

# 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, hereinafter referred to as GLASRA.

B. The headquarters shall be in the home of the current President, who shall reside in the greater Lansing area.

### ARTICLE 2 -- OBJECTIVES AND AFFILIATION

A. GLASRA is a not-for-profit organization. It shall be the primary objectives of this association to recruit referees; to support training efforts when offered locally and supply continuing education opportunities to referees in "The Laws Of The Game" as promulgated by the Federation Internationale de Football, hereinafter referred to as FIFA plus soccer rules, policies, and/or directives promulgated by the Michigan High School Athletic Association (MHSAA); to vigorously assist and encourage referees in their efforts to upgrade within the United States Soccer Federation, hereinafter referred to as the USSF; to provide referees and assistant referees for soccer matches assigned by GLASRA under the jurisdiction of the USSF and the Michigan Soccer Association, hereinafter referred to as the MSA, and to the Michigan High School Athletic Association, herein referred to as MHSAA and the Lansing Area Women's Soccer League (LAWS, previously grandfathered as a non-USSF/non-MHSAA affiliate); 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 MSA and MHSAA.

### ARTICLE 3 - MEMBERS AND DUES

Section 1 - Organization GLASRA shall be composed of two categories of members:  
Active and Honorary

Section 2 - Eligibility

A. The association shall be composed of individuals who meet the qualifications listed in this section.

B. Requirements for specific categories of membership are as follows:

1. Active membership shall require payment in full of any outstanding debts owed to GLASRA plus current year GLASRA dues. Current registration and/or certification by the USSF or the MHSAA is a secondary requirement for any member to be considered eligible to receive GLASRA match assignments
2. 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 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.

C. Dues shall be collected from USSF grade 7, 8, and 9 referees at local annual recertification clinics. Other members, including those registered only with MHSAA and USSF State, and National referees, shall be billed dues directly.

D. All GLASRA membership dues and fees shall be paid in full to the Treasurer before any member is to be considered active and eligible to receive match assignments.

### Section 4 - Termination of Membership

A. Membership shall be terminated through either a written resignation or by expulsion by the Executive Board when a member fails to comply with the Constitution and Bylaws of GLASRA.

## **ARTICLE 4 - MEETINGS AND CLINICS**

A. The Annual General Meeting shall be held in December, January, or February following the fall season. The main purpose of the Annual General Meeting shall be the election of officers. The active members present shall constitute a quorum. Only those members who have paid their dues and fines for the previous year shall be eligible to vote or run for office.

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 and may include either GLASRA members or non-members.

## **ARTICLE 5 - ELECTIONS, OFFICERS AND THEIR DUTIES**

### **Section 1 - Officers**

There shall be a total of seven officers elected on staggered terms at the Annual General Meeting: President, Vice President, Treasurer, Secretary, and three Members at Large. Each officer shall be elected by a majority vote of the active members present and voting at the Annual General Meeting. The officers may be elected as a slate if there no opposition for any office. If there is a contested office, each officer shall be elected separately. Each active member present shall have one vote. Proxy voting is not permitted. Officer candidates shall be nominated by the association nominating committee. Nominations may also be made from the floor of the Annual General meeting. In addition, a High School scheduler and two USSF schedulers shall be appointed by the seven officers. These ten positions shall be occupied by active members of the association in good standing. The officers in these seven elected and three appointed positions shall constitute the Executive Board, and each shall have equal voting authority on all matters requiring Executive Board approval.

A. The Executive Board has the authority to adopt policies and procedures that it feels are in the best interest of its members.

B. The term of office for all ten Executive Board members shall be two years.

C. The positions of President, Secretary, High School Scheduler, and two Members at Large shall commence upon their election or appointment on the date of the Annual General Meeting of odd-numbered years. The positions of Vice President, Treasurer, one Member at Large, and the two USSF Schedulers shall commence upon their election or appointment on the date of the Annual General Meeting 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.

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 a scheduler. Each Board member shall have one vote.

G. Board meetings shall be held in person. In matters deemed urgent by the President, an Executive Board meeting may be conducted by conference call or by electronic communication.

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 representative to the MSA and 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.
  - a. The nominating committee shall consist of three members: one member of the Executive Board who is not eligible for re-election and two GLASRA active 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 Annual General Membership meeting.
7. Appoint one or more 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 in her/his absence.

2. Serve as the Alternate Delegate to any disciplinary board of the leagues if the league requests GLASRA representation.

3. Administer the GLASRA mentoring program for new referees.

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. Notify 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 the activities of the Association, 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. Any disbursement in excess of \$500 shall be approved by the President or Vice-President, unless the payment was approved by the Executive Board as part of the annual budget.

3. Provide an accounting of GLASRA's financial status and present a report and the annual budget at each Annual General Meeting.

4. Be responsible to collect or verify payment of appropriate dues by any referee requesting assignments. When the above is in order, the treasurer shall notify the Board Membership/Recruiter Coordinator that the candidate has met all GLASRA financial obligations.

5. Bill high schools and USSF leagues for appropriate GLASRA scheduling fees. The Treasurer may request that the High School Assignor bill high schools directly for scheduling fees.

6. Collect membership dues from all active members of the Association and collect all monies due the Association; 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.

7. Create the annual budget for the Association to be approved by the Executive Board.

8. Maintain incorporation records, file required reports with the State of Michigan, and ensure compliance with all IRS and Michigan tax requirements.

9. All checks issued for payment shall be signed by the Treasurer or the President. Neither shall sign a check made payable to him or herself.

E. The Members-at-Large shall:

1. Serve as the alternate delegate to the leagues and the MHSAA.

2. Assume responsibility for recruiting, maintaining, and assigning volunteers to assist at GLASRA functions as needed.

3. Investigate written or significant verbal complaints and inform the president about such situations

4. The Executive Board shall appoint each Member-at Large to one of three positions: (1) Membership/Recruiter Coordinator, (2) Non-High School League Liaison, and (3) Education/Training Coordinator. The duties of each shall be as assigned by the Executive Board.

5. The Executive Board shall assign the following responsibilities to one or more of the Members-at-Large:

a. Maintain a current listing of league contact persons and provide such information to the Secretary, Treasurer and assignors prior to each spring and fall season.

b. Resolve special membership and referee eligibility questions in consultation with the President. This information shall be shared with the appropriate assignor.

c. Verify current USSF and/or MHSAA certification status of all existing/potential GLASRA members, maintain membership records and compile and maintain current a general membership list, and notify the appropriate GLASRA assignor as/when any member becomes eligible to receive assignments for the current year, i.e. certification verified, dues paid, and any outstanding GLASRA debt satisfied.

d. Serve as the Chief Delegate to any disciplinary board of the leagues if the league requests GLASRA representation

F. The Assignors shall:

1. Be a current GLASRA member and maintain a match assignment database specific for either USSF or MHSAA matches.
2. Send availability notices and reminders to each active member prior to the start of each season.
3. Assign referees to matches and notify individuals of those assignments.
4. Upon request of the Treasurer, the high school assigner shall bill high schools directly for scheduling fees.

#### **ARTICLE 6 - RESPONSIBILITIES OF THE MEMBERS**

GLASRA referees shall:

- A. Be familiar with and uphold the appropriate rules of play for matches assigned.
- B. Maintain current USSF and /or MHSAA certification in order to receive GLASRA 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. Referees shall uphold the highest ethical standards in their relationships with coaches, players and other referees.
- E. Honor all assignments. Shall notify the appropriate assigner as soon as they know an assignment cannot be honored.
- F. Arrive at the field of play at least 20 minutes prior to kick-off time in order to inspect all field markings 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 MHSAA, and carry the appropriate alternate jerseys to matches. Officials shall also display the current

and appropriate badge on the jersey.

J. Submit USSF match reports to the leagues in a timely fashion after each match. Submit match reports to the MHSAA in accordance with policies adopted by the MHSAA.

K. Serve as an independent contractor, and therefore, assume sole responsibility for the payment of any government taxes that may be due.

L. Submit any concern or request that may require Executive Board action in writing to any Board member.

M. GLASRA expects that its members shall take their responsibilities seriously out of respect for the players and the leagues that we serve. The following behaviors are unacceptable and may subject a member to disciplinary action, especially upon repetition:

- failing to honor an assignment;
- turning back an assignment on short notice;
- causing a delay in kick-off due to late arrival at the field;
- failing to submit required match reports;
- unprofessional behavior toward players, coaches, spectators, or fellow officials either when working with an official match or watching a match as a spectator, publicly criticize or disparage the performance of a fellow referee.

## **ARTICLE 7 - DISCIPLINARY ACTIONS**

A. Upon recommendation of the Executive Board, the President shall appoint a three-member Disciplinary Committee. The Disciplinary Committee shall consist of one Member-at-Large and two individuals from the general membership. The Disciplinary Committee shall discretely investigate the allegation(s) against the affected GLASRA member, and shall submit to the Executive Board their findings and recommendations.

B. The Executive Board shall review the findings and recommendations of the Disciplinary Committee. If, in the opinion of the Executive Board, disciplinary action is warranted the Board shall provide the affected GLASRA member with an opportunity to be heard or to

provide a written statement. By a majority vote of the participating Executive Board members, the Board may vote to impose a disciplinary action.

C. Disciplinary actions may include verbal counseling, written reprimand, loss of match assignments, suspension, or expulsion. The Disciplinary Board shall impose a disciplinary action appropriate for the severity of the violation. Any member who is disciplined shall be notified by a letter stating the reason(s) and if suspended shall also be notified of duration of the suspension.

D. Unless prohibited by the USSF or the MSA, 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

E. The disciplined member may appeal the decision of the Executive Board to the Michigan State Referee Administrator.

F. Details of disciplinary action imposed by the Executive Board may 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 USSF matches through senior amateur soccer league matches, MHSAA sanctioned matches, and LAWS matches played in the greater Lansing metropolitan area.

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 Annual General Meeting 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 30 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

Amended and approved --1/29/05

Amended and approved—1/28/08