



# **PIERCE COUNTY SOCCER REFEREES' ASSOCIATION BY- LAWS**

## **ARTICLE I: NAME**

The name of this Association shall be the PIERCE COUNTY SOCCER REFEREES' ASSOCIATION.

## **ARTICLE II: PURPOSE**

The purpose of this Association shall be as stated in the CONSTITUTION of the association.

## **ARTICLE III: GOVERNMENT**

### **Section 1. Governing Body**

The Board of Director's shall be the governing body of the Pierce County Soccer Referees' Association.

### **Section 2 Board of Directors**

The affairs of the chapter shall be managed by a Board of Directors, hereinafter referred to as the Board. The Board shall consist of the President, Vice-President/Director of Judicial, Secretary, Treasurer, Director of Officiating, Director of Education and Training, Director of Referee Development, Youth Representative, and four at-large Directors. The Board shall be elected or appointed in accordance with these by-laws. The Board shall govern the administration of Association affairs, manage all financial transactions, make rules and policy in support of the Association's programs, and act for the interest of the Association in any way consistent with these bylaws. The Board shall be responsible for developing other policies and procedures that shall guide the activities of the Association officers and assignor. The Board will be responsible for publishing policies and procedures of the Association at least annually. No officer shall be entitled to cast more than one vote. The President shall vote only to break a tie vote. Members of the Board shall be entitled to vote on all matters submitted to vote or other action to the members. The Board by resolution adopted by a majority vote of the directors in office may designate and appoint on one or more committees each of which shall consist of no more than five (5) members of which

only the chair has to be a Director and shall have and exercise such authority of the Board as may be specified in the resolution, provided that such authority is not prohibited by law or these by-laws. The only committee which requires all members of that committee to be members of the Board is the Judicial Committee.

### Section 3. Officers and Eligibility

The officers of the Association shall consist shall consist of the President, Vice-President/Director of Judicial, Secretary, Treasurer, Director of Officiating, Director of Education and Training, Director of Referee Development. Only persons who are members of the Pierce County Soccer Referees' Association are eligible to be an officer of the Association.

### Section 4. Terms of Office

- A. The President shall serve a two-year term. The office shall be elected every two years in even-numbered years.
- B. The Director Education and Training shall serve a two-year term. The office shall be elected every two years in even-numbered years.
- C. The Vice-President/Director of and Judicial shall serve a two-year term. The office shall be elected every two years in odd-numbered years.
- D. The Treasurer shall serve a two-year term. The office shall be elected every two years in even-numbered years.
- E. The Secretary shall serve a two-year term. The office shall be elected every two years on odd-numbered years.
- F. The Director of Referee Development shall serve a two-year term. The office shall be elected every two years in odd-numbered years.
- G. The Director of Officiating shall serve a two-year term. The office shall be elected every two years in even-numbered years.
- H. The Four at large Directors shall serve terms in accordance with the following: At each Annual General Meeting when three Directors are elected, the member with the most votes received shall serve a two-year term. The remaining two elected Directors shall serve a one-year term.
- I. Referees' Association members eligible to run for this position shall be counted when this position is elected.
- J. Elected terms of office shall be as above and will begin at the conclusion of the Annual General Meeting.

## Section 5. Vacancies

Except as otherwise may be provided in these by-laws, vacancies on the Board shall be filled by appointment by the President with the ratification of a majority vote of the Board. The appointee shall serve the remainder of the term to that which they are appointed.

## Section 6. Removal of Directors, Officers, and Committee Members

### A. By The Board

Any Chair or member of a committee appointed by the President may be removed from that position by the President subject to the Board's approval. Any Chair or member of a committee may be removed from that position by the Board. Any officer or director of the Association may be removed from office and the Board by a two-thirds vote of the other members of the Board. Officers and Directors removed from office and the Board by the Board may request a hearing before a committee of three Voting Members, which committee shall be elected by the Voting Members. After suitable hearing before the committee, the committee shall by majority vote of its members affirm or reverse the Board's decision for removal.

### B. By The Members

Any officer, director, committee Chair, or committee member may be removed from the office, the Board, or the appointed position by majority vote of the Voting Members in attendance at any regular or special Association meeting after written petition for removal is equal to or greater than the number of Voting Members in attendance at the immediately preceding regular Association meeting. A petition for removal under this Section shall be in writing and may be delivered to any member of the Board. The issue of removal shall be promptly submitted to the Voting Members for decision. Not less than ten days but nor more than fifty days before the meeting at which such a petition will be submitted, the Voting Members shall be notified that such a submission will be made and of the date, time, and place of the meeting at which it will be made.

### C. Vacancies

The Board shall fill all vacancies on the Board for officer positions. Any person so appointed shall serve until the next regular meeting where such appointment shall be submitted to the Voting Members for confirmation. Once confirmed, the appointed officer shall complete the term of the vacated office. In the case of a vacancy in the office of the President, the First Vice- President shall become the President and the Board shall appoint a successor to the First Vice- President. If a person appointed by the Board to fill a vacancy is not confirmed, the Voting Members shall elect a successor at that meeting.

## Section 7. Duties of Officers

A. The President shall be the presiding officer at all meetings. Exceptions shall be incidental Judicial Committee Hearings or Referee Clinics. The President shall be responsible for the efficient functioning of all officers and operations of the Pierce County Soccer Referees' Association. The President shall have the authority to appoint any member of the Association to fill the vacancy of any Board member. The appointment must be ratified by a majority of the Board voting at the time of the appointment.

B. The Vice-President/Director of Judicial shall assume the duties of the President in the President's absence for the purpose of presiding. The Vice-President/Director of Judicial shall not carry out any other duties of President unless that office is vacated. The Vice-President/Director of Judicial shall become the President in case of vacancy. The Vice-President/Director of Judicial shall Judicial/Disciplinary Chairperson of the Pierce County Soccer Referees Association and shall follow any rules and or regulations as provided for in these By-Laws or policies and procedures established by the Board.

C. The Director of Education and Training shall be a licensed referee instructor and be responsible for arranging education/training programs for the membership. The Director of Education and Training shall carry out related education and training tasks as assigned by the President and approved by the Board.

D. The Secretary shall be the recording secretary to include keeping minutes of meetings and other communications as directed by the President. The Secretary shall keep records of attendance at all meetings of the Association and the Board. The Secretary shall maintain a membership list of Association members. The Secretary shall be responsible for disseminating policies and procedures to the membership. The Secretary shall maintain one copy of the By-Laws on hand at all meetings. One copy shall be made available to each member of the Association upon request.

E. The Treasurer shall keep an accurate record of the financial affairs of the Pierce County Soccer Referees' Association, both receipts and expenditures. The Treasurer for PCSRA must pass background check and must also have ability to be bonded. The Treasurer shall keep the Board informed through the preparation and submission of a detailed monthly statement at each Board meeting concerning the current financial condition and submit a written, detailed financial report to the membership at the AGM. The Treasurer shall have authority to open any mail addressed to "in care of the Association" or to any Board member's name if sent to the Association address.

F. The Director of Referee Development shall be responsible for helping members to improve their referee skills and knowledge. The responsibilities of the Director of Referee Development shall include, but not be limited to, the following:

- (1) Assist members to achieve advanced referee certification;
- (2) Mentor young and inexperienced referees;
- (3) Recruit, train and supervise referee mentors and assessors;
- (4) Identify and recommend referees to the BOD for higher level referee assignments outside the purview of PCSRA, i.e. statewide or regional competitions;
- (5) Coordinate with the Washington State Referee Committee Director of Assessment and the PCSRA Director of Education and Training.

G. The Director of Officiating shall be a USSF Certified Assignor and shall be responsible for the assigning of referees to all soccer matches that PCSRA has agreed to officiate. The responsibilities of the Director of Officiating shall include, but not be limited to, the following:

- (1) Negotiate contracts with local soccer organizations to provide referees for soccer matches sponsored by such organizations, subject to the approval of the BOD;
- (2) Supervise the assigning of members as referees for such soccer matches;
- (3) Recommend to the BOD, and supervise, the assignors to be used by PCSRA;
- (4) Delegate temporary assigning duties to other assignors as the need arises;
- (5) Maintain records of all assignments as required by the PCSRA Treasurer for collection and disbursement of fees, which responsibility may be delegated in whole or in part, subject to the approval of the BOD;
- (6) Maintain records of all assignments as required by USSF for certification purposes, which responsibility may be delegated in whole or in part, subject to the approval of the BOD.

H. The Directors shall have no specific duties prescribed by these By-Laws. They shall serve on committees when requested by the President and shall carry out duties as assigned by the President and the Board.

I. All members of the Board shall have the duty to attend and vote at all meetings.

## Section 8 Committees

A: Committees may be formed as deemed appropriate by the BOD for the purpose of accomplishing specific tasks.

B: The authorization for these committees shall include provisions for a budget, for the duration of the committee, and for appointing a Director or Directors to be responsible for the committee.

C: The Chairperson for each committee shall be appointed by the President or

supervising officer; subject to the approval of the BOD. Additional members of the committee shall be chosen by the Chairperson from the membership and approved by the BOD.

D: The President shall be an ex-officio member of all committees (except for the Disciplinary Committee)

## Section 9. Membership

### A. Member in Good Standing

A member in good standing must comply with all the following conditions:

1. Maintain current USSF registration and be active as a referee, assignor, assessor, instructor, and mentor/coach or be a PCSRA Executive Board Member.
2. Conduct themselves in accordance with the USSF Referee Administrative Handbook.
3. If a referee, attend the mandatory five (5) hours of annual training as required by USSF registration requirements.
4. Each calendar year, actively participate in a minimum of four (4) PCSRA endorsed or sponsored events. These may include PCSRA board meetings, PCSRA membership meetings, clinics, or any other event so designated by the PCSRA Executive Board.
5. Referees who Officiate High School are required to maintain WOA registration requirements. This would apply to any other organization the PCSRA may contract with that requires separate registration requirements.

**NOTE:** New members are exempt from conditions 3 and 4 during the first calendar year of membership provided they strive to actively participate in PCSRA events.

### B. Voting Members

Only members in good standing may vote for PCSRA officers and by-law amendments during the AGM.

### C. Duties of Voting Members

All Voting Members must maintain a current USSF registration as a referee, assignor, assessor or instructor and attend four (4) of the general membership meetings and clinics or PCSRA sponsored clinics in a calendar year. They must at all times conduct themselves in accordance with the USSF Referee Administrative Handbook.

#### D. Contributing Member

A PCSRA Contributing Member shall be a person who does not qualify as a PCSRA Voting Member, and/or persons, organizations, or funds whose purpose agrees with the Constitutional Purpose of the PCSRA, who contributes financially or "in kind" support for activities of the PCSRA. PCSRA Contributing Members shall not have voting privileges in the PCSRA. PCSRA Contributing Members who are registered with the USSF must at all times

### **ARTICLE IV: MEETINGS**

#### Section 1. Quorums

A. A quorum of the Board shall be a simple majority of the number of members of the Board.

B. A Quorum of General and Special Meetings consists of a majority of the Voting Members present.

C. A Quorum for the Annual General Meeting consists of a majority of the Voting Members present.

#### Section 2. Meetings

A. Regular/educational meetings shall be held on a monthly basis throughout the calendar year. Regular/educational meetings may be cancelled with at least one month's notice to the membership.

B. Regular Board Meetings will be held at least once per month. The date, time and location are to be determined by the Board. Special Board meetings may be called at the direction of the President or the Board with at least ten (10) calendar days' notice to the membership.

C. Annual General Meetings will be held in January of each calendar year in lieu of regular/educational meetings.

D. Special Meetings may be called by the President or at the request of the Board with ten (10) calendar days' notice to the membership of the time, location and reason for the Special Meeting.

### **ARTICLE V: JUDICIAL PROCESS**

The Pierce County Soccer Referee Association is not a public or governmental entity and does not have the capacity to take state action. The Board of Directors does however, retain the right, power and authority to discipline, censure, suspend, or expel as appropriate any Member(s) who acts to the detriment of or the embarrassment of the Pierce Country Soccer Referee Association

or the Soccer community at-large.

Any Member whose moral or ethical conduct may be considered detrimental to PCSRA, or who fails to support or adhere to the Constitution, By-Laws, adopted policies and procedures of PCSRA, may be censured, suspended or expelled.

The Board has established the following procedure to afford any member of PCSRA a process to be notified of possible disciplinary action by PCSRA; for the for the filing of a grievance and an opportunity for a hearing before the Board of Directors where a member is alleged to be in violation of the PCSRA Constitution, By-Laws, Standing Rules, USSF Referee Administrative Handbook or the ethics of refereeing as a profession. After the appropriate collection of facts and due deliberation, the Board shall vote based upon the preponderance of the evidence, to acquit or to penalize the member based on the charges. The Board reserves the right to affirm, decrease or increase the Judicial Committee's recommendations regarding the penalty up to and including termination of membership in the PCSRA.

Upon the recommendation of the Judicial Committee the Board may temporarily suspend all PCSRA self-assigning rights based upon the nature of charges against a PCSRA member or the embarrassment to the Pierce Country Soccer Referee Association or the Soccer community at-large. In such cases the member shall be notified in writing of the temporary suspension of all PCSRA self-assigning rights prior to or included in the Notice of Intent to Discipline.

## **A. PCSRA Member Grievance**

### Section A1: Filing of a Grievance

#### Section A1.1: Grievance Defined

A grievance as defined for this Article as a written complaint involving an alleged violation(s) or dispute(s) over the application or interpretation of any provisions of the PCSRA Constitution, By-Laws or Standing Orders (policy/procedures adopted by the Board).

#### Section A1.2: Timelines for Filing

All alleged grievances shall be filed with the Judicial Committee Chairman within five (5) calendar days of the alleged violation or when it was reasonably recognized as an alleged violation of the PCSRA Constitution, By-Laws or Standing Orders (policy/procedures adopted by the Board).

#### Section A1.3: Written Grievances

All grievances shall be filed in writing with the Judicial /Disciplinary Committee Chairman of PCSRA. For the written grievance to be a valid grievance it shall contain the following information: date of the alleged violation, location of the alleged violation, the name of the PCSRA member who is accused of violation(s) of the PCSRA Constitution, By-Laws or Standing Orders (policy/procedures adopted by the Board), the alleged section of the PCSRA Constitution, By-Laws or Standing Orders



(policy/procedures adopted by the Board) and signed by the person or persons filing the alleged grievance with contact information to enable a response from the Judicial /Disciplinary Committee Chairman of PCSRA.

Section A2: Judicial Committee Notice of Intent

Upon receipt of the alleged grievance the chair of the Judicial /Disciplinary Committee shall be responsible for having conducted an investigation into the alleged grievance. Upon completion of the investigation the Judicial /Disciplinary Committee Chairman shall file a Judicial /Disciplinary Committee report of findings with the Board and recommended action(s) to be voted upon by the PCSRA Board. If the findings of the committee recommend an action be taken against the PCSRA member the Judicial /Disciplinary Committee Chairman shall generate a written response of intent to discipline.

Section A2.1 Notice of Intent

The Notice of Intent shall be in the form of a letter which informs the member of the results of investigation, the violations of the PCSRA Constitution, By-Laws or Standing Orders (policy/procedures adopted by the Board) and the intended action or discipline. The member shall also be informed that they will have the opportunity to respond to the Notice of Intent letter in writing or verbally no later than ten (10) calendar days after the date of receipt by the member with the Judicial /Disciplinary Committee Chairman.

Section A3: Appeals

Any member may file an appeal of the disciplinary action taken by the Director of Judicial, Judicial Committee or the Board by sending a written appeal to the Director of Judicial, for Level 1 appeals and to the Board President for Level 3 and 4 appeals no later than seven (7) calendar days after the action at the level of discipline. The written appeal shall contain the reasoning and any evidential facts for the appeal. The Judicial Committee shall decide either to hear the appeal or let their findings stand. A Judicial committee decision may be forwarded to the Board. The Board shall decide to either hear an appeal or let the findings stand as the final and binding decision of the Board. The Board shall respond in seven (7) calendar days as to whether grant an appeal hearing or deny the appeal.

Section A3.1: Board Appeals

Any appeal of a decision made by the PCSRA Board for Washington Youth (U19 and under) shall be with the Executive Director of Washington Youth Soccer. Any appeal of a decision made by the PCSRA Board for Washington Adult Soccer shall be with the Chief Executive Officer (CEO) of Washington Adult Soccer.

**B. Non-Member Grievance**

Section B1: Filing of a Grievance

Section B1.1: Grievance Defined

A grievance as defined for this Article is a written complaint involving an alleged violation(s) or dispute(s) over the application or interpretation of any provisions of the PCSRA Constitution, By-Laws or Standing Orders (policy/procedures adopted by the Board).

Section B1.2: Timelines for Filing

All alleged grievances shall be filed with the Judicial Committee Chairman within five (5) calendar days of the alleged violation or when it was reasonably recognized as an alleged violation of the PCSRA Constitution, By-Laws or Standing Orders (policy/procedures adopted by the Board).

Section B1.3: Written Grievances

All grievances shall be filed in writing with the Judicial /Disciplinary Committee Chairman of PCSRA. For the written grievance to be a valid grievance it shall contain the following information: date of the alleged violation, location of the alleged violation, the name of the PCSRA member who is accused of violation(s) of the PCSRA Constitution, By-Laws or Standing Orders (policy/procedures adopted by the Board), the alleged section of the PCSRA Constitution, By-Laws or Standing Orders (policy/procedures adopted by the Board) and signed by the person or persons filing the alleged grievance with contact information to enable a response from the Judicial/Disciplinary Committee Chairman of PCSRA.

Section B2: Judicial Committee Notice of Intent

Upon receipt of the alleged grievance the chair of the Judicial /Disciplinary Committee shall be responsible for having conducted an investigation into the alleged grievance. Upon completion of the investigation the Judicial /Disciplinary Committee Chairman shall file a Judicial /Disciplinary Committee report of findings with the Board and recommended actions if any based upon the findings. The findings of the committee when reviewed and approved by the Board shall be in a written response to the non-member who filed the grievance. The process as described in Section A of this Article shall be followed for the member to whom the allegations were filed

Section B3: Appeals

Any member may file an appeal of the disciplinary action taken by the Board by sending a written appeal to the Board President no later than seven (7) calendar days after the action of the Board. The written appeal shall contain the reasoning and any evidential facts for the appeal. The Board shall decide either hear the appeal or let their findings stand as the final and binding decision of the Board. The Board shall respond in seven (7) calendar days as to whether grant an appeal hearing or deny the appeal.

Section B3.1: Board Appeals

Any appeal of a decision made by the PCSRA Board for Washington Youth (U19 and under) shall be with the Executive Director of Washington Youth Soccer. Any appeal of a decision made by the PCSRA Board for Washington Adult Soccer shall be with the Chief Executive Officer (CEO) of Washington Adult Soccer.

### **C. Board Member, Committee Chair or Committee Member Censorship/Removal**

Section C1: Any Board Member may be removed from their position on the Board by a two-thirds (2/3) vote of the Board and a two-thirds vote of the membership in good standing at the meeting in which the hearing for censorship/removal is held

Section C1.1 Filing of Charges The Board Member or PCSRA member shall notify the Board of Directors in writing of the specific charges and remedy sought against the Board Member(s).

Section C1.2 Board Hearing The Board of Directors shall, within ten (10) *calendar* days, call for a Special Board Meeting. The accused Board Member shall be notified in writing of the alleged charges and scheduled meeting date. The Special Meeting shall be conducted by the Director of Judicial. At the conclusion of the meeting a vote shall be taken. The vote results are sent to the accused Board Member(s) who is also notified of a hearing before the membership which shall establish a hearing date within ten (10) days of the of the Boards results for a final and binding determination.

Section C1.3 Membership Hearing. The Director of Judicial shall notify the Member of the results of the vote in writing and of the date of the Membership Hearing within ten (10) business days, and, serve as the presiding Board Director at the hearing. The presiding Director is the only member of the Board who can sit on the Hearing Panel. The presiding Director at this hearing shall present the evidence and allow for rebuttal. At the conclusion of the presenting of the evidence to the membership the presiding Officer shall then call for a vote of the membership in good standing regarding the charges. The vote of the membership in good standing is final and binding on all parties.

#### Section C3.1: Board Appeals

Any appeal of a decision made by the PCSRA Board for Washington Youth (U19 and under) shall be with the Executive Director of Washington State Youth. Any appeal of a decision made by the PCSRA Board for Washington Adult Soccer shall be with the Chief Executive Officer (CEO) of Washington State Adult Soccer.

### **D. Exhausting Remedies**

No USSF Member, PCSRA Member, team, administrator, coach, player, referee, or their representative may invoke the aid of the State or Federal courts without first exhausting the USSF and PCSRA appeal rules and any applicable grievance and appeal actions. Any person invoking such aid shall be subject to the penalties cited herein:

- Court Costs
- Attorney Fees
- Reasonable compensation for the time spent by PCSRA Board Members in responding to and defending allegations in the action, including responses to discovery court appearances.
- Travel Expenses
- Expenses for holding special PCSRA Board or Judicial Committee meetings

necessitated by Court action.

## **ARTICLE VI: FEES AND FINANCES**

### Section 1. Financial Review

In addition to the Board review, the Board may engage an independent accountant to conduct a review or an audit of the financial statements, books, and accounts of the Association. At the end of our fiscal year, a review by a committee appointed by the Board will be appointed to ensure the integrity of our accounting process, and to make recommendations for changes or improvement. The Board can call for an audit that may be conducted at the pleasure of the Board as it deems desirable or necessary or whenever there is a change in the Treasurer position. A written summary of the results of each review or audit shall be submitted to the Board within fourteen days of its completion. It shall be submitted to the membership for their acceptance, approval, or disapproval at the next regular chapter meeting.

### Section 2. Payment of Referees

The method of payment shall be established by the Board.

### Section 3. Compensation

Expenses incurred by any member on behalf of the Association, as approved by the Board, shall be reimbursed. Except as otherwise provided in this Section, no Member of the Association shall receive compensation for performing any of the duties identified in these by-laws.

### Section 4. **Accounting; Personal Services Agreement:**

PCSRA desires to meet the accounting needs of the organization as well as those of Local, State and Federal Governments, The Treasurer is therefore responsible for the Accounting; **Personal Services Agreement: (Independent Contractor;)** The Contractor is considered an Independent Contractor who at all times perform their duties and responsibilities and carry out all services as an Independent Contractor and shall never represent or construe their status to be that of an agent or employee of PCSRA nor shall be eligible for any employee benefits. This person may also serve as a Board Member or Officer of PCSRA which will not change the Status of this Agreement. The Personal Service Agreement is subject to board approval.

### Section 5: **Assignor; Personal Services Agreement:**

PCSRA desires to meet the assigning needs of the organization as well as those of Local, State and National Organizations, The President is therefore responsible for the

Assignor/Assignors; **Personal Services Agreement: (Independent Contractor;)** The Contractor is considered an Independent Contractor who at all times perform their duties and responsibilities and carry out all services as an Independent Contractor and shall never represent or construe their status to be that of an agent or employee of PCSRA nor shall be eligible for any employee benefits. This person may also serve as a Board Member or Officer of PCSRA which will not change the Status of this Agreement. The Personal Service Agreement is subject to board approval.

#### Section 6. Members as Independent Contractors

In that one of the principal activities of PCSRA is to assign qualified referees to soccer matches sponsored by local soccer organizations, and to collect Officiating fees from such organizations on behalf of its members, and to disburse such fees to such members, it is understood that:

- (a) All members are, and shall remain, independent contractors retained solely by the sponsor organization to provide Officials services;
- (b) At no time shall PCSRA employ such members accordingly;
- (c) PCSRA may require a fee be paid by the sponsor organization, or by the member, or both, in compensation for coordinating and regulating the assignment of referees, but in no event shall these services, performed by PCSRA on behalf of its members, be construed as constituting an employer employee relationship between PCSRA and its members.

#### Section 7. PCSRA Name and Logo Use Restrictions

- (a) The PCSRA logo shall be protected by Trademark regulations, and no outside organization, business firm, or person shall be allowed to use the logo without the prior expressed approval of the BOD.
- (b) The PCSRA name or logo, or any other form of expressing approval or endorsement, shall not be used for purposes, programs, projects or events that are unlawful or not in accordance with these Bylaws.
- (c) Any fundraising program, including marketing, in the name of PCSRA and/or using the logo of PCSRA requires the prior expressed approval of the BOD.

### **ARTICLE VII: CONDUCT AND ETHICS**

#### Section 1. Accepting Assignments

All referees shall accept game assignments whenever possible. Inability to fulfill game assignments should be based on emergency situations. Members will notify the assignor

as soon as possible in the event he or she is not able to fulfill the assignment. Referees must inform the assignor of any family or personal involvement with a team or club. The referee shall decline any assignment involving such a team.

#### Section 2. Uniform

All referees shall follow standards of dress established by the USSF or other sanctioning body for the game. Failing to follow these standards may result in reduction of game assignments or other sanctions.

#### Section 3. Game Conduct

Referees shall conduct themselves professionally when representing PCSRA. This includes both game assignments and business meetings. Any member behaving unprofessionally due to the influence of drugs or alcohol may be suspended from PCSRA and reported to the governing body. Members will treat players, coaches, other referees and spectators with respect. Failure to do so may result in loss of assignments and suspension from PCSRA.

#### Section 4. Game Reports

Referees shall complete and submit all game reports within 48 hours of a match, will result in forfeiture of match fees. For PCSRA match's/games members shall follow procedures outlined by the administering league.

## **ARTICLE VIII: AMENDMENTS**

#### Section 1. By-Laws Proposed by the Board

These By-Laws may be amended at the AGM or special meeting for this purpose in which a majority vote of the membership is received, provided the Board has previously approved such proposed amendment by a majority vote. Ten (10) days notice shall be required prior to the AGM /or special meeting for such amendments.

#### Section 2. Proposed by a Member

Amendments may be passed by the membership at the AGM or special meeting for this purpose. Any amendments to the Pierce County Soccer Referees' Association By-Laws proposed by a member of the Association shall be submitted in writing to the President, Pierce County Soccer Referees' Association, at least 70 days prior to the AGM or special meeting for this purpose. The Board shall vote as to whether they recommend the adoption of said amendments. This process shall include the required 10 days notification of the membership.

## Section 2. Policies and Procedures

Policies and Procedures may be established by the Board and shall be disseminated to the membership annually or as required. Any amendment to the Policies and Procedures will be disseminated to the members prior to the next regular Association meeting. Amendments will be effective following the next general meeting after disseminated unless rejected by a majority of members at the meeting.

## **ARTICLE VIII: SAVINGS CLAUSE**

Should any part of these By-Laws be declared illegal under the laws of Federal, State, or local government, or improperly inconsistent with the By-Laws of a higher referee body, the remaining parts shall remain in force.

## **ARTICLE IX: PARLIAMENTARY AUTHORITY**

Robert's Rules of Order Revised shall be the parliamentary authority for the Pierce County Soccer Referees' Association in all matters not covered by Pierce County Soccer Referees' Association policy as set forth in either the Constitution or these By-Laws.