

CONSTITUTION

1. The name of the Society is “Prince Edward Island Soccer Referees’ Association”.
2. The objectives of the Society are:
 - a. To improve the status of soccer referees,
 - b. To improve the standard of soccer refereeing,
 - c. To promote a closer relationship between soccer referees and soccer associations and kindred bodies.
 - d. To assist all such associations in promoting the best interests of the game,
 - e. To assist area and affiliated associations in their educational and general work,
 - f. To watch over and promote the interests of soccer referees in general,
 - g. To protect the members from injustice or unfair treatment,
 - h. To assist or take action for and on behalf of any member unfairly or unjustly treated.
 - i. To make such representations to the governing bodies as may be thought necessary for the good of the game and benefit of soccer referees and soccer refereeing,
 - j. To assist in maintaining a steady supply of suitable candidates to take up the pastime of refereeing, and
 - k. To affiliate with and promote the interests of, a Soccer Referees’ Association of Canada.
3. In the event of the winding up or dissolution of the Society, any money or assets remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organizations promoting the same objectives as this Association as determined by its members at the time of winding up or dissolution; failing such determination, then such money and assets shall be given to some other organization, provided that such organization shall be a non-profit organization, charitable corporation, or a charitable trust recognized by Canada Customs and Revenue Agency, as being qualified as such under the provisions of the Income Tax Act of Canada, from time to time in effect.

BY-LAWS

1. ORGANIZATION

The Association is a federation of Soccer Referees within the province of Prince Edward Island.

2. MEMBERSHIP

2.01

- a. **Ordinary Member:** All members except those classed as Life or Associate shall hold the status of Ordinary Member. Each Ordinary Member, unless otherwise stipulated, shall have one vote.
- b. **Life Member:** Shall be those referees especially distinguished for their attainments or contribution to the field of soccer refereeing. They shall be elected by a 3/4 majority at the Annual General Meeting. They shall be nominated by any Ordinary member of the Association. Life members will have full privileges of the Association for life and will be exempt from the payment of Annual Registration fees. Not more than one (1) Life Member may be elected in any one-year and the maximum number of Life Members shall be fifteen(15). Election shall be by secret ballot. Each Life Member shall have one vote.
- c. **Associate Member:** Shall be those who have retired from active refereeing but wish to actively support the practice of refereeing. Associate Members will be subject to an Annual Registration fee of not more than 20% of the Ordinary Members Annual Registration Fee. Each Associate Member shall have one vote.

2.02 All members of the Association are bound by the CSA Code Of Ethics

2.03 A person shall cease to be a member of the Association:

- a. by delivering their resignation in writing to any member of the Executive Committee of the Association or by sending it by post or delivering it to the address of the Association, or
- a. upon their death, or
- b. upon being expelled, or
- c. upon having been a member not in good standing for 3 consecutive months.

3. APPLICATION FOR MEMBERSHIP

Upon application by an individual, having satisfied the requirements of the Prince Edward Island Soccer Association for competency as a referee, and having made payment of the annual registration fee as set by the Association, the Executive Committee of the Association may grant membership within one of the categories of membership.

4. Affiliated Group

Organizations with similar objectives to the Association in the field of soccer refereeing may send observers to meetings of the Association, have a voice and participate in all activities without voting privileges.

5. Officers of the Association

5.01 The Officers of the Association shall be the Immediate Past President, President, Vice-President, Secretary/Treasurer, Registrar and Technical Development Officer. The list of Officers shall be known as the Executive Committee.

5.02 All Ordinary, Life or Associate Members are eligible to occupy any seat on the Executive Committee.

5.03 Unless otherwise stipulated, all members of the Executive Committee shall hold office for a two-year term.

- a. The Immediate Past President shall cease to be part of the Executive Committee on the first anniversary of the date of the election of a new President.
- b. Election of the President, Secretary/Treasurer and Registrar shall take place in the odd numbered years. Their election shall take place at the Annual General meeting of the Association.
- c. Election of the Vice-President and Technical Development Officer shall take place in the even numbered years. Their election shall take place at the Annual General meeting of the Association.

5.04 Separate elections shall be held for each office. All Association members present are eligible to vote for the election of officers.

5.05 If an elected member of the Executive Committee is unable to fulfil their term in office, the remaining members of the Executive Committee are empowered to appoint from the membership someone to serve in

the vacant position for the remainder of the term.

6. DUTIES OF OFFICERS

6.01 The President shall be the chief executive officer of the Association and shall supervise the remaining members of the Executive Committee in the execution of their duties. The President shall present a report at all meetings of the Association. The President shall preside at all meetings of the Association.

6.02 The Vice-President shall carry out the duties of the President during absences and may be asked to organize projects on behalf of the Association.

6.03 The Secretary/Treasurer as Treasurer shall:

- a. keep financial records,
- b. render financial reports and/or statements at the Annual General Meeting of the Association, when requested by the Executive Committee, or as requested by the membership at general meetings,
- c. prepare, for payment of accounts, all cheques as directed by the chief executive officer, and
- d. under take other related duties from time to time.

6.04 The Secretary/Treasurer as Secretary shall:

- a. conduct correspondence,
- b. keep minutes of all meetings of the Association or appoint a member to do so,
- c. maintain a register of all correspondence,
- d. maintain custody of all records and documents of the Association except those required to be kept by the Registrar and Treasurer.

6.05 The Technical Development Officer shall undertake in activities which:

- a. improve the status of soccer referees,
- b. improve the standard of soccer refereeing on Prince Edward Island,
- c. assist in maintaining a steady supply of suitable candidates to take up the pastime of refereeing.

6.06 The Registrar shall:

- a. maintain an up to date register of all categories of membership,
- b. pass on all membership fees to the treasurer in a timely fashion,
- c. distribute the most current list of registered referees to the interested parties, and
- d. undertake other related duties from time to time.

6.07 The Immediate Past President may be asked to assist the chief executive officer.

7. Voting

7.01 Each and every member eligible to vote and in attendance at a General or Annual General Meeting shall have the right to vote.

7.02 Each member of the Executive Committee with the exception of the Presiding Officer shall have one (1) vote. The Presiding Officer shall have no vote until such time as one (1) vote is required to break a tie. On this occasion the Presiding Officer shall have one (1) vote only for the purpose of breaking the tie.

7.03 Except as otherwise stipulated, a simple majority of those voting in favor of a motion will cause it to be passed.

7.04 A quorum at any General Meeting of the Association shall be ten(10).

7.05 When two or more members have been nominated to become an Officer of the Association, a secret ballot will be conducted; otherwise, voting on all motions before the Association will be by a show of hands.

8. General Meetings

8.01 The Executive Committee may at any time call a General Meeting. The Executive Committee is then obliged to communicate the meeting time and purpose to the Association Members no less than fourteen (14) days in advance of the meeting.

8.02 The Executive Committee may hold Committee Meetings as required throughout the year.

8.03 The Annual General Meeting of the Association shall take place prior to the Annual General Meeting of the Prince Edward Island Soccer Association.

8.04 The Executive Committee will fix date, time and venue.

9. Reports

9.01 The President, Secretary/Treasurer, Registrar and Technical Development Officer shall provide a report at all regularly scheduled General Meetings of the Association.

9.02 The president shall provide a written annual report to the Prince Edward Island Soccer Association to be included in its' Annual Report.

10. Regulations

The Association shall have the power to make regulations providing they are approved by a two-thirds (2/3) majority of all Association Members present at any General Meeting of the Association.

11. Amendments - Constitution or By-laws

- 11.01 Motions to amend the Constitution or By-Laws shall be sent on behalf of the Executive Committee to the members not less than two (2) weeks in advance of a General Meeting of the Association called for that purpose.
- 11.02 A two-thirds (2/3) majority vote of Association Members present and voting at the meeting is required to pass any amendment.
- 11.03 The current copy of the constitution and by-laws will be distributed to the members not later than two (2) months after an amendment.

12. Annual Registration Fees

- 12.01 Annual Registration Fees for the Association shall be set by the Association at the Annual General Meeting of the Association.
- 12.02 Annual Registration Fees are due on or before the fifteenth of May each year.
- 12.03 Annual Registration Fees not received on or before the fifteenth of May each year are subject to a late fee which is set by the Association at the Annual General Meeting of the Association.
- 12.04 The registration period will be for 1 year, lasting from May 15th of the current year, until May 14th of the following year. Registration Fees only guarantee registration for the Outdoor season, and a subsequent Registration Fee may be required to participate in the Indoor season.

13. Fiscal Year

The Fiscal Year of the Association shall follow the Fiscal Year of the Prince Edward Island Soccer Association.

14. Audits

- 14.01 The accounts of the association shall be audited annually by two (2) Association Members appointed at the Annual General Meeting.
- 14.02 Results of the audit will be presented to the Executive Committee within thirty (30) days of the audit

15. Inspection of books

- 15.01 The books, papers, records and other property of the Association shall be open to inspection by the members upon demand within a reasonable time.
- 15.02 A list of the Association's assets, cash or otherwise, is to be provided to the membership at the Annual General Meeting.

16. Power of Suspension and Expulsion

- 16.01 The Association may refuse admission to any person or may expel any member, officer or Affiliated Group whose character or conduct makes it desirable.

- 16.02 The Association shall not exclude a member, or Affiliated Group under this rule unless:
- a. at least four (4) days notice has been given to each member of the Association of the proposal to exclude, and
 - b. the member, or Affiliated Group has had notification by letter at least ten (10) days clear notice that such a motion for exclusion is on the agenda and an opportunity afforded to attend the meeting to present or state any explanation or defense, and
 - c. the motion is carried by a vote of at least two-thirds (2/3) of the members of the Association present voting.
- 16.03 No re-admission may take place save with the consent of the Annual General Meeting or a special General Meeting called for that purpose.
- 16.04 The Executive of the Association shall have the power to suspend or expel a member for;
- a) breaching the Code of Ethics
 - b) violating the Rules of the Association
 - c) acting in a manner unbecoming of a soccer official
 - d) failure to show for assignments

17. COMPLAINTS AND HEARINGS

- 17.01 Upon receipt of a written complaint against any member of the Association, the Executive Committee of the Association will appoint someone to chair a hearing if it feels the complaint has merit and needs further investigation.
- 17.02 The Executive Committee will only summon a hearing if the complaint is in writing, signed, and received by a member of the executive within seven (7) working days of the original incident.
- 17.03 Once appointed the chair shall co-opt members in good standing to make up the committee.
- 17.04 The Hearing Committee will be made up of three (3) individuals, the appointed committee chair and two (2) members in good standing as selected by the chair.
- 17.05 The Hearing Committee, under the direction of the Executive Committee, shall hear and investigate all aspects of any written complaint regarding the conduct of any member.
- 17.06 The hearing must be attended by at least one individual who signed the original complaint as outlined in 17.02
- 17.07 The Hearing Committee shall report their findings and recommendations in confidence and in writing to the Executive Committee for consideration within three (3) working days of the hearing.
- 17.08 The Executive Committee has the power to suspend or expel any member.

- 17.09 Suspended or expelled members have the right to appeal to the Prince Edward Island Soccer Referees' Association within thirty (30) days of the disciplinary judgement.
- 17.10 On Appeal, The Executive Committee will appoint an Appeals Committee to hear the appeal.
- 17.11 The Appeals Committee will be made up of three (3) individuals. One (1) representative of the Prince Edward Island Soccer Referees' Association, and two (2) individuals as selected by the Executive Committee.
- 17.12 The Appeals Committee, shall hear the appeal for which it has been appointed, and shall decide on the outcome.
- 17.13 On conclusion of the appeal, the Appeals Committee shall report it's decision to The Executive Committee, which will deliver the decision first to the member requesting the appeal and then to the Association. The Appeals Committee's decision shall be final.

Notes:

President:

Vice-President:

Date:

**Constitution and By-Laws of the
Prince Edward Island Soccer Referees' Association**

Last Revised: February 2006