

GREATER LANSING AREA SOCCER REFEREES ASSOCIATION

CONSTITUTION AND BY-LAWS

ARTICLE 1 - NAME AND HEADQUARTERS

- A. The name of this association shall be the Greater Lansing Area Soccer Referees Association ("GLASRA")
- B. The headquarters shall be in the home of the current President.

ARTICLE 2 - OBJECTIVES AND AFFILIATION

- A. GLASRA is a not-for-profit organization. The primary objectives of GLASRA are to recruit soccer referees; to support training efforts when offered within the GLASRA service area; to supply continuing education opportunities to referees in "The Laws Of The Game" as promulgated by the Federation Internationale de Football Association("FIFA"), in conjunction with soccer rules, policies, and/or directives promulgated by the Michigan High School Athletic Association("MHSAA") and the United States Soccer Federation ("USSF") to assist and encourage referees in their efforts to upgrade within the USSF; to provide referees and assistant referees for soccer matches assigned by GLASRA; to offer clinics and educational materials appropriate to the rules of play of particular schools and leagues; and to further the interest and welfare of its members.
- B. GLASRA shall be a self-governing body affiliated with the MHSAA.

ARTICLE 3 - MEMBERS AND DUES

Section 1 – Membership Categories

GLASRA shall be composed of two categories of members: Current and Honorary.

Section 2 – Eligibility

GLASRA shall be composed of members who meet the qualifications and requirements listed in this section.

- A. Current membership requires payment in full of any outstanding debts owed to GLASRA plus current year GLASRA dues.

- B. Honorary membership may be bestowed to those persons who have distinguished themselves in the interest of soccer. Such membership status shall be bestowed by a majority vote of the Executive Board. Such members shall not have the right to vote or hold office, nor the obligation to pay annual dues.

Section 3 - Dues and Fees

- A. Annual registration and certification fees to organizations such as the USSF and the MHSAA are set by those bodies.
- B. GLASRA dues and match assignment fees may vary from year to year and shall be approved by the Executive Board and presented to the membership at each Annual General Meeting (“AGM”).
- C. All GLASRA membership dues and fees shall be paid in full to the Treasurer before any member is to be considered current and eligible to receive priority for match assignments.

Section 4 - Termination of Membership

Membership may be terminated through a written resignation, by expulsion as outlined in Article 7, or for the failure to pay applicable GLASRA dues and outstanding debts after one year.

ARTICLE 4 - MEETINGS AND CLINICS

- A. The AGM shall be held in December, January, or February following the fall season. The main purpose of the AGM shall be the election of officers. The current members present shall constitute a quorum. Only those members who have paid their dues and fees for the current or previous year shall be eligible to vote or run for office. (Notice requirement to membership shall be at least two weeks before the AGM and this notice must include the Agenda.)
- B. The Executive Board shall call General Meetings as it deems appropriate. Training clinics other than those required for recertification shall be scheduled at the discretion of the Executive Board. Instructors for training clinics shall be selected by the Executive Board.
- C. The AGM and General Meetings may be held in person, by video conferencing, by conference call, any other electronic communication that permits the members to actively participate in the meeting, or a combination of these options.

ARTICLE 5 - ELECTIONS, OFFICERS AND THEIR DUTIES

Section 1 - Officers

There shall be a total of seven officers elected on staggered terms at the AGM: President, Vice President, Treasurer, Secretary, and three Members-at-Large. Officers are expected to attend all meetings of the board. If any Officer is not present for two consecutive board meetings without providing prior notice to the President, that Officer may be deemed to have abandoned his or her board seat and a vacancy may be created. Missing more than two consecutive board meetings or more than two board meetings in one calendar year without prior approval from the President may be grounds for recommendation of dismissal from the board. Each officer shall be elected by a majority vote of the eligible members present and voting at the AGM. The officers may be elected by acclamation if there is no opposition for any office. If there is a contested office, each contested officer shall be elected separately. Each eligible member present shall have one vote. Proxy voting is not permitted. Officer candidates shall be nominated by the association nominating committee appointed by the President. Nominations may also be made from the floor at the AGM. In addition, at least one High School Assignor

and at least one USSF Assignor may be appointed by the seven officers. These elected and appointed positions shall be occupied by eligible members of the association in good standing. The officers in these seven elected and appointed positions shall constitute the Executive Board, and each shall have equal voting authority on matters requiring Executive Board approval. No officer is permitted to vote on a motion in which they have a direct personal or pecuniary interest not common to other members of the Association. In cases where this is unclear, or contested, a determination will be made based on a majority-vote of the Executive Board. The Board may appoint non-voting ex-officio Executive Board members from the eligible membership as deemed necessary to attend board meetings and make active contribution, including making motions, debate, and advising.

- A. The Executive Board has the authority to adopt policies and procedures, approve an annual budget, and expend funds that it feels are in the best interest of its members.
- B. The term of office for all Executive Board members shall be two years or until the next AGM or Executive Board meeting at which the member's position is subject to election or appointment.
- C. The positions of President, Secretary, High School Assignor/s, and two Members at Large shall commence upon their election or appointment on the date of the AGM of odd-numbered years. The positions of Vice President, Treasurer, one Member at Large, and USSF Assignor/s shall commence upon their election or appointment on the date of the AGM of even-numbered years.
- D. If an Executive Board member's position becomes vacant prior to the completion of his or her term, the Executive Board shall appoint a replacement to fulfill the member's term.
- E. Executive Board meetings shall be held as deemed necessary by the President. Meetings shall also be held when requested by at least five (5) Executive Board members. At least five (5) members of the Board shall constitute a quorum. A majority vote of those members present and voting shall prevail in all matters. A notice of the date and time of executive board meetings must be sent to executive board members at least 7 days in advance. A remote-attendance option must be provided to executive board members in advance of each meeting.
- F. A person may not be elected or appointed to more than one position on the Executive Board, except that an elected officer may also serve as an assignor. Each Board member on the Executive Board shall have one vote.
- G. Executive Board meetings shall be held in person, by video conferencing, by conference call, or any other electronic communication that permits the member to actively participate in the meeting.
- H. An Executive Board member may be removed by a two-thirds (2/3) vote of the entire Executive Board.

Section 2 – Duties of Officers

A. The President shall:

1. Serve as Chairperson of all General, Executive Board, and Committee Meetings.
2. Serve as Chief Delegate to the leagues and the MHSAA.
3. Initiate the investigation in disciplinary and ethical matters.
4. Be responsible for the administration of GLASRA.
5. Appoint committees for a particular purpose agreed upon by the Executive Board.
6. Appoint the Nominating Committee.

7. The Nominating Committee shall consist of three members: one member of the Executive Board who is not standing for re-election and two GLASRA eligible members not on the Executive Board appointed by the President. The nominating committee shall make its recommendations for candidates on the Executive Board to the Board prior to the AGM.
8. Appoint one or more external auditors who shall not be members of the Executive Board. The auditor(s) shall review the financial records of the Association, ensure compliance with any MHSAA auditing requirements, and report their findings to the Executive Board.

B. The Vice President shall:

1. Assume all duties of the President when absent.
2. Be responsible for assisting the President with the administration of GLASRA.
3. Serve as the Alternate Delegate to the leagues and the MHSAA.
4. Serve as the Chairperson of the Internal Audit Committee.

C. The Secretary shall:

1. Maintain the minutes of all GLASRA and GLASRA Executive Board meetings and make copies available to members upon request.
2. Notify, in writing, all suspended persons.
3. Assure notification of the membership of all General Meetings or clinics.
4. Maintain an up-to-date copy of the GLASRA Constitution and By-Laws.
5. Receive, prepare, retain, and send all correspondence concerning GLASRA activities as directed by the President or the Executive Board.
6. Apprise the Executive Board of all correspondence and communications received that relate to the interests of GLASRA.

D. The Treasurer shall:

1. Provide a report to the Executive Board at the beginning of each year on the status of member payment of recertification fees and GLASRA membership dues.
2. Maintain the financial records of GLASRA and make disbursements through GLASRA's checking account.
3. Provide an accounting of GLASRA's financial status and present a report and the annual budget at each AGM.
4. Collect and verify payment of appropriate dues by any referee requesting assignments and make proper notification to appropriate Executive Board members.
5. Collect GLASRA fees for match assignments.
6. Collect membership dues from active GLASRA members and collect monies due GLASRA; deposit such monies in a financial institution selected by the Executive Board; and provide a financial report at each business meeting or when requested to do so by the Executive Board or an Executive Board member.
7. Create the annual budget for GLASRA to be approved by the Executive Board.
8. Maintain incorporation records, including annual corporation filings and assumed name registrations, file required reports with the State of Michigan, and ensure compliance with IRS and Michigan tax requirements.
9. Ensure checks issued for payment be signed by the Treasurer or President or Vice President or Secretary. None shall sign a check made payable to themselves.

10. In recognition of the extraordinary time commitment associated with the duties of the Treasurer, the Board may authorize an annual honorarium not to exceed \$500 to the Treasurer.

E. The Members-at-Large shall:

Be responsible for duties assigned by the Executive Board, including but not limited to recruitment, membership, education, training, mentoring, observation, assessment, and league liaison.

F. The Assignors shall:

1. Be a registered USSF and/or MHSAA assignor adhering to all guidelines set by the said organization.
2. Be a current GLASRA member.
3. Utilize an Executive Board approved match assignment system specific for either USSF or MHSAA matches.
4. Verify the current USSF and/or MHSAA registration of each member.
5. Coordinate with the Executive Board on sending availability notices and reminders to each member prior to the start of each season.
6. Assign referees to matches and notify individuals of those assignments in a timely manner.
7. Upon request of the Treasurer, the Assignors may bill GLASRA fees for all match assignments.
8. Give priority in assignments to GLASRA members, whenever appropriate.

Section 3 – Standing Committees

An Internal Audit Committee is created to oversee the work of the Treasurer and advise the Executive Board on whether the GLASRA financial reporting practices and internal controls are adequate. The committee shall meet at least once per year to review GLASRA's financial books, statements, and any other records it deems necessary. The Treasurer shall cooperate with the committee in its review. The committee shall submit bi-annual written report to the Board and may recommend policies and procedures to strengthen GLASRA's internal controls. The Committee may also investigate/resolve any concerns about financial controls and to proactively take steps to prevent financial mismanagement. The Committee shall cooperate with and assist any independent auditor appointed by the President under section 2(A)(7).

The Internal Audit Committee shall consist of three members: the Vice President and two GLASRA members who are not on the Executive Board. The Vice President shall be its chair and shall nominate the other two members for appointment by the Executive Board.

ARTICLE 6 - RESPONSIBILITIES OF THE MEMBERS

GLASRA referees shall:

- A. Be familiar with and apply the appropriate rules of play for assigned matches.
- B. Maintain current USSF and /or MHSAA certification in order to receive league sanctioned assignments.
- C. Remain in good standing with respect to all dues and fees owed GLASRA as outlined in Article 3.

- D. Behave in a professional manner at all times, on or off the field, as a referee, spectator, or player. Referees shall uphold the highest ethical standards in their relationships with coaches, players, other referees, and spectators.
- E. Honor all assignments and notify the appropriate assignor as soon as they know an assignment cannot be honored or is a conflict of interest.
- F. Unless otherwise directed by the assignor, arrive at the field of play at least 20 minutes prior to kickoff time in order to inspect the field of play and conduct all necessary pre-match conferences and procedures.
- G. Be permitted to be members of other referee associations and to accept assignments from those associations or from schools, teams or organizations not served by GLASRA.
- H. Bring to the attention of the Executive Board issues of concern related to professional conduct by other referees.
- I. Wear an official uniform that meets the current requirements of the USSF or the MHSAA and carry the appropriate alternate jerseys to matches. Officials shall also display the current and appropriate badge on the jersey.
- J. Perform required post games duties as required by competitions assigned by GLASRA.
- K. Serve as an independent contractor, and therefore, assume sole responsibility for compliance with applicable laws.
- L. Submit any concern or request that may require Executive Board action in writing to any Board member.

ARTICLE 7 - DISCIPLINARY ACTIONS

- A. Upon receipt of a written complaint deemed by the President to be a serious violation of Article 6 or to be conduct detrimental to the game of soccer and/or GLASRA, the President shall appoint a three-member Disciplinary Committee and designate a chairperson of the committee. The Disciplinary Committee shall consist of one Executive Board member and two individuals from the general membership. The Disciplinary Committee shall discretely investigate the allegation(s) against the affected GLASRA member, and if the complaint appears to be justified, shall conduct a hearing.
- B. The Disciplinary Committee shall notify the member who is a subject of possible discipline by mail and email of the hearing date and place. The affected member shall be mailed and emailed said notice at least 10 days before the hearing date. The member shall have a right to discuss the incident and to inquire as to the specific charges. They also have the right to bring anyone to speak on their behalf. The Disciplinary Committee will then hold a closed session, review the matter, and provide a written recommendation to the Executive Board.
- C. The recommendations of the Disciplinary Committee may include, but are not limited to, corrective actions such as mentoring or verbal counseling, and disciplinary actions such as a written reprimand, loss of match assignments, suspension, or expulsion. The Executive Board shall review the recommendations by the Disciplinary Committee and impose the recommended actions or may modify the recommended actions prior to implementation, by a majority vote.
- D. Any member who is disciplined shall be notified by a letter and email stating the reason(s) and if suspended shall also be notified of duration of the suspension. The Executive Board must

notify the subject of discipline of their decision by certified US Mail and email within 10 days of the date of the Executive Board Decision.

- E. Any decision imposed by the Executive Board may be appealed to the Executive Board. The appeal must be emailed or mailed within ten (10) calendar days of receipt of the decision date. The appeal must include the grounds for appeal. The member and/or the member's representative may appear before the Executive Board to discuss the appeal. On the appeal, the GLASRA Executive Board may sustain, overturn, or amend the corrective or disciplinary action initially imposed.
- F. Unless prohibited by the USSF or the MHSAA, the Executive Board may impose disciplinary actions against a member in addition to any imposed by another governing body, regardless of the jurisdictional area of GLASRA
- G. Details of the corrective or disciplinary action imposed by the Executive Board may, upon decision by the Executive Board, be forwarded by the GLASRA Secretary to the Michigan State Referee Administrator and the MHSAA.

ARTICLE 8 - JURISDICTION OF GLASRA

- A. The jurisdiction of GLASRA shall include all matches assigned by GLASRA assignors.
- B. The Executive Board is vested with the exclusive authority to decide whether any additional school, team or league falls within the jurisdiction of GLASRA.

ARTICLE 9 - METHOD OF AMENDING CONSTITUTION AND BY-LAWS

- A. The Constitution and By-Laws shall be altered only at the AGM or a specially convened meeting called for that purpose. Any such meeting shall be publicized to the membership in writing or via electronic media at least 14 days in advance. A 2/3 majority of all voting members present at the meeting shall be required to change or amend the Constitution and By-Laws.
- B. The Constitution and By-Laws shall be reviewed at least every two years.

Amended and approved - 1/10/99

Amended and approved - 1/12/02

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