

**CONSTITUTION AND BY-LAWS OF**  
**SOCCER REFEREES OF PALM BEACH COUNTY, INC.**

**ARTICLE I:       NAME**

This organization shall be known as the Soccer Referees of Palm Beach County, Inc. which shall be abbreviated as SRPBC.

**ARTICLE II:       DURATION, PURPOSE, POWER**

This organization shall have perpetual existence. The purposes of the SRPBC shall be:

1. To provide a corps of trained, experienced, professional soccer referees available to officiate the sport of soccer;
2. To recruit, educate, and train soccer referees;
3. To promote teamwork and cooperation among referees;
4. To promote sportsmanship and the betterment of the sport.

Whenever possible, to service all organizations, leagues, and schools who play the game of soccer, including but not limited to public schools, private schools, colleges, universities, youth soccer leagues, both amateur and professional.

In general, the purposes for which the SRPBC is organized are exclusively charitable, and educational within the meaning of Section 501 (C(3)) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

Furthermore, the SRPBC is an equal opportunity association. No application for membership will be refused on the basis of race, color, religion, national origin, gender, or sexual orientation.

**ARTICLE III:       MEETINGS**

An Annual General Meeting of the Association shall be held in April in Palm Beach County. The Secretary shall provide at least fourteen (14) days written or e-mail notice of the Annual General Meeting. The President shall preside over the Annual General Meeting. An election of officers and directors shall be held at the Annual General Meeting, as provided for in this document. Regular meetings will be held, as deemed necessary, by the Board of Directors.

**Section 1:** Annual dues for the current year must be set by the incoming board elected at the Annual General Meeting;

**Section 2:** A review of finances must be read by the treasurer or other board member, if a treasurer is not present, at the Annual General Meeting;

**Section 3:** A review of amendments to the Constitution and By-Laws, which have occurred throughout the course of the year, must be read at the Annual General Meeting.

## **ARTICLE IV: MEMBERS**

**Section 1:** The membership year shall be identical to the Florida High School Athletic Association (FHSAA) Administrative Year, as defined in the current year's FHSAA Bylaws.

**Section 2:** All members must undergo a background check as stipulated by the Palm Beach County School Board and in conjunction with appropriate state mandates such as the Jessica Lunsford Act.

**Section 3:** Active members shall be at least 16 years old. Upon application and the payment of annual dues, a person shall become a member. Any person properly registered and in good standing with FHSAA shall be admitted to membership upon application and payment of annual dues.

**Section 4:** The Association may, from time to time create more than one class of membership as provided for in this document.

**Section 5:** A member in good standing is defined as a member who is:

- a. Current with association dues;
- b. Not under effective discipline by the Board of Directors;
- c. Responsive to communication attempts by the association;
- d. Up to date with his/her membership year availability in the current SRPBC electronic assignment system.

**Section 6:** At the discretion of the board, a member may become an “inactive” member if no communication has been established by the member within 60 days of contact by the association. Inactive membership may immediately be returned to a member in good standing by a written request, assuming all criteria in Article IV/Section 4 of this document are met.

**Section 7:** Members in good standing are entitled to all rights and privileges of membership.

**Section 8:** The Code of Ethics for Athletic Officials as outlined by the National Federation of State High School Associations and the policies of the FHSAA as outlined in the Officials Handbook shall be considered as the Principles of Conduct for the SRPBC. Members whose behavior is contrary to these codes of ethic or are detrimental to the stability, structure, or reputation of this association may become subject to disciplinary action which may include, but not be limited to, financial penalties, verbal or written reprimand, assignment adjustments, or other consequences, and up to and including forfeiture of membership.

**Section 9:** All members in good standing are entitled to officiate contests based upon their abilities as determined by the Evaluation Committee, FHSAA ranking, FHSAA policies and availability:

9.1. When an official does not pass the FHSAA Soccer Referee Exam for the current year, he/she may officiate Sub-Varsity level games only. In order to be allowed to officiate Varsity level games for the current season, he/she must:

- a. Take and pass the FHSAA make-up exam for the current season when given;
- b. Have attended a minimum of three (3) “training session” meetings during the current season prior to upgrading; and
- c. Be satisfactorily assessed by a member of the Evaluation Committee.

9.2. In order for an official to be considered for either tournament or State Series assignments he/she must meet all of the current requirements of the FHSAA, as detailed in the current year’s FHSAA Officials Guidebook.

**Section 10:** A member may have membership terminated:

10.1. Upon request of that member;

10.2. Upon majority vote of the Board of Directors for membership infraction(s) which warrant review and vote. All members are entitled to an opportunity to respond to the board on any claim made against him/her prior to, or in response to, a board decision.

10.3. When a notice to appear before the Board is issued, fourteen days written notice is required. Failure to appear on the specified meeting date, or a mutually agreed upon alternative date, within the 14 day receipt of written notice, will result in the loss of opportunity to respond to the boards claim against said member.

**Section 11:** All members, present and in good standing, are entitled to an equal (one) vote in all elections and other membership voting.

## **ARTICLE V: OFFICERS**

**Section 1:** The officers of the SRPBC shall be President, Vice President, Secretary, Treasurer, and Sergeant-at-Arms. The officers shall constitute the Board of Directors and shall be responsible for enforcing this document, and managing the day to day affairs of the SRPBC.

**Section 2:** The officers shall be elected at the Annual General Meeting for a term of one year by a majority of voting members present at the Annual General Meeting. Officers shall continue to serve until their replacement has been elected. To be eligible for elected office, a member must have completed one year as a member in good standing of the SRPBC. No member shall hold more than one elected office at one time.

**Section 3:** The President shall act as the chief executive officer of the SRPBC. The President shall preside at all meetings of the SRPBC and Board of Directors, conduct negotiations on behalf of the SRPBC, ensure the enforcement of this document, and policies of the SRPBC, assign duties to officers as required, appoint individuals and committees deemed necessary for the organization to function, represent the association in a dignified manner in all affairs within and without of the association, including the FHSAA, community, and other public matters, and take prudent and reasonable actions in matters not covered in this document.

**Section 4:** The Vice President shall act as president in the absence of the President. The Vice President shall be responsible for training programs and evaluation plans.

**Section 5:** The Secretary shall keep a record of all Association meetings. The secretary shall be responsible for the management and dissemination of all Association correspondence, recording attendance of members at all Association meetings, and the preparation of minutes for all Association meetings. The secretary shall maintain membership records which include verifying the number of games worked and applicable examination scores.

**Section 6:** The Treasurer shall be responsible for the financial affairs and records.

- 6.1. The Treasurer shall be responsible for all collections, deposits, and disbursements authorized by the Board of Directors;
- 6.2. The Treasurer shall provide an annual financial report to the members at the Annual General Meeting;
- 6.3. Any remission from SRPBC to any of its members shall include a statement specifying the items or services covered, the date(s) of the service(s) and the amount tendered for each.

**Section 7:** The Sergeant-At-Arms shall aid the presiding officer at all meetings in maintaining the orderly conduct of business and monitor all ballots or votes to ensure that tallies are correct and just.

**Section 8:** A vacancy in the office of President shall be filled by the Vice President. Vacancies in the other offices shall be filled by appointment by the President with the advice and consent of the Board of Directors.

**Section 9:** An officer of the SRPBC may be subject to impeachment (removal) by referendum upon the formal petition of one quarter (1/4) of the members in good standing. A three-fourths (3/4) vote of all the members of the Association for impeachment shall be required. To vote on an impeachment, a member must be present to vote.

**Section 10:** Past-President

The most recent Past-President:

- 10.1. May serve as an advisory member;
- 10.2. May vote only to break a tie on issues with the Board of Directors.

## **ARTICLE VI: COMMITTEES AND APPOINTEES**

**Section 1:** The Board of Directors is empowered to appoint members to perform specific duties and to serve on the following standing committees listed below. All committees shall consist of at least three members. No member may serve on more than one committee at a time. No Officer may serve as a voting member of any standing committee. Officers may serve as ad hoc members of committees. From time to time, the Board of Directors may also appoint interim, special or ad hoc committees if the board deems such action in the interest of the Association. The board may appoint such other individuals as it deems necessary in order to fulfill the objectives of the Association.

**Section 2:** The Nominating Committee appointed annually no less than thirty (30) days prior to the Annual General Meeting. The Nominating Committee shall present a slate of qualified candidates for consideration by the membership at the annual meeting.

**Section 3:** The Evaluation Committee is responsible for setting up the process and selecting those individuals who will assist with the evaluation of member referees. Each referee with two or more years' experience should be reevaluated at least once each season. First year officials should be evaluated periodically throughout the season to ensure good officiating skills. The committee is encouraged to take advantage of more formal referee assessment programs provided by other soccer organizations such as the United States Soccer Federation.

**Section 4:** The Assignment Committee is responsible for overseeing the entire match assignment procedure of the association. The committee shall ensure compliance with the requirements by FHSAA on the composition of officiating crews, shall review and approve each referees assignments, and shall make the Assignor aware of any corrections that need to be made.

**Section 5:** The Recommendations Committee is responsible for reviewing the evaluations of each member during the regular season. This committee is responsible for preparing and submitting to FHSAA a list of members who merit consideration for assignment to the State Series matches.

**Section 6:** The Grievance and Ethics Committee is responsible for hearing complaints and appeals made or brought by one or more of the members. Members who have grievances because of penalties may appeal under the provisions of the By Laws of the association.

**Section 7:** The Education/Training Committee is responsible for the planning, content and implementation of training sessions, including on-the-field (court) training. This also includes educating local officials on FHSAA policies and procedures, NFHS rules and mechanics, and developing a curriculum that is current and effective in both content and methodology.

**Section 8:** The Assignor is responsible for assigning members to referee soccer matches.

8.1. The Board of Directors shall annually appoint an Assignor and may appoint one or more assistants to the Assignor. The Board shall determine the compensation and expenses due the Assignor. Assignments are subject to the review and approval of the Assignment Committee;

8.2. The assignor(s) shall not vote or take part in discussions on issues before the board regarding assignments except when asked to provide information for the discussions.

## **ARTICLE VII: PARLIAMENTARY AUTHORITY**

The current edition of Roberts Rules of Order Newly Revised shall govern the SRPBC in all cases to which they are applicable and not inconsistent with this document.

## **ARTICLE VIII: AMENDMENTS**

Any proposed amendment to this document shall be submitted in writing by a member in good standing to the Board of Directors. The Board of Directors must notify the membership body of any proposals within 30 days of submission. Any proposed amendment must be distributed in writing to the members at least fourteen (14) days prior to the meeting at which the vote is taken. This document may be amended at any meeting by the affirmative vote of two-thirds (2/3) of the members present and voting. Proxies are not permitted.

## **ARTICLE IX: ADOPTION**

The adoption of any updated Constitution and By-Laws shall be made by a two-thirds (2/3) vote of the members of the SRPBC present at a meeting duly called for the purpose of ratifying and adopting the Constitution and By-Laws.

**ARTICLE X:        DISSOLUTION**

In the event that the SRPBC dissolves, any funds remaining in its treasury, after the payment of all its financial obligations, will be evenly distributed to all current members in good standing at the time of dissolution.



## Revision History

	Adopted April 24, 2001
Revision 1.	Adopted June 7, 2005
Revision 2.	Adopted July 11, 2006
Revision 3.	Adopted April 10, 2007
Revision 4.	Adopted April 8, 2008
Revision 5.	Adopted June 3, 2008
Revision 6.	Amended March 20, 2012. Adopted August 16, 2016
Revision 7.	Adopted April 18, 2017

## Change Log

Revision 6.	Updated membership year to conform to FHSAA Removed references to mechanisms no longer used (e.g. availability form)
Revision 7.	Introduced Change Log, retroactive to Revision 6 (current Constitution Committee starting point) Correct grammar, inconsistencies and ambiguities Ensure compliance to Roberts Rules of Order Newly Revised