

MACOMB COUNTY REFEREES ASSOCIATION

Of Southeast Michigan

Constitution By-Laws

1-27-2010

Article I. NAMES/OFFICES

Section 1.01 NAMES

- (a) The name of this association shall be the “Macomb County Referees Association” hereinafter referred to as the MCRA. The MCRA is to be incorporated as a non-profit organization.
(Per 1/24/1980 adoption)

Section 1.02 OFFICE

- (a) The principal office of the corporation shall be located at the home of the current president. The Board of Directors shall have the power and authority to establish and maintain branch or subordinate offices at any other locations as the case may be.

Article II. OBJECTIVES AND AFFILIATIONS

Section 2.01 OBJECTIVES

- (a) To assist in the training and development of referees in “The Laws of the Game” while keeping with the “Spirit of the Game” as promulgated by the Federation Internationale de Football Association (FIFA).
- (b) To promote and maintain the highest degree of soccer officiating by following a standard set of mechanics, consistent interpretation and administration of the laws of soccer. It shall be the duty of all members to conduct themselves in a professional manner at all times when at the game site.
- (c) Provide certified and capable officials to soccer games in accordance with the jurisdiction of the MCRA and sanctioned by the Michigan State Youth Soccer Association (MSYSA), and/or the Michigan High School Athletic Association (MHSAA).

Section 2.02 AFFILIATIONS

- (a) The MCRA shall be a self-governing body.
- (b) The MCRA shall be affiliated with the state associations of the USSF.
- (c) The MCRA shall be affiliated with the MHSAA.

Article III. MEMBERSHIP AND DUES

Section 3.01 QUALIFYING MEMBERS

- (a) There shall be three (3) types of memberships in the MCRA.

Section 3.01 QUALIFYING MEMBERS (continued)

- (i) Principal Member
 - 1) Will be any person applying for membership to the MCRA and qualifying by taking the required class or classes and passing the certification test of the United States Soccer Federation. (USSF) or, as an option, attend an eight (8) hour instructional class through MCRA and pass a 100 question test by at least 75%, which will be equivalent to USSF or other specified test by the MCRA (BOD) and pay an annual \$250 recertification fee.
 - a) Must attend meetings and/or clinics as prescribed by the USSF or MCRA.
 - b) Must attend meetings and/or clinics as prescribed by the MHSAA in order to be available for MHSAA game assignments.
 - 2) Shall be entitled to one (1) vote.
 - 3) May be associated with other organizations.
 - 4) Attained the age of 18 years old.
 - 5) Entitled to hold elected office within the association.
- (ii) Youth
 - 1) Shall be entitled to one (1) vote and shall not be eligible to hold office in the MCRA.
 - 2) And has attained the age of 12 but not the age of 18.
 - 3) Meet the requirement, Article III, Section 3.01 (a) (i) 1)
- (iii) Exemplary (Grandfather – to recognize the contribution to the “Game of Soccer”)
 - 1) Shall have been a registered/certified official before 1981.
 - 2) Shall have attained the age of 60 years old.
 - 3) Shall be entitled to the same privileges as a “principal” member.
 - 4) Shall not have to pay dues.
 - 5) Membership at the discretion of the Board of Directors.

Section 3.02 DUES

- (a) There shall be annual membership dues established by the Board of Directors in the Fall for the following year. All membership dues shall be due prior to the start of the Annual General Membership Meeting (AGM) - to be a member in good standing. Dues paid after the due date shall be subject to a late fee assessment as determined by the Board of Directors.
- (b) Members who are in arrears in dues and/or fines shall not be in good standing and shall not be eligible to vote at ANY meeting of this association until they have fulfilled their financial requirements.
- (c) Membership in any other soccer referees association shall be reported to the Secretary of the MCRA.

Section 3.03 DISPOSITION OF APPLICATION

- (a) All applications for membership shall be submitted to the Board of Directors for acceptance or rejection as members to the Association. The Board of Directors shall inform the membership at the next regular membership meeting of the disposition of all applications received. If an applicant is rejected by the Board of Directors, all dues collected from said applicant shall be returned immediately.

Article IV. MEETINGS

SECTION 4.01 ANNUAL MEETING (AGM)

- (a) There shall be an Annual General Membership Meeting (AGM), at a time and place to be designated by the Board of Directors for the purpose of electing the Executive Board of Directors and for the transaction of such other business as may come before the meeting. Notice of the time and place of the AGM will be made in writing and either delivered via postal service and/or electronic mail, for those members with the capability to receive such mail, at least thirty (30) days prior to said meeting.
- (b) Other meetings may be held at the discretion of the Board of Directors with at least fourteen (14) days notice provided prior to said meeting.
- (c) A quorum shall consist of 1/3 of all Principal, Youth, and Exemplary members in good standing.

ARTICLE V. OFFICERS, ADMINISTRATIVE, DUTIES

SECTION 5.01 BOARD MEMBERS

- (a) The Board of Directors shall consist of the Executive Board of Directors and seven (7) Members at Large.
 - (i) The Executive Board of Directors shall consist of an elected President, Vice-President, Secretary, and Treasurer. The term of office shall be for two (2) years.
 - 1. President & Secretary elected at the AGM (odd years).
 - 2. Vice-President & Treasurer elected at the AGM (even years).
 - (ii) The Members at Large shall be appointed by the Executive Board of Directors. The term for the Members at Large shall run for one (1) year.
- (b) Any officer of the MCRA absent from three (3) Board of Directors and/or general meetings during the course of their term may have his/her office declared vacant at the discretion of the remaining board members.
- (c) Vacancies shall be filled by appointment of the Board of Directors until the next scheduled election by the membership. Elected replacements will serve out the uncompleted term of the predecessor.

SECTION 5.02 ADMINISTRATIVE PERSONNEL

- (a) Upon the recommendation from the President, the Executive Board of Directors will appoint positions for the administrative end of the MCRA.

SECTION 5.03 OFFICERS DUTIES

- (a) President (Chairperson)
 - (i) Preside over all general, special and Board of Directors meetings.
 - (ii) Ensure the administrative positions (Members at Large) are appointed, subject to the approval of the Executive Board of Directors.
 - 1. Youth league assignor.
 - 2. Youth schedule administrator.
 - 3. High school league assignor.
 - 4. High school schedule administrator.
 - 5. MCRA trainer.
 - 6. MYSL liaison
 - 7. MSYSA liaison.

SECTION 5.03 OFFICERS DUTIES (continued)

- (iii) Assign a delegate of their choice to attend and represent the MCRA at state meetings.
- (iv) To appoint committees as the business of this association may require and to be an ex-officio member of all such committees.

(b) Vice-President

- (i) To assume the duties of the President in their absence.
- (ii) Attend all state functions and other events that the President delegates.
- (iii) To chair a committee which may be needed.

(c) Secretary

- (i) Record the minutes of all general, special and board meetings, attend to all correspondence and keep the records of the MCRA.
- (ii) To assume the duties of President in the absence of both the President & Vice-President.
- (iii) To chair a committee which may be needed.
- (iv) To maintain the MCRA website or appoint a delegate of their choice as Webmaster.

(d) Treasurer

- (i) To collect all monies of this association, keep a record of all income and expenses for this association-
- (ii) Assume the duties of President in the absence of the President, Vice-President, and Secretary.
- (iii) Shall sign all checks of the association.
- (iv) Shall submit a written financial statement at each Board of Directors meeting.
- (v) Shall submit a written annual financial statement at the AGM.
- (vi) Shall prepare and file the necessary reports with the IRS and other governing authorities. (ie: form 990, state annual form, etc)
- (vii) Shall submit financial records to a third party for review as required.

ARTICLE VI. BY-LAWS: PROPOSALS/AMENDMENTS

SECTION 6.01 CHANGES

- (a) The By-Laws of the MCRA may be changed or amended at the AGM or a special meeting convened for that purpose, by a 2/3-majority vote of the Board of Directors, Principal, Youth, and Exemplary members present and in good standing. (See section 6.02 a, b)
- (b) The Secretary shall be required to give the membership thirty (30) days notice for the annual general (AGM) meeting and fourteen (14) days notice for a special meeting.

SECTION 6.02 PROPOSALS

- (a) Proposals for changes of or amendments to these By-Laws at the AGM must be submitted in writing and received by the Secretary, with notice provided to the membership no later than fifteen (15) days prior to the date of the AGM.
- (b) Proposals for changes of or amendments to these By-Laws at a special meeting must be submitted in writing and received by the Secretary, with notice provided to the membership not later than seven (7) days prior to the date of the special meeting.

ARTICLE VII. MEMBERS DUTIES AND JURISDICTION AREA

SECTION 7.01 DUTIES (ALL MEMBERS)

- (a) It will be the responsibility of all members to wear the recommended uniforms of record. Must exhibit a thorough knowledge of the "Laws of the Game", and
- (b) Pertinent and applicable rules of local youth and MHSAA sanctioned events/competition which they may be called to officiate.
- (c) Conduct themselves professionally within the stated code of conduct (ethics) of the USSF & MHSAA.
- (d) To arrive at game sites at least thirty (30) minutes before competition and to notify the appropriate schedule administrator or its delegate, seventy-two (72) hours before a game, if it cannot be honored.
- (e) YOU ARE NOT ALLOWED TO FIND YOUR OWN REPLACEMENTS.

SECTION 7.02 AREA OF JURISDICTION

- (a) Areas designated by state associations of the USSF and MHSAA games shall be the jurisdiction of this association.

NOTE: Designation in USSF refers to what we are currently capable of doing and in the MHSAA what schools we are currently contracted for.

ARTICLE VIII. MEETINGS

SECTION 8.01 AGENDA (Suggested)

- (a) Call to order
 - (i) Roll call and introduction of board and/or guests
 - (ii) Minutes
 - (iii) Officers Reports
 - (iv) Old business
 - (v) Correspondence
 - (vi) New Business
 - (vii) Good of the Game
 - (viii) Adjournment
- (b) The AGM will follow the above agenda with the exception of new business. As follows:
 - (i) Election of Officers
 - (ii) Consideration for changes and/or amendments to the by-laws.
 - (iii) New Business.

ARTICLE IX. DISCIPLINE – (violation of Section 7.01)

SECTION 9.01 METHODS/PROCEDURES

- (a) The phrase “any member” as used in the following laws shall be as outlined in Article III, Section 3.01 (a), (i), (ii), and (iii).
- (b) All disciplinary actions against any member of the MCRA shall be decided by a majority vote of the MCRA board.
- (c) Any member charged with misconduct will have the right to a hearing before the MCRA board.
- (d) Serious charges, which could result in the revoking of an official’s license, must be forwarded directly to the MRC.
- (e) Decisions of the MCRA board shall be final, unless and until reversed by a decision of the MRC.
- (f) Appeals from a decision of the MCRA board may be made to the MRC. Appeals must be submitted in writing within seven (7) days of the receipt of the decision.
- (g) Any member failing to appear before the MCRA board as requested without just cause shall be dealt with in accordance with the offense stated/charged and subject to an additional fine for failure to appear.

SECTION 9.02 GAME NO SHOWS

- (a) Any member failing to notify the schedule administrator or the assigned delegate at least seventy two (72) hours in advance of the game assignment is subject to a fine in an amount equal to the fee of the stated game.
- (b) Any member failing to honor a game assignment, without giving any proper notice to the schedule administrator or its delegate, is subject to a fine in an amount equal to twice the fee of the stated game. The MCRA Board of Directors, at its discretion, may suspend the member unless he or she can prove to the satisfaction of the board that the absence was due to an emergency beyond his or her control.

SECTION 9.03 ADDITIONAL FINES

- (a) Any member arriving late to their game assignment may be subject to a fine.
 - (i) Amount of fine to be imposed by the Board of Directors.
- (b) Any member arrear in dues and/or fines as outlined in Article III, Section 3.02, shall be taken off the assignment roster and stand in suspension until that obligation is met.
 - (i) If dues and/or fines are not paid within thirty (30) days of the AGM, the official shall lose his/her membership in the MCRA.
 - (ii) In addition, his/her name shall be reported to the MRC.

ARTICLE X. REMOVAL from the BOARD of DIRECTORS

SECTION 10.01

- (a) Any Board member may be removed from office if just cause can be shown or found guilty of any of the following offenses:
 - 1. Conviction of a felony.
 - 2. Misappropriation of association funds.
 - 3. Abuse of the power of the elected and/or appointed position.
 - 4. Malfeasance of duty.
 - 5. Misfeasance of duty.
 - 6. Nonfeasance of duty.