

# **SWMSRA (Southwest Michigan Soccer Referees Association)**

## **By-Laws**

### **Article I: Purpose**

To promote soccer; to maintain a high standard of refereeing; to encourage fair play and sportsmanship; to make available an adequate number of well trained and capable referees; to develop younger and inexperienced referees; to cooperate with other organizations in promoting soccer.

### **Article II: Affiliations**

Michigan Soccer Referees Association (MSRA)  
United States Soccer Federation (USSF) – Through individual members  
Michigan High School Athletic Association (MHSAA) – Through individual members and  
National Intercollegiate Soccer Officials Association (NISOA) – Through individual members

### **Article III: Membership**

- A. Organization: SWMSRA shall be composed of qualified soccer referees in good standing, in the categories: Active, Inactive, Associate, and Youth member. Good standing status requirements are established by the Executive Committee and defined in Appendix “A”.
- B. Eligibility: **Active Members** shall be at least 18 years of age, annually participate in the USSF physical test and pass a written examination; pay the annual dues per Schedule “A”, attached; and if transferring from another association, present a written recommendation from that association. **Inactive Members** shall retain membership while they are not refereeing; their annual dues shall be as indicated in Schedule “A”, attached. **Youth Members** shall be full-time students (under the age of 23)<sup>1</sup> or under 18 years of age, pay dues per Schedule “A”, attached, and meet the other requirements of active members.
- C. Termination: Membership can be terminated by written resignation, by failure to pay annual dues or fines, or by expulsion by written statement of the Executive Committee for conduct contrary to these by-laws.

### **Article IV: Officers**

- A. Election: Officers (President, Vice-President, Secretary, and Treasurer) shall be elected at the Annual General Meeting (AGM) by a simple majority vote. The active members present shall constitute a quorum. All officers must be Active Members and together shall constitute The Executive Committee. Nominations for all offices may be submitted to any officer in advance of the AGM or from the floor of the AGM. Any vacancy during the term of office shall be filled by appointment by The Executive Committee until the next AGM. **If due to “Force Majeure” an in-person election/AGM cannot be held, it can be held electronically either by video conference, email or another electronic voting system.**
- B. The Executive Committee shall set policy, and manage the daily operations of the association. Significant policy changes shall be presented to the membership for discussion and input.
- C. Fiscal Year and AGM Date: The fiscal year for SWMSRA shall be from October 1 through September 30. The AGM shall be held in the fall of each year, typically on the last weekend of October, on a specific date communicated to members at least 30 days in advance.
- D. Term of Office: Officers shall be elected for two-year terms. The President and Treasurer shall start serving in an even-numbered year; the Vice-President and Secretary shall start serving in an odd-numbered year.
- E. Duties: Duties shall include but are not limited to the following:
  1. The President shall preside at all meetings of SWMSRA and its Executive Committee, order the investigation of disciplinary and ethical matters, act as a liaison officer between SWMSRA and MSRA, and shall be responsible for the administration of SWMSRA.
  2. The Vice-President shall act for the President whenever necessary and conduct the election of officers at the AGM in odd-numbered years.
  3. The Treasurer shall maintain the financial records of SWMSRA. This includes but is not limited to the following:
    - Present a financial report at the AGM or when requested by the Executive Committee,
    - Notify members in writing at least 30 days in advance when dues are to be paid,

- Make disbursements up to \$400 on request of the President. Disbursement over \$400 requires the review of the Executive Committee.
  - File necessary State and non-profit status forms.
4. The Secretary shall keep minutes and maintain a schedule of all SWMSRA meetings, notify all fined, suspended, and expelled members, notify the membership of all meetings and clinics, maintain membership records and issue annually a list of SWMSRA members, and maintain an up-to-date copy of the SWMSRA by-laws.

#### **Article V: Committees**

- A. Appointments: The Executive Committee shall appoint chairpersons for the following standing committees. Chairpersons may add additional members as needed. See Appendix “B”.
- **Ethics and Grievance Committee**
  - **Assignment Committee**
  - **Referee Development Committee**
  - Other committees as needed
- B. Duties: When notified of a grievance or an ethical problem, **the Ethics and Grievance Committee** shall try to resolve the issue, notifying the Executive Committee of the results. **The Assignment Committee** shall make all game assignments. **The Assessment and Skill Evaluation Committee** shall assess individual member referee skills and offer input for skill improvements. These evaluations are confidential and for the use of the Executive Committee, the member, and the Assessment Committee only.

#### **Article VI: Discipline**

Members shall be disciplined by the Executive Committee for behavior contrary to SWMSRA, or its affiliations, and for failure to comply with the by-laws of SWMSRA. By a majority vote of the Executive Committee, a member may be suspended for not more than one year, or may be expelled. Before a member can be suspended or expelled, the member shall have the opportunity to be heard by the suspending authority or to present a written statement. The member to be suspended or expelled must be notified by a letter stating the reason(s) for and duration of, the suspension or expulsion with copies to all members of the Executive Committee.

#### **Article VII: Obligations and Penalties**

- A. Game Assignments:
- Members who do not meet the requirements of “Good Standing” status are subject to reduced game assignments. (See Appendix “A”)
  - No member is permitted to knowingly work with a suspended member or expelled former member.
  - No member is permitted to accept a regular season game from soccer leagues or associations served by SWMSRA without approval of the Assignment Committee.
  - The penalty for working such unapproved games shall be a reduction in game assignments.
  - If a member is unavailable to SWMSRA while accepting game assignments elsewhere, the Executive Committee shall review the member’s relationship with SWMSRA.
  - Members are required to inform the Assignment Committee of assignments accepted for games not assigned by SWMSRA.
- B. Attendance at the AGM and Clinics: Members who fail to attend the AGM or SWMSRA scheduled clinics/meetings without an acceptable written excuse shall have their membership reviewed by the Executive Committee
- C. Association Meetings:
- Annual General Meeting
  - December Cracker Barrel
  - January Cracker Barrel
  - February Cracker Barrel
  - Spring Meeting
  - Fall Meeting

**Article VIII: Amendments**

Amendments to these by-laws shall require a two-thirds affirmative vote of the Active Members attending the AGM or any special meeting called for that purpose; all members must be notified of the proposed amendments at least 30 days before such meeting.

**Article IX: Termination of SWMSRA**

In the event of an intended termination of SWMSRA, the Executive Committee shall dispose of the assets of SWMSRA in a manner consistent with the purpose of SWMSRA, as stated above. A two-thirds affirmative vote of the Active Members attending the AGM, or a special meeting called for that purpose is required to terminate SWMSRA.

## Schedule “A”

**Revised: January 2014** (Effective beginning 2015 SWMSRA Season)<sup>1</sup>

Active Member Dues	- \$35.00
Inactive Member Dues	- \$5.00
Youth Member Dues	- \$15.00 (students up to the age of 23)

## Appendix “A”

**Revised: 1/31/05, 12/01/06**

“**Members in Good Standing**” shall annually maintain the following requirements. Failure to do so may result in a reduction of game assignments.

- Attend the SWMSRA AGM, or the equivalent with approval of the President, including 5 hours of referee skill training.
- Attempt and complete the USSF physical test.
- Attempt and successfully complete the written referee skill assessment test, as required by USSF for the appropriate grade referee.
- High school officials are required to submit the Sportsmanship Varsity Ratings Survey.
- Pay all required dues, fees, and other financial obligations to SWMSRA and affiliations.

“**Tournament Ready**”: SWMSRA Members who desire assignments to postseason MHSAA games must meet the following requirements:

- Meet the member in good standing requirements, of SWMSRA as established above.
- Be assessed by the SWMSRA Assessment and Skill Evaluation Committee and receive a satisfactory rating.
- **Meet all requirements as established by the MHSAA including the following:**
  - **Attend the online<sup>1</sup> MHSAA rules meeting for the current season.**
  - **Complete and pass the online MHSAA exam<sup>1</sup>**
  - **Attendance at 50% or more of association meetings**
- Attempt and successfully complete the minimum physical test requirements of a USSF grade 7 referee (appropriate for the member’s age).
- Submit a completed Varsity Sportsmanship Ratings Survey for each season by the pre-announced deadline

## Appendix “B”

**<sup>2</sup>Revised:**  
**03/16/2022**

### **Committee Assignments:**

Ethics & Grievance Committee:  
Larry Ward - Chairman

Assignment Committee:  
Gil Urban – Chairman

<sup>2</sup>Referee Development Committee:  
<sup>2</sup>Luis Aguirre-Rivera - Chairman

## **Changes**

Approved by membership at AGM, 10/31/04; LW

Modifications to App. A accepted at Ex. Board Mtg. 1-31-05/sr

Enhancements to App. A (“Tournament Ready” section) submitted by email to 10-29-06

AGM attendees); approved by membership 12-01-2006/sr

Modifications to Art. III.B, Art. VII.C, and App. A approved by membership at 10-28-07 AGM/sr

<sup>1</sup> Changes made as indicated approved at the AGM November 22<sup>nd</sup> 2015

<sup>2</sup> Changes made as indicated 03/16/2022