

# South Jersey Soccer Officials Association Constitution Adopted \_\_\_\_\_

## Article I – Name

The name of this organization is The South Jersey Soccer Officials Association, Inc. (SJSOA)

This association is hereby affiliated with the following organization and is subject to the By-Laws of those organization insofar as they affect and prescribe the function of the local chapters and are not in conflict with these By-Laws:

- The National Intercollegiate Soccer Officials Association (NISOA)
- The New Jersey State Interscholastic Athletic Association (NJSIAA)
- The New Jersey Referees Association (USSF)
- The New Jersey Youth Soccer Association (USSF)

## Article II – Purpose

### Section I –

The purpose of this association is:

- To provide competent, uniformed officials for all organized soccer competition.
- To provide a better understanding of the rules/laws of soccer by proper interpretation, instruction, and enforcement of said rules/laws.
- To create a feeling of respect and confidence for the soccer official, both on and off the field.
- To cooperate with the organizations officially related to the game of soccer in furthering its interests and ideals.

### Section II –

**This organization does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, gender, marital status, political affiliation, or sexual orientation.**

### Section III –

This organization is established as a non-profit educational organization.

## Article III - Government

### Section 1 –

The government of this organization and governing authority is in the Executive Committee and consists of the following elected officials:

- President
- Vice President

- Secretary
- Assignor
- Treasurer
- Rules Interpreter
- Member at Large

Section II

Election of officers is by secret ballot, except when only one candidate for any office is presented, in which case the ballot may be dispensed by motion with a second and with an unanimous vote of the membership

Section III

The By-Laws shall provide for the elections, appointments and meeting of this organization.

**Article V – Geographic Boundaries**

Section I –

The organizations geographic boundaries include the counties of Camden, Gloucester, Salem and Burlington – south of country road #528 or where officially assigned.

**Article VI – Amendment Procedure**

Section I

This constitution may be amended by a 2/3 majority vote of the active members in good standing of this organization at any regular scheduled or special meeting provided the amendment has been submitted in writing to the secretary, submitted to the general membership, and has been read at two meetings and a quorum of **twenty-five** percent of the membership is present at the time of the vote.

Superseding the Constitution of SJSOA, Inc. Passed and Adopted by SJSOA on this \_\_\_ day of \_\_\_\_\_ by a vote of \_\_\_\_\_ for, \_\_\_\_\_ against, \_\_\_\_\_ abstaining.

**President** - George Wescott \_\_\_\_\_  
**Vice President** - Allen Stout \_\_\_\_\_  
**Secretary** - Geoff Filinuk \_\_\_\_\_

# South Jersey Soccer Officials Association

## By-Laws

### Adopted \_\_\_\_\_

#### Article I Membership

##### Section I

- All applicants for membership must be submitted in writing and approved by the Executive Committee to become high school officials:
- All applicants must be 18 years of age by 31 August of the year of application.
- Applicants must successfully complete the SJSOA cadet course.
- Applicants must pay annual dues and other monies as required by the association to be a member on good standing.
- All varsity members must pass the annual refresher course with a grade of 80% or higher. The test shall be a written, open book examination approved by the NJSIAA. Any official not meeting this requirement must attend a classroom clinic and pass a subsequent test prior to being eligible for Varsity assignments.

##### Section II

- Acceptance of an application for membership is conditional upon payment of the prevailing dues rate.

##### Section III

- Any Member, without a valid excuse in writing to the Secretary, missing three (3) regular and/or special membership meetings shall be referred to the Ethics Committee. Upon request to the Executive Committee, a member may obtain an excused absence if the Executive Committee deems it justifiable.

##### Section IV

- An inactive member is a member in good standing but shall not be permitted to:
- Hold or be an elective candidate for any elective office.
- Receive game assignments.

##### Section V

- After serving successfully two (2) full years of scholastic cadetship and passing the SJSOA requirements, a member is eligible to take the NJSIAA test (high school varsity test).

##### Section VI

- Any member retiring from active service after completion of **twenty** years of active service shall be an honorary member of SJSOA.

## Section VII

- A young adult member shall be a member in good standing if he or she meets all other membership requirements.

## **Article II Dues-Honorariums-Fees**

### Section I

- The Executive Committee may determine from time to time the amount of an initiation fee, if any, annual dues payable by the classes of members of the association, the dates upon which payment is due and the penalties for nonpayment or failure to pay in a timely manner.

### Section II

- Any member whose dues, game fees or fines are in arrears for a period of sixty (60) days shall be sent with notification by the Executive Committee. Any member whose dues, game fees, or fines are in arrears for a period of ninety (90) days shall automatically cease to be a member.

### Section III

- Honorariums as determined by the membership shall be paid annually to the Executive Committee.

### Section IV

- A percentage of non-USSF fees shall be collected from each official assigned through this association. The percentage will be determined by the membership. Written notice of the percentage and/or fine(s) shall be provided to the membership, each year, at its first meeting.

### Section V

- Any active member who misses a mandatory meeting shall pay a fine as determined by the membership.

### Section VI

- The officers of this Association shall be exempt from paying local Association dues, game fees and meeting fines.

## **Article III - Government**

### Section I –

The Executive Committee has control and management of the property, assets and funds of this association, subject to the will of the membership.

### Section II –

Funds of the Association shall be withdrawn from the bank or banks with which they are on deposit by the signature of the Treasurer and either the **Vice-President** or President.

## **Article IV - Elections**

### **Section I**

A nominating committee of not less than three members shall be appointed by the third meeting of each year.

### **Section II –**

Nominees for office must be a member in good standing for at least three years.

### **Section III –**

The President shall appoint a Clerk of Elections other than himself or candidate for office. The Clerk's duties shall be to impartially conduct the annual election, to direct the tallying of votes and to announce the results of each election.

### **Section IV –**

Nominations will close at the meeting prior to the election meeting. Nominations may be made from any member in good standing.

### **Section V –**

Elections shall be in the following order: President, Vice-President, Secretary, Assignor, Treasurer, Rules Interpreter, Member-at-large

### **Section VI –**

Election of officers is by secret ballot, except when only one candidate for any office is presented, in which case the ballot may be dispensed by motion with a second and with a unanimous vote of the membership. Each member in good standing is entitled to cast one vote for each ballot. If more than two (2) persons are running for an office, election shall be by a majority of the votes cast. Upon receiving a majority of the votes cast, a candidate shall be declared elected and balloting for that office shall cease. If, however, no candidate receives a majority of the votes cast, the candidate with the least number of votes shall be removed from the slate, and the balloting shall continue until one (1) candidate receives a majority of the votes cast.

**Absentee ballots are not acceptable. Members must be present at the election meeting to vote.**

### **Section VII –**

Every officer elected serves for one year calendar year. The term of office will run from 1 January to 31 December.

### **Section VIII –**

Vacancies in the Executive Committee are filled by a majority vote of the Executive Committee **after the general membership has been notified of the vacancy to allow for parties interested in the position to come forward.** Such individuals approved by the executive committee serve the remainder of the calendar year for the individual being replaced.

## **Article V – Meetings**

### **Section I –**

The association will hold regular membership meetings of which two are business meetings with 30 days notice to the membership.

Section II –

**Twenty-five percent of the membership constitutes a quorum.**

Section III

Special meetings of the membership or the Executive Committee shall be called by the President and/or at the request of a majority of the Executive Committee.

Section IV –

The Executive Committee meets as required at which a majority will constitute a quorum.

Section V –

The annual election will be held at the last business meeting of the year.

**Article VI – Rules of Order**

Section I –

Roberts Rules of Order, Revised are the authority on parliamentary procedure on all matters not covered by the Constitution, By-Laws, or Policies.

Section II –

The following shall be the order of Business unless suspended by a 2/3 vote of the members present at the meeting.

1. Call to order
2. Reading, corrections and approval of the Executive and General Meeting Minutes.
3. Roll call or verification of the sign in.
4. Report of the Treasurer
5. Program for the night
6. Unfinished Business
7. New Business
8. **Good of the Order**
9. Adjournment

Section III –

The parliamentarian acts as an advisor to the chair, but the chair shall make the final decision questions on parliamentary procedure.

**Article VII – Duties of Officers**

Section I

**The members of the Executive Committee, upon their installation, enter upon the performance of their duties and continue in office until their successors are duly elected and qualified.**

**Section II – The President**

The President's duties are:

1. Be the chief executive officer of this association and supervise this association's affairs and activities.
2. Is a member of every committee as he/she deems fit except the nominating committee.
3. Be the presiding officer at all meetings and announce the business in the order upon which it is to be acted.
4. Appoint the standing committees with the approval of the Executive Committee the first meeting of the year.
5. He/She shall call for an annual audit of the books of this Association.

**Section III - Vice President**

The Vice President's duties are:

1. **In the event of the absence, death or disability of the President, assume all the duties of the office.**
2. Be responsible for all the high school soccer activities.

**Section IV – Secretary**

The Secretary's duties are:

1. **Give notice of and attend all meetings of the organization and Executive Committee and keep a record of their doings.**
2. Keep a permanent record of all meetings and be the custodian of all official documents.
3. Keep a list of the members of the organization.
4. Keep a Master Copy of this Association's Constitution and By-Laws to which all amendments shall be entered with the date of passage.
5. Responsible for all communications.
6. **A secretary pro-tem may be appointed in the event of the absence or disability of the Secretary.**

**Section V - Assignor**

The Assignor with assistants duties are:

1. Maintain relations with all the schools this associations services.
2. Secure schedules
3. Assign all scholastic soccer officials at associated schools

**Section VI - Treasurer**

The Treasurer with assistants duties are:

1. **The Treasurer is responsible for all monies and securities.**
2. The Treasurer is responsible for the issue of notices and collection thereof the dues, fines, and fees payable to the association.
3. The Treasurer is responsible for the collection of all fees payable to the association from all leagues and organizations.

4. The Treasurer shall disburse the funds at the direction of the Executive Committee, subject to the will of the membership and shall report, in detail, at such times as directed on the financial condition of the Association.
5. Keep the financial records approved by Executive Committee.
6. Arrange for audit upon request of the Executive Committee or 2/3 membership vote.

#### Section VII – Rules Interpreter

The Rules Interpreter duties are:

1. Be responsible for all interpretations of high school and college rules and present any changes of said rules.
2. **Be responsible for all the training of the organization.**

#### Section VIII – Member at Large

The Member at Large duties are:

1. Attend all Executive Committee meetings as a representative of the general membership.
2. Perform duties as directed by the Executive Committee.

#### Section IX –

The officers of this Association shall constitute an emergency committee to act on matters demanding immediate attention between meetings.

#### Section X –

All officers, upon leaving office, shall relinquish all complete records, materials, etc., to their successors.

#### Section XI –

High School Athletic Directors will be notified annually that they are permitted to write a letter to the President of our association, via the Secretary, with a complaint or grievance concerning a soccer referee. Such letter of complaint or grievance must state the reason for any such complaint with details as necessary. The Executive Committee will take action as per the Constitution and/or By-Laws and/or Policies of this Association. The soccer referee will be given an opportunity to respond to the Executive Committee. This Association will contact the Athletic Director in order to acknowledge his complaint and the mechanics for resolution.

### **Article VIII – Committees**

#### Section I –

The Standing committees of this organization are:

1. Constitution and By-Laws – Sees that the Constitution and By-Laws are revised, distributed and adhered to when deemed necessary.
2. Ethics – Shall review and make recommendations on all matters indicated in Articles I, II, III, IV, V, VI, IX and X of the By-Laws. Disciplinary action may be taken by the Ethics Committee.
3. Attendance – Takes the official attendance at all meetings and notify the treasurer of absent members. Also, notify the Ethics Committee when a member has missed three meetings.
4. Banquet – Organizes and prepare all matters pertaining to the organizations' annual banquet.

5. Nominating – Present at the annual elections the names of candidates for office. Responsible for absentee ballots, responsible for the tally of the final vote count and report to the membership.

Section II –

Each committee chairperson is responsible for submitting an annual report to the Executive Committee.

**Article IX – Assignments and Responsibilities**

Section I –

All members shall wear the official uniform as prescribed by the governing bodies of the organizations serviced by this Association.

Section II –

All officials shall wear the appropriate patches and carry the appropriate membership cards for proper identification.

Section III –

Members shall not solicit games for themselves. All assignments shall be made by the Assignor. Assignments received outside this Association's geographic area or from out-of-state need not be obtained from the assignor, however, the assignor should be notified.

Section IV –

The Association shall pay a fee as determined by the membership should more than the required number of officials be assigned and report to an assignment:

1. If all officials are certified, the one(s) closest to home will leave.
2. If only two officials are certified, the other(s) will leave.
3. If only one official is certified, the non-certified official(s) closest to home will leave.

Section V –

The Association shall pay a fee as determined by the membership should an error be made by the Assignor wherein an official is assigned to a non-existent game.

Section VI –

The officials of the Association are independent contractors and are not employees of the Association. The officials are responsible for complying with Federal and State Tax requirements.

Section VII –

No members of this association shall assign or accept any games or schedules from any school within our geographic area. All school games and schedules shall be turned into the Association for assignment by the Assignor.

Excluded from this restriction will be the soccer games administered by the NJSIAA during the state tournament.

The sanction for violation of the assigning process will be one year suspension for the first offense. This one year suspension will be for a calendar year. All members of SJSOA, NJSIAA and the schools within our geographic area will be notified of this action.

The sanction for a violation of the assigning process a second time will be automatic expulsion from the Association. All members of the SJSOA, NJSIAA and the schools within our geographic area will be notified of this action.

**Article X – Amendment Procedures**

**Section I**

This constitution may be amended by a 2/3 majority vote of the active members in good standing of this organization at any regular scheduled or special meeting provided the amendment has been submitted in writing to the secretary, submitted to the general membership, and has been read at two meetings and a quorum of **twenty-five** percent of the membership is present at the time of the vote.

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**President** - George Wescott \_\_\_\_\_  
**Vice President** - Allen Stout \_\_\_\_\_  
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