

## **PREAMBLE**

### **STATEMENT OF PURPOSE**

The Connecticut Soccer Officials Association, Inc. is a non-profit corporation established for the following purposes:

1. To promote, develop and improve the game of soccer on the State, Regional and Local levels in Connecticut
2. To collaborate with soccer associations, coaches, officials and other organizations in all matters pertaining to the advancement of soccer.
3. To represent the National Intercollegiate Soccer Officials Association and the New England Intercollegiate Soccer Officials Association in the State of Connecticut.
4. To unite in one organization the representatives of local boards within the State of Connecticut and to grant charters to these local boards.
5. To promote and maintain the highest degree of soccer officiating by following a standard set of mechanics, striving for a uniform interpretation and consistent administration of the rules of soccer as set forth in the N.C.A.A. Soccer Rules Guide and the National Federation of Secondary Schools Soccer Rules Book.

**PASSED 1/11/2004**  
**Amended January, 2009**  
**Amended January 6, 2019**

## CONNECTICUT SOCCER OFFICIALS ASSOCIATION BY-LAWS

### ARTICLE I: COMMENCEMENT OF OPERATIONS

The Connecticut Soccer Officials Association, Inc shall be a Connecticut non-stock, non-profit 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: MANAGEMENT

- Section 1: The active management of the affairs of C.S.O.A. shall be delegated to the Executive Board. The Officers of the Executive Board shall be elected by a majority vote according to these By-Laws and be duly installed at the Annual Meeting.
- Section 2: Local delegates of the Executive Board shall serve two-year terms, these members of the Board shall be appointed by local board they represent and notify CSOA secretary. When any vacancy occurs in the Presidency or Vice Presidency, the local board for whom they represent shall submit a name of replacement of any other officer position vacancy, the Executive Board is empowered to fill same until the next Annual Meeting, and furthermore, shall do so with thirty days following the confirmation of the vacancy.
- Section 3: Newly chartered local delegates of the Executive Board shall be appointed, one delegate for a one-year term and the remaining for a two-year term. All succeeding terms shall be for two years, as outlined by these By-Laws.
- Section 4: Throughout this document, whenever a “majority vote” is required such shall be understood to mean 51% or more of the members of the Executive Board present at an official meeting. Whenever a “Super-majority vote” is required such shall be understood to mean 67% or more of the members of the Executive Board present at an official meeting.

### ARTICLE III: MEMBERSHIP

#### Section 1: Categories of Membership:

- A. Local board membership shall consist of soccer officials from the locally chartered area as issued by C.S.O.A. The charter shall list the exact territory granted to the board. No other board may be formed in any part of this territory without the approval of C.S.O.A. Executive Board. Local boards must officially recognize and be recognized by N.E.I.S.O.A. and N.I.S.O.A. to gain admittance to C.S.O.A.
- B. Honorary membership may be bestowed by a super-majority vote of the Executive Board, on those persons who have distinguished themselves in the interest of soccer.

#### Section 2: Local Board Eligibility for Individual Members:

- A. Individuals may apply and attain membership in the local board, which has jurisdiction over the territory in which he/she resides or is employed, and shall comply with the requirements of that local board. Dual local-board membership is not permitted within C.S.O.A. A Local Board found not to be in compliance with this Section may be disciplined by the Executive Board by fine and/or suspension.
- B. Applicants must be 18 years of age or older or a high school graduate.
- C. Applicants must successfully pass the NFHS recognized written exam and take a field examination administered by the local board. Guidelines for administering the above named exams shall be provided by the Examination/Membership Committee of the C.S.O.A. and shall be strictly adhered to by local boards. The NFHS annual exam shall be taken each year within C.S.O.A. designated time period with results received by the C.S.O.A. appointed State Interpreter which will be sent to each local board representative for certification that all members have taken and passed the exam which is then transmitted to the CIAC per CIAC handbook Section 7.3.E "Recognition Standards For Sport Official Associations". Failure to comply shall result in a fine or suspension of the local board as determined by the Executive Board.

- D. An individual member is subject to suspension by the local board for failure to comply with established regulations of the local and/or C.S.O.A. for any conduct contrary to the best interest of soccer. While under suspension, such member cannot officiate any games for any recognized local board. Failure to comply shall result in a fine of the local board set annually by the Executive Board.
- E. An individual member in good standing shall not: solicit and/or accept games; officiate for more or less than prescribed game fee; knowingly accept a one-man assignment, unless directed to so by his/her assignment commissioner; officiate with a suspended member or non-member of a locally recognized local board. A member who fails to comply with these requirements may be disciplined by suspension and/or fine by the local board.
- F. In the case of a member of a local board changing his/her residence or place of employment to the jurisdiction of another board, he/she shall be accepted to full membership, and subject to the rules and regulations of the new board. A board member may remain with their original board at the member's option.
- G. It is the responsibility of the members' local board secretary upon the written request of the transferring member to notify the new board secretary, in writing, of the members' standing and status.
- H. Any official who is not in good standing ("not in good standing" shall be understood to mean - any member who is in suspended status and/or has not paid in full any dues/fines & fees) as a member of a chartered local board of C.S.O.A. cannot be accepted as a transfer into membership of any other chartered local board.
- I. For delinquency in payment of authorized charges (i.e. dues, fines & fees) a member may be suspended from the local board for not more than one year.
- J. Any member suspended from the local board shall have the right to a hearing and appeal to the Executive Board; such appeal must be made in writing through the local board within sixty days of receipt of notification of suspension.
- K. If a local board shall fail to act under any of the causes set forth in Section II-J above, the Executive Board may take jurisdiction and administer suspension and/or expulsion.
- L. No member in good standing shall officiate with a suspended or

expelled member (a member who has been removed from the local board for just cause). When a member is suspended or expelled, the local board secretary shall notify the Executive Board secretary, in writing, not later than 24 hours following the suspension or expulsion. The Executive Board Secretary shall notify all other local boards that such member is no longer eligible for privileges under C.S.O.A.

- M. Each local board secretary shall submit on or before September 1<sup>st</sup> each year, a complete list, with addresses and classifications of membership for each member, to the C.S.O.A. secretary.
- N. Annually, each member shall attend a local interpretation meeting. Failure to do so shall result in restricting the local assignor from assigning the referee to any matches until such time he/she can facilitate a meeting with either his/her local interpreter or state interpreter to fulfill this requirement. Documentation of such meeting with the interpreter shall be provided by the referee to the local assignor.
- O. A member who does not attend at least 50% of his/her local required meetings or misses two consecutive local board meetings shall be considered a member not in good standing. "A member not in good standing" shall not officiate any games for any recognized local board. Failure to comply shall result in a fine of the local board set annually by the Executive Board.

### Section 3: Duties and Privileges of Boards:

- A: Board Purpose: Boards shall organize themselves to promote the purpose of C.S.O.A. within the area of their jurisdiction. They shall conduct regular and interpretation meetings, as well as take those means to increase the efficiency, the effectiveness and the officiating techniques of its members.
- B. Board Finances: Boards shall have the responsibility of collecting and forwarding C.S.O.A dues to the Treasurer and shall have the right to levy such other charges as may be deemed necessary. Dues shall be sent to C.S.O.A by January 1<sup>st</sup> for the ensuing officiating year (season).
- C. Board Reports: Each board shall submit an annual report to C.S.O.A. substantiating that the requirements of these By-Laws have been met. This report shall be in writing and forwarded to the C.S.O.A. Secretary no later than December 1<sup>st</sup> of each year.

- D. Required Meetings: Boards shall conduct a minimum of four (4) meetings per year (season) with at least three (3) meetings devoted to rules study and officiating procedures. The C.S.O.A Secretary must be notified no later than the August C.S.O.A. meeting, in writing of the dates, times and places of all meetings of the local board. All local board shall conduct business meetings using Robert's Rules of Order.
- E. Board Official Interpreter: Each board shall select one of its members who shall function all season as the official interpreter for the ensuing season. The Official Interpreter of the local board shall be recognized as such by the C.S.O.A. He/she will receive all pertinent materials distributed through the C.S.O.A state interpreter.
- F. Governing Authority: Boards shall be subject to the jurisdiction and authority of C.S.O.A. When a local board's By-Laws are in conflict with the C.S.O.A By-Laws, the C.S.O.A By-Laws, shall take precedence. A copy of the By-Laws of each local board must be approved and placed on file with the Secretary of the C.S.O.A. The Executive Board shall be the approving authority.
- G. Delegates of C.S.O.A: Boards shall appoint their official delegates to C.S.O.A. on the basis of representation as previously set forth in the By-Laws. Each board, through its official delegates, shall have three (3) votes only.
- H. Board Identification: The numerical identification of C.S.O.A. Boards will be reflected in the number assigned to each board in conjunction with the N.I.S.O.A. identification as follows:

1-17-030	Central Connecticut
1-17-190	Southern Connecticut
1-17-230	Western Connecticut
1-17-070	Greater New Haven Area
1-17-050	Eastern Connecticut
1-17-040	Coastal Valley

- I. Newly chartered boards must meet the provisions of the By-Laws in its entirety with two years of receiving approval by the Executive Board.
- J. New boards may be created in the following manner:
  - a. A committee shall be appointed by the Executive Board to investigate the need of creating a new local board and report their findings to the entire C.S.O.A. Executive Board no later than the Annual Meeting following the request for the investigation.
  - b. The Executive Board may create a temporary local board and may appoint officers.
  - c. When the temporary local board is, in the opinion of the Executive Board, entitled to become a member of C.S.O.A., a charter shall be granted and a territory assigned.
  - d. The Executive Board will appoint a three (3) member team from C.S.O.A. to assist any new local board during the first two years of operation.

Section 4: Suspensions: Local boards which are delinquent in payment of their financial obligations to the C.S.O.A, or have not been represented at three consecutive meetings of C.S.O.A. shall be subject to disciplinary action by the Executive Board. Such disciplinary measures may include requesting sanctions by the Connecticut Interscholastic Athletic Conference against members of the offending local boards. This would include removal of those members from participation in any C.I.A.C. sponsored soccer tournament.

#### ARTICLE IV: OFFICERS

Section 1: The President shall preside at all meetings, shall be a member ex-officio of all committees and shall be the official representative of C.S.O.A. unless otherwise stipulated in these By-Laws. The President shall not succeed himself.

Section 2: The Vice-President shall act in the absence of the President: he shall succeed to the Office of President should a vacancy occur prior to the completion of the term of office, and if that situation does not arise, he shall be entitled to his /her own tenure as President. He shall automatically succeed the President in the ensuing term. He shall be the Chairman of the Negotiating/Fees and Uniform Committee.

- Section 3: The Secretary shall be the legal custodian of all reports and records. He shall conduct all correspondence, shall send all our notices of meetings and record all minutes of such meetings. The Secretary may succeed himself/herself.
- Section 4: The Treasurer shall receive and disburse all monies of C.S.O.A in accordance with the direction of the Executive Board. He shall submit an annual financial statement to the Auditing Committee for examination and review. The Auditing Committee shall receive the annual financial report at the Annual Meeting. Within thirty days they shall submit a written report of their approval or disapproval to the President and Secretary of C.S.O.A. The Treasurer may succeed himself/herself.
- Section 5: Upon expiration of term, each officer and chairman shall turn over to his/her successor all records and other property of the Association as is in their possession.
- Section 6: Officers and other delegated representatives of the Association may receive remuneration for approved expenses.
- Section 7: The Secretary and Treasurer shall receive annual honorariums for their services. The amount for each office and date of payment shall be determined by the Executive Board.

#### ARTICLE V: DUTIES OF THE EXECUTIVE BOARD

- Section 1: They shall put into effect the rules and regulations, take official action in all situations and, in general, implement the actions passed by membership.
- Section 2: They shall establish dues annually.
- Section 3: They shall act upon recommendations of committees.
- Section 4: They shall act upon requests for remuneration of expenses of Executive Board members as recommended by the President.

#### ARTICLE VI: DUTIES OF COMMITTEES

- Section 1: It shall be the duty of all committees to study problems and to make reports and recommendations to the Executive Board.



- A. BY-LAWS COMMITTEE: shall process amendments to these By-Laws and revise them as deemed necessary. **The committee shall review each of the local board by-laws as submitted to the secretary. This shall be done on an annual basis.**
- B. DEVELOPMENT AND CLINICS COMMITTEE: shall organize and conduct clinics and recommend methods for the further development of soccer.
- C. ETHICS/GRIEVANCE COMMITTEE: shall consider all matters brought to its attention.
- D. EXAMINATION/MEMBERSHIP COMMITTEE: shall (1) encourage persons interested in officiating soccer to apply for membership; (2) establish application criteria and examination procedures; (3) develop the examination standards for each testing situation, i.e. written, field and physical fitness.
- E. FEES AND UNIFORM COMMITTEE: shall propose recommendations for officials' uniforms and fees. This committee shall be the Negotiating Committee for C.S.O.A. whenever possible.
- F. NOMINATING COMMITTEE: shall present a slate of officers and representatives to the executive Board according to the constitution.
- G. RECOGNITION AND AWARDS COMMITTEE: shall establish criteria and awards for persons deserving recognition.
- H. RECORDS/HISTORY COMMITTEE: shall serve as custodians of documental records pertinent to the growth of C.S.O.A.
- I. RULES INTERPRETATION COMMITTEE: shall obtain and distribute the current rule interpretations as received from the national level office.

#### ARTICLE VII: NOMINATIONS AND ELECTION PROCEDURES:

Section 1: Prior to the Annual Meeting of the C.S.O.A., the local board shall submit to the C.S.O.A. in writing, its delegates to the Executive Board.

Section 2: The Executive Board shall elect its officers at the Annual Meeting from the delegates of the local board, when such elections are required in accordance with these By-Laws.

Section 3: A delegate, to be eligible for the C.S.O.A. Executive Board, must be a member in good standing and must maintain such status for the duration of his/her term.

#### ARTICLE VIII: MEETINGS:

Section 1: There shall be one Annual Meeting of the C.S.O.A. to be held in January of each year, on a Sunday, at a place and time to be determined by the President. The C.S.O.A. must provide for a meeting within thirty days prior to the start of the official high school soccer season, at a place and time to be set by the President.

Section 2: Special meetings of the membership and/or the Executive Board may be called by the President. The quorum for any meeting of the Executive Board shall require 51% (majority) of bona fide members and officers: Written notice of at least 15 days must be given.

#### ARTICLE IX: ORDER OF BUSINESS

Section 1: All parliamentary business shall be governed by the Robert's Rules of Order as follows:

- A. Roll Call
- B. Reading of minutes or accepted as mailed
- C. Reports of Treasurer-presentation of bills
- D. Communications
- E. Reports of Committees
- F. Unfinished Business
- G. Elections of Officers (if in order)
- H. New Business
- I. Miscellaneous
- J. Adjournment

#### ARTICLE X: AMENDMENTS

Amendments to the By-Laws may be made by a two-thirds vote (super-majority) of those present and voting at the Annual Meeting provided that said proposed amendments are submitted in writing, to the Executive Board at least thirty (30) days prior to the Annual Meeting.