

**VIRGINIA INTERCOLLEGIATE SOCCER OFFICIALS
ASSOCIATION, INC.**

CONSTITUTION & BY-LAWS

The Virginia Intercollegiate Soccer Officials Association, Inc. (hereinafter referred to as VISOA) is a non-profit corporation organized under the laws of the Commonwealth of Virginia. **VISOA** is a non-discriminatory, equal opportunity association. No member shall, on the grounds of race, color, national origin, sex, age, political beliefs, or religious creed, be excluded from participation in, or the benefits of, any program or activity sponsored or operated by **VISOA**.

ARTICLE I - NAME

Section 1. NAME: The organization shall be known as the VIRGINIA INTERCOLLEGIATE SOCCER OFFICIALS ASSOCIATION, INC., a non-profit Virginia Corporation.

Section 2. REGISTERED OFFICE AND AGENT: The VISOA shall have and continuously maintain in the Commonwealth of Virginia a registered office and a registered agent whose office is identical with such registered office, as required by the Non-Stock Corporation Act of Virginia. The registered agent of **VISOA** shall be the Secretary/Treasurer of **VISOA** unless otherwise decided by the Board of Directors. The registered office shall be designated as either the business office or home of the registered agent.

ARTICLE II - PURPOSES

Section 1. PURPOSES: The purposes for which this organization exists include, but are not limited to the following:

- (a) To act as an independent service association to provide soccer officials to officiate at all levels of intercollegiate competition, in accordance with Laws/Rules of soccer as set forth by the governing body under which the specific match is played;
- (b) To promote and maintain the highest standards of soccer officiating as well as to provide opportunities to grow and advance as officials by periodic training, testing and evaluation of its membership;
- (c) To further the interest and ideals of the sport of soccer by cooperating with organizations and associations officially related with the sport;
- (d) To promote the welfare of soccer, its players, administrators, fans, the press,

and soccer officials; and

- (e) To encourage the spirit of good sportsmanship and fair play.

ARTICLE III - MEMBERSHIP

Section 1. MEMBERSHIP: This organization shall be comprised of the following persons within the following classes of membership:

- a. **ACTIVE:** Comprised of individuals who are duly qualified soccer officials who have complied with all the membership requirements of this corporation, who are in good standing and who officiate soccer matches.
- b. **INACTIVE:** Comprised of individuals who were formerly qualified soccer officials who were in good standing when they ceased to be Active members and who now no longer officiate soccer matches.
- c. **AFFILIATE:** Comprised of individuals or business entities that are not Active or Inactive members, but who have a special interest in **VISOA**.
- d. **HONORARY:** Comprised of individuals upon whom **VISOA** desires to confer such status according to criteria to be established by **VISOA**.

Section 2. MEMBERSHIP QUALIFICATIONS: Membership shall be open to any soccer official who holds a current registration as a referee, assessor or assignor from the United State Soccer Federation (USSF), the National Federation of State High School Associations (NF) or the National Intercollegiate Soccer Officials Association (NISOA).

Section 3. MEMBERSHIP PROCEDURE: Persons seeking to gain membership in **VISOA** shall notify and provide the necessary information and documents to the Regional Representative for his or her region who shall communicate such information to the Board of Directors. Applications for membership shall be submitted to the Board of Directors through the Regional Representative and shall be accepted or rejected by a majority vote of the Board of Directors. Upon becoming a member of **VISOA**, each official shall be charged a one time, non-refundable, membership fee as set forth in Article XII, Section 1. In addition, once accepted it is each member's responsibility to maintain the required proficiency as stipulated by the corresponding governing body. Failure to do so may result in termination of membership status.

Section 4. RESIGNATION: Any member may resign by filing a written resignation with the Secretary/Treasurer. The written notification will be presented to the Board of Directors at the first meeting after its receipt, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges previously accrued and unpaid prior to the receipt of such resignation.

Section 5. REINSTATEMENT: Upon written request signed by a former member and filed with the Secretary/Treasurer, the Board of Directors may, by the affirmative vote of a majority of the Directors, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

ARTICLE IV - MEMBERSHIP MEETINGS AND CLINICS

Section 1. RULES CLINICS: **A. VISOA** shall conduct a Rules Clinic annually for all members, for the training of members and update on rules and interpretations. The conduct of such meetings shall be the responsibility of the Vice-President for Training with the support of such other members of **VISOA** as are deemed necessary. **B.** Members are required to attend the Rules Clinic in order to be eligible for assignments to officiate **VISOA** matches. Members who cannot attend the Rules Clinic must notify the Commissioner, in advance, if possible, and provide proof of attendance at another NISOA clinic in order to be eligible for assignments to officiate **VISOA** matches. Failure to attend the **VISOA** Rules Clinic for two consecutive years will result in a member being declared inactive, which will preclude assignments to **VISOA** matches until a subsequent **VISOA** Rules Clinic has been attended. The Board shall have the power to grant exceptions to this provision under extraordinary circumstances

Section 2. GENERAL BUSINESS MEETING: **VISOA** shall conduct an Annual Business Meeting, to be held in conjunction with the Rules Clinic, for the purpose of election of officers to the Board of Directors, and for any other business requiring membership decision. The Secretary/Treasurer shall give notice of such meetings to the general membership, and meetings shall be presided over by the President. Minutes of such meetings shall be kept by the Secretary/Treasurer and sent to all active members and made available for membership review at subsequent meetings.

Section 3. SPECIAL MEETINGS: The Board may call special meetings of the general membership. With the (two-thirds majority) approval of the Board, a special meeting for the purpose of voting on a single matter may be conducted by mail or e-mail. The Secretary will notify members who do not have current e-mail addresses of the Special Meeting, by mail, and such members may vote by mail.

Section 4. REGIONAL MEETINGS: Each **VISOA** Regional Representative should hold at least one regional meeting annually to discuss regional issues and concerns.

Section 5. NOTICE OF MEETINGS: Members will be notified in writing at least 90 days in advance of the Annual Business Meeting. Such notification shall include the time, place and such matters as will come before the membership at that meeting as are known. Members will be notified, in writing, at least 30 days in advance, of any Special Meeting called by the Board. Such notification shall include the time, place and all matters that will come before the membership at that Special Meeting. Regional Representatives shall notify members from their region at least one-week in advance of the date, time and location of regional meetings. For the purposes of informing the membership, the posting of specific information to the website www.visoa.org and/or attachment to a broadcast e-mail to the membership shall be considered to be "in writing."

Section 6. QUORUM AND VOTING: Fifty percent of the Active members shall constitute a quorum. A majority vote of the members, present and voting, is necessary to make a decision, except where some other number is required by law, or by these By-Laws. Voting by proxy, mail or e-mail is not permitted, except as provided in Section 3 of this Article and under Article V, Section 10.

Section 7. MEETING REQUIREMENTS: Members are required to attend the Annual Training/Rules Clinic and are encouraged to attend the Regional Meeting. Requests for exceptions to the attendance rule must be submitted to the Secretary at least two weeks in advance of the Rules Clinic, if possible, or as soon after the meeting as possible.

ARTICLE V - BOARD OF DIRECTORS

Section 1. GENERAL POWERS AND DUTIES: The property, business, and affairs of the organization shall be managed by its Board of Directors, and the Board of Directors may exercise all such powers of the organization as are permitted by law, or by this Constitution and By-Laws.

Section 2. COMPOSITION: The Board of Directors shall consist of a President, Vice-President for Training, Vice-President for Assessment, Commissioner of Officials, Secretary/Treasurer and four Regional Representatives, one elected from each region.

Section 3. TERM OF OFFICE: All members of the Board shall hold office until a successor shall have been elected, or until death, resignation, or removal.

- a. All members of the Board shall be elected for a term of two years.
- b. Their terms shall commence immediately upon election.
- c. The President, Secretary/Treasurer, and Regional Representatives from the north and central shall be elected in odd numbered years.

Comment [CLN1]: they are in office as soon as elected and we do not qualify people

Deleted:

- d. The Vice President for Training, the Vice President for Assessment, the Commissioner of Officials and the Regional Representatives from the east and west shall be elected in even years.

Section 4. NOMINATIONS AND ELECTIONS: The Board of Directors shall be elected by a majority vote of members present at the annual VISOA Business Meeting.

A. Nominations

1. The President shall appoint a Nominating Committee at least two months prior to the scheduled elections.
2. The Nominating Committee shall consist of at least three members of VISOA, at least two of whom are not current members of the Board of Directors.
3. The Nominating Committee shall present a slate of candidates, one for each position on the Board for which an election is scheduled, and each nominee must acknowledge acceptance of the nomination.
4. The Secretary/Treasurer shall notify the membership of the date, time and place of any election and provide a list of the names of the candidates nominated by the Nominating Committee.

B. Elections of Officers

1. Officers shall be elected by a majority vote of the members present and voting at the annual VISOA Business Meeting.
2. Only active members of VISOA shall be eligible for nomination and election to any office or the Board.
3. Nominations may be made from the floor with the consent of the nominee.
4. Each position will be voted on separately, and in the order provided in Sections 3C and 3D of this Article.
5. The candidate receiving a majority of the votes for each position shall be declared elected. If no nominee receives a majority of the votes on the first ballot, a second ballot shall be conducted between only the two nominees receiving the greatest number of votes on the first ballot.
6. Any nominee not elected may then run for any other position by nomination from the floor.
7. In the absence of any opposing candidates, the entire slate may be elected

with one vote or by acclamation.

8. If there are no candidates nominated for a position, the election for that position will be postponed until a candidate is nominated, and an election held. In the interim, the President, upon approval of the Board, may appoint an interim member until the election is held. This interim Board member shall have full voting rights.
9. Only members in attendance are eligible to vote in elections.
10. Voting for the election of the members of the Board including officers shall be by secret ballot unless waived by the membership.

C. Election of Regional Representatives

1. Regional Representatives shall be elected by a majority vote of the members of that region present at the annual **VISOA** Business Meeting.
2. Nominations may be made from the floor with the consent of the nominee.
3. The nominated candidate receiving a majority of the votes in each region shall be declared elected. If no nominee receives a majority of the votes on the first ballot, a second ballot shall be conducted between only the two nominees receiving the greatest number of votes on the first ballot.
4. If there are no candidates nominated for a position, the election for that position will be postponed until a candidate is nominated, and an election held. In the interim, the President, upon approval of the Board, may appoint an interim member until the election is held. This interim Board member shall have full voting rights.
5. Only members attending the election are eligible to vote.
6. Voting for the election of Regional Representatives shall be by secret ballot unless waived by the membership.

Section 5. VACANCIES: Vacancies in a position on the Board of Directors, shall be filled for the remaining portion of the term of office:

- (a) In the case of the President, the Vice-President for Training shall succeed to the position of President. In the event that individual declines, then the Vice-President for Assessments shall assume the office of President. If both Vice Presidents decline, then the Commissioner of Officials shall succeed to the office of President. In the event that all three (3) of the officers decline to serve, the Secretary/Treasurer shall call a Special Meeting of the

membership of **VISOA**, as soon as possible, for an election of a new President in accordance with the procedures set forth in Section 4 of these Articles.

- (b) In the case of any other position on the Board of Directors, such position shall be filled by a majority vote of the remaining Directors.

Section 6. REMOVAL: the Board of Directors may remove any Board member whenever in its judgment, the best interests of **VISOA** will be served.

- (a) A majority of the Board members present at a regularly scheduled meeting of the Board may initiate action for removal.
- (b) An Officer or Board member subject to removal must be notified in writing by the Secretary/Treasurer at least seven (7) days prior to a meeting at which the proposed removal will be considered.
- (c) A two-thirds vote of the Board of Directors present and voting shall be necessary for removal.

Section 7. RESIGNATION: Any Board member may resign at any time by giving written notice to the President or the Secretary/Treasurer. Such resignation shall take effect on the date of the receipt of such notice or at any later time specified. The acceptance of such resignation shall not be necessary to make it effective.

Section 8. FUNCTIONS OF THE BOARD OF DIRECTORS: The Board shall:

- (a) Establish policy for specific cases not provided for elsewhere, but which are deemed necessary by the Board to carry out the objectives of **VISOA**;
- (b) Levy such assessments and set compensation rates as may be deemed necessary to promote and conduct the purposes of **VISOA**;
- (c) Negotiate contracts on behalf of **VISOA**;
- (d) Keep a complete record of all its acts and affairs and to present a statement at the annual meetings of **VISOA**;
- (e) File such annual reports as may be required by the Commonwealth of Virginia or the Federal government; and
- (f) Consider all business and charges brought before it by the membership, the President, or any Board member, and to take appropriate action to discharge its duties in the best interests of **VISOA**.

Section 9. BOARD OF DIRECTORS' MEETINGS: Only Board members and any other member of **VISOA** invited by the President shall be eligible to attend Board of Directors Meetings. The President shall give notice to the Board members of such meetings designating a date, place and time, and minutes shall be recorded by the Secretary/Treasurer for approval by the Board at subsequent meetings. Minutes of the Board of Directors meetings shall be made available for review by any member of **VISOA**, upon request to the Secretary/Treasurer.

Section 10. BOARD MEETINGS: The Board shall meet upon notice by the President. The attendance of five (5) or more Board members shall constitute a quorum. The President shall preside over all meetings. In the event that the President is unable to preside over any meeting, the Commissioner shall preside. In the event that Commissioner is unable to preside in the President's absence, the Secretary\Treasurer shall preside. Unless otherwise modified by the President, the order of business at all meetings shall be as follows:

- (a) Reading of the minutes of the previously held meeting.
- (b) Report of the Secretary/Treasurer.
- (c) Report of the President.
- (d) Report of the Commissioner of Officials.
- (e) Report of the Vice President for Assessment.
- (f) Report of other standing or special committees.
- (g) Old business.
- (h) New business.
- (l) Date of next meeting.
- (j) Adjournment.

Any portion of the order of business may be waived by the consent of those members present and voting at the meeting. Board meetings may be conducted by conference telephone calls. A simple majority vote is required to approve motions made during the meeting. E-mail voting on items under the purview of the Board of Directors is permitted and will be conducted by the Secretary/Treasurer and announced to the Board (simple majority rules).

Section 11. COMPENSATION OF BOARD MEMBERS:

- (a) The Secretary/Treasurer shall receive a fee of one percent of the total amount of game fees received by **VISOA** under its contracts.
- (B) Other Board members shall not receive any compensation for any service rendered to **VISOA**. However, any Board member may be reimbursed for actual expenses incurred in the performance of their duties. Board members shall be reimbursed for driving expenses to Board Meetings other than those held in conjunction with the Rules Clinic.

Section 12. INDEMNIFICATION OF DIRECTORS, OFFICERS AND ADMINISTRATORS:

The Association may indemnify each director, officer or agent against any liability, including judgments, fines, reasonable attorney's fees, costs and expenses incurred in connection with any actual or threatened action, suit, or proceeding, whether civil or criminal, to which they may be made a party by reason of being or having been a director, officer or agent of VISOA, except in relation to any proceeding in which the individual has been adjudged liable because of willful misconduct, bad faith, or gross negligence involved in the conduct of his office, or in relation to any criminal proceeding in which the individual had reasonable cause to believe their conduct was unlawful, which behavior is hereinafter referred to as misfeasance, provided, however, that even if the individual is guilty of misfeasance, the individual shall be entitled to such indemnification as shall be ordered by a court.

ARTICLE VI - OFFICERS

Section 1. PRESIDENT: The President of **VISOA** shall be the Chairman of the Board of Directors, and shall preside at all meetings of **VISOA** and the Board of Directors. The President shall:

- (a) Conduct the business of the **VISOA** properly in all matters except those specifically assigned to the other officers, committees, or members by the Constitution, By-Laws, the membership or himself;
- (b) Execute the mandates of the Constitution, the Board, or of the general membership of the **VISOA**; and
- (c) Exercise the general and executive management of **VISOA** and perform the duties normally, incident on the office of the President.

Section 2. VICE PRESIDENT FOR TRAINING: The Vice President for Training shall be responsible for the planning and conducting of all **VISOA** sponsored training, in collaboration with any other members of **VISOA** as considered necessary.

Section 3. VICE PRESIDENT FOR ASSESSMENTS: The Vice President for Assessments shall be responsible for the development, conduct, and maintenance of records of the

program for the evaluation and assessment of VISOA officials.

Section 4. COMMISSIONER: The Commissioner of Officials shall:

- (a) Be the official contact between the **VISOA** and the recognized authorities of such leagues, schools, and tournaments for which **VISOA** is contractually required to provide officials;
- (b) Supervise the conduct of any mandatory training, rules clinic or seminar;
- (c) Report to the Board of Directors of **VISOA**, all matters regarding the quality and performance of officiating services provided by **VISOA** officials, the conduct of coaches, athletic directors, or players when legal action may be involved;
- (d) Oversee the Assignor and provide the Assignor with all necessary information to ensure the proper use of all VISOA officials in the assignment of games and playoffs;
- (e) The Commissioner shall act as the chairman of the Disciplinary Committee;
- (f) The Commissioner shall act as the Rules Interpreter (Article VII).

Section 5. SECRETARY/TREASURER: The Secretary/Treasurer shall have the following functions:

- (a) Receive, prepare, dispatch and keep records of all official correspondence of the activities of **VISOA** as directed by the Board of Directors; except those relating to game assignments or other special correspondence issued by other Board members (e.g. assessments);
- (b) Give notice to membership and record the proceedings of official meetings of **VISOA** in accordance with the provisions of these By-Laws;
- (c) Record the official minutes of all meetings of the Board of Directors;
- (d) Maintain the official files of **VISOA** and serve as the Registered Agent of **VISOA**;
- (e) Bill all organizations (schools, teams, leagues or tournaments) upon the completion of **VISOA** services or in accordance with such agreements as have been established;

- (f) Receive all monies due to **VISOA** and deposit them into an account(s) of **VISOA** as directed by the Board of Directors as provided in these By-Laws; and
- (g) Maintain financial records of all such transactions of **VISOA**, and present to the Board of Directors a report of the financial status of **VISOA** including income and expenditures for the preceding year no later than thirty (30) days following the close of the fiscal year.

Section 6. SECRETARY/TREASURER EMPOWERMENT: The Secretary/Treasurer shall be empowered to:

- (a) Endorse in the name of **VISOA** all negotiable instruments and shall deposit the same to the credit of **VISOA** into such accounts as designated by the Board of Directors;
- (b) Have custody of all funds in the name of **VISOA**; and
- (c) Sign with the President, in the name of **VISOA**, instruments of conveyance or negotiable instruments.

Section 7. SECRETARY/TREASURER BONDING: As a condition of assuming and holding office, the Secretary/Treasurer must be bondable at standard rates for the faithful discharge of his duties. The Board of Directors in its sole discretion may establish the amount of such bond. The cost of any such bond shall be paid by the **VISOA**.

Section 8. REGIONAL REPRESENTATIVES: The Commonwealth of Virginia is divided into four regions. Each region will be represented by a board member elected from that region to address regional issues and concerns. The regions are North, East, Central and West. In the event that a Regional Representative is unable to attend a meeting, the Regional Representative may designate another member from the same region to act on behalf of the Regional Representative, with full voting privileges, for the specific meeting. Advance notice of such designation must be given to the Secretary/Treasurer.

ARTICLE VII - RULES INTERPRETER

Section 1. RULES INTERPRETER: The Rules Interpreter shall be responsible for the interpretation of the laws and rules by which **VISOA** officiated soccer matches are governed. The Rules Interpreter shall be the sole official **VISOA** authority on soccer laws and shall have the following functions:

- (a) To render such rule interpretations as may be requested by or for the membership;

- (b) To settle any disputes on rule interpretations arising out of matches officiated by VISOA officials;
- (c) To assist the Vice President for Training at all training sponsored by VISOA on rules and mechanics in officiating;
- (d) Any other duties as may be prescribed by the President with the approval of the Board of Directors; and
- (e) This duty will be assigned to the Commissioner.

Section 2. DECISIONS: All interpretations and rulings rendered by the Rules Interpreter shall be binding on all members of **VISOA**.

ARTICLE VIII – ASSIGNOR

Section 1. QUALIFICATIONS: The Assignor shall be appointed by the Board of Directors and must be a member in good standing of VISOA and NISOA. The Assignor will attend any assignor-specific training required by NISOA and will comply with all conditions of the NISOA-approved assignor insurance policy, which shall be provided by VISOA at no cost to the Assignor.

Section 2.SALARY AND EXPENSES:

- (a) The Assignor shall be paid directly by the schools pursuant to the terms of the contracts entered into by each school and VISOA
- (b) VISOA shall provide the Assignor with a petty cash fund to cover miscellaneous expenses incurred in the execution of the Assignor’s duties (including but not limited to phone and mailing expenses)
- (c) VISOA shall reimburse the Assignor for any travel costs and attendance fees incurred to attend any assignor-specific training required by NISOA.

Section 3.DUTIES:

Comment [CLN2]: The following should be a, b, c not bullet points.....

The Assignor shall:

- (a) Maintain a database using as designated by the Board of Directors containing the following information:
 - (1) Current contact information (including but not limited to, phone numbers and email addresses) for all VISOA officials and school representatives, including the

athletic director for each school and the respective men's and women's head soccer coaches;

(2) The current date, time and location for each game to be covered by VISOA officials, including but not limited to, preseason and exhibition games, regular season games, and playoff games;

(3) The current availability of all VISOA officials, including information regarding any conflicts of interest or other special circumstances which prevent an official from accepting a match involving a particular team or school;

- (b) Under the supervision of the Commissioner, equitably assign regular season games to all VISOA members in good standing, taking into account, among other factors, availability, level of play, geographic location of games and officials, and any conflicts of interest;
- (c) Under the supervision of the Commissioner, assign VISOA members to playoff games when requested to do so;
- (d) On the day of any scheduled game, remain accessible by phone to officials and host-school representatives to address any changes made on short notice to the time and location of any game, and promptly notify the affected game officials of such changes;
- (e) In the event that a game is rescheduled for any reason, contact the appropriate officials and school representatives in a timely manner with updated game information, and update the game data;
- (f) Notify the Commissioner immediately upon receipt of any information regarding any incident of game misconduct, including the extraordinary behavior of players, coaches or spectators, and/or the unprofessional behavior of any VISOA official;
- (g) Maintain a log of expenses incurred in the execution of these duties and provide the Secretary/Treasurer with an annual budget request necessary to fund these expenses in the following year;
- (h) Upon request by the Secretary/Treasurer, provide schedule reconciliation reports that facilitate the timely payout of funds to VISOA officials;
- (i) Not accept any assignment to work as a game official for VISOA or any other organization that would interfere with the ability to perform diligently the duties set forth herein; and
- (j) Prior to accepting any assignment to work a game covered by VISOA, notify and receive permission from the Commissioner.

ARTICLE IX - COMMITTEES

Section 1. NOMINATING COMMITTEE: the President shall appoint a nominating committee whose duty shall be to nominate candidates for the Board of Directors.

Section 2. DISCIPLINE/ETHICS COMMITTEE: This committee will be chaired by the Commissioner and shall consist of two additional active members of **VISOA** who are not members of the Board of Directors. The Board of Directors will appoint the members of the Discipline/Ethics Committee. The Discipline/Ethics Committee will perform the following functions:

- (a) Gather and analyze all relevant information to determine if any disciplinary action should be taken;
- (b) Recommend to the **VISOA** Board of Directors the nature of any recommended sanction, penalty, reprimand or the dismissal of charges. In the event the Commissioner is a party to any ethics or disciplinary action, the President shall appoint another member of the Board of Directors to perform the functions of the Chairman of the Committee to review this particular case. The Committee shall complete its tasks and make its recommendations, in writing, as soon as possible.

Section 3. GRIEVANCE COMMITTEE: There shall be a Grievance Committee whose Chairperson and members shall be appointed by the President, with the approval of the Board of Directors. The Committee shall consist of three active **VISOA** members including the Chairperson. No member who holds a position on the Board of Directors of **VISOA** shall simultaneously serve as a member of the Grievance Committee. The Grievance Committee shall have the following responsibilities:

- (a) Conduct an investigation of any grievance filed by any **VISOA** member;
- (b) Conduct a hearing on the grievance and receive such evidence as may be presented;
- (c) Issue a report of its findings and conclusions based on the available evidence; and
- (d) Provide a report to the Board of its findings, conclusions and recommendations.

Section 4. SPECIAL COMMITTEES: The President, with the approval of the Board of

Directors, shall appoint such other committees, sub-committees, or task forces as are necessary and which are not in conflict with other provisions of these By-Laws. The President with the approval of the Board of Directors shall prescribe the duties of any such committee.

ARTICLE X - ASSIGNMENTS

Section 1. ASSIGNMENTS: The assignment of members to officiate VISOA assigned games shall be the function only of the VISOA Assignor. All VISOA officials will accept assignments as referee assistant or as referees to both women's and men's games in all divisions and will not claim seniority or privilege to avoid less prestigious assignments. All assignments shall provide the name of the official(s), the time(s), and place of the game(s), the name of the schools playing, the home team and any other pertinent information. All referees are required to keep their availability for assignments current.

Section 2. ASSIGNMENT CONFIRMATION: The official listed as Referee shall confirm game site, time, day and date by calling the school at least one day before the scheduled game and disseminate the information to his/her partners. The official who is designated to coordinate and provide transportation will confirm with partners the time, date, and pick-up site at least 48 hours before game time.

Section 3. ASSIGNMENT RESPONSIBILITY: Unless notified by the Assignor, Commissioner, the league, or school officials, assigned officials will show up for all games to which they have accepted assignments. When there is doubt because of weather or other circumstances, each assigned referee is responsible for contacting the home team school and/or the Assignor to determine if the game is to be played or has been cancelled. All officials will be at the site of the game a minimum of 30 minutes before the start of the game.

Section 4. ASSIGNMENTS TURNBACKS: Any accepted game assignment that is turned back to the Assignor within 24 hours of the scheduled game date will be subject to a rescheduling fee. Any reason to turn back an accepted assignment must be of an exceptional nature. For good cause shown, the Board of Directors may waive a rescheduling fee.

Section 5. GAME REPORTS: All games reports shall be submitted in a timely fashion to the appropriate authority, according to current VISOA/NISOA protocol. Ejections must be reported to the Commissioner, or if he is unavailable to the Assignor, as soon after the completion of the match as possible and a written report shall be submitted by fax or e-mail within 24 hours.

ARTICLE XI - MEMBER CONDUCT

Section 1. CONDUCT: All **VISOA** members shall be guided in their conduct by the NISOA/**VISOA** Code of Ethics.

Section 2. IMPROPER CONDUCT: Any **VISOA** member whose conduct is prejudicial to, or reflects discredit upon **VISOA** may be suspended from membership by the Board of Directors until an investigation has been completed and a report made to the Board of Directors by the Discipline/Ethics Committee.

Comment [CLN3]: this is contrary to the new role of the ethics/disciplinary committee role.

Section 3. ACTIONS: Any member may be expelled from membership in **VISOA** for disgraceful and detrimental conduct which may bring discredit on **VISOA**, for incompetence, any violation of the **VISOA** Constitution or By-Laws, or failure to fulfill financial obligations to **VISOA** by the following procedures:

- (a) The Board of Directors will refer the case to the Discipline/Ethics Committee to investigate the charges;
- (b) The Discipline/Ethics Committee shall conduct an investigation and hearing on the charges and shall report its findings and recommendations in writing to the Board of Directors in a timely fashion;
- (c) A hearing shall be held by the Board of Directors upon receipt of the report of the Discipline/Ethics Committee. Notice of the charges and the date, time and location of the hearing shall be given to the accused no less than seven days prior to the Board of Directors meeting at which the charges will be considered;
- (d) If disciplinary action of any type is recommended by the Discipline/Ethics Committee, the Board of Directors will consider the report and recommendations at its next regular or special meeting. The person accused shall have the right to be present at the Board Meeting to explain his or her position or actions, but must leave the meeting and depart from the meeting location during Board deliberations. The Board of Directors may approve disapprove or modify the recommendations of the Discipline/Ethics Committee. The Board of Directors shall notify the individual(s) concerned in writing of their final decision. The decision of the Board of Directors is final for all actions, except for expulsion from **VISOA**. Expulsion of a member from **VISOA** requires approval of the majority of the membership.
- (e) The individual(s) may appeal, upon written notice, the decision of the Board of Directors to the Grievance Committee. The Committee will then review the case and make its recommendation to the Board of Directors which may approve or disapprove the recommendations made by the Committee based on their review of the case.

Section 4. Code of Ethics: The members of **VISOA** will strictly adhere to the

VISOA Code of Ethics and will use it to guide their actions as members of VISOA.

Comment [CLN4]: goes along with my general recommendation of not sticking these in a document in case someone outside our organization changes them

ARTICLE XII - FEES & ASSESSMENTS

VISOA shall be empowered to levy fees, fines and penalties, as it deems necessary. All fees, fines and penalties shall be based on the following (specific figures are provided in a separate Fee, Fine and Assessment Schedule:

- (a) Initial application fee for membership in **VISOA**;
- (b) Fees for game assessments in VISOA serviced games;
- (c) Fines and penalties imposed for missing assigned matches, arriving late or late turnbacks;
- (d) Fines and penalties for ethics or disciplinary violations

ARTICLE XIII - AMENDMENTS

These By-Laws may be amended only by a two-thirds vote of those members present and voting at a VISOA general business meeting provided that said proposed amendment is submitted in writing to the general membership by the Secretary/Treasurer at least thirty (30) days prior to the meeting at which the amendment is to be considered.

ARTICLE XIV - DISSOLUTION

The Association may be dissolved at any time by the written consent of no less than ninety (90%) of the members present and voting at a VISOA business meeting provided that said proposed amendment is submitted in writing to the general membership by the Secretary/Treasurer at least thirty (30) days prior to the meeting at which the amendment is to be considered.