



# The Saskatoon & District Soccer Referee Association Incorporated Bylaws



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## **1. Introduction**

### **1.1 General**

**1.1.1** The name of the organization shall be the Saskatoon and District Soccer Referees Association Incorporated (hereinafter cited as “the SDSRAI”).

**1.1.2** The SDSRAI shall be affiliated with the Canada Soccer Association (CSA) and Saskatchewan Soccer Association (SSA) and is subject to the Bylaws and Policies of these governing bodies.

**1.1.3** The SDSRAI shall be incorporated under the Non-Profit Corporations Act (Saskatchewan).

## **2. Jurisdiction**

**2.1.1** The SDSRAI shall have jurisdiction within the City of Saskatoon and surrounding Valley Soccer Association.

## **3. Objective**

**3.1.1** The objective of the SDSRAI shall be to develop the quality of soccer refereeing by:

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

## **4. Membership**

### **4.1 Class of Membership:**

- a) Small Sided Referee
- b) Youth Referee
- c) District Referee
- d) Regional Referee



e) Provincial/National Referee

f) Honorary Lifetime Member

**4.1.1 Admission to the SDSRAI as a volunteer **Small Sided Referee:****

a) Member that is under the age of 14 years old.

b) Member can only officiate up to Under 11 matches.

c) Once becoming 14 years old. The member must attend a SDSRAI Entry Level Clinic to continue refereeing.

**4.1.2 Admission to the SDSRAI as a volunteer **Youth Referee:****

a) Member that is between the ages of 14-15 years old.

b) Has attended within the SDSRAI or Canada a Entry Level Clinic.

**4.1.3 Admission to the SDSRAI as a volunteer **District Referee:****

a) Member that is 16 years and older.

b) Has attended within the SDSRAI or Canada a Referee Entry Level Clinic.

**4.1.4 Admission to the SDSRAI as a volunteer **Regional Referee:****

Member has been upgraded and promoted by the Saskatchewan Soccer Association.

**4.1.5 Admission to the SDSRAI as a volunteer **Provincial Referee:****

Member has been upgraded and promoted by the Saskatchewan Soccer Association.

**4.1.6 Honorary Lifetime Membership:** Awarded to anyone who has over 20 years of continuous service to the SDSRAI (continuous service may be decided with Board of Directors discretion) and is 60 years or older in age. A lifetime member is not required to pay membership dues.



## **4.2 Membership Rights, Privileges & Obligations**

**4.2.1** Full membership, with voting rights at any SDSRAI meeting, shall be open to any person who is a registered referee with the SDSRAI & SSA in which have paid their Membership Yearly registration fee to SDSRAI. The SDSRAI membership year runs from January 1<sup>st</sup> until December 31<sup>st</sup>. Members are required to pay their yearly membership fees prior to March 1<sup>st</sup> of that calendar year. Yearly membership fees are accepted after March 1<sup>st</sup>. No games will be assigned until yearly membership registration is paid. Membership Year registration fee is not to be pro-rated for a partial year.

### **4.2.2 To be in good standing, a member must:**

- a)** Have met its financial obligations to the SDSRAI and shall have no other disciplinary sanctions against the Member that result in the Member being not in good standing. In order to maintain a good relationship with the SDSRAI a member should attend a minimum of two (2) monthly meetings or refresher clinics of the SDSRAI. The Board of Directors maintains the right of control over membership of the SDSRAI.
- b)** Be always complying with the Bylaws, Rules and Regulations, Code of Conduct and Ethics, Formal Complaints and Discipline policies, and Policies and decisions of the SDSRAI, SSA, Canada Soccer, & FIFA.

### **4.2.3 All Members Have the Right To:**

- a)** A Member has the right to vote or make motions at any monthly, special or AGM meetings.
- b)** Access all rights specific to its membership class according to the Bylaws and policies of the SDSRAI.
- c)** Be advised when they are at risk of losing good standing, and what steps are required to maintain good standing.
- d)** Proper notice of any Discipline hearing, and, have the right to a fair hearing, and, have the right to appeal the decision according to SDSRAI Appeals Policy. (See SDSRAI Discipline & Appeals Policies).
- e)** A member has the right to request financial reports at any time.
- f)** Not invoke the aid of the ordinary courts without first exhausting all available remedies within the Saskatchewan and Canadian Soccer Association policies and processes to resolve all disputes or disagreements between them.
- g)** Comply with the Code of Conduct and Ethics of the SSA and CSA.
- h)** Comply with the principles of the Formal Complaints and Discipline processes of the SSA and the Disciplinary Code of Canada Soccer.



### **4.3 Status of Membership:**

For a member to officiate in games under the jurisdiction of the SDSRAI they are required to be a member in good standing with SDSRAI and SSA.

### **4.4 Member in Bad Standing:**

**4.4.1** A SDSRAI member that has become in bad standing with the SDSRAI, is subject to follow the SDSRAI disciplinary process (See Section 5 Code of Ethics & Discipline).

**4.4.2** Members have the right to appeal a decision that is put forth by the SDSRAI (See SDSRAI Appeals Policy).

**4.4.3** Members may be suspended pending a hearing for allegations of misconduct as outlined in the SSA Formal Complaints Policy which will be dealt with by Independent third party services.

## **5. Professional Conduct and Discipline of a Member, Director, Mentor, Assessor**

**5.1.1** Conduct themselves in such a manner as to be a credit to the SDSRAI and the game.

**5.1.2** Cases of reported misconduct shall be dealt with by a Discipline Committee which is appointed by the SDSRAI Board of Directors. The Discipline Committee shall comprise of 3 and no more than 5 full members in good standing with the association and not including current SDSRAI Directors.

**5.1.3** Where a complaint has been received about the misconduct conduct of a member, director, mentor or assessor to the attention of the SDSRAI Board of Directors. The member will be invited to appear before the Discipline Committee. The Discipline Committee will give seven business days (not including Saturday and Sunday) to respond to the request of a hearing. If the member refuses to appear before a Discipline Committee. A decision will be made following the [discipline policy and schedule of the Saskatchewan Soccer Association](#). Upon hearing the complaint against the member, and upon hearing the member's response. The Discipline Committee shall have the authority to levy fines or reprimands to the member or direct that the member be placed on disciplinary leave according to the Saskatchewan Soccer Association discipline schedule. Each member has the right to appeal the decision made by the discipline committee. By requesting for an appeal hearing to the Board of Directors that would be set forth by an appeal committee.



**5.1.4** Any member who fails to fulfill obligations under the contracts entered 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.

## **6. Expulsion of a Member**

**6.1.1** As a volunteer member, the SDSRAI has the right to remove or not accept membership with rational (See SSA Members Rights and Responsibilities Policy).

**6.1.2** A member, following the recommendations of a Discipline Process, may be expelled from Membership, if the Member:

- a)** Fails to fulfill its financial obligations towards the SDSRAI and SSA.
- b)** Seriously or repeatedly violates the Code of Conduct, Conditions of Membership, Bylaws, Policies or directives of the SDSRAI, SSA, CSA & FIFA.
- c)** Is convicted of a criminal offence under the Criminal Code of Canada or any other domestic or international criminal statute:
  - i.** An individual who has been expelled based on a criminal conviction and who has received a pardon may apply for reinstatement.

## **7. Meetings**

### **7.1 Rules of Order**

**7.1.1** All meetings of the SDSRAI shall be conducted in accordance with agenda items.

### **7.2 Monthly Meeting**

**7.2.1** The SDSRAI will host a monthly meeting every month on the last Sunday of each month with the exception during the month of December and refresher clinics.



**7.2.2** Notice of monthly meetings will be sent out to membership by email and mobile applications 15 calendar days prior to the meeting date.

**7.2.3** A regular quorum at monthly meetings shall consist of a minimum of 5 members.

### **7.3 Special General Meeting**

**7.3.1** A Special General Meeting shall be called by the President upon the request of the Board of Directors or by written request of not less than 50% of the Membership.

**7.3.2** All registered SDSRAI members in good standing & Lifetime Members shall receive notice of the date, time and location of a Special General Meeting no less than fifteen (15) calendar days. The Notice shall state the purpose for which the meeting is being called and include the text of any special resolution to be submitted to the meeting. Only such business as stated on the agenda shall be open to discussion and debate.

**7.3.3** A regular quorum at a special general meeting shall consist of a minimum of five (5) members not including Board of Directors

### **7.4 Annual General Meeting**

**7.4.1** Notice of the meeting shall be sent to each member at least 30 days in advance the meeting and shall include an agenda. Members wishing to place agenda items and/or nominate Honorary Lifetime 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.

**7.4.2** An AGM quorum shall consist of six (6) full members, including two (2) members of the Board of Directors.

**7.4.3** Amendments to the Bylaws shall be made at any AGM, or at a Special General Meeting. The membership shall be given 30 days written notice of any intended amendments to the Bylaws. This notice shall include the article(s) to be amended, and description of the proposals. Amendments must be passed by majority of the full members at a duly called AGM or Special General Meeting.

**7.4.4** The order of business shall normally include

**a)** Roll call and verification of member

**b)** Reading of the minutes of previous year AGM





- c) President's Report**
- d) Vice President's Reports**
- e) Secretary's Report**
- f) Treasurer's Report**
- g) Reports of the Vice Presidents**
- h) Committee Reports**
- i) Unfinished Business**
- j) Amendments to the Bylaws**
- k) Election of Officers**
- l) New Business**
- m) End of Business**

**7.4.5** The membership will be provided a preliminary yearly financial statement at the Annual General Meeting which a majority vote of two-thirds of the membership to accept the yearly financial statement. If less than two-thirds of the members vote 21 days prior or less than two-thirds of the members vote at the Annual General Meeting. The financial statement will be accepted as presented.

**7.4.6** A reviewed statement can be waived by unanimous vote by members present at an Annual General Meeting.

**7.4.7** Can appoint a person who meets the requirements to conduct a review of the financial statements of the association.



## **7.5 Board of Directors Meeting**

7.5.1 The SDSRAI Board of Directors will host an online meeting quarterly to discuss the business of SDSRAI.

7.5.2 A quorum at Board of Director meetings shall consist of four (4) Board of Directors not including the President.

## **8. Board Of Directors**

### **8.1 Composition**

**8.1.1** The Board of Directors shall consist of 10 directors.

**8.1.2** The Officers of the Board shall consist of the following: Past President, President, Adult Vice-President, Youth Vice-President, Secretary, Treasurer, Referee Development Coordinator, and three Directors.

**8.1.3** No persons shall hold more than 2 offices. If a Director holds two positions, they only have one voting right.

**8.1.4** In even years, the Board of Directors shall be elected by majority vote at the AGM. The positions of President, Adult Vice President and one Director shall be for two (2) year terms.

**8.1.5** In odd years, the position of the Youth Vice President, Secretary, and Director shall be for two (2) year terms.

**8.1.6** Positions of Referee Development Coordinator 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.

**8.1.7** 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 towards motions being made at a Board of Directors meeting. Until elected by the members at any SDSRAI monthly meeting. This member still has a say and opinion towards board matters. It will be taken seriously at any Board of Directors meeting.

**8.1.8** 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.

**8.1.9** Professional Conduct and Respect of other Board of Directors, Members, Mentors, and Assessors will be always adhered to while serving on the SDSRAI board. All Board of Directors are



entitled to an opportunity to have their opinion and suggestions heard at any Board of Directors meetings.

**8.1.10** If a Director is found to be shaming, bullying, or belittling any Member(s) or Director(s). Section 5.1.3 will take effect.

**8.1.11** The Director can appeal the decision made by the Board of the Directors to the SDSRAI Discipline Committee 30 days after the decision has been made.

## **9. The Duties of the Board of Directors**

**9.1.1 The Past President and Directors:** shall perform such duties as are assigned from time to time by the Board of Directors. The Past President has 1 voting right.

**9.1.2 The President:** shall arrange and preside at all meetings of the SDSRAI, decide all questions of order and announce the results of voting. The President shall neither move nor second any proposal or amendment thereto, nor shall vote unless there is a tie at any meeting, when may exercise a casting vote. The President shall ensure that other officers perform their respective duties, and that all rules are enforced.

**9.1.3 The Adult & Youth Vice Presidents:** shall, in order of ranking, serve in the place of the President in their absence, or if delegated by the President to do so. They shall also perform other duties, as determined from time to time by the Board of Directors. The Vice Presidents have 1 voting right each.

**9.1.4 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, they shall read or circulate the minutes of the previous meeting. They shall conduct the correspondence of the SDSRAI and ensure that all members are notified of the AGM. At the AGM, they 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 shall have 1 voting right.

**9.1.5 The Treasurer:** Shall receive, give an official receipt for, and be responsible to the membership for all funds of the SDSRAI. They shall provide a financial statement 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. They shall also perform such duties as are assigned from time to time by the Board of Directors. The Treasurer shall have no voting right.

**9.1.6 The Referee Development Coordinator:** Shall be responsible for all aspects of referee development including the development and implementation of clinics and courses, assessments/mentorship of referees. The Referee Development Coordinator shall have no voting right.



**9.1.7 Directors:** Shall help or aid any board member positions that require assistance or coverage from a leave of absence. Each labeled director on the board has 1 voting right.

## **10. Interpretation of the Bylaws**

**10.1.1** In matters not specifically dealt or mentioned in the bylaws, 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.

## **11. Coming into Force**

**11.1.1** These By-laws shall supersede all previous By-laws and shall come into force at, and be effective from, the date of their approval by the Members.