee.

#### Section 3 Assignment Committee

The Committee, under the direction of its Chairperson, shall:

- A. Review the activities and coordination of assignors in the GVSOA area;
- B. Have its performance reviewed, at least annually, by the Executive Committee; and
- C. Confirm that assignors are being reimbursed at a rate as approved by the GVSOA board and at the agreed rate per game with GVSA clubs.

#### Section 4 Special Committees

The Committees, under the direction of their Chairpersons, shall carry of the duties set by the Executive Committee in the creation of any such committees.

## ARTICLE VIII TRANSFER MEMBERS

Persons desiring to transfer into GVSOA from other recognized organizations shall fulfill the membership procedure as outlined in Article III, Section 2.

## ARTICLE IX DISCIPLINE

### Section 1 Grounds

Members may be disciplined for failure to comply with the Constitution and By-Laws or the Policies of GVSOA.

### Section 2 Authority

The Executive Committee shall:

- A. Receive the recommendation of the Ethics and Grievances Committee.
- B. Have the authority to put on probation, suspend, fine, or expel a member.

### Section 3 Complaints

The Executive Committee shall direct the Ethics and Grievances Chairperson to notify a member, in writing by certified mail, of any formal complaint against that member.

### Section 4 Notification of Discipline

A member to be disciplined must be notified, in writing by certified mail, of any sanction, with all the reasons attached. Copies of the notice shall be sent to all the Executive Committee members.

### Section 5 Right of Hearing

When a member is disciplined, he/she shall have the right to be heard in person by the Executive Committee and to present a written statement or other evidence in his/her defense.

### Section 6 Appeal

The member shall have the right to appeal his/her case before the membership at the next AGM. The member shall, in writing or by electronic mail, give notice of his request to appeal his/her case to an office at least fourteen (14) days prior to the next AGM. Any sanction imposed shall remain in effect pending appeal under this section. The majority vote of the Active Membership, by secret ballot, shall be binding on the member and GVSOA.

## ARTICLE X MEMBER'S OBLIGATIONS AND PENALTIES

### Section 1 Game Assignments

- A. All GVSOA members are classified as independent contractors and membership in GVSOA is no assurance of future game assignments.
- B. All game assignments for GVSA member clubs shall be made by a GVSOA approved and USSF certified Assignor;
- C. Whenever possible assignments should be made with Arbiter Sports software and Members shall respond promptly to accept or decline game assignments;
- D. Members shall promptly notify the assignor if it is necessary to turn back an assigned game after acceptance; and
- E. Members who fail to act in accord with the above three (3) points may receive a reduced number of game assignments.

### Section 2 GVSOA Meeting and Clinic Attendance

Members who fail to attend 50% of scheduled GVSOA meetings and 50% of scheduled GVSOA clinics without any acceptable excuse may receive a reduced number of game assignments. A game assignment on a scheduled meeting or clinic date is an acceptable excuse.

## ARTICLE XI MEETINGS

### Section 1 Annual General Meeting

An Annual General Meeting (AGM) shall be held each year in early spring before the start of spring season, at a time and place chosen by the Executive Committee.

### Section 2 Attendance

- A. It is requested that all Active members attend the AGM.
- B. It is required that all Active members attend at least 50% of the GVSOA meetings annually.

### Section 3 Quorum

Twenty eligible voting members in attendance at a meeting shall constitute the quorum necessary to transact any GVSOA business requiring a membership vote.

### Section 4 Amendments

Amendments to the GVSOA Constitution and By-Laws shall require a majority vote of Active and Inactive membership present and voting at the AGM or any special meeting called for this specific purpose.

#### Section 5 Notice

All members must be notified by first class mail, email or electronic means of proposed amendments at least fourteen (14) days prior to the AGM.

#### Section 6 Special Amendments

The Executive Committee shall be permitted to amend the GVSOA Constitution and By-Laws by unanimous vote. The amendment shall stand until confirmed at the next AGM in accordance with Article XI, Section 4.

#### Section 7 Executive Committee Meetings

Executive Committee meetings shall be called by the President to discuss and outline policy and coming events, and for other business related to GVSOA. These meetings are open to members.

#### Section 8 Special Meetings

The Executive Committee at its discretion may call special meetings of the total membership, with notification in writing, by first class mail or electronic means at least fourteen (14) days in advance.

### ARTICLE XII CLINICS

#### Section 1 Schedule

Clinics shall be held at times and places as set by the Rules and Interpretation or Executive Committee.

#### Section 2 Notice

All members shall be notified in writing, by first class mail, email or electronic means, by the Secretary at least thirty (14) days prior to the dates of the Clinics.

#### Section 3 Attendance

- A. It is required that all Active members attend at least 50% of the GVSOA Clinics annually.
- B. Active members may attend another clinic recognized by USSF in lieu of a GVSOA Clinic. A written statement of attendance by that Active GVSOA member, stating date and location of the clinic, must be obtained from the director of the clinic and forwarded to the GVSOA Secretary when requested.

### ARTICLE XIII GUESTS

Guests at clinics and meetings are encouraged. They shall have no vote at these affairs.

### ARTICLE XIV DUES AND FINES

Any member who fails to pay dues and fines as directed by the Executive Committee may be disciplined or terminated. Notification of dues and fines must be sent by first class mail or by electronic means to the membership by the Treasurer, as stated in Article V, Section 4.

### ARTICLE XV CEASING OPERATIONS AND DISOLVING THE GVSOA

In the event that the GVSOA should cease functioning as an association and no longer wish to continue operation in the manner outlined in these By Laws, the executive committee shall wind down operations, pay off all outstanding obligations, financial commitments and due invoices. Any remaining assets will be collected and disposed of by majority decision of the Executive Committee of GVSOA.