

CONSTITUTION AND BY-LAWS
FOR
WEST MICHIGAN SOCCER OFFICIALS ASSOCIATION
Revised December 6, 2008

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ARTICLE I NAME

The name of the association shall be West Michigan Soccer Officials Association (WMSOA), a nonprofit association.

ARTICLE II PURPOSE

The purpose of WMSOA shall be:

- A. To promote the welfare of the game of soccer, its players and officials, wherever soccer is played, and in West Michigan particularly.
- B. To maintain the highest standard of soccer officiating.
- C. To encourage the spirit of fair play and sportsmanship.
- D. To have available, at all times, an adequate number of qualified officials.
- E. To cooperate with colleges, universities, high schools, and amateur clubs officially related to the game of soccer, with the goal of furthering soccer's interests and ideals.

ARTICLE III GENERAL

Section 1 Organization

- A. WMSOA 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, and Associate.

Section 2 Eligibility

WMSOA 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 WMSOA, the following requirements shall be fulfilled:

- A. The applicant:
 - 1. Shall submit a written application to the WMSOA Secretary, which shall include complete address and contact information, as well as a listing of soccer officiating experience;
 - 2. Must pass a physical fitness test, and submit to the appropriate instruction or have the equivalent experience; and
 - 3. Must be at least eighteen (18) years of age.

B. 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 referees who wish to retain membership, but not officiate for a period of time. They shall not hold any WMSOA office. They shall have the right to vote on WMSOA matters. Their dues shall be 50% of the WMSOA 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), 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 WMSOA matters or hold WMSOA office. Their dues shall be 50% of the WMSOA dues.

E. Junior membership shall be open to all referees, ages sixteen (16) and seventeen (17), who otherwise meet the qualifications for active membership in Article III, Section 2B. They shall not have the right to vote on WMSOA matters or hold WMSOA office. Their dues shall be \$15 annually, or as otherwise established by the Executive Committee.

F. A member "in good standing" is one whose WMSOA 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 WMSOA matters or hold WMSOA 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 WMSOA meetings;
- D. Failure to attend the required number of WMSOA clinics;
- E. Expulsion by written statement of the Executive Committee when a member fails to comply with the WMSOA 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).

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 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 also are members of NISOA.

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 two 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 WMSOA;
- 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 WMSOA meetings;
- B. Notify, in writing by certified mail, all disciplined members;
- C. Notify the membership of all WMSOA meetings and clinics, as appropriate;
- D. Maintain membership records;
- E. Maintain up-to-date copies of the WMSOA 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 WMSOA'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 WMSOA, and make disbursements as authorized by the Executive Committee; and
- C. Present a reviewed financial report at the AGM.

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. Rules and Interpretation Committee

1. The WMSOA 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. Ethics 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. Assignment 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 WMSOA;
- B. Schedule and organize WMSOA meetings and clinics;
- C. Establish policies relative to the activities of WMSOA and its members; and

- D. Take any other action deemed necessary and appropriate to the welfare of WMSOA and its members.

Section 2 Rules and Interpretation 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 Ethics and Grievances Committee

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

- A. Investigate and attempt to resolve any referred grievance 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. Make all game assignments;
- B. Have its performance reviewed, at least annually, by the Executive Committee; and
- C. Be reimbursed as approved by the Active members.

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 WMSOA 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 WMSOA.

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 WMSOA.

ARTICLE X MEMBER'S OBLIGATIONS AND PENALTIES

Section 1 Game Assignments

- A. All game assignments under WMSOA's jurisdiction shall be made by the Assignment Committee;
- B. Members shall respond promptly to accept or decline game assignments;

- C. Members shall promptly notify the Assignment Committee if it is necessary to turn back an assigned game after acceptance; and
- D. Members who fail to act in accord with the above three (3) points may receive a reduced number of game assignment.

Section 2 WMSOA Meeting and Clinic Attendance

Members who fail to attend 50% of scheduled WMSOA meetings and 50% of scheduled WMSOA 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 on the first Saturday of December, 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 WMSOA meetings annually.

Section 3 Quorum

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

Section 4 Amendments

Amendments to the WMSOA 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 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 WMSOA 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 WMSOA. 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 or electronic means, by the Secretary at least thirty (30) 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 WMSOA Clinics annually.
- B. Active members may attend another clinic recognized by NISOA in lieu of a WMSOA Clinic. A written statement of attendance by that Active WMSOA member, stating date and location of the clinic, must be obtained from the director of the clinic and forwarded to the WMSOA 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.