

**CONSTITUTION  
OF THE SASKATOON AND DISTRICT SOCCER  
REFEREES ASSOCIATION INCORPORATED**

**EFFECTIVE:  
September 15<sup>th</sup> 2013**

## DEFINITIONS

The terms given below denote the following:

**SDSRAI:** Saskatoon and District Soccer Referee Association Incorporated

**SASI:** Saskatoon Adult Soccer Incorporated

**SYSI:** Saskatoon Youth Soccer Incorporated

**SHSAA:** Saskatchewan High Schools Athletic Association

**CIS:** Canadian Interuniversity Sport

**SSA:** Saskatchewan Soccer Association

**CSA:** Canadian Soccer Association

**Full Member:** Qualified referee in good standing with the SDSRAI

**Associate Member:** A member of a soccer related organization as approved by the board of directors

**Honorary Lifetime Member:** A member who has been awarded Honorary Lifetime Membership status at an AGM

**Qualified Referee:** A person who has fulfilled the requirements necessary for the class in which they are registered with the SSA.

**Member in Good Standing:** A full member who has paid the appropriate membership fees for the SDSRAI and the SSA and attended the minimum required number of regular meetings.

**Board of Directors:** The members of the executive for the SDSRAI

**Regular Meeting:** Monthly meeting called by the Board of Directors of the SDSRAI

**AGM:** Annual General Meeting called by the Board of Directors of the SDSRAI

**Special General Meeting:** Meeting called by the Board of Directors of the SDSRAI, or the members of the SDSRAI, to address matters outside of the scope of the regular meeting

**Quorum:** The minimum number of registered members required to be present in order to conduct SDSRAI business.

**In Writing:** Includes printing and all electronic forms of communication and other modes of representing or reproducing the written word.

**Discipline committee:** Committee appointed by the SDSRAI Board of Directors to rule over matters of discipline concerning SDSRAI members.

## **ARTICLE I - GENERAL:**

- 1) THE SASKATOON AND DISTRICT SOCCER REFEREES ASSOCIATION INCORPORATED hereinafter called SDSRAI.
- 2) The SDSRAI shall be affiliated with the CSA and SSA and is subject to the Bylaws and Regulations of these bodies.
- 3) The SDSRAI shall be incorporated under the Non-Profit Corporations Act (Saskatchewan).

## **ARTICLE II- JURISDICTION:**

The SDSRAI shall have jurisdiction within the district of Saskatoon.

## **ARTICLE III - OBJECT:**

The object of the SDSRAI shall be to develop the quality of soccer refereeing by:

- 1) Developing and upgrading referees
- 2) Protecting the integrity, welfare and interests of its members
- 3) Ensuring that all games refereed by its members are played in accordance with the laws of the game, as established by FIFA, and the rules of competition set by the appropriate organizing bodies.

## **ARTICLE IV - MEMBERSHIP:**

- 1) Full membership, with voting rights, shall be open to any person who is a qualified soccer referee. For greater clarification “qualified soccer referee” is a person who has fulfilled the requirements necessary for the class in which they are registered with the Saskatchewan Soccer Association. (SSA)
- 2) Associate Membership, with no voting rights, shall be open to any person who is interested in the objects of this Association.
- 3) Honorary Lifetime Membership, with no voting rights, may be awarded to anyone who has, over a long period of time, contributed to the organization, well being and development of the SDSRAI’s membership. An Honorary Lifetime Membership may be awarded by a unanimous vote at an Annual General Meeting.
- 4) Membership is acquired when the appropriate membership fees have been paid to the SDSRAI and the SSA.

- 5) In order to maintain a good relationship with the SDSRAI a member should attend a minimum of three (3) regular meetings of the SDSRAI in a membership year as defined in Article V. Any member who does not attend three (3) regular meetings in a membership year may be required to provide reasons at the discretion of the Board of Directors. Failure to provide a reasonable explanation when requested may result in games not being assigned in the following membership year. The member shall have the right to appeal any imposed sanction in accordance with the provisions and procedures set out in article XV.
- 6) The Board of Directors maintains the right of control over membership of the SDSRAI.

#### **ARTICLE V - MEMBERSHIP DUES:**

- 1) The Membership Year shall run from January 1<sup>st</sup> until December 31<sup>st</sup> of that year, or as determined by the Board of Directors.
- 2) Memberships for both the SDSRAI and the SSA must be paid up in full in order to officiate in any calendar year.

#### **ARTICLE VI - AFFILIATION:**

- 1) The Association shall affiliate with Saskatoon Adult Soccer Inc, the Saskatoon Youth Soccer Inc, the Saskatchewan Soccer Association and the Canadian Soccer Association.
- 2) The affiliated associations shall have one vote in the SDSRAI if a reciprocal right is offered to the SDSRAI.

#### **ARTICLE VII -ASSIGNMENT OF GAMES**

- 1) In order for a member to officiate in games under the jurisdiction of the SDSRAI they are required to be a member in good standing with the SDSRAI and the SSA.
- 2) In order for a member to officiate in any indoor / outdoor season game under the jurisdiction of the SDSRAI, the member must have completed the refresher clinic for that particular season as delivered by the SDSRAI. The method of delivery for any refresher clinic will be at the discretion of the SDSRAI Directors.
- 3) No members shall be assigned games whilst serving disciplinary sanctions or awaiting a hearing from the SDSRAI or any other soccer association.
  - a) When a member has been assigned games and is awaiting a hearing with respect to a disciplinary matter, the assigned games shall be automatically revoked and it shall be the responsibility of the member to inform the League Assignor of the conduct that resulted in the disciplinary hearing in order that the League Assignor may reassign the games.

- b) Games will be re-instated upon a finding of “no fault” by the disciplinary committee of the instigating association.
  - c) The member shall have the right to appeal the revocation of the assigned games to the membership in accordance with the provisions and procedures set out in Article XV (4).
- 4) Any member who is contacted by any team, club or organization to referee games must confirm that the said games are sanctioned by SSA. The SDSRAI Board of Directors will confirm SSA sanctioned status if requested by the referee. Any member who accepts an assignment that is not SSA sanctioned will be subject to discipline procedures in accordance with Article XV.

**ARTICLE VIII - MEETINGS:**

1) Annual General Meeting (AGM):

- a) The Annual General meeting shall be held annually before the deadline for the financial statements to be submitted.
- b) Notice of the meeting shall be sent to each member at least 30 days in advance of the meeting, and shall include an agenda. Members wishing to place agenda items and/or nominate honorary members for the Board of Director’s consideration are required to send these to the Secretary at least 21 days prior to the AGM date.
- c) The meeting shall be open to all interested persons.
- d) An AGM quorum shall consist of 6 full members, including 2 members of the Board of Directors.
- e) The order of business shall normally include:
  - i) Roll call and verification of memberships
  - ii) Reading of the minutes
  - iii) President’s Report
  - iv) Secretary’s Report
  - v) Treasurer’s Report
  - vi) Registrar’s Report
  - vii) Reports of the vice Presidents
  - viii) Committee Reports
  - ix) Unfinished Business
  - x) Amendments to the Constitution
  - xi) Election of Officers
  - xii) New Business
  - xiii) End of Business

2) Regular Meetings:

- a) The Board of Directors may at their discretion call regular meetings, normally these meetings shall be called bi-monthly, to discuss the business of the SDSRAI.
- b) A regular quorum at association meetings shall consist of 5 members.

3) Special General Meetings:

A Special General Meeting shall be called at the discretion of the President upon the request of the Board of Directors or by written request by a majority (50% + 1) of the full members.

4) Board of Directors Meetings

- a) The Board of Directors may at their discretion call executive meetings, normally these meetings shall be called monthly, to discuss the business of the SDSRAI.
- b) A regular quorum at executive meetings shall consist of 4 voting Directors not including the President.

**ARTICLE IX - MEMBERS OF THE BOARD OF DIRECTORS:**

- 1) The Board of Directors are officers of the SDSRAI and shall consist of Past President, President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, Registrar, Director of Referee Development, and two (2) Members at Large.
- 2) No person may hold more than 2 offices.
- 3) The President shall be an ex-officio member of every committee of the SDSRAI.
- 4) The Past President, President and Vice Presidents shall be full members. All other offices may be held by any type of member.
- 5) The Board of Directors shall be elected by majority vote at the AGM. The positions of President, 1<sup>st</sup> Vice President and one Member at Large shall be for two (2) year terms, elected in even years. The position of the 2<sup>nd</sup> Vice President, Secretary, Registrar and one Member at Large shall be for two (2) year terms elected in odd years.
- 6) Positions of Director of Referee Development and Treasurer shall be appointed by the Board of Directors. If a business entity from outside of the SDSRAI is appointed to best fill this role, the said business does not need to retain a membership in the SDSRAI to discharge their duties to the SDSRAI.
- 7) Where a vacancy occurs between AGM's the Board of Directors may appoint other members to serve in the interim. Where such an appointment occurs, that member shall perform the duties of that office at any regular meeting of the SDSRAI. The member will not hold voting privileges on the Board of Directors until elected by the members at any SDSRAI meeting.
- 8) A vacancy filled by an appointment is at the pleasure of the full members, and the full members may require an election of that office at any regular meeting of the SDSRAI.
- 9) Any member of the Board of Directors can be removed from the Board by a simple majority vote at a regularly called Board of Directors Meeting. The removed Board member may appeal the decision to the membership at any duly called meeting. The decision of a simple majority of the full members in good standing present at said meeting shall govern.

- 10) Notwithstanding the membership requirements of Article V the President, or the President's designate, serves from the end of the item "The Election of Officers" at the AGM to the end of the same item at the next AGM.

#### **ARTICLE X - DUTIES OF THE BOARD OF DIRECTORS:**

- 1) **The Past President and Members at Large** shall perform such duties as are assigned from time to time by the Board of Directors.
- 2) **The President** shall arrange and preside at all meetings of the SDSRAI, decide all questions of order and announce the results of voting. He/she shall neither move nor second any proposal or amendment thereto, nor shall he/she vote unless there is a tie at any meeting, when he/she may exercise a casting vote. He/she shall ensure that other officers perform their respective duties, and that all rules are enforced.  
The President may delegate his/her responsibilities to the Vice Presidents from time to time.
- 3) **The Vice Presidents** shall, in order of ranking, serve in the place of the President in his/her absence, or if delegated by the President to do so. He/she shall also perform other duties, as determined from time to time by the Board of Directors. The Vice President roles are voting positions.
- 4) **The Secretary** shall keep a true record of proceedings at all meetings of the SDSRAI, as well as other decisions of the Board of Directors. At each meeting, he/she shall read or circulate the minutes of the previous meeting. He/she shall conduct the correspondence of the SDSRAI and ensure that all members are notified of the AGM. At the AGM, he/she shall present a report of the year's activities. The minutes of the previous AGM shall be made available to each member present at each AGM. The Secretary role shall be a voting position.
- 5) **The Treasurer** shall receive, give an official receipt for, and be responsible to the membership for all funds of the SDSRAI. He/she shall provide financial statements for the month in which the AGM is called, and shall present these statements at the AGM. A copy of these statements shall be available to each member. He/she shall also perform such duties as are assigned from time to time by the Board of Directors. The Treasurer role shall be a non-voting position.
- 6) **The Registrar** shall maintain a current membership roll and an accurate record of member's attendance at regular SDSRAI meetings. He/she shall collect SDSRAI membership fees when due, liaise with the SSA regarding the annual membership status of SDSRAI member referees and record the completion of seasonal refresher clinics in order to accurately inform the assignor of the availability of member referees to accept games. He/she shall also update the SDSRAI website on a regular basis to ensure accurate information is available to members. He/she shall also perform such duties as are assigned from time to time by the Board of Directors. The Registrar role shall be a voting position
- 7) **The Director of Referee Development** shall be responsible for all aspects of referee development including the development and implementation of clinics and courses, assessment of referees and training of supervisors.
- 8) The Board of Directors shall conduct all routine or urgent business of the SDSRAI between regular meetings, but shall at all times remain accountable to the membership at large.

**ARTICLE XI - FINANCES:**

The funds of the SDSRAI shall be deposited in a chequing and/or savings account of a registered financial institution. These accounts shall require two signatures, one of which shall be the Treasurer (or designate), the other shall be any other Director designated as a signatory, in order to withdraw funds.

**ARTICLE XII - FEES:**

- 1) SDSRAI fees shall be set by the Board of Directors, based on yearly financial statements and other justifiable financial commitments.
- 2) The membership fees for persons under the age of 18 shall be set at the discretion of the Board of Director.

**ARTICLE XIII - AMENDMENTS TO THE CONSTITUTION:**

- 1) Amendments to the Constitution shall be made at any AGM, or at a Special General Meeting for the sole purpose of amending the Constitution.
- 2) The membership shall be given 30 days written notice of any intended amendments to the Constitution.
- 3) This notice shall include the article(s) to be amended, and description of the proposals.
- 4) This Constitution may not be rescinded in its totality, unless this article is amended.
- 5) Amendments must be passed by two-thirds majority of the full members at a duly called AGM or Special General Meeting.

**ARTICLE XIV - INTERPRETATION:**

In matters not specifically dealt with by the Constitution, or for clarity, interpretation of these rules shall rest with a majority of the full members, at any meeting at which a quorum exists. This interpretation may change from time to time, but until overruled the last interpretation shall be the one that governs.

**ARTICLE XV - CONDUCT AND DISCIPLINE:**

- 1) Members of the SDSRAI shall:
  - a) By virtue of their membership be deemed to have subscribed to the Constitution and rules and to any alterations and amendments properly made; and to the Code of Ethics of the CSA and the SSA.



- b) Conduct themselves in such a manner as to be a credit to the SDSRAI and the game as a whole.
- 2) Cases of reported misconduct shall be dealt with by a Discipline Committee which is appointed by the Board of Directors for a 1 year renewable term coinciding with the AGM. The Discipline Committee shall comprise not less than 3 and no more than 5 full members in good standing with the association and not including current SDSRAI Directors.
- 3) Where a complaint has been received about the conduct of a member, or information has been brought to the Board of Directors regarding a conduct of a member, the member shall be invited to appear before the Discipline Committee. Upon hearing the complaint against the member, and upon hearing the member's response to same, the Discipline Committee shall have the authority to levee fines or reprimands to the member or direct that the member be placed on disciplinary leave for a period to be determined by the Discipline Committee.
- 4) Fines, reprimands or disciplinary leave may be appealed to the Membership at any duly called meeting and will be overturned upon approval of two-thirds of the full membership in attendance at said meeting.
- 5) Where a complaint has been received about the conduct of a member that, if proven, would result in disciplinary action by the SSA, the Board of Directors shall immediately forward the information to the SSA. The Discipline Committee does not have the authority to deal with matters that are properly the prerogative of the Provincial or National Association, unless expressly authorized to do so by the SSA or the CSA
- 6) Any member who fails to fulfill obligations under the contracts entered into between the association and SYSI or SASI shall be fined, without a discipline hearing, in accordance with the agreements between the association and SYSI or SASI. Fines may be appealed to the discipline committee.

#### **ARTICLE XVI - IMPEACHMENT OF A DIRECTOR:**

- 1) Subject to Article XV Subsection (5), Directors may be impeached at any meeting, by a vote of two-thirds of the membership at which a quorum exists.
- 2) Impeachment may only be voted if the Director(s) involved, and the entire Board of Directors, have been notified in writing of the alleged wrongdoing at least 7 days prior to the meeting.
- 3) This notification must be signed by 5 full members in good standing, and is deemed to have been served when personal service is demonstrated.

**ARTICLE XVII - EXPULSION OF A MEMBER:**

- 1) A member can only be expelled by the Discipline Committee, if
  - a) The member fails to fulfill its financial obligations towards the SDSRAI; or
  - b) the member seriously or repeatedly violates the By-Laws, policies or directives of the SDSRAI
- 2) Membership is terminated by expulsion. Loss of membership due to expulsion does not relieve the member from its financial obligations towards the SDSRAI but shall lead to cancellation of all rights in relation to the SDSRAI.
- 3) An expelled member shall notify the Board of Directors within thirty (30) days of receipt of the written Notice of Expulsion of his/her intention to appeal an expulsion at a Special General Meeting called by the President within 30 days but not less than 7 days from receipt of the appeal notification if no regular meeting or AGM is scheduled during this time period.
- 4) The expulsion shall be overturned by a two-thirds majority vote in favour of the expelled member from the full members in good standing in attendance at the said duly called meeting.
- 5) Any member expelled from the SDSRAI will not be permitted to officiate in SASI and SYSI sanctioned games only. The SDSRAI does not have the authority to control officiating in any other jurisdiction, or games controlled by any other governing bodies, such as but not limited to; SSA, SHSAA, CIS or CSA.

**ARTICLE XVIII - RESIGNATION OF A MEMBER / DIRECTOR:**

- 1) Any member may resign from the SDSRAI by delivering his/her written resignation to the President. Notification of intention to resign must reach the President no later than thirty (30) days prior to the AGM.
- 2) Membership is terminated by resignation. Loss of membership due to resignation does not relieve the member from his/her financial obligations toward the SDSRAI but shall lead to cancellation of all rights in relation to the SDSRAI.