

# CENTRAL CONNECTICUT SOCCER OFFICIALS ASSOCIATION, INC. CONSTITUTION

## ARTICLE I: Name

The name of this Association shall be “Central Connecticut Soccer Officials Association, Incorporated” (hereafter noted as “CCSOA, Inc.” 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, the National Collegiate Association and the Federation of International Football Association 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 the Central Connecticut Soccer Officials Association, Inc. (hereafter known as CCSOA, Inc.)

## ARTICLE III: Commencement of Operations

The Central Connecticut Soccer Officials Association, Inc. 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.

## ARTICLE III: 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.
2. **Inactive:** A member who has been as Active member for at least three years immediately preceding his application or one who has been prevented from remaining in an Active status because of disability may make an application to the Board of Directors to be granted the status as an inactive Member. If said status is granted by a majority of the Active membership present, the member shall be placed on inactive statues. In order to

regain Active status, the member must reapply to said Board who shall determine what, if any, requirements the member must fulfill prior to being reappointed to Active Status.

3. **Probationary:** Probationary members include all Active members who have been placed on probation pursuant to the By-Laws of this Constitution and all new applicants who have been elected to Probationary membership at the end of their application year and who have fulfilled all requirements for Probationary membership. A Probationary membership may not remain in that status for less than two consecutive years or more than four consecutive years.
4. **Honorary:** Honorary membership may be awarded to any person who has honorably distinguished himself or herself in any way in the game of soccer. 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 membership of the Association.
6. **Transfer:** An official, who transfers from another soccer association, from within or without the state of Connecticut, shall become an Active member or a Probationary member when he/she presents evidence that they were a member in Good Standing of their previous Association. They shall be placed on an officiating level commensurate with the level officiated with their previous Association.
7. **Dual:** An Active official who lives in the area of one board but employed in the area of another board may officiate in both areas provided the dues and other financial responsibilities are paid to both boards. If the official does not wish to do this, he/she may pay their dues with either board and can only officiate through that board's assignments.
  - A. The Active membership of this Association shall be open to all persons who have reached the age of 18 and have an interest in the welfare of soccer.
  - B. Active membership shall be open to all qualified persons who can meet the requirements of the examining board as set forth by the CCSOA, Inc. Examination and Membership Committee. A testing fee set by the Exam and Membership Committee shall accompany all applications for membership.
  - C. All applicants for CCSOA, Inc. membership shall pay first-year probationary dues, which shall be set by the Exam and Membership Committee, before they can obtain Probationary status or officiate any assigned soccer contest.
  - D. Yearly dues are set at the Annual Meeting and are payable by a date set at the Annual Meeting. For every 20 days after that Due Date, a fine shall be levied on a delinquent member until April 1<sup>st</sup>. After April 1<sup>st</sup>, any member in arrears shall be suspended.
  - E. A suspended member may return as an Active or Probationary member:
    - i. If he/she pays all past assessments, fine and future dues by the mandatory Interpretation Meeting.
    - ii. Pays \$50.00 Processing fee by the mandatory Interpretation Meeting.
  - F. Probationary member may become Active Members:
    - i. After officiating for two full seasons and working a minimum of 30 games during that period. The Association must have assigned those games.
    - ii. Upon recommendation of the Exam and 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 field examination.
  - vi. By a majority approval vote of the Active membership.
- G. Any Active member in good standing may request “Inactive” status for a maximum of two consecutive years. The Association will vote to approve or disapprove. The Inactive member shall receive no assignments, be exempt from paying annual dues and have no vote.
- H. Return to “Active” status is accomplished by paying annual dues, passing a written exam and a majority approval vote of the Association. They must complete the following requirements:
- i. For an official who had obtained “Active” status:
    - 1. Take Annual Exam and pass – without fee
    - 2. Is not required to retake the field test.
  - ii. For an official who had obtained “Probationary” status:
    - 1. Take Annual Exam and pass – without fee
    - 2. Retake field test and pass – without fee.

Satisfactory completion of requirements listed in H1 and H2 will place an official at the same status which they were previous to Inactive status.

- I. 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.
- J. Transfer of Officials from other boards.
- i. Members who transfer to CCSOA, Inc. from another Association or state shall be accepted as a member upon a written letter of recommendation from their previous association.
  - ii. A Transferee must meet all financial obligations as set forth by this Association.
  - iii. A Transferee’s status will be determined by recommendation from the Examination and Membership Committee after the Transferee has met with these committees.

#### ARTICLE V: Officers

**Section 1** – The officers shall consist of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice President, Secretary-Treasurer, Official Interpreter and Assignment Chairman. The officers shall be elected at the Annual Meeting of the Association for a term of 2 years except the Official Interpreter will be elected annually.

## Section 2 – Duties

- A. The president shall preside at all meetings of the Association and of the Executive Committee. He/she shall exercise supervision and coordination over the affairs of the Association.
- B. The First Vice-President shall serve in the absence of the President or upon his/her death or resignation for the duration of his/her term of office. He shall serve as Chairperson of the Better Officiating Committee.
- C. The Second Vice-President shall serve as the Chairperson of the Exam and 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.
  - 3. Send a copy of the minutes to all members prior to the next meeting.
  - 4. Handle all board correspondence.
  - 5. Compile all roster material and return it to the State Association.
  - 6. Consult with the President and Executive Committee before formulating a budget.
  - 7. Keep a record of the Association's income and expenditures.
  - 8. Present a Treasurer's Report at each business meeting.
  - 9. Include in the minutes of each meeting a list of all new income and expenditures made since the previous meeting.
  - 10. Collect all dues, fines, and assessments due to the Association.
  - 11. Provide the Audit Committee with all the information needed to provide the Annual Audit.
  - 12. Compile and maintain an up-to-date copy of the Constitution and By-Laws.
  - 13. To provide all new members with a copy of the Constitution and By-Laws.
  - 14. Consult with the Commissioner to ensure proper assessment collection.
  - 15. Serve as a member of the Connecticut Soccer Officials Association.

For the performance of the above-mentioned duties, the Secretary-Treasurer shall receive the following compensation:

- a. 20% of the anticipated Assessment payment
  - b. One-half of this amount will be payable during September of the current fiscal year and the remainder will be paid during a period between January 1 and January 31 of the current fiscal year.
- E. The Official Interpreter or his/her designee, shall conduct rule interpretation sessions at each meeting, determine the board's interpretation of rules, acts as the board's liaison with the Connecticut Soccer Officials Association Interpreter.
  - F. The Commissioner shall perform the following duties:

1. Serves as the Chairperson of the Assignment Committee.
2. Obtains from all schools their schedules, records the date received, and gives each school its number for the Assignment Committee.
3. Obtains from all Active Officials and Availability Calendar by April 1<sup>st</sup>
4. Makes contact with all officials who have failed to send in the Availability Calendar before the first Assignment Committee.
5. Assigns all game with the assistance of the Assignment Committee.
6. Notifies the schools in writing by June 15<sup>st</sup> the dates in which officials are not available to work their contests.
7. Provides each member the dates he/she will be officiating at least thirty (30) days before the beginning of the season.
8. Provides each school a completed list of assigned officials for their varsity, junior varsity and freshmen programs by August 15<sup>th</sup>.
9. Provides the Secretary-Treasurer by November 15<sup>th</sup> a list of officials with the games they officiated, the sites and dates they officiated and compilation of income from games officiated.
10. Reassigns all games in which the host school or the officials make changes involved.
11. Works with the Secretary-Treasurer to ensure proper assessment collection.
12. Handles any other duties that might arise in the Assignment process.

For the performance of the above-mentioned duties, the Commissioner shall receive the following compensation:

- a. 75% of the annual anticipated assessment
  - b. One-half of this amount will be paid during September of the current fiscal year and the remainder will be paid between January 1 and January 31 of the current fiscal year.
- G. Each year the Executive Committee will review the performance of the Secretary-Treasurer and the Commissioner. The committee's performance review will be presented to the membership at the Annual Meeting.

**Section 3** – Only Active members in Good Standing 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 membership. The Executive Committee will recommend a nominee. The membership may nominate from the floor. A majority of the membership, in secret ballot, shall determine the replacement.

**Section 5** – The Nominations Committee will recommend to the membership a slate of officers every other year. These offices will include President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Commissioner, Official Interpreter and Secretary-Treasurer. The membership may nominate from the floor. A majority of the membership, in secret ballot, shall determine the officers at the Annual Meeting every two years.

**Section 6** – The Secretary-Treasurer and the Commissioner shall receive compensation annually as determined in Article VI, Section 2, D(a), E(a).

**Section 7** – The President, during his/her term of office shall be exempt from paying annual dues.

**Section 8** – The Official Interpreter, during his/her term in office shall be exempt from annual dues.

#### ARTICLE VI: Uniform

**Section 1** – the governing body of the game being officiated shall determine the official uniform.  
All

Active and Probationary Officials must wear the approved uniform.

**A.** Any alternate attire as mentioned in the Federation rulebook is acceptable providing mutual agreement of all officials has been reached prior to the game being officiated.

**B.** It is mandatory that all officials be dressed in a uniform manner as outlined in the Federation rulebook or the rulebook governing body of the game being officiated.

**C.** All Active and Probationary Officials must wear the C.S.O.A. insignia or patch.

#### ARTICLE VII: Meetings

**Section 1** – A minimum of five meetings a year shall be held. The last fall meeting shall be designated as the Annual Meeting. At this meeting, annual reports shall be given and officers may be elected for the ensuing two year period.

**Section 2** – Special meetings may be called by the President upon notification of the membership by the Secretary. Meetings may also be called by the written request of five (5) members of the Association in Consultation with the President and notification of the membership by the Secretary.

**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 Banquet Committee will determine the date, site, time and program for the event.

#### ARTICLE VIII: Attendance-Fine-Suspensions

**Section 1** – A member who fails to pay assessment fee or fines by April 1<sup>st</sup> shall be suspended indefinitely upon notification by the Secretary.

**Section 2** – A member may be reinstated if he/she pays all past assessments, fines, past and future dues and a \$50.00 processing fee.

**Section 3 –** A member may appeal any fine or punishment directly to the Executive Committee. If the Executive Committee refuses to take action or denies the appeal, the member may directly appeal to the Active membership. A ruling and a positive majority vote by the membership will uphold the member's appeal. A negative majority vote will deny it. The Association's vote is final.

**Section 4 –** Any member whose actions are considered by the membership to be detrimental to the best interests of the Association is subject to revision to Probationary membership, suspension, expulsion, and/or to be fined. Any complaint regarding a member shall be submitted in writing to any member of the Executive Board specifying the exact nature and the time of the alleged improper conduct. Upon receipt of said complaint, the President will forward the complaint to the Grievance Committee who will attempt to resolve the grievance in the spirit of the fairness of the issue. If they are unable to resolve the grievance or if any disciplinary action is recommended, the Committee will forward a written report of its findings to the President who will submit the complaint to the Executive Committee who will set a date for a hearing on the complaint. The Executive Committee must notify the accused member at least seven days prior to the hearing and offer the member an opportunity to be heard. The Executive Committee, after hearing all facts, shall examine the matter in the spirit of fairness and submit to the Association a written report which shall include their recommendations. A two-thirds majority vote of the membership present is necessary to ratify any revision to Probationary membership, suspension, expulsion and/or fine. If this procedure is not followed, the complaint shall be dismissed.

**Section 5 –** Members who miss more than one non-mandatory meeting during the year will be fined and/or suspended.

**A.** Members who fail to:

- Pay assessment fee within 15 days of receipt
- Submit preseason scrimmage form by the second business meeting
- Submit completed Refresher test by the second business meeting
- Submit peer evaluations by January 1<sup>st</sup>

Will be subject to an automatic \$10 fine for each violation.

**Section 6 –** Turnbacks, Refusals to Officiate on an Open Date

A turnback is defined as a situation in which an official turns an assigned game back for any reason and notifies the Commissioner of his/her inability to work. The Commissioner will then reassign the game. A refusal to Officiate is defined as a situation in which an official refuses to officiate, for whatever reason, on any open date on his/her Availability Calendar.

A Turnback is appropriate in the following circumstances:

**A.** Two weeks before any assigned game.

**B.** In any emergency situation (death or illness in the family, injury, change in work status, etc.) less than two weeks before an assigned contest.

**C.** The Turnback is in WRITING and is received, faxed or e-mailed to the Commissioner more than two weeks before the assigned contest.

A Refusal is appropriate in the following circumstances:

- A. If an official is notified less than 48 hours before an assigned contest by the commissioner.
- B. An official has closed the date with the Commissioner prior to notification.

In the case of inappropriate offenses, the Commissioner shall determine the offender(s) and notify the secretary of the offense at the conclusion of the officiating season. If the member does not agree with the Commissioner's determination, he/she shall turn the matter over to the Grievance Committee who shall investigate and make determination. If the member does agree with the decision of the Grievance Committee, he/she may follow normal appeal process.

The fine for each inappropriate offense shall be \$10.

A No-Show is an official who has been assigned to officiate but does appear at the site to complete his/her duties.

A No-show is appropriate in the following circumstances:

- An auto or traffic emergency
- A personal emergency requiring the officials appearance
- Any other situation of an emergency nature

In the case of inappropriate offenses, the Commissioner shall determine the offender(s) and notify the Secretary of the offense at the conclusion of the officiating season. If the member does not agree with the Commissioner's determination, he/she shall turn the matter over to the Grievance Committee who shall investigate and make determination. If the member does agree with the decision of the Grievance Committee, he/she may follow the normal appeal process.

The fine for each inappropriate offense shall be a game fee (determined by level of game officiated).

## ARTICLE IX ASSIGNMENTS

Section 1 – In the event that an official cannot fulfill an assignment, it is their responsibility to contact the Commissioner.

Section 2 – An official is not allowed to send another official in his/her place to officiate a contest without prior approval of the Commissioner.

Section 3 – If by necessity an official is forced to officiate alone, he/she shall be paid 1 ½ times the normal fee.

Section 4 – An official is not allowed to accept an assignment from any other person associated with any public or private school except through the Commissioner.

## ARTICLE X 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 Inc.

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 and By – Laws
- D. Exam and Membership
- E. Interpretation
- F. Nominations
- G. Grievance and Ethics
- H. Audit
- I. Banquet
- J. Recruitment and Retention
- K. Publicity
- L. McKelvie Award
- M. Awards
- N. 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 preferred 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 administer the Physical Fitness test to the Association.
- C. Constitution and 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 and Membership – to prepare and administer the qualifying exam to each prospective member of the Association; to recommend successful candidates for Active Membership.
- E. Interpretation – to arrange for interpretations and demonstrations of rules at clinics and regular meetings; to arrange for establishment of clinics for members and coaches; to represent the Association at clinics and state interpretation meetings.
- F. Nominating – to present a slate of officers at the Annual Meeting when terms expire; to recommend members to fill vacant offices when it becomes necessary due to resignation, illness or any other time when it becomes necessary.

- G. Grievance and Ethics – to receive in writing all grievances and recommendations to the Executive Committee regarding said grievances.
- H. Auditing – to examine the records regarding the financial status of the Association and report same at Annual Meeting.
- I. Banquet – to plan the annual awards banquet.
- J. Recruitment and Retention - to be responsible for the recruitment of prospective members; to assist in retaining members of the Association.
- K. Publicity – to handle the publicity for the Association.
- L. McKelvie Award – to review applicants and select a recipient for the C. Donald McKelvie Award.
- M. Awards – to facilitate the process of selecting nominees and recipients for the Association’s various annual awards.

## ARTICLE XI

### 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
- H. Roll Call

## ARTICLE XII

### AMENDMENTS TO CONSTITUTION

Section 1 – Amendments to this Constitution must be presented in writing to the President at least one meeting previous to a proposed vote. The amendment will be transmitted to the membership in the written, verbal, e-mailed, faxed, etc. minutes of that meeting.

Section 2 – Amendments to the Constitution shall require a two-thirds vote of the Active membership to be adopted.

CENTRAL CONNECTICUT SOCCER OFFICIALS ASSOCIATION,  
INC.  
BY – LAWS

Article I  
Rules of procedure

- Section 1 A list of awards may be given annually at the Association banquet.
- Section 2 An annual soccer clinic for coaches/mandatory interpretation meeting will be the responsibility of the Interpretation Committee to plan and direct.
- Section 3 Delegates to the Connecticut Soccer Officials Association (CSOA) Executive Council shall be designated by the President. These delegates will serve for two years and be eligible for reappointment.
- Section 4 The Association shall pay the expenses of any Executive Committee meeting.
- Section 5 All members should wear the soccer patch of our Association over the left breast.
- Section 6 Members not wearing the proper uniform shall be subject to suspension.
- Section 7 A member must report to the President any improper conduct by a coach, player or spectator.
- Section 8 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 Assignment Committee will assign new Active officials with experienced Active officials.
- Section 2 Availability calendars will be mailed out with the spring notices. Officials will return their availability calendar to the Assignment Chairperson by a designated date. Officials not taking the Physical fitness test will not be assigned games.
- Section 3 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 4 Probationary members will work varsity games only after the Assignment Committee has employed all regular members and is unable to fill the date.
- Section 5 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 6 An individual 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 non-member of the locally recognized boards for scholastic assignments

- e. May not accept a schedule for purposes of assigning officials
- Section 7 It is the responsibility of each official to know the date, time and, place of each game he/she is assigned to officiate.
- Section 8 In the event of a postponement or cancellation of a game, the officials must be notified by the host school at least two hours before the scheduled start.
- Section 9 All regular season and designated CIAC Tournament games will be assigned by the Commissioner and/or the Assignment Committee of the Association.

### Article III

#### Guidelines for Training Probationary Officials

- Section 1 Successful candidates (written exam) will be oriented as to the proper ethics by a member of the Exam and Membership Committee. This will be done at a meeting called by the Chairperson of the Exam and Membership Committee.
- Section 2 Meetings will start at a designated time set by the Exam and Membership Committee. They will be held in coordination with regular meetings of CCSOA, Inc. 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 Assignment committee. They will not be assigned to work varsity games until all of the Regular Active membership is scheduled.
- Section 4 Probationary members must participate in the annual Physical Fitness Test.
- Section 5 Probationary members can express themselves in the general meeting but have no voting privileges.

### ARTICLE IV

#### Amendments to the By-Laws

- Section 1 Amendments to the By-Laws may be proposed in writing at any regular meeting. The amendment must appear in the minutes of the meeting.
- Section 2 A majority vote of the Active membership present at the meeting following the written by-law proposal shall be sufficient to adopt a by-law.