

**BYLAWS**

**Of the**

**ITHACA DISTRICT  
SOCCER REFEREES ASSOCIATION**

**Of the**

**WESTERN NEW YORK STATE  
SOCCER REFEREES ASSOCIATION, INC.**

**(IDSRA)**

**EFFECTIVE JULY 1, 2007**

*(Amended May 19, 2014)*

*(Amended June 11, 2018)*

## **ARTICLE I: NAME**

The name of this organization shall be: Ithaca District Soccer Referees Association of the Western New York State Soccer Referees Association, Inc.

## **ARTICLE II: PURPOSE**

*The purpose of this organization shall be to recruit, register, train, mentor, and retain referees and create a camaraderie among the members. We shall emphasize referee development so that each referee can reach their potential in level of games and referee grade.*

## **ARTICLE III: LOCATION**

1. *The headquarters of the Association shall be in the city of Ithaca in the County of Tompkins in New York State.*
2. *The mailing address of the Association shall be that of the DRA.*
3. *The district shall consist of Tompkins County in the state of New York, Cortland County in the state of New York, the towns of Spencer and Candor in Tioga County in the state of New York, and the town of Van Etten in Chemung County in the state of New York unless otherwise established by the WNYRA.*

## **ARTICLE IV: MEMBERSHIP**

1. *Membership in this organization shall be open to any person interested in the officiating of soccer. All members shall be subject to these bylaws and any standing orders, procedures or ethical standards established.*
2. *The following categories of membership are established:*
  - 2.1 *Active Members shall:*
    - a. Be duly registered officials, instructors, assessors or assignors in accordance with the requirements of WNYSRA and not under suspension or held in bad standing by WNYSRA or Organization Member of Western New York;
    - b. Be any referee who designates Ithaca as his or her home district;
    - c. Have one vote during general membership meetings.
    - d. Qualify to become lifetime members after 10 years of service to the organization and by approval of a majority vote at any General Membership Meeting. Lifetime members have no vote, may not hold office, and shall not pay dues.
  - 2.2 *Affiliate Members*

Affiliate Membership shall be open to all non-IDSRA active members who are USSF certified referees and wish to referee within the district. All affiliate members shall declare the state of their membership. Affiliate members from other WNY districts shall pay a yearly assigning fee. Affiliate members from other states shall pay local dues. Affiliate members are not eligible to hold office or Executive Board positions and are not eligible to vote.

3. *Withdrawal / Suspension or Expulsion of a member.*

- 3.1 The membership of any member shall cease upon withdrawal of the member by means of a written notice of resignation supplied to the Secretary or once the member designates his or her affiliation with another district.
- 3.2 The Executive Board shall have the power to expel or suspend members for good cause. Any resolution suspending or expelling any member shall require the affirmative vote of a majority of the entire voting membership of the Executive Board and the reason(s) therefore. That notice shall be mailed by first class US Mail, to the address of record with the offices of the association not fewer than 15 (fifteen) days prior to the meeting of the Executive Board at which the action is on the agenda. At the meeting of the Executive Board, the affected member shall be afforded the opportunity for a hearing concerning the proposed action prior to any vote thereof.
- 3.3 A suspended member shall be deemed in bad standing with the association during the period of suspension. As such, a suspended member shall be ineligible to vote on any matters before the membership and shall be disqualified from participation in any IDSRA events.
- 3.4 A member expelled or suspended from membership in this association shall have the right to appeal such action to the State Referee Committee.
- 3.5 At each regularly scheduled meeting of the Executive Board, the Treasurer shall report on the status of all member accounts with the association that show any balance due the association that is 90 days or more in arrears. These members shall be deemed to have resigned membership in the association. A notice of acceptance of the resignation shall be sent by the Secretary, immediately after the meeting, notifying the member of this action. The member shall have until the next regularly scheduled Executive Board meeting to pay the balance in full, at which time the member shall be automatically reinstated. Thereafter, the member must pay according to the procedures set for such.

4. *Proprietary Information*

Except as authorized by the Executive Board, no member, officer or director shall make use of any of the data resulting from registration data received by such and involving this association

5. *Representative of Organization*

No member of this organization shall obligate, or speak, act, commit, or otherwise represent this organization in any manner without the express permission of the Executive Board. Such an act shall be deemed a breach of these bylaws and is subject to disciplinary action by the Executive Board.

**ARTICLE V: DISTRICT OFFICERS, CHAPTER OFFICERS AND THE EXECUTIVE BOARD**

1. *District Officers*

The district officers of the association shall have reached the age of 18 by the time their term would commence. The officers shall be: President, Vice President, Treasurer, and Secretary, and shall have the following respective duties and responsibilities:

- 1.1 President - shall:
  - a. Act as Chair of the Executive Board and preside over all Executive Board and General Membership meetings.
  - b. Have general supervision over the affairs of the organization, and generally act as its official representative.
- 1.2 Vice President – shall:
  - a. Assist the President in the performance of his/her duties.
  - b. Exercise the power of the President in his/her absence.
- 1.3 Secretary – shall:
  - a. Receive a list of the membership from the registration data provided to the DRA from the SRA.
  - b. Give notice of all general membership meetings to all members.
  - c. Prepare and maintain full and accurate records of all meetings including both Executive Board and general membership meetings.
  - d. Keep an official copy of the Bylaws and all amendments to the Bylaws. A pdf of the current Bylaws shall be posted on the District website.
  - e. Maintain a record of all correspondence.
  - f. Be responsible for preparing and dispatching minutes of all Executive Board and general membership meetings.
  - g. Provide each member with a copy of the current Bylaws, Standing Orders, Procedures, Ethical Standards upon request request from any member in good standing or by Executive Board decision.
  - h. Maintain a record of meeting attendance.
- 1.4 Treasurer – shall:
  - a. Receive all revenues and maintain a detailed and clear account of all funds.
  - b. Be responsible for making all disbursements, as directed by the Executive Board or the organization at its general membership meeting or in standing orders.
  - c. Deposit the funds in a bank, in the name of the WNYSRA, Inc.
  - d. Withdraw the funds to make said disbursements. In case of an emergency, the President may exercise this responsibility.
  - e. Present a written financial statement to the membership at least once per year.
  - f. Provide WNYSRA, USSF, and FIFA with any financial data that they may require.
  - g. Follow the directives of the State Treasurer and the State Referee Committee.

## 2. *Election of Officers, Vacancies, and Terms of Office*

- 2.1 The President, Vice President, Treasurer, Secretary shall be elected biennially in June of even numbered years at a regular meeting of the General Membership. They shall take office the first day of August immediately following the required election, for a term of 2 (two) years.
- 2.2 In the event that an elected office (other than President) or Board seat is vacated prior to the end of the term of office, the Executive Board shall appoint an active member to complete such term. Should the President vacate the office prior to the end of his or her term, the Vice President shall succeed him or her and serve the balance of the President's term of office.
- 2.3 District Officers may serve for no more than 2 (two) consecutive terms in any particular office, with the exception of the Treasurer which may serve an unlimited number of terms.

### 3. *Chapter Officers*

- 3.1 Newly elected District Officers shall appoint a Chapter Assessor and Chapter Instructor who shall serve on the Executive Board for a term that is concurrent with that of the elected Executive Board members. Such appointments shall be made from amongst those active members who have received USSF certification in the respective titles of assessor and instructor. In the event that no such members exist or are available, the assigned title shall be left vacant until such time that it can be filled in accordance with this provision. The same person may hold these Chapter positions.
- 3.2 The Chapter Officers shall be responsible for directing the mentoring efforts and assist in the upgrading and training of the officials who are members of the association. It shall also be the responsibility of the Chapter Officers to lead the ongoing in-service training of the general membership and to provide updates to the general membership changes in the Laws of the Game. They shall also take the lead in training efforts aimed at getting the general membership ready to officiate local games and tournaments, which may have law variations from the Laws of the Game.

### 4. *The Executive Board*

There shall be an Executive Board which shall consist of: President, Vice President, Treasurer, Secretary, Immediate Past President, Chapter Assessor and Chapter Instructor, each of whom shall have one vote on any matter placed before the Executive Board.

- 4.1 The District Referee Administrator (DRA) shall be a non-voting Executive Board advisor and, as such, may participate in the discussions, actions and activities of the Board. The DRA may hold a chapter office but may not hold a District Office.
- 4.2 If a person either holds a District or Chapter office simultaneously; or should a person hold more than one Chapter Office; or should a State Officer hold a Chapter Office, At-Large member(s) shall be appointed by the newly elected District Officers to serve on the executive committee as voting member(s) for each office so held in order that the Executive Committee shall at all times consist of 7 (seven) voting members.  
At-Large Executive Board Members shall:
  - a. Attend and participate and have 1 (one) vote in Executive Board meetings.
  - b. Assist in the operation and organization of IDSRA as deemed necessary and required by the Board.
- 4.3 Executive Board Meetings  
The Executive Board shall meet at least twice a year and may hold its meetings at such time and place as determined by a majority of the Executive Board members. A majority of Board members in office shall constitute a quorum of the Executive Board. The President or any 2 (two) Executive Board members may call special meeting of the Executive Board at any time, provided that the purpose of the meeting is specified and announced to all Executive Board members. Such a meeting shall be within fifteen days of such announcement.
- 4.4 Executive Board Responsibilities  
The Executive Board shall be empowered by the membership to administer and address all issues brought to their attention for resolution, as well as other matters of interest to IDSRA as provided for in these Bylaws. Decisions shall be reported to the membership during regular General Membership meetings. The Executive Board shall also be responsible for establishing local dues, negotiating match fees, reviewing disciplinary actions, approving agreements, and conducting other

business necessary to maintain the organization and ensure the welfare and enhancement of soccer, consistent with the organization's state purpose.

5. *Removal of Executive Board Members, Officers, and Appointed Committee Members*

Any District Officer, At-large Executive Board Member, or committee member may be removed by an affirmative vote of 2/3 of the Executive Board members present at a duly held meeting of the Board, or a 2/3 vote of the membership present at a general membership meeting, provided notice stating such purpose has been given in advance of the meeting.

6. *Recommendation of a candidate for District Referee Administrator to the SRA of WNYSRA.*

At the meeting when the District Officers are elected, the General Membership shall Nominate by election a candidate to be appointed as the District Referee Administrator in accordance with the bylaws of the WNYSRA. The name of the candidate shall be forwarded to the State Referee Administrator for consideration.

## **ARTICLE VI: GENERAL MEMBERSHIP MEETINGS**

1. *General Membership meetings will be held and conducted as follows:*

- a. Regular meeting shall consist of at least three business meetings each year including Spring League Rules meetings and a June General Membership meeting. Additional meetings may be scheduled for any purpose deemed necessary by the Executive Board. The time and dates will be identified, and notice will be sent to all members of this organization at least 14 days in advance of all such meetings.
- b. Each active member shall exercise one vote in the ballots taken at the General Membership meetings.
- c. If the Executive Board calls for votes to be submitted by e-mail, such a vote must be published within the meeting notice and not less than 14 days of the vote.
- d. The order of business at the General Membership meetings shall be:
  1. Roll Call
  2. Reading of the minutes from previous meeting
  3. Treasurer's Report
  4. Training
  5. Report of the Executive Board
  6. Old Business
  7. New Business
  8. Good of the Association
  9. Adjournment
- e. Other General Membership meetings may be called as deemed necessary by the President, or by any 2 Executive Board members who notify the Secretary in writing of the request, or by written petition filed with the secretary signed by any 10 members of the voting membership. Such meeting will be held within 30 days of notification of the request.
- f. Any action or decision of the Executive Board except those, which are mandated by the WNYSRA may be overruled by an affirmative vote of two thirds of the membership present at a regular General Membership meeting.

## 2. *Actions taken without a meeting*

Whenever members are required or permitted to take action by vote such action may be taken and consent thereto is in writing signed by the voting entity. Such conferences may be held using any technical device that all of the voting entities agree to in writing prior to the action being taken. The minutes of any such meeting shall be read into or annexed to the minutes of the next Executive Board or General Membership meeting.

## 3. *Proxies*

All voting members are entitled to representation at any meeting by authorizing another person to act on their behalf by proxy. The proxy must be signed by the voting member and submitted to the Secretary. The proxy may be submitted electronically via e-mail. All proxies expire after they are executed unless an earlier expiration date is specified on the original proxy form or on a subsequent proxy form not to exceed one calendar year.

## **ARTICLE VII: COMMITTEES**

The Executive Board may establish committees for purposes relevant to the organization. Committee members shall be appointed with the consent of the Executive Board. All committees shall operate in accordance with the Bylaws and Standing Orders of IDSRA. Committees shall serve until the purpose for which they were created has been fulfilled or until the Executive Board decides to disband the committee.

## **ARTICLE VIII: RULES OF ORDER**

The most current version of Robert's Rules of Order shall procedurally govern all motions, votes, and other business actions at all meetings of the Executive Board, General Membership, Committee, and other official meetings of the IDSRA, with the exception of votes by e-mail.

## **ARTICLE IX: AMENDMENTS AND CHANGES TO THE BYLAWS**

Changes to the Bylaws may be made at any general membership meeting by a vote of at least 2/3 of the membership; provided that written notice of the proposed change(s) has been presented at least 60 days prior at a regular general membership meeting. Standing Orders, with prior notice, may be issued or modified by a majority vote at a regular general membership meeting.

## **ARTICLE X: SEVERABILITY**

If any part of these bylaws is found in any action, suit or proceeding to be invalid or ineffective, the validity of the remaining parts shall not be affected.