

SOUTH JERSEY SOCCER OFFICIALS ASSOCIATION, INC. ("SJSOA")

BY-LAWS

Revised by: SJSOA EXECUTIVE COMMITTEE 10/2015

President - Allen Stout
Vice President - John Hartnett
Secretary - Geoff Filinuk
Rules Interpreter - Dave Herwig

Assignor - John Barna
Member at Large - Joe Knowles
Treasurer - Jim Wells

ARTICLE I – MEMBERSHIP

Section 1A

- All applications for membership must be submitted in writing and approved by the Executive Committee to become high school officials:
- All applicants must be 18 years of age by the August 31st of the year of application.
- Applicants must successfully complete the SJSOA cadet course.
- Applicants must pay annual dues and other monies as required by SJSOA to be a member on good standing.
- All varsity members must pass the annual refresher test course with a passing grade which is established by NJSOA (or NJSIAA).

Section 1B – Cadet Membership

- All applicants for membership must be submitted in writing and approved by the Executive Committee to become high school officials:
 - Member shall have satisfactorily completed the Cadet education program.
 - Member shall have passed the New Jersey Soccer Officials Association Inc. written examination of soccer rules with a passing score as set by the NJSOA (or NJSIAA).
 - Member shall have paid all current financial obligations due to SJSOA on or before the date specified by the Treasurer.
 - Member shall meet attendance requirements set by the Executive Committee.
 - Member may serve on committees.
 - Member may vote.
 - The applicant shall pass, as determined by the supervisor, a written examination given by SJSOA at a time and place designated by the Rules Interpreter.

- The applicant shall serve a minimum of one (1) year as a Cadet referee on the sub-varsity level and shall successfully complete such evaluation and/or mentoring program as specified by the Executive Committee.
- An applicant may petition the Board of Trustees to waive serving a minimum of one (1) year as a Cadet by providing sufficient proof of prior experience. Such proof may include experience as a NISOA and/or USSF State referee. Each situation will be evaluated on an individual basis and the Executive Committee decision in this matter will be final.

Section 1C – Active Membership

- Member shall have served a minimum of one year as member in good standing
- Member shall have paid all current financial obligations due to SJSOA on or before the date specified by the Treasurer.
- Member may hold office once they have established being a member in good standing for three (3) consecutive years;
- Member may serve on committees.
- Member may vote.
- Member shall notify the Secretary and Treasurer in writing prior to the NJSIAA registration deadline that he/she will be inactive.
- Member may officiate games at the appropriate level.

Section 1D – Inactive Membership

- Member shall have served a minimum of one year as an Active member in good standing.
- Member shall have paid all current financial obligations due to SJSOA on or before the date specified by the Treasurer.
- Member shall not hold office.
- Member may serve on committees.
- Member may vote.
- Member shall notify the Secretary and Treasurer in writing prior to the NJSIAA registration deadline that he/she will be inactive.
- Member shall not officiate any games.

Section 1E – Associate Membership

- Associate Membership shall be open to all persons interested in the game of soccer and SJSOA who have been approved by the Board of Trustees.
- Member shall not hold office.
- Member shall not serve on committees.
- Member shall not vote.
- Member shall have paid all current fees due to SJSOA on or before the date specified by the Secretary-Treasurer.

Section 1F – Dual Membership

- Member shall have served a minimum of one (1) year as member in good standing in any NFHS Chapter.
- Member shall have paid all current financial obligations due to SJSOA on or before the date specified by the Treasurer.
- Member shall not hold office.
- Member shall not serve on any committees.
- Member shall not vote.
- Member may officiate any games.

Section 1G – Senior Membership

- Member shall have served a minimum of three (3) consecutive years as member in good standing.
- Member shall have paid all current financial obligations due to SJSOA on or before the date specified by the Treasurer.
- Member may hold office.
- Member may serve on committees.
- Member may vote.
- Member shall notify the Secretary and Treasurer in writing prior to the NJSIAA registration deadline that he/she will be inactive.
- Member may officiate any games.

Section 1H – Honorary Membership

- Honorary membership shall be awarded to those persons who have distinguished themselves in the interests of soccer.
- Member shall not vote
- Member shall not hold office.
- Member shall not serve on committees.
- Selection of Honorary members shall be the responsibility of the Executive Board. A member who has served in SJSOA for twenty-five (25) years is eligible for honorary membership.
- No fees shall apply to honorary membership and members shall be entitled to attend the annual banquet as a guest of SJSOA.

Section 1I – Suspended Membership

- Member who does not meet the recertification examination requirements of SJSOA will be placed on suspension.
- Member who does not attend a rules interpretation meeting as mandated by the NJSIAA will be placed on suspension.
- Suspended member shall not officiate any games.
- Suspended Member shall not hold office.
- Suspended Member shall not serve on committee
- Suspended Member shall not be permitted to vote.
- Suspended Member is still required to meet attendance requirements while suspended.

ARTICLE II – MEETING ATTENDANCE

- Any Member, without a valid excuse in writing to the Secretary, missing three (3) regular and/or special membership meetings shall be referred to the Ethics Committee. Upon request to the Executive Committee, a member may obtain an excused absence if the Executive Committee deems it justifiable.

ARTICLE III – NJSIAA TEST ELIGIBILITY

- After serving successfully two (2) full years of scholastic cadetship and passing the SJSOA requirements, a member is eligible to take the NJSIAA test (high school varsity test).

ARTICLE IV DUES-HONORARIUMS-FEES

Section 1

- Any member whose dues, game fees or fines are in arrears for a period of sixty (60) days shall be sent notification via US mail, e-mail or phone call by the designate of the Executive Committee. Any member whose dues game fees, or fines are in arrears for more than (90) days and has not made payment arrangements with the designate of the Executive Committee shall automatically cease to be a member on the day after the first scheduled meeting referred to as the “rules interpretation meeting”.

Section 2

- Honorariums paid to the Executive Committee will be one percent (1%) of the game fees collected. The amount paid to each executive member shall be determined by the Executive Committee and paid annually.

Section 3

- A percentage of game fees earned shall be collected from each official assigned through SJSOA. The current percentage of game fees is three percent (3%) where one and one half percent (1.5%) of collected fees are paid to SJSOA assignor, one percent (1%) of collected game fees are paid to the Executive Committee as an Honorarium and the remaining one-half of one percent (.5%) is contributed to the annual banquet. The percentage of game fees as determined by membership will remain the same and not change without the membership voting at the last meeting referred to as the "annual banquet and elections meeting". Active members must be present at this meeting and be in good standing to vote. Voting by proxy shall not be permitted.

Section 4

- Any active member who misses a mandatory meeting shall pay a fine of \$10.00 per missed meeting.

Section 5

- The Executive Committee of SJSOA shall be exempt from paying local Association dues, game fees and meeting fines.

ARTICLE V – GOVERNMENT

Section 1

- The Executive Committee has control and management of the property, assets and funds of SJSOA, subject to the will of the membership.

Section 2

- Funds of SJSOA shall be withdrawn from the bank or banks with which they are on deposit by the signature of the Treasurer and either the President or Vice-President.

Section 3

- The Executive Committee shall have the authority to set and change Policies.

ARTICLE VI – ELECTIONS

Section 1

- A Nominating Committee of not less than three members shall be appointed by the third meeting of each year.

Section 2

- Nominees for office must be a member in good standing for at least three (3) years.

Section 3

- The President shall appoint a Clerk of Elections. Neither the President nor any candidate for office shall be appointed as the Clerk of Elections. The Clerk's duties shall be to impartially conduct the annual election, to direct the tallying of votes, and to announce the results of each election.

Section 4

- Nominations will close at the meeting prior to the election meeting. Nominations shall be made from any member in good standing.

Section 5

- Elections shall be in the following order: President, Vice-President, Secretary, Assignor, Treasurer, Rules Interpreter, and Member-at-Large.

Section 6

- Election of officers is by secret ballot, except when only one candidate for any office is presented. In the case of only one candidate for any office, the ballot shall be dispensed by Motion with a second. Each member in good standing shall only be entitled to cast one (1) vote for each candidate on the ballot. If more than two (2) persons are running for an office, election shall be by a majority of the votes cast. Upon receiving a majority of the votes cast, a candidate shall be declared the winning candidate and balloting for that office shall cease. If, however, no candidate receives a majority of the votes cast, the candidate with the least number of votes shall be removed from the slate, and the balloting shall continue until one (1) candidate receives a majority of the votes cast.

No absentee ballots, or voting by proxy shall be accepted. Members must be present at the election meeting to vote.

Section 7

- Every officer elected shall serve for one (1) one year calendar year. The term of office shall be from January 1st through December 31st of the calendar year.

Section 8

- Vacancies on the Executive Committee are filled by a majority vote of the Executive Committee after the general membership has been notified of the vacancy in order to allow for parties interested in holding the vacant position to come forward. Such individual shall be approved by the executive committee and shall serve the remainder of the calendar year.

ARTICLE VII – MEETINGS

Section 1

- SJSOA shall hold regular membership meetings of which one (1) shall be a business meeting, and thirty (30) days' notice of the meeting shall be made to the membership.

Section 2

- Twenty-five percent (25%) of the general membership must be present in order for a vote to be held.

Section 3

- Special meetings of the membership or the Executive Committee shall be called by the President and/or at the request of a majority of the Executive Committee.

Section 4

- The Executive Committee shall meet as required at which time a majority shall constitute a quorum.

Section 5

- The annual election will be held at the last business meeting of the calendar year.

ARTICLE VIII – RULES OF ORDER

Section 1

- The Rules contained in the current edition of “Robert’s Rules of Order Newly Revised” shall govern SJSOA in all cases in which they are applicable, and in which they are not inconsistent with the Constitution By-Laws, or Policies.

Section 2

- The following shall be the order of Business:
 1. Call to Order;
 2. Reading, corrections and approval of the Executive and General Meeting Minutes;

3. Roll call or verification of the sign in;
4. Report of the Treasurer;
5. Program for the night;
6. Unfinished Business;
7. New Business;
8. Good of the Order; and
9. Adjournment.

ARTICLE IX – DUTIES OF OFFICERS

Section 1

- The members of the Executive Committee, upon their installation, shall enter upon the performance of their duties and continue in office until their successor are duly elected and qualified.

Section 2 – President

The President's duties are:

1. Be the Chief Executive Officer of SJSOA and supervise its affairs and activities;
2. Be the Ex-Officio Member of every Committee as he/she deems fit except for the Nominating Committee;
3. Be the presiding officer at all meetings and announce the Order of Business at such meetings;
4. Appoint the Standing Committees with the approval of the Executive Committee at the first meeting of the calendar year; and
5. Call for an annual audit of the books of SJSOA.

Section 3 – Vice President

The Vice President's duties are:

1. In the event of the absence, death or disability of the President, assume all the duties of the office of President; and
2. Be responsible for all the high school soccer activities.

Section 4 - Secretary

The Secretary's duties are:

1. Give notice of and attend all meetings of SJOA and the Executive Committee;
2. Keep a permanent recording of all SJOA and Executive Committee meetings;
3. Be the custodian of all official documents;
4. Keep a list of the members of the SJSOA;
5. Keep a master copy of SJSOA's Constitution and By-Laws to which all amendments shall be entered with the date of passage;
6. Be responsible for all communications; and

7. A Secretary Pro-Tem may be appointed in the event of the absence or disability of the Secretary.

Section 5 – Assignor

The Assignor with assistants duties are:

1. To maintain relations with all the schools that SJSOA serves;
2. To secure schedule; and
3. To assign all scholastic soccer officials at SJSOA associated schools.

Section 6 - Treasurer

The Treasurer with assistants duties are:

1. To be responsible for all monies and securities of the SJSOA;
2. To be responsible for the issue of notices and collection of dues, fines, and fees payable to SJSOA;.
3. To be responsible for the collection of all fees payable to SJSOA from all leagues and organizations;
4. Shall disburse funds at the direction of the Executive Committee, subject to the will of the membership;
5. Shall report, in detail, at such times as directed, on the financial condition of SJSOA;
6. Shall keep the financial records approved by the Executive Committee; and
7. Shall arrange for an audit at the request of the Executive Committee or a two-third (2/3) membership vote.

Section 7 – Rules Interpreter

The Rules Interpreter duties are:

1. To be responsible for all interpretations of high school rules and present any changes of said rules; and
2. To be responsible for all the training of the SJSOA.

Section 8 – Member at Large

The Member at Large duties are:

1. To attend all Executive Committee meetings as a representative of the general membership; and
2. To perform duties as directed by the Executive Committee.

Section 9

The officers of SJSOA shall constitute an emergency committee to act on matters demanding immediate attention between meetings.

Section 10

All officers, upon leaving office, shall relinquish all complete records, materials, etc., to their successors.

Section 11

High School Athletic Directors shall be notified that they are permitted to write a letter to the President of SJSOA, via the Secretary, with a complaint or grievance concerning a soccer referee. Such letter of complaint or grievance must state the reason for any such complaint with details as necessary. The Executive Committee will take action as per the Constitution and/or By-Laws and/or Policies of SJSOA. The soccer referee will be given an opportunity to respond to the Executive Committee. SJSOA will contact the Athletic Director in order to acknowledge his complaint and the mechanics for resolution.

Article X – COMMITTEES

Section 1

1. Election Committee:
2. Ethics – Shall review and make recommendations on all matters indicated in Articles I, II, III, IV, V, VI, IX and X of the By-Laws. Disciplinary recommendations may be taken by the Ethics Committee.
3. Constitution and By-Law – Shall see that the Constitution and By-Laws are revised, distributed and adhered to when deemed necessary.
1. Nominating – Shall present at the annual election, the names of candidates for office, and be responsible for the tally of the final vote count and report same to the membership.

Section 2

Each committee chairperson is responsible for submitting an annual report to the Executive Board.

Article XI – ASSIGNMENTS AND RESPONSIBILITIES

Section 1

All members shall wear the official uniform as prescribed by the governing bodies of the organizations serviced by SJSOA.

Section 2

All officials shall wear the appropriate patches and carry the appropriate membership cards for proper identification.

Section 3

Members shall not solicit games for themselves. All assignments shall be made by the Assignor.

Section 4

The officials of SJSOA are independent contractors and are not employees of SJSOA. The officials are responsible for complying with Federal and State Tax requirements. Membership does not guarantee assignments or level of assignments.

Article XII – AMENDMENT PROCEDURES

Section 1

These By-Laws may be amended by a two third (2/3) majority vote of the active membership in good standing of SJSOA at any regularly scheduled meeting or special meeting, provided the that the amendment has been submitted in writing to the Secretary and to the general membership, and has been read at two (2) meetings. The majority of the membership shall constitute a quorum which must be present at the time of the vote.

Superseding the By-Laws of SJSOA, Inc. Passed and Adopted by SJSOA on this

____ day of _____ by a vote of _____ for, _____ against, _____ abstaining.

President – Allen Stout _____

Vice President – John Hartnett _____

Secretary - Geoff Filinuk _____