

# **WCSEA BY-LAWS**

**Last updated: 10-3-2017**

## **PREAMBLE STATEMENT OF PURPOSE**

The Western Connecticut Soccer Officials Association, Inc. is a nonprofit corporation established for the following purposes:

1. To unite in membership residents who are fully qualified soccer officials;
2. To be responsible for the proper officiating of secondary school soccer games;
3. To promote and maintain the highest degree of soccer officiating by following a standard set of mechanics, striving for uniform interpretation, and a consistent administration of the rules of soccer as set forth in the N.C.A.A. Soccer Rule Guide and the National Federation of State High School Association Rules Book;
4. To provide proper safeguards for the spirit of sportsmanship, honesty and fair play in the name of soccer; and
5. To maintain affiliation with the New England Intercollegiate Soccer Officials Association.

## **ARTICLE I: COMMENCEMENT OF OPERATIONS**

The Western Connecticut Soccer Officials Association, Inc. shall be a Connecticut non-stock corporation established pursuant to the provisions of Chapter 600 of the Connecticut General Statutes. The corporation shall commence its existence as of the date of incorporation in the office of the Secretary of State and shall have a perpetual existence.

## **ARTICLE II: MEMBERSHIP SECTION I. ACTIVE**

- a. Active members are those soccer officials from the local territory (as defined by the C.S.O.A.) who have met the initial requirements of the Examination Committee and remain in good standing as specified within these By-Laws.
- b. Active members shall take a written examination prior to the first meeting each year and must attain the W.C.S.O.A. announced passing grade.
- c. The annual active membership dues of the Association shall be equal to a CIAC varsity game fee for the previous year rounded up to the next dollar, unless otherwise voted by the membership at a regularly scheduled meeting.

d. Active members must officiate a minimum of ten (10) varsity games to be eligible for postseason assignments.

## **SECTION 2. INACTIVE MEMBERSHIP**

a. Upon written request to the Secretary of the Executive Board, including the reason for the request, a member may be granted inactive status for a maximum of two (2) successive years.

b. A person may move back to active status at the end of two (2) or less years of inactive status upon written request to the Secretary of the Executive Board. Any member who seeks inactive status for medical reasons shall provide evidence of physical fitness before returning to active status.

c. After more than two (2) years of inactive status, a person must go through the same procedures as a new applicant.

d. Dues for inactive members are \$15 per year if inactive status is granted before January 1.

Dues for inactive members are \$20 per year if inactive status is granted between January 1 and May 31.

Dues for inactive members are \$30 per year if inactive status is granted on or after June 1.

## **SECTION 3. HONORARY LIFE MEMBERSHIP**

a. The Association may elect as Honorary Life Members those who have rendered meritorious service.

b. Potential Honorary Life Members must have been a W.C.S.O.A. member for at least twenty-five (25) years if retired; thirty-five (35) if still active, and served a combination of at least ten (10) Years as an officer and a committee member at the local (W.C.S.O.A.) or the state (C.S.O.A.) level.

c. Potential Honorary Life Members must be nominated, in writing, to the Awards Committee of the W.C.S.O.A. for consideration. The Awards Committee will present its recommendation to the W.C.S.O.A. general membership for a vote at the Annual Rules Interpretation Meeting.

d. The vote to elect an Honorary Life Member shall be by paper ballot and shall require a two-thirds (2/3) approval of the total active membership.

e. Honorary Life Members that are active officials pay no annual dues and may hold elective office and may vote at meetings.

f. Honorary Life Members that are retired officials pay no annual dues, may not hold elective office, and may not vote at meetings.

#### **SECTION 4. MEMBERSHIP PROCEDURE**

- a. The Examination Committee shall consist of the 1st Vice-President, 2nd Vice President and official interpreter.
- b. The duties of the Examination Committee shall be to:
  - Administer the official C.S.O.A. written and field examinations. The written examination shall be completed on the date set by the W.C.S.O.A.
  - Be responsible for making observations and recommendations of new applicants for probationary status.
- c. Procedure to be followed by an applicant for active membership:
  - An applicant must be a resident of or be employed in the Association's territory.
  - An applicant must be 18 years of age or older or a high school graduate.
  - An applicant must submit to a background check by the C.I.A.C. and be cleared by the C.I.A.C. to serve as an official.
  - An applicant must pass the NFHS rules exam as well as the physical fitness agility test, if any, approved by the C.S.O.A. Examination Committee.
  - Upon successful completion of the written and any other required examinations, each applicant shall be placed on probation for two (2) years. During this period, each applicant shall be assigned and officiate a minimum of ten (10) games to officiate each year. If an applicant does not officiate a minimum of ten (10) games each year, the probationary period for that official shall be extended until such applicant completes two (2) years of officiating a minimum of ten (10) games per year.
  - At the end of an applicant's probationary period the Better Officiating Committee shall decide whether to recommend the applicant to the Association for active membership. Those recommended shall be voted on by the membership. Those not recommended may remain on probationary status, for review at the end of each year thereafter.
- d. An individual member is subject to suspension by the W.C.S.O.A. Executive Board for failure to comply with established regulations of W.C.S.O.A. and/or C.S.O.A. or for any conduct contrary to the best interest of soccer.

#### **SECTION 5. TO REMAIN IN GOOD STANDING, A MEMBER SHALL NOT:**

- a. Solicit games (A member shall not accept games from anyone other than the Commissioner).

- b. Officiate for other than the prescribed game fees.
- c. Knowingly officiate with a suspended member or a nonmember of the locally recognized boards.
- d. Miss three (3) meetings of the Association in any one (1) year, without cause. Cause shall include but not be limited to a medical emergency, death in the family or other extenuating circumstance. A request for an excuse for cause shall be submitted to the Executive Board, with supporting documentation.
- e. Have been convicted of any crime or involved in any conduct that the Executive Board reasonably believes is detrimental to officiating high school-age and younger players.
- f. Owe the WCSOA any payments for dues, fines, Commissioner fees, late fees or other charges as of December 31.

#### **SECTION 6. REINSTATEMENT:**

A member who withdraws from the Association for a valid reason may be reinstated as an active member without the probationary period if the member has remained active in officiating (at least three (3) games per season).

#### **SECTION 7. TRANSFER:**

An active member of another recognized high school association who moves into or becomes employed in this Association's territory may be accepted as a member of this Association upon submission of a letter of good standing by an officer of the former association.

#### **SECTION 8. OFFICERS:**

- a. The Officers shall be a President, 1st Vice-President, 2nd Vice President, Secretary, Treasurer, Commissioner and Official Interpreter.
- b. Officer's Annual Stipends – The Treasurer and Secretary Stipends shall be voted on and set annually at the 3rd scheduled meeting. If no action is taken the stipends will remain the same as the previous season.
- c. The terms for all officers will be two (2) years.
- d. The Nomination Committee shall nominate officers at the 3rd scheduled meeting. Nominations may also be made from the floor.
- e. Any Active Member or Active Honorary Member of the Association in good standing is eligible for office.
- f. Elections will be held at the 4th meeting, which is the banquet.
- g. If a member of the Executive Board resigns, the President shall appoint a replacement to fill the remainder of the term of that member.

**SECTION 9. COMMITTEES:**

a. The Officers of the Association shall constitute the Executive Board. Its duty shall be to set the policies and procedures of the Association in accordance with these By-Laws and to handle all business not requiring a vote of the membership. Only Officers of the Association will vote on matters before the Executive Board.

b. The President shall appoint the following standing committees and designate their Chairs:

Examination	Better Officiating/Clinics
Nomination	Assignment
Grievance	Banquet
Awards	Physical Fitness Exam
Audit	New Member

c. The President may appoint special committees as needed.

**ARTICLE III – ASSIGNMENTS**

**SECTION 1.**

The Commissioner shall be in charge of all assignments. All assignments must come from either the Commissioner or the Assignment Committee.

**SECTION 2.**

All interscholastic games offered to an official must be turned over to the Commissioner for approval and/or assignment. The penalty for failing to follow this procedure shall be a fine in the amount of the game fee.

**SECTION 3.**

If any official fails to carry out an assignment officially given by the Commissioner, and an investigation by the Executive Board reveals negligence on the part of the official, the fine shall be a game fee. The Executive Board may decide on further punitive action after notifying such member and providing such member with an opportunity to be heard.

**SECTION 4.**

Assignments may not be relinquished to another official. All changes must be made through the Commissioner. Anyone accepting or relinquishing an assignment from other than the Commissioner shall be fined the game fee and may be subject to suspension and/or other appropriate actions deemed necessary by the Executive Board.

**SECTION 5.**

Any member returning an assignment to the Commissioner, subsequent to acceptance of “final assignments”, shall be fined \$20.00 per turn back.

## **SECTION 6.**

Commissioner's assignment percentage for next season will be voted on and set annually at the 3rd scheduled meeting. If no action is taken, the percentage shall remain the same as the previous year.

## **SECTION 7.**

The first half of the Commissioner's assignment fee will be due along with acceptance of the preliminary schedule, but no later than the first meeting. Failure to comply will result in the loss of September assignments. The second half will be due by November 30. Failure to comply will result in a 10% per month fine (minimum of \$3.00).

## **ARTICLE IV – GRIEVANCE COMMITTEE**

### **SECTION 1.**

Any violation or alleged violation of the Association's Constitution or By-Laws shall be referred to the Grievance Committee. If the Grievance Committee believes that a violation may have occurred, then the Grievance Committee shall notify the member and provide such member with an opportunity to be heard.

### **SECTION 2.**

The Committee's findings and recommendations shall be final after notice to the member.

### **SECTION 3.**

If an Association member discovers, during or upon completion of a game, that the game was worked with a suspended member or nonmember of a local board, the member must, as soon as possible, notify the Chair of the Grievance Committee.

### **SECTION 4.**

At any meeting of the Association, any member may bring charges against any other member. Such charges shall be referred to the Grievance Committee.

### **SECTION 5.**

If charges are brought by or against any member of the Grievance Committee, that member shall be disqualified from the case, which shall be decided by the remaining members of the Committee.

## **ARTICLE V – DUES**

### **SECTION 1.**

Members' annual dues for the following season and all current fines must be paid by the date of the banquet meeting or November 30, whichever is earlier.

## **SECTION 2.**

Members who owe dues, fines, or any other amounts after the date specified in Section 1 above shall:

- a. Owe a late fee of \$10.00 if the total amount owed is \$50.00 or less.
- b. Owe a late fee of \$50.00 if the total amount owed is greater than \$50.00.

## **SECTION 3.**

The Officers of the Association shall be exempt from dues.

## **SECTION 4.**

The Treasurer shall be responsible for forwarding to the C.S.O.A. Treasurer dues for each regular and new member on January 1 and October 1, respectively.

## **SECTION 5.**

A member who fails to attend a regularly scheduled meeting of the Association shall be fined \$15 per meeting.

## **SECTION 6.**

Members who owe dues, fines, late fees, Commissioner Fees or any other charges after December 31 are not in good standing and their membership is terminated. They are also subject to the following:

- a. Terminated members may, but are not entitled to, receive communications from the Association at the discretion of the Executive Committee.
- b. To return to the W.C.SO.A., terminated members must pay a \$25.00 reinstatement fee as well as all amounts previously owed when their membership was terminated.
- c. Terminated members return as Probationary Members for the year of return. They must pay all amounts previously owed and the reinstatement fee on or before the date of the first meeting of their year of return. No game may be assigned to the individual until all amounts owed are received by the Treasurer.
- d. As an additional penalty for late payment, the Commissioner may not assign the member games as follows:
  - i. If payment is not made on or before December 31, no games will be assigned for the first week of the season.
  - ii. If payment is not made on or before March 31, no games will be assigned for the first two weeks of the season.
  - iii. If payment is not made on or before April 30, no games will be assigned for the first three weeks of the season.

## **ARTICLE VI – QUORUM**

A quorum shall consist of a majority of the active members, plus at least one (1) of the Association's officers.

## **ARTICLE VII – MEEETINGS**

### **SECTION 1.**

The Association shall meet four (4) times each year.

### **SECTION 2.**

At least three (3) meetings per year shall be devoted to the study of rules, officiating procedures and techniques.

## **ARTICLE VIII – BY-LAW CHANGES**

### **SECTION 1.**

A motion to change any By-Law must be presented at one (1) meeting and voted upon at the next, except that a By-Law may be voted upon at the last meeting in the Fall if it has been submitted in writing to the membership at least one (1) week in advance of that meeting.

### **SECTION 2.**

A majority vote of the active members present is required to change a By-Law.