

**NORTH ORANGE COUNTY REFEREE ASSOCIATION
BY-LAWS**

Name: This organization shall be known as the **NORTH ORANGE COUNTY REFEREE ASSOCIATION**, with an abbreviated title of **NOCRA**.

Purpose: To improve the quality of soccer referees in North Orange County through education and practical game experience.

Lasted Update: 8/5/2012

ARTICLE 1: MEMBERSHIP

All United States Soccer Federation certified Soccer Referees are eligible to apply for membership in this Association. Their application, including applicable fees, shall be submitted to the Board of Directors for approval. Members in good standing shall have one vote at regular meetings and at the annual general meeting.

ARTICLE 2: OFFICERS AND BOARD OF DIRECTORS (BOD)

The Officers of this Association shall consist of a President, Vice President, Secretary, and Treasurer. The Directors of this Association shall consist of two Delegates, Assessor, Instructor, and Newsletter Editor. The Officers and the Directors shall form the governing Board of Directors. They shall be elected at the annual General Meeting and voted for, separately, by ballot, and receive a majority of the votes cast. They shall hold offices for one year and until their successors are selected. No member may hold more than one position on the Board of Directors, with the exception of Assessor and Instructor.

To be eligible for election to the Board of Directors a candidate must:

1. Have been approved as a voting member at least 12 months prior to the closing date of nominations.
2. Be in good standing with NOCRA, California Soccer Association – South, Inc., and with U.S.S.F.
3. Be a currently certified U.S.S.F. Referee (any grade) on the date nominations for elections close.
4. The Instructor shall be, as a minimum, a U.S.S.F. Certified Instructor or trainee, In case a U.S.S.F Certified Instructor or trainee is not nominated, the President will appoint an Instructor from the general membership subject to the approval of the Board of Directors.
5. The Assessor shall be, as a minimum, a U.S.S.F. Certified Assessor or trainee. In case a U.S.S.F Certified Assessor or trainee is not nominated, the President will appoint an Assessor from the general membership subject to the approval of the Board of Directors.

ARTICLE 3: DUTIES OF OFFICERS

The duties of Officers shall be as are implied by their respective titles and such as are specified in these By Laws.

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SECTION A: President

A member shall have to serve a minimum of 12 months on the Board of Directors to be eligible to run for President. The President shall appoint all standing committees. The President shall be Chairman at regular meeting and Board of Directors meetings. The President is an ex-officio member of all committees. The President, or other officer designated by the President, shall be responsible for negotiating and monitoring agreements with the various soccer organizations. All agreements shall be presented to and approved by a majority of the Board of Directors. In addition, the President shall appoint the Assignor, with approval of 2/3 of the Board of Directors. The President shall have one vote.

SECTION B: Vice President

The Vice President shall assist the President in the performance of the duties of the office and shall exercise all the powers of the President's absence. The Vice President shall also function as Membership Chairman. The Vice President shall also function as the Parliamentarian in accordance with **ROBERT'S RULES OF ORDER**. The Vice President shall assume the duties of President if the President is unable to perform his duties. The Vice President shall have one vote.

SECTION C: Secretary

The Secretary shall keep roll of all members of this Association and shall notify the general membership of all meetings. The Secretary shall conduct and keep a record of all correspondence. The Secretary shall take minutes of all meetings, keep all records and mail copies of the minutes to each Board Member at least five (5) working days prior to each stated Board of Director's meeting. The Secretary shall have one vote.

SECTION D: Treasurer

The Treasurer shall receive all money due to this Association. The Treasurer shall keep a detailed account of all funds in a suitable book. The Treasurer shall pay all bills charged against the Association, with approval by the Board of Directors. The Treasurer shall mail a Treasurer's report to each Board Member at least five (5) days prior to each Board of Directors meetings. The Treasurer shall give a short financial report at regular meetings. The Treasurer shall give a detailed account of books, to any member who has submitted a request to the Secretary, at least two (2) weeks prior to the meeting. The Treasurer shall have one vote.

Any two (2) of the officers: President, Vice President, Secretary, Treasurer, must sign all checks.

SECTION E: Delegates (2)

The Delegates shall attend all meetings called by the State Association pertaining to soccer, and all meetings where their presence is required. If a Delegate is unable to attend any of these meeting, he shall notify the President. In order to be sure that the Association is represented at is represented by at least one Delegate, the President shall appoint an alternate Delegate if necessary. The Delegates shall have one vote each at Board meetings.

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SECTION F: Assessor

The Assessor shall be appointed by the President, with approval of a 2/3 vote of the Board of Directors. The Assessor shall plan and direct the assessment program. The Assessor shall personally review each completed assessment. A recommendation regarding the classification of the Referee assessed will be given to the Board of Directors. The Assessor shall maintain a file of assessment that is accessible by the respective members. The Assessor shall NOT have a vote.

SECTION G: Assignor

The Assignor shall be appointed by the President, with approval of a 2/3 vote of the Board of Directors. The Assignor shall serve at the discretion of the Board of Directors. With cause, the Assignor can be removed from assignment responsibilities by a 2/3 vote of the Board of Directors, at a regular or special Board meeting. The Assignor shall follow the guidelines established in the "Referee Assignment Policy" as indicated in STANDING RULE #8. In cooperation with the Board of Directors, the Assignor shall be responsible for all assignments. The Assignor shall use the Newsletter to distribute general information pertaining to assignments. The Assignor will be registered through CalSouth/USSF. The Assignor shall NOT have a vote.

SECTION H: Instructor

The Instructor shall plan and direct the instructional program. The Instructor shall be in charge of all instructional sessions at regular meetings. The Instructor shall coordinate the appearance of instructional speakers. The Instructor shall use the Newsletter to publish pertinent instructional materials. The Instructor shall have one vote.

SECTION I: Communication Office

The Communications Officer shall plan and direct the communications of the association. This will include managing the association website and issuing of a newsletter. The website and newsletter shall consist of: meeting announcements, instructional material, general information pertaining to refereeing assignments, and other information that is interesting and necessary. It is the Communications Officer's responsibility to compile the information from other members of the Board of Directors for dissemination to the current membership. The Communication Officer shall have one vote.

SECTION J: Youth Referee Development Coordinator

The Youth Referee Development Coordinator shall be appointed by the President with the approval of a 2/3 vote by the Board of Directors. He shall maintain the Youth Referee Development Program in assisting the advancement and mentoring of the youth referees. In coordination with the NOCRA Instructor, Assessor, and Assignor, the Coordinator shall be responsible for monitoring all youth referee events and activities. It the Coordinator's duty to report back to the board on the progress on youth referees and the level at which they are to referee at. The Youth Referee Development Coordinator shall have one vote.

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SECTION K: Adult Referee Development Coordinator

The Adult Referee Development Coordinator shall be appointed by the President with the approval of a 2/3 vote by the Board of Directors. The Coordinator shall maintain the Adult Referee Development Program in assisting the advancement and mentoring of the adult referees. In coordination with the NOCRA Instructor, Assessor, and Assignor, the Coordinator shall be responsible for monitoring all new adult member referee events and activities. It is the Coordinator's duty to report back to the board on the progress on adult referees and the level at which they are to referee at. The Adult Referee Development Coordinator shall have one vote.

SECTION L: Past President

The immediate Past President, unless elected to the Board of Directors, shall be an ex-official member of the Board of Directors. The Past President shall maintain this position, as long as the Past President remains active in the Association and until replaced by the next outgoing president. The Past President shall have one vote.

SECTION M: Retiring Officers

All Officers, upon retiring from office, shall deliver records, books, papers and other property belonging to the association to their successor.

SECTION N: Misconduct or Neglect of Duty

1. All Officers and Directors shall conduct business of this Association in accordance with the prudent-man concept. Serious misconduct or neglect of duty, as established by a 2/3 vote of the Board of Directors, shall render an Officer or Director liable to dismissal from office.
2. Should there be misconduct or neglect by any member of the Board of Directors, he may be removed from office by a 2/3 vote of the Board of Directors, and the approval of the majority of members present at the next general membership meeting.
3. The motion for removal shall be published in the Newsletter, as due notice, and the matter shall be debated and voted on immediately after this debate. A majority of votes cast for removal shall be sufficient to dismiss the Officer or Director from office.
4. For any other formal complaint of misconduct or neglect of duty by an Officer or Director, shall be investigated in accordance with **ROBERT'S RULE of ORDER**. If necessary, disciplinary action will be taken.
5. Any Officer or Director who does not attend 3 consecutive BOD meetings or 5 total meetings during the year he/she was elected, without proper cause as determined by the majority of Officers and Directors, will be considered as having resigned.

SECTION O: Addition of Board Members

If deemed necessary to effectively conduct business and meet NOCRA objectives, NOCRA may establish up to three additional Board of Director positions during their annual term of office. Board of Director positions shall be added only with a two thirds majority vote of the entire Board of Directors; such vote shall be taken only at an open meeting of which Members have received sufficient written notice. The Board of Directors shall consist of no more than fifteen

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(15) Directors. If likewise deemed necessary, NOCRA may reduce Board of Director positions to no less than seven (7) positions, and must retain Officer positions. Board of Director positions shall be reduced only with a four-fifths majority vote of the voting members of the Board of Directors; such vote shall be taken only at an open meeting of which Members have received sufficient written notice.

ARTICLE 4: ANNUAL GENERAL MEETING

The annual general meeting shall take place in June of each year. Each member shall receive a written notice at least ten (10) days prior to the meeting.

The agenda of the annual general meeting shall be as follows:

1. Roll call.
2. Reading of the minutes (previous annual meeting).
3. Report of the Secretary.
4. Report of the Treasurer.
5. Report of the President.
6. Report of the Delegate.
7. Changes in By-Laws.
8. Miscellaneous.
9. Election of new Officers.

ARTICLE 5: REGULAR MEETINGS

There shall be one (1) regular meeting of the membership each month which shall include an instruction session. Any monthly meeting may be dispensed with, with approval of the Board of Directors. It will be the duty of the President of conduct the regular meeting with a well-balanced agenda.

ARTICLE 6: BOARD OF DIRECTORS MEETING

There shall be at least one corresponding Board of Directors meeting for each scheduled regular meeting of the Association. The President shall have the right to call a special Board of Directors whenever he deems it necessary. The Board of Directors meetings shall deal with matters pertaining to soccer and referees and/or business matters entrusted to the Board by the members. Board of Directors' decisions shall be final: subject to the conditions listed in ARTICLE 7. The Board of Directors shall have the power to deal with all differences, controversies, and other matters not covered in these By-Laws.

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ARTICLE 7: RIGHTS

Any member of this Association shall have the right to appeal a decision made by the Board of Directors in the following order:

1. Upon a member's written request, he shall be invited to the next Board of Directors meeting to discuss the issue. The BOD will rule on the issue within 30 days.

ARTICLE 8: VACANCIES

Should a vacancy occur among the Board of Directors, the President shall appoint a member who is in good standing with NOCRA to fill the position for the remainder of the term. The appointment shall be ratified by a majority vote of the Board of Directors.

ARTICLE 9: GENERAL

SECTION A: Fines, Penalties, and Dismissal.

All procedures for investigation and disciplinary actions of a rule infractions are in the Investigation & Disciplinary Committee (IDC) manual. The IDC manual is maintained by the BOD and modifications can be made to it by a majority BOD vote. The IDC manual will be published on the website. The membership will be notified of any modifications.

Section B: Finances

1. The dues of this Association and the schedule of payments for the ensuing year shall be determined at the annual general meeting.
2. The Association shall have no power to assess its members.
3. If the Assignor performs all the tasks associated with assigning and without a contract entered between this Association and another entity for the purposes of assigning, the Assignor shall be paid by assignment. The Assignor shall also be reimbursed for reasonable expenses, as approved by the Board of Directors.
4. Contracts for work performed for the Association can be entered into provided:
 - A. All proposed contract shall be open for competitive bid, approved by the Board of Directors, and authorized in writing.
 - B. No contracts shall be extended beyond the term of the current Board of Directors, except as approved by a majority of the members present.
 - C. No contract shall involve a total expenditure of more than \$1,000.00 in any fiscal year, except as approved by a majority of the members present.
 - D. No contract shall be entered into between this Association and any entity in which a member of this Association has a financial interest, except as approved by a majority of the members present.

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5. For purposes of obtaining approval of a majority of the membership, as required by ARTICLE 9, SECTION B, a vote shall be taken by ballot. After due notice has been given, the vote can be taken at a regularly scheduled general meeting, by email, a special meeting, or the annual general meeting.
6. This Association's books shall be submitted for approval membership at the first general meeting after the annual general meeting.

SECTION C: Uniform

The officiating uniform of the members of this Association shall be as specified in the current edition of the USSF Laws of the Game and the Universal Guide for Referees.

SECTION D: General Rules for Referees

1. In order to be in good standing with NOCRA, a member shall:
 - A. Pay all moneys to the Association when due. Failure to make payments, within thirty (30) days of the due date, shall render the member liable to suspension from the list of active members, until such time as all the moneys have been paid.
 - B. Respect and obey any and all decisions made by the Association.
 - C. Attempt to attend all meetings for which he received notice.
 - D. At all times conduct his/her self in a professional manner. His integrity shall be above reproach, and he shall do whatever he can to promote organized soccer.
2. As a matter of courtesy, members shall furnish copies of any correspondence directed to the governing bodies of soccer. (Local, State, Federal or International), or any other soccer organization which might tend to reflect upon or affect the reputation of this Association.
3. A member, officiating in a game wherein a player has been cautioned or sent off the field for misconduct, shall make his report in accordance with the rules of the subject league. In addition, when a player has been ordered off the field for misconduct, a copy of the report shall be mailed to the Secretary of NOCRA within forty-eight (48) hours. When a player has been sent off the field for assaulting an official, an additional copy of the report shall be mailed to the governing state body within forty-eight (48) hours.
4. A member when assigned to a game shall be on the playing field at least thirty (15) minutes before the scheduled start of the game.
5. Any member who is unable to fulfill his assignment shall notify the Assignor as soon as possible. For State and National Cup games, he shall notify the representative that assigned him to the game.
6. No member shall be allowed to change his assignment, except if duly authorized by the governing organization. Realignment of responsibilities, as a result of one or more officials not appearing for an assignment, or one or more officials becoming incapacitated during a game, shall not be considered a change to his assignment for the purposes of this paragraph. All realignments must be made in accordance with NOCRA procedures.

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7. Any member, who has accepted an assignment and is subsequently offered a more challenging or lucrative assignment, cannot accept that assignment without being officially released by the original assignor.
8. No member, except the Assignor, shall assign himself. No member shall interfere with official assignments approved by the State or this Association.

SECTION E: Quorum

The quorum for all regular meetings shall be a minimum of 30 voting members of this Association. The quorum for all Board of Director meeting shall be 50% of the Board members.

SECTION F: Procedural Rules

For any circumstances not covered in these by-laws, **ROBERT'S RULES OF ORDER** shall govern.

SECTION G: Gender

Where the male gender is used herein, the female gender shall be construed to have the same meaning and intent and vice versa.

SECTION H: Fiscal Year

The fiscal Year of this Association shall begin July 1st and end June 30th.

SECTION I: Amendments

Changes proposed to the Constitution and By-Laws during the year by the Board of Directors shall be ratified at the next meeting of the members, whether a Regular Meeting or the Annual General Meeting, after appropriate notice to the members. Such changes shall take effect only after ratification by the membership by a majority vote of those present at the meeting.

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JUNE 2012 APPROVAL:

BOD Member Name:

Signature:

Date:

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