

CENTRAL CONNECTICUT SOCCER OFFICIALS ASSOCIATION, INC.

CONSTITUTION

ARTICLE I: Name

The name of this Association shall be “Central Connecticut Soccer Officials Association, Inc.” (“CCSOA” or “Association”).

ARTICLE II: Purposes

The purposes of this Association shall be:

1. To unite in the membership of this organization all fully qualified soccer officials in and around Hartford County, Connecticut and the Central Connecticut region and to be responsible for the proper officiating of secondary schools and all other soccer contests that come within our jurisdiction.
2. To develop, establish and maintain the highest ideals of fair play and sportsmanship in connection with the game of soccer.
3. To provide the training of new officials, to develop among all soccer officials a definite responsibility as to their knowledge of the rules and conduct of the game as officially adopted by the National Federation of State High School Associations or by any other competition that comes within our jurisdiction and to promote the uniform interpretation of the rules of soccer.
4. To encourage every official to sensibly enforce all the rules of the game, both in letter and spirit of the rules and to uphold the Constitution and By-Laws of CCSOA.

ARTICLE III: Commencement of Operations

The CCSOA shall be Connecticut non-stock 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 perpetual existence. CCSOA is a charter member of the Connecticut Soccer Officials Association (CSOA).

ARTICLE IV: Membership

The membership of this Association shall consist only of those duly elected to membership and they shall be classified as follows:

1. Active: Active members are those in good standing with no financial obligation owing to the Association for current or previous years, who have successfully passed all required qualifications for membership, and who have been voted as Active members by the membership of this Association. Active membership in this Association shall be open to:

- a) any persons who have reached the age of 18 and have an interest in the welfare of soccer.
- b) any persons who can meet the requirements as set forth by the CCSOA Executive Committee. A testing fee set by the Executive Committee shall accompany all applications for membership.

2. Probationary: Probationary members include new members and Active members who have been placed on probation pursuant to the By-Laws of this Constitution. A Probationary member may not retain that status for less than one year or more than four consecutive years. All applicants for CCSOA membership shall pay first-year probationary dues, which shall be set by the Executive Committee, before they can obtain Probationary status or officiate any assigned soccer contest.

Probationary member may become an Active Member:

- i. After officiating for two full seasons and working a minimum of 30 games during that period; or having five (5) years prior verifiable experience with another sanctioned soccer refereeing organization (e.g. NFHS, NISOA, USSF, etc.), and be in good standing and is a Probationary Member for one full season and officiate a minimum of 15 games in the dual officiating system in that season.
- ii. Upon recommendation of the Exam/Membership Committee.
- iii. Upon payment of all assessments, dues, fines and any other financial obligation due to the Association.
- iv. Upon fulfilling attendance requirements.
- v. Upon passing a game assessment by Better Officiating Committee.
- vi. By a simple majority approval vote of the Active membership.

3. Inactive: Any Active or Probationary member who resigns from the Association in good standing shall be placed on inactive status. An Inactive member shall receive no assignments, be exempt from paying annual dues and have no vote. An Inactive member seeking to return to active status must meet the requirements of an Active member. If an Inactive member seeks to

return to active status within two years, they shall be placed at the same status they held prior to being placed on inactive status. If an Inactive member seeks to return to active status after a period of more than two years, a majority vote of the Executive Committee shall determine their status upon their return to CCSOA.

4. Honorary: Honorary membership may be awarded to any person who has honorably distinguished themselves in any way in the game of soccer as voted by a simple majority of the Active membership present at any meeting. Honorary members do not have voting status.

5. Life: Life members are past or Active members who have been voted into such status by the present Active membership of the Association.

Life membership may be awarded to individuals who are or who have been Active members of the Association and who have distinguished themselves in the interest of soccer. They will pay no dues but will have all other privileges of any member including the right to vote.

6. Transfer: An official who transfers from another secondary school soccer association, from within or outside the State of Connecticut, shall become an Active member or a Probationary member when they present documentation to the Executive Committee that they were a member in good standing of their previous association.

ARTICLE V: Officers

Section 1 – The elected officers shall consist of the President, 1st Vice President, 2nd Vice President, Secretary-Treasurer, Official Interpreter and Commissioner. The officers shall be elected at the Annual Meeting of the Association in every odd-numbered year for a term of 2 (two) years except the Official Interpreter will be elected annually. Newly elected officers will assume their duties as of January 1 of the following calendar year.

Section 2 – Duties

A. The President shall preside at all meetings of the Association and of the Executive Committee and shall exercise supervision and coordination over the affairs of the Association.

B. The First Vice President shall serve in the absence of the President. The First Vice President shall serve as Chairperson of the Better Officiating Committee.

C. The Second Vice President shall serve as the Chairperson of the Exam/Membership Committee.

D. The Secretary-Treasurer shall perform the following duties:

1. Keep the minutes of all regular and Executive Committee meetings.

2. Take and keep track of the members' attendance at meetings. Notify members of fines upon missing second meeting within two weeks of the associated meeting. Promptly notify the Commissioner of members that have not attended the mandatory interpretation meeting.
3. Send a copy of the minutes to all members prior to the next meeting and maintain a copy of these meeting minutes.
4. Handle Association correspondence.
5. Compile all roster material and return it to the State Association by the CSOA established deadline.
6. Consult with the President and Executive Committee before formulating a budget.
7. Pay Association obligations on schedule and keep a record of the Association's income and expenditures.
8. Present a Treasurer's Report at each business meeting.
9. Notify members of all dues, fines, and assessments due to the Association, and collect the dues, fines, and assessments from the members.
10. Provide the Audit Committee with all the information needed to perform the Annual Audit.
11. Maintain an up-to-date copy of the Constitution and By-Laws and all association official documents (i.e., Federal Non-profit exemption approval, Connecticut Tax Exempt Certificate, etc.).
12. Consult with the Commissioner to ensure proper assessment collection.
13. Issue yearly federal and state tax forms as required.
14. Timely notify members that they are suspended for a failure to pay a fine, fee, dues, etc.
15. Comply with the CSOA requirements for board Secretaries.

For the performance of the above-mentioned duties, the Secretary-Treasurer shall receive compensation as identified in the By-Laws to be paid at the annual banquet.

E. The Official Interpreter or designee, shall conduct rule interpretation sessions at each meeting, determine the Association's interpretation of rules, act as the Association's liaison with the CSOA Interpreter. The Interpreter shall be a member of the Better Officiating Committee.

F. The Commissioner shall perform the following duties:

1. Serves as the Chairperson of the Assignment Committee.
2. Obtains the school schedules.
3. Obtains from all Active and Probationary members an Availability Calendar by a date set by the Commissioner.
5. Assigns games with the assistance of the Assignment Committee.
6. For each member and each school; publish a completed list of assignments on a schedule established by the Executive Committee. This schedule will be communicated to the membership at or before the interpretation meeting.
7. Provides the Secretary-Treasurer, no later than 14 days after the final assigned game, a list of members with the games they officiated, the sites and dates they officiated and compilation of income from games officiated including any fines being assessed or adjustments needed along with associated dates and reason.
8. Reassigns all games in which the host school or the members make changes.
9. Works with the Secretary-Treasurer to ensure proper assessment collection.
10. Handles any other duties that might arise in the Assignment process.
11. Upon notification of a turnback, refusal, or no-show that is a finable offense, notify the individual and the Secretary-Treasurer (within five days of the offense) of the fine by email and maintain a file for end of season fines.
12. Do not assign games to members who have not passed the annual rules test or have not attended the Mandatory Interpretation meeting until such time as they have satisfied these requirements.

For the performance of the above-mentioned duties, the Commissioner will receive 90% of the annual assessment. This will be paid in two installments, the first in September in the amount identified in the By-Laws, and the remainder in January of the following year.

G. Each year the Executive Committee will meet with and review the performance of the Secretary-Treasurer and the Commissioner. The Executive Committee's performance review and recommendations will be presented to the membership at the Annual Meeting.

Section 3 – Only Active members are eligible to hold office.

Section 4 – Any vacancy occurring during the year shall be filled at the next business meeting by a vote of the Active membership. The Executive Committee will recommend a nominee. The Active membership may nominate from the floor. A simple majority of the Active membership at such meeting, in secret ballot, shall determine the replacement, which will be for the rest of the term. The President will appoint an Active member in good standing to fill the vacancy upon recommendation of the Executive Committee until the next business meeting.

Section 5 – The Nominations Committee will recommend to the Active membership a slate of officers every other year. These offices will include President, 1st Vice President, 2nd Vice President, Commissioner, and Secretary-Treasurer. At the Annual meeting Active membership may nominate from the floor. A simple majority of the Active membership present, in secret ballot, shall determine the officers for the associated two-year term. The Official Interpreter will be voted through the same process, but annually.

ARTICLE VI: Uniform

Section 1 – The Referee uniform will be defined by CCSOA By-Laws.

ARTICLE VII: Meetings

Section 1 – A minimum of four meetings a year shall be held. The first meeting shall be the mandatory interpretation meeting and the last fall meeting shall be designated as the Annual Meeting. At the Annual Meeting, annual reports shall be given and officers, as appropriate, shall be elected.

Section 2 – Special meetings may be called by the President or by the Executive Committee. In addition, the President shall call a special meeting within 14 days of presentation to, and verification by, the Secretary/Treasurer of a petition requesting a special meeting signed (or email agreement) by a majority of the voting Active members in good standing. At least 72 hours prior to the commencement of any special meeting, the Secretary/Treasurer shall give notice to the membership of the date, time and location of the meeting and the matter or matters to be considered at the meeting. No business shall be transacted other than that for which the meeting was called, and business related thereto.

Section 3 – All meeting dates and sites will be set by the Executive Committee.

Section 4 – All meetings will be conducted under Robert's Rules of Order. The Parliamentarian shall have final determination of any question of procedure.

Section 5 – A banquet shall be held at the end of the regular season. The Social Committee will determine the date, site, time and program for the event.

ARTICLE VIII: Attendance-Fine-Suspensions-Expulsion

Section 1 – A member who fails to pay their assessment fee, yearly dues or fines by April 1st shall be suspended indefinitely upon notification by the Secretary-Treasurer.

Section 2 – A member may be reinstated if all fines, past and future dues are paid in accordance with the By-Laws.

Section 3 – A member may appeal any fine, disciplinary action, or may dispute compensation for an assigned game directly to the Grievance Committee. The Grievance Committee may make any of the following determinations: make findings in favor of the member, in whole or in part or deny the appeal, in whole or in part. The procedure(s) and process(es) as set forth in Section 4 shall be applicable with respect to any such appeal.

Section 4 – Any member whose actions are considered to be detrimental to the best interests of the Association is subject to being restricted with conditions; to reprimand; to being returned to Probationary status; to suspension; to expulsion; and/or to being fined an amount not to exceed the annual dues for the applicable high school season. The following procedures and processes shall be followed in the interest of a prompt and fair resolution of the complaint/grievance:

- A. The complaint/grievance shall be submitted, in writing, to any member of the Executive Committee specifying the exact nature, time and circumstances of the alleged improper conduct.
- B. The President shall promptly forward the complaint/grievance to the Grievance Committee. The Grievance Committee will attempt to promptly resolve the complaint in the spirit of fairness of the issue(s). The Grievance Committee shall timely forward a written report of its determination/finding(s) to the President, to the Secretary/Treasurer, and to the affected member(s). Transmission of such report shall be sent by email to the President, the Secretary/Treasurer, and the aggrieved member(s) as reflected in the member profile of record in the assigning program used by the Association as of the date that the written report is transmitted.
- C. The determination/finding(s) of the Grievance Committee shall be final unless a timely appeal of such determination/finding(s) is taken to the Executive Committee.
- D. Any aggrieved member may file an appeal of the determination/finding(s) of the Grievance Committee with the Executive Committee. Any such appeal shall specify the grounds/basis for such appeal and must be sent by email to the President within seven (7) calendar days from the date of the email of the Grievance Committee's written report. For purposes of this Complaint/Grievance Procedure, an aggrieved member shall include both the member(s) filing the complaint/grievance and the member(s) against whom the complaint/grievance was filed.

E. If a timely and proper notice of appeal is filed by the aggrieved member(s) with the Executive Committee, the Executive Committee shall promptly schedule the matter for consideration and shall give the aggrieved member(s) timely notice, by email sent to the aggrieved member(s)' last known email address, setting forth the date, time and procedure for consideration of the appeal. In this regard, the Executive Committee may proceed with its consideration by means of an in-person meeting with the aggrieved member(s); a video conference; or by written submissions only. In furtherance of such determination, the Executive Committee shall promptly prepare a written report of its determinations and findings, and shall promptly provide the Secretary/Treasurer and the Chairman of the Grievance Committee with a copy of such report by email transmission. The Executive Committee shall notify the membership of the resolution. The determination of the Executive Committee shall constitute a final, non-appealable determination and shall be binding upon the aggrieved member(s).

F. Any aggrieved member may be entitled to a hearing and/or an appeal by any applicable provision(s) of the CSOA By-Laws (or Constitution), as it may be amended from time to time.

Section 5 – Members who miss more than one meeting during the year or fail to pay their assessment fee by January 31st of the following year will be subject to an automatic fine as identified in the By-Laws. A member who misses the Mandatory interpretation meeting will not be assigned games until such time that proof is given that they have either attended another CSOA association's meeting or have met with the Interpreter to review the NFHS soccer changes for the year.

Section 6 – Turnbacks, Refusals to Officiate on an Open Date and No Shows

A. A turnback is defined as a situation in which a member turns an assigned game back for any reason and notifies the Commissioner of their inability to work. The Commissioner will then reassign the game. A Turnback is appropriate in the following circumstances:

- i. five (5) Calendar days before any assigned game.
- ii. In any emergency situation (e.g. death or illness in the family, injury, change in work status, etc.) fewer than five days before an assigned contest.

B. A refusal to officiate is defined as a situation in which a member refuses to officiate on any open date on their Availability Calendar within five days of the assigned game. A Refusal is appropriate in the following circumstances:

- i. If the member is notified less than 48 hours before an assigned contest by the Commissioner.
- ii. The member has closed the date with the Commissioner prior to notification.

C. A No-Show is a member who has been assigned to officiate but does not appear at the site to complete their duties. A No-show is appropriate in the following circumstances:

- i. An auto or traffic emergency
- ii. A personal emergency requiring the member's appearance
- iii. Any other situation of an emergency nature

The fine for each inappropriate Turnback, Refusal, or No-Show offense shall be as identified in the By-Laws. In the case of unexcused offense, the Commissioner shall notify the member and the Secretary-Treasurer within 5 calendar days of the unexcused offense. If the member does not agree with the Commissioner's determination, they may appeal under the process of Section 3 above.

Section 7 - A suspended member may return as an Active or Probationary member:

- A. If all past assessments, fine(s) and future dues are paid by the mandatory interpretation meeting.
- B. Pays a fine as identified in the By-Laws by the mandatory interpretation meeting.

ARTICLE IX: COMMITTEES

Section 1 – The Executive Committee shall consist of all officers, the immediate Past President and, three (3) other members appointed by the President.

The Executive Committee shall meet whenever necessary for the purpose of conducting such business as is deemed pertinent for the betterment of this Association through initiating, discussing, recommending and, ruling on matters for the benefit of CCSOA

Section 2 – Each standing committee shall consist of at least three (3) members.

Section 3 – The following standing committees shall be appointed by the President:

- A. Assignment
- B. Better Officiating
- C. Constitution/By-Laws
- D. Exam/Membership
- E. Nominations
- F. Grievance

G. Audit

H. Social

I. Recruitment/Retention

J. Awards/McKelvie Scholarship

K. Technology

Section 4 – The duties of the standing committees shall be as follows:

A. Assignment – to equitably assign games to members on the basis of rating guidelines, school's block lists, Constitution and By-Laws and any other membership approved policy.

B. Better Officiating – to make recommendations to the Association which would be to the benefit of the Association and for the advancement of soccer; to arrange for interpretations and demonstrations of rules at clinics and regular meetings; to administer the physical fitness test to the Association.

C. Constitution/By-Laws – to review periodically and keep the Constitution and By-Laws up to date. A copy of the constitution should be available to each member of the Association.

D. Exam/Membership – to prepare and administer the qualifying exam to each prospective member of the Association; to recommend successful candidates for Active membership.

E. Nominating – to present a slate of officers at the Annual Meeting when terms expire; to present a slate of delegates to CSOA at the Annual Meeting; to recommend members to fill vacant offices when it becomes necessary due to resignation, illness or any other time when it becomes necessary. (It is recommended that this committee be comprised of Active members who are Past Presidents.)

F. Grievance – to receive in writing all grievances and recommend actions to the Executive Committee regarding said grievances.

G. Audit – to examine the records regarding the financial status of the Association and report same at Annual Meeting.

H. Social– to plan the annual awards banquet and any other social functions of the Association.

I. Recruitment and Retention - to be responsible for the recruitment of prospective members; to assist in retaining members of the Association.

J. Awards/McKelvie Scholarship – to facilitate the process of selecting nominees and recipients for the Association’s various annual awards; to review applicants and select a recipient for the C. Donald McKelvie Award.

K. Technology – to maintain the CCSOA website; to handle other information and technology needs of the Association.

ARTICLE X: ORDER OF BUSINESS

Section 1 – The order of business shall be as follows at the discretion of the President.

- A. Rule Interpretation
- B. Acceptance / Correction of minutes of previous meeting
- C. Report of Treasurer
- D. Communication and Bills
- E. Committee Reports
- F. Unfinished Business
- G. New Business

ARTICLE XI: AMENDMENTS TO CONSTITUTION

Amendments to the Constitution proposed by members shall be voted upon at the Annual meeting in each even-numbered year and shall require a 2/3rd majority vote of the Active members present, provided that:

- a. The proposed amendment has been received by the Secretary/Treasurer in writing or electronically by August 1st.
- b. The Secretary/Treasurer has made reasonable effort to give notice of the proposed amendment to members.

CENTRAL CONNECTICUT SOCCER OFFICIALS ASSOCIATION, INC.

BY-LAWS

ARTICLE I: Rules of Procedure

Section 1: Awards may be given annually at the Association banquet.

Section 2: The stipend for the Secretary/Treasurer shall be \$1,500. The Commissioner shall be paid in September the lesser of \$9,000 or one-half the anticipated annual assessment. The amount paid in September shall be deducted from 90% of the actual annual assessment and the remainder shall be paid in January of the following year.

Section 3: The three delegates to the Connecticut Soccer Officials Association (CSOA) Executive Board shall be elected at the Annual Meeting from a slate of candidates put forth by the Nominations Committee. They shall serve for the ensuing two-year period. This will occur at the same time that elections of the President, 1st Vice president, 2nd Vice President, Secretary-Treasurer, Official Interpreter and Commissioner occur.

Section 4: The Association shall pay the expenses of any Executive Committee meeting.

Section 5: All member officials must wear the NCAA-established uniform as described below:

- a. The yellow jersey shall be the primary jersey. The purple jersey shall be the secondary jersey. Members may wear other NCAA-established uniforms so long as the color and design of all officials' jersey's match.
- b. Black referee shorts.
- c. Black referee socks.
- d. Wear the CSOA soccer patch over the left breast.

Section 6: Members not wearing the proper uniform shall be subject to disciplinary action as identified by the Executive Committee.

Section 7: It is the responsibility of the member official to record and report any violation or game misconduct via verbal communication and the completion of any and all required CSOA/CIAC forms. (i.e. Disqualification forms). These forms must be forwarded to the proper administrative official within 24 hours.

ARTICLE II: Assignment & Fees

Section 1: Whenever possible, the Commissioner will assign new Active officials with experienced Active officials.

Section 2: The Secretary/Treasurer shall have the responsibility of collecting and forwarding to CSOA dues to its Treasurer. The Association shall have the right to levy such charges as may be deemed necessary. Dues must be sent to CSOA by a designated date.

Section 3: Probationary members will work varsity games only after the Commissioner has employed all regular members and is unable to fill the date.

Section 4: The Sub-Varsity and varsity fees shall be set by the CIAC. If an official is forced to officiate a contest alone, the fee is one and one-half the individual fee.

Section 5: A member in good standing shall not:

- a. Solicit games
- b. Officiate for more or less than the prescribed game fee
- c. Knowingly accept a one-person varsity assignment
- d. Officiate with a suspended member or a CSOA non-member
- e. Accept a schedule for purposes of assigning officials

Section 6: It is the responsibility of each member to know the date, time and, place of each game they are assigned to officiate.

Section 7: In the event of a postponement or cancellation of a game, the officials must be notified by the host school according to CIAC policy. It is the responsibility of the officials to contact the school and their partner for situations, such as weather, which may impact the start time or commencement of the game.

Section 8: In the event that a member cannot fulfill an assignment, it is their responsibility to contact the Commissioner.

Section 9: A member is not allowed to send another official in their place to officiate a contest without prior approval of the Commissioner.

Section 10: A member is not allowed to accept an assignment from any other person associated with any public or private school except through the Commissioner.

Section 11: Yearly dues are set at the Annual Meeting and are payable by the later of January 31st or 30 days after notification from the Secretary/Treasurer. Members who decide to not officiate are eligible

for a full refund of dues provided the Secretary/Treasurer is notified by email prior to April 1st. After April 1st \$50.00 will be deducted from their refund.

ARTICLE III: Fines

As prescribed by the Constitution fines shall be imposed as identified below for validated infringements.

A. Members who:

- fail to pay assessment fee by January 31st or 30 days after notification from the Secretary/Treasurer.
- fail to pay the annual dues by January 31st or 30 days after notification from the Secretary/Treasurer.
- have been suspended for other reason
- have unexcused absences from more than one meeting

shall be subject to an automatic \$25 fine for each infraction.

B. A member who turns back a game or refuses to officiate a game will be subject to an automatic fine \$25 fine for each infraction.

C. A member who does not show up for an assigned game will be subject to an automatic fine \$50 fine for each infraction.

ARTICLE IV: Guidelines for Training Prospective and Probationary Officials

Section 1: Candidates that successfully pass the written exam will be familiarized with proper officiating ethics by a member of the Exam/Membership Committee. This will be done at a meeting called by the Chairperson of the Exam/Membership Committee.

Section 2: Meetings will start at a designated time set by the Exam/Membership Committee. They will be held in coordination with regular meetings of CCSOA and will be held to instruct the Probationary members in technique and to answer questions relating to game experiences.

Section 3: Probationary members can only work games assigned by the Commissioner and/or the Assignment committee. They will not be assigned to work varsity games until all of the Regular Active membership is scheduled.

Section 4: New members must participate in the annual Physical Fitness Test.

Section 5: Probationary members can participate in the general meeting but have no voting privileges.

ARTICLE V: Rating System

The CCSOA rating system will be based on 4 components. These components are the refresher test, the physical fitness test, the assignment committee rating, and the intangibles. It will be done on a weighted point system out of 100 possible points. The refresher test is worth 10 points, the fitness test is worth 30 points, and the assignment committee rating is worth 55 points, intangibles worth 5 points. Each person will end up with a score out of 100 points. At that point the officials on the board will be ranked in order of their total score. This ranking applies only to non-probationary officials.

ARTICLE VI: Amendments to the By-Laws

Section 1: Amendments to the By-Laws may be proposed in writing at any regular meeting. The proposal may be submitted by the Executive Committee, or an Active member in good standing having been cosigned by a minimum of 25 Active members in good standing. The amendment must appear in the minutes of the meeting.

Section 2: A 2/3 vote of the Active membership present at the meeting following the written by-law proposal shall be sufficient to adopt a change to the By-Laws.