



PENSACOLA SOCCER REFEREES ASSOCIATION Inc. (PSRA)

P.O. Box 520, Pensacola, FL 32533

BY-LAWS as adopted at Executive Committee/Board of Director's meeting on 15 July 2023.

PREFACE

These bylaws address Florida High School Athletic Association (FHSAA) soccer referees. Referees wanting to officiate in FHSAA sanctioned games must meet the registration requirements set by FHSAA before he/she officiates.

Article 1 - Name

This organization shall be known as the **Pensacola Soccer Referees Association Inc. (PSRA)**

Article 2 - Object

This organization is formed as a non-profit organization to promote and advance soccer at all levels as a national competitive sport. PSRA accomplishes this by training and sponsoring competent FHSAA and USSF soccer referees primarily residing in Escambia and Santa Rosa counties of Florida with assistance from additional referees residing in Okaloosa and Walton counties.

Section 1. PSRA develops and maintains a membership consisting of FHSAA and USSF soccer referees whose ethics and integrity are beyond reproach. PSRA member referees are actively engaged each year in officiating at all levels of competition.

Section 2. PSRA fosters a high standard of ethics encouraging fair play, cooperation, support and understanding among referees, athletic directors, coaches, and players of the game.

Section 3. PSRA meets for study and discussion of FHSAA and USSF game rules and approved rulings thereon and interpretations thereof. PSRA provides education, leadership, and training to develop and refine the soccer officiating skills of its members for the mutual benefit of the members, schools, clubs and athletes.

Section 4. PSRA actively recruits, trains, and develops new referees to maintain a quality organization to meet the needs of the area FHSAA and USSF soccer organizations. PSRA does not discriminate based on sex, race, color, creed, religion, national origin, or ethnic background.

Article 3 - Affiliation

PSRA members are certified with FHSAA and/or USSF.

Article 4 - Members

Section 1. Every official residing within the territorial limits, who registered with FHSAA, shall be admitted to membership upon meeting all requirements as set forth by FHSAA and PSRA.

Section 2. PSRA is designated as the primary association for high school soccer referees in Escambia and Santa Rosa counties. PSRA follows the policy and guidelines set forth by the FHSAA for the administration of referees registered with FHSAA as set forth in the FHSAA *Officials Guidebook*.

Section 3. Voting Members. All members registered with FHSAA and in good standing with FHSAA and PSRA shall have voting rights on all matters brought before the association for a vote.

Section 4. Associate members. Those officials who are not registered with FHSAA shall have voting rights on all matters not pertaining to FHSAA.

Section 5. A membership year shall begin on April 1 and end on March 31 of each year.

Section 6. An application fee, set by a two-thirds vote of the Board of Directors (BOD) and not to exceed twenty-five dollars (\$25.00), may be required of all new members. The fee shall be returned to the applicant if for some reason the applicant is not accepted. During the board meeting in April, the Treasurer will present PSRA's budget for the upcoming year and address if the fee is required.



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Section 7. The annual dues for members may be set by a two-thirds vote of the BOD and shall not exceed thirty-five dollars (\$35.00). During the board meeting in April, the treasurer will present PSRA's budget for the upcoming year and address if the fee is required. Officials that are secondary to PSRA for FHSAA game assignments will pay only \$15.00 per year for their annual dues. Currently the Arbitrator License fee, Liability Insurance coverage, CPA/Tax form completion, and make up most of the cost of dues.

Section 8. An assessment may be levied on every game officiated by PSRA members. This assessment set by a two-thirds vote of the BOD and not to exceed 5 percent (5%), is necessary to ensure an adequate annual operating budget for PSRA. The BOD can approve additional fees to offset costs or shortage of funds associated with administering to PSRA members. The annual budget will highlight expenditures for the membership year.

Section 9. No member of PSRA shall act as a Center Referee or Side Referee in any game that was not assigned by the official high school assignor. No Center Referee or Side Referee shall set aside any FHSAA guideline or condition to referee a game. When all conditions to play a match are not met before the scheduled game time, the Center Referee must obtain permission from the President of PSRA, or in his absence, the head of the Assignment Committee, before he/she can officiate the game.

Section 10. The conditions of continued membership in PSRA are applicable to all members alike. They are:

- a. Faithful compliance with these bylaws and all rules and regulations of PSRA and FHSAA.
- b. Timely payment of all dues to PSRA and payment of all fines assessed by FHSAA levied as a result of referee's misconduct.
- c. Maintenance of professional conduct and good standing.
- d. Completion of any requirements levied by the State, County School system for which PSRA officiates in to include (e.g. badging process, and/or background checks). A current year photo-ID is required for FHSAA assigned games. All officials will provide either an email or other electronic measure to ascertain validity of badge by attachment of badge. The JLA badge is required for all State-Series games.

Section 11. All referees must notify the game assignor in case of any circumstance that prevents their officiating an assigned game no later than 24 hours before the game.

- a.) A referee experiencing an emergency after this time shall notify the assignor as soon as possible.
- b.) A referee who fails to call the assignor and does not report for a game shall be fined an amount equal to the game fee he/she would have received. In addition, he/she shall be individually liable for all fines assessed by FHSAA.
- c.) The referee may be subject to additional penalties.

Section 12. A referee shall not accept an assignment or otherwise officiate an FHSAA sanctioned game for which he/she is not eligible. When such an error occurs, the referee shall contact the assignor and correct the assignment before the game.

- a.) If the assignor is not contacted and the referee officiates the game, the referee shall be responsible for all fines levied against PSRA.
- b.) Upon proof of a violation, the assignment of the referee may be restricted immediately. The restriction may be lifted only after any fines are paid and any other sanction levied by FHSAA or PSRA is satisfied.

Article 5 - Officers

Section 1. The officers of PSRA oversee the administration of the policies and guidelines set by FHSAA for high school referees. PSRA officers do not administer or provide policy guidance for USSF referees. The officers elected by PSRA members shall be: (odd number for vote tiebreaker).



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- (a) President
- (b) Vice-President
- (c) Secretary
- (d) Treasurer
- (e) Member-at-Large (1)
- (f) Member-at-Large (2)
- (g) High School Game Assignor (Booking Agent)

Note: All elected officials shall have the Association's best interest in mind and support the guidance and direction of the President and Vice-President.

Section 2. The officers shall be elected at the annual meeting held in February. A Nominations Committee will be formed to seek candidates to replace those serving officers whose term of office is expiring and present them at a General Meeting for elections.

a) Term of office for President, Vice President, Secretary, Treasurer and High School Game Assignor shall be for two years. The term of office for Members-at-Large shall be for one year.

b) President and Secretary shall be elected in even numbered years. Vice-President, Treasurer, and High School Game Assignor shall be elected in odd numbered years.

Section 3. To be elected and serve as an officer, a member shall be registered and in good standing with FHSAA.

Section 4. All PSRA officers shall hold office until the end of the term for which they were elected. If, for any reason an officer is unable to complete his/her entire term, his/her term will be filled by a member appointed by majority vote of the BOD. The appointed member shall serve until the end of the original term.

Section 5. No officer shall hold more than one elected office at a time. If an emergency or vacancy occurs during the term of an officer and such office cannot be completed, a Member-At-Large will be required to fill-in and complete the season or term, whichever the BOD approve.

Section 6. Elected officers' term shall begin on April 1 of each year.

Section 7. The Nominating Committee shall provide a slate of candidates at a general meeting in February preceding the annual meeting in March. Additional nominations from the membership may be made at this meeting. See Article 8, Section 3 for more information on the Nominating Committee.

Section 8. Election of PSRA officers shall be by secret ballots from the FHSAA registered voting members in good standing present at the annual meeting. Ballots shall be counted at that meeting. The count will be accomplished by members in good standing and presented to the President at that meeting for his action. The votes will be counted individually by the members assigned to count the votes and their totals reconciled prior to presentation to the President. Any discrepancies will be resolved prior to presentation to the President. If the discrepancy(ies) cannot be resolved by the original members responsible for vote counting, the President may take any action(s) he/she deems necessary to resolve the discrepancy. Electronic voting (email, twitter, text, etc.) is permissible with the Board of Director's approval.

Section 9. President. The President shall act as Chief Executive Officer of PSRA. He/she shall:

- a.) Preside at all meetings of PSRA or the BOD.
- b.) Ensure that any policy adopted by PSRA is in full compliance with FHSAA policy.
- c.) Be the single point of contact between FHSAA and PSRA unless this authority is delegated to another board member.



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- d.) Conduct all negotiations on behalf of PSRA.
- e.) Make every reasonable effort to further the policies adopted by PSRA.
- f.) Develop an agenda before each meeting, with board input.
- g.) Authorize reasonable expenditure of up to \$200 of PSRA funds to cover any business transactions when it is impractical to have a meeting of the full BOD. He shall present the expenditures report at the next meeting.
- h.) The President shall receive a yearly \$600.00 cash stipend for duties performed as President.

Section 10. Vice-President. The Vice-President shall assume the duties of the President in his absence and shall do other duties as the President may delegate. He/She shall:

- a.) Act as Sergeant-at-Arms at all PSRA meetings and ensure the meetings run according to *Robert's Rules of Order Newly Revised*.
- b.) Authorize reasonable expenditure of up to \$200 of PSRA funds to cover business transactions when the President is not available and it is impractical to have a meeting of the full BOD.
- c.) The Vice-President shall receive a yearly \$200.00 cash stipend for duties performed as Vice-President.

Section 11. Secretary.

- a. The Secretary shall keep and maintain an accurate list of all PSRA and FHSAA members in good standing. This list shall be updated quarterly.
- b. The Secretary shall keep written minutes of all PSRA meetings and BOD meetings. He/She will send the minutes to the website administrator within 5 days of the date of meeting. The website administrator will upload the document within 2 days of receiving it from the Secretary. The Secretary shall be responsible for sending out notices, preserving records, and have charge of printing, ordering, and stocking all publications required by PSRA. In lieu of website administrator, the secretary may upload minutes to PSRA website.
- c. The Secretary shall receive all applications for membership. He/She shall obtain information on a referee's standing from FHSAA and the prospective referee's previous association. The Secretary shall present the application, with all the information, to the BOD. After the BOD has ruled on the application, he/she shall notify each candidate of his/her selection or rejection. If selected, he/she shall furnish him/her with all the necessary PSRA publications, including the bylaws.
- d. The Secretary shall read the previous meeting minutes at each general meeting if not address/posted online.
- e. The Secretary shall contact all high school referees and inform them of the dates and times of any meetings designated as mandatory for FHSAA referees.
- f. The Secretary shall maintain the list of attendees for each meeting. Provide confirmation of membership requirement to attend a minimum of 2 meetings. Attendance summary to be included with meeting notes and posted to PSRA website. And completion of any FHSAA attendance reporting with President concurrence.
- g. The Secretary shall obtain a copy of *Robert's Rules of Order Newly Revised* and bring it to each meeting.
- h. The Secretary shall support and perform other duties as may be prescribed by the President, Vice-President, or BOD.

Section 12. Treasurer.

- a. The Treasurer shall prepare billing statements as necessary, collect and have charge of all fees and assessments and place all receipts into one fund within five working days after receipt. He/She shall deposit all funds into a single fund in a bank approved by the BOD.



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b. The Treasurer shall keep an accurate record of all past due accounts and notify the board and the appropriate assignor of any club, school, board, or organization with past due accounts.

c. The Treasurer shall notify clubs or schools with past due accounts requesting payment as soon as possible.

d. The Treasurer shall keep and maintain a written record of all business and financial transactions. The Treasurer's Record will be in the form of an Income Statement showing Revenues and Expenses for the prior Month and Year-to-Date. The Income Statement will be included with meeting notes and posted to PSRA website.

e. The Treasurer shall ensure all PSRA disbursements are approved by the BOD except as noted in sections 9g and 10b of this article.

f. The Treasurer shall ensure that the Finance Committee audits PSRA's financial standing annually.

g. If required or so ordered by the BOD, the treasurer will arrange to have PSRA's financial records audited by a CPA.

h. The Treasurer shall receive a cash stipend for duties related to this position in the amount of \$800.00 per year.

Section 13. Members-at-Large.

a. Members at Large shall fairly and equitably represent the best interests of the entire general membership to the BOD at board meetings or member meetings.

b. Members at Large shall fairly and equitably represent the BOD to the general membership.

Section 14. High School Game Assignor (FHSAA referenced as Booking Agent).

a. The high school games assignor shall make all regular and post-season assignments in accordance with the guidelines set forth in the *FHSAA Officials Guidebook*.

b. The high school assignor shall make every reasonable effort to complete assignments, including review and approval by the assignment committee, at least two weeks before the first play date.

c. The game assignor shall maintain a service record for each member.

d. The game assignor shall provide the Treasurer with billing and pay information by the end of each month.

e. The game assignor shall be paid on a per-game assigned basis. The fee shall be set by the board. Currently, the game fee is set at \$10.00. The annual budget will show fee (\$35.00) for membership year. If scheduled games are otherwise canceled for whatever reason and not able to be played (made-up), then the game assignor is entitled to those game fees (\$10.00). Note: PCC intramural games are paid at \$6.00 per game.

f. The game assignor is authorized up to \$25.00 per incident to secure officials at FHSAA games for short-notice (within 4 hours of game start) assignments. This is on a case-by-case approach and a follow-up email (correspondence) will be sent to both PSRA President and Treasure detailing the expenditure.

g. No other assignment obligations shall take priority over the assignment of high school games.

h. The game assignor will ensure schedules are posted 18 days prior to scheduled game date. If the game assignor is unable, he/she will notify the PSRA President for possible assistance from alternate game assignor. If game assignments are made, the alternate game assignor is entitled to half of the scheduled fee.

Section 15. Removal from office.

a. A signed petition must be submitted to the President or Vice-President for consideration and action. A petition signed by a simple majority of FHSAA registered members in good standing shall add the recall matter to the formal agenda of any general meeting.



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b. An officer of this Association may be removed from office for reasonable cause by due process of a special meeting of the BOD, it's internal review and a final vote with a majority ruling.

Article 6 - Meetings

Section 1. The last meeting held in March of each year shall be known as the Annual meeting. This meeting shall be limited to PSRA members in good standing.

Section 2. General meetings shall be held monthly and are open to all members. These meetings shall be arranged so that topics solely related to high school are discussed separately. PSRA members are required to attend four of the scheduled FHSAA meetings.

Section 3. FHSAA requires all high school referees to attend two mandatory training meetings for high school (**PSRA requires a total of four meetings as minimum**). The PSRA BOD shall decide the specific dates for these meetings. The Secretary will be responsible for contacting all high school qualified referees and informing them of the dates and times. Failure to attend at least four meetings may lead to restrictions in assignment to high school games and post season participation.

Section 4. Meetings of the BOD shall be scheduled at least quarterly and at other times, as the President or Vice-President shall direct. The President must call a meeting when a majority of the BOD requests such a meeting.

Section 5. Quorum.

a. A simple majority of the BOD make up a quorum at a BOD meeting.

b. For any issue presented a quorum shall consist of PSRA members in good standing present at any general or annual meeting. For general meetings, a quorum shall be based on 15% of the previous year's registered members.

Article 7 – Board of Directors (BOD)

Section 1. The BOD shall be the officers defined in Part I, Article 6, Section 1 of these bylaws.

Section 2. The BOD shall have general supervision of the affairs of PSRA between its general/annual meetings. The board shall be subject to the orders of the simple majority of FHSAA registered referees in good standing on any issue related to high school and a simple majority of the general membership in good standing on all other issues.

Section 3. The PSRA BOD may set policies that apply to the operation of PSRA.

Article 8 - Committees

Section 1. PSRA members may be appointed by the President, the BOD, or a member in good standing can volunteer to serve on a committee. The President and BOD have the right to approve the membership of all/any committee. Service on any committee is voluntary. Serving on Committees is an expectation for all experienced members of this association.

Section 2. FHSAA requires that each local association establish five standing committees. The committees are: Evaluation, Assignment, Recommendations, Training and Education, and Grievance committees. Specific tasking for these committees is found in the *FHSAA Officials Guidebook*.

a. Each committee shall have two to three voting members appointed to it at a minimum.

b. One member of the committee shall be designated as head or Chair of the committee.

c. The members of the committee, President, or BOD may designate the head or Chair of any standing or special committee.

Section 3. A special Nominating Committee shall be appointed by the President at the general meeting held in January of each year. The committee shall serve until the close of the annual meeting in February. The Nominating Committee shall canvass the voting members for a slate of candidates for the positions up for election. The committee shall present its slate at the February meeting.



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Section 4. A special Finance Committee composed of the Treasurer and two other members shall be appointed by the President. It shall be the duty of this committee to audit annually the PSRA financial records. The committee shall prepare a budget for presentation to PSRA at the April general meeting each year.

Section 5. Other committees, standing or special, may be appointed by the President or a two-thirds vote of the BOD to carry out the work of PSRA.

Section 6. No PSRA executive board member shall be a member of a committee except in an *ex-officio* capacity. He/she shall provide information on PSRA and FHSAA policies regarding the topics of each committee. A PSRA executive board member shall not be *ex-officio* on more than one committee.

Section 7. Committee members generally should not, but may, serve on the same committee two or more years in a row.

Article 9 - Ethics and Grievance Procedure

Section 1. Any member or affiliated body may file a complaint of unethical conduct or conflict of interest against any referee. All complaints must be in writing to the duly authorized head of the Grievance Committee. The Grievance Committee shall investigate the matter to its satisfaction. The committee can either dismiss the charge(s) as unsubstantiated or recommend to the BOD the appropriate discipline as prescribed under the "Table of Penalties" (see Section 5 of this article). The head of the committee shall notify the BOD in writing of the findings and recommended courses of action. The board may accept the findings and recommendations unchanged or may modify them. The board shall approve any penalty by majority vote and the President shall notify the referee in writing of the decision.

a. If an FHSAA sectioned school requests an official to not be assigned games at their home field, then a formal document (letter/email) must be sent from the school's Principal or Athletic Director. PSRA will follow-up with a received status within 1 business day. The Grievance committee will process the request and make recommendation (s) within 7 business days. PSRA will provide requesting school written documentation (letter/email) of the outcome of the request. If the requesting school and PSRA are unable to resolve the issue (s) at hand, PSRA may not be able to meet current qualified officials to officiate at the school. The requesting school may defer remaining games to another soccer association for consideration.

Section 2. The BOD will take jurisdiction when a member of the Grievance Committee is the subject of the complaint; or if the Grievance Committee is unable to render a decision within seven working days from the receipt of the complaint; or if the aggrieved party appeals the decision. If the PSRA BOD cannot render a decision or the aggrieved party appeals, FHSAA shall take jurisdiction.

a. If a member of the BOD is subject of the complaint, a special meeting will be held by the BOD to adjudicate, and if necessary, hold a vote and decision will be accepted/rejected by BOD Quorum of any required action.

Section 3. When felt appropriate by the decision-making body having jurisdiction, the member may be temporarily suspended from active FHSAA/PSRA participation during the investigation of the complaint(s) and until a decision is made.

Section 4. All final decisions must be rendered in writing and copies mailed within seven days by certified mail to the parties concerned.

Section 5. TABLE OF PENALTIES. When complaints are sustained, action is to be taken from one, or a combination, of the following:

- a. Letter of reprimand
- b. Suspension from all active participation in FHSAA games/PSRA for a fixed period.
- c. A fine.
- d. Dismissal from FHSAA/PSRA.

The severity of discipline shall be decided by the decision-making body having jurisdiction.



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Section 6. Appeals Procedure. A member who receives a penalty under this policy may appeal the penalty providing:

- a. The appeal is done in writing. The appeal must contain not less than five copies of the appeal.
- b. The appeal is received within thirty days of the date of the decision.
- c. He/She makes the appeal to the President of PSRA for consideration by the BOD.

Note: A fee of \$100.00 in a certified cashier's check or money order may be required if an appeal is forwarded to FHSAA.

Article 10 - Parliamentary Authority

The parliamentary authority of PSRA shall be Robert's Rules of Order Newly Revised in all cases which are applicable and in which they are not inconsistent with these bylaws and any special rules of order that PSRA may adopt.

Article 11 - Amendment

Section 1. These bylaws may be amended at the annual meeting or any PSRA meeting called for that purpose. A simple majority vote from the quorum of FHSAA registered members in good standing present at such a meeting shall be necessary to amend these bylaws.

Section 2. Any member in good standing may propose an amendment to these bylaws. Proposed amendments must have been submitted in writing to the Secretary of PSRA by February 1st to be considered at the annual meeting.

Section 3. These bylaws are to be reviewed every even numbered year or as needed to incorporate required updates or changes.

BY-LAWS as adopted at Executive Committee/Board of Director's meeting on May 2023.

(Signatures and notarized copy is on file)

PSRA BOARD OF DIRECTORS

Adolfo DeMontalvo
President

Mike Walter
Vice-President

Warren Pfister
Secretary

David Werdung
Treasurer

Scott Eckenrod
Member-at-Large (1)

John Brockman
Assignor (Booking Agent)

Katie Reeves
Member-At-Large (2)

Notary Public