

**BERKS COUNTY CHAPTER OF P.I.A.A. SOCCER OFFICIALS ASSOCIATION
BYLAWS - Revised September, 2015**

ARTICLE I - Name

The name of the organization shall be the Berks County Chapter of P.I.A.A. Soccer Officials Association, known as the Berks County Soccer Officials Association or BCSOA.

ARTICLE II - Objectives

A. To train, educate and assist referees in the application of National Federation of State High School Associations (NFHS) Soccer Rules under P.I.A.A. jurisdiction.

B. To maintain high standards in officiating athletic competition and to unify methods, rules and standards.

C. To foster and maintain a spirit of good will and cooperation between players, officials, coaches, and school authorities.

D. To protect officials in regard to standardization of fees.

E. To maintain an adequate number of qualified officials to service Berks County P.I.A.A. soccer games.

ARTICLE III - Membership

Membership in the Berks County Chapter of P.I.A.A. Soccer Officials Association shall be limited to those persons who have been certified by the P.I.A.A., and meet the requirements of the association; as stated in in Article V Section D, Article VII Section G, and Article X.

ARTICLE IV - Officers, Executive Committee, Members At Large, Commissioner and Rules Interpreter

Four (4) officers shall be elected to perform the normal duties of the association and shall be known as the Executive Board.

A. The officers of the organization shall be President, Vice-President, Secretary, and Treasurer, and shall be known as the Executive Board.

1. The President shall:
 - a. Preside at all meetings.
 - b. Appoint all committees and chairmen.

- c. Be an Ad Hoc member of all committees.
 - d. In the event of a tie, vote on an Executive Committee proposal.
- 2. The Vice-President shall:
 - a. Preside in the absence of the President.
 - b. Have a vote on the Executive Committee
- 3. The Secretary shall:
 - a. Keep minutes of all meetings.
 - b. Take care of all correspondence.
 - c. Maintain a record of attendance at local meetings.
 - d. Submit attendance records electronically to PIAA.
 - e. Have a vote on the Executive Committee.
- 4. The Treasurer shall:
 - a. Collect all monies.
 - b. Maintain the Budget.
 - c. Make all disbursements.
 - d. Report collections and disbursements at each meeting.
 - e. Require a bi-annual independent audit of the Accounts.
 - f. Have a vote on the Executive Committee.

B. The Executive Committee shall be made up of the Executive Board, and the following elected positions; the Commissioner, the Rules Interpreter, and two (2) Members at Large.

- 1. The Commissioner shall:
 - a. Be elected by the membership to serve as the association's game commissioner.
 - b. Assign the non-Berks County Interscholastic Athletic Association (BCIAA) soccer league games.
 - c. Report to the general body as to the status of the soccer season and any changes that are occurring to game sites or organizations of teams.
 - d. Investigate and report to the Executive Committee finding with regards to a referee not reporting for a game (see Article X, Section B).
 - e. Respond to membership questions.

f. Have a vote on the Executive Committee.

2. The Rules Interpreter shall:

- a. Be elected by the membership to serve as the association's official interpreter of soccer laws.
- b. Provide instruction as to how to interpret P.I.A.A memorandum, rulings, and NFHS Rules.
- c. Respond to membership questions.
- d. Have a vote on the executive committee.
- e. Shall select a back-up interpreter, whom shall fill in for the elected interpreter in the event of his or her absence at a meeting.

3. Members At Large shall:

- a. Head committees as appointed.
- b. Provide assistance to the Executive Board.
- c. Have a vote on the Executive Committee.

C. The BCIAA Assigner is only an advisory position to the Executive Committee.

1. The BCIAA Assigner shall:

- a. Assign officials for Berks County High School League games.
- b. Provide advice to the Executive Committee.
- c. Shall NOT have a vote.

ARTICLE V - Budget and Dues

A. The Executive Committee shall develop an annual budget.

B. The annual budget shall be presented to the membership for a vote at, or prior to, the last meeting of the year.

1. The annual budget shall identify the expected expenses for the upcoming year.
2. The meeting must achieve a quorum. (See Article VII, Section F).
3. To approve the budget, a simple majority of the membership in attendance is needed.
4. The vote may be done by acclamation.
5. If a quorum is not achieved, the vote will be set aside until the first meeting in which a quorum is achieved.

C. Dues of the association shall be based on the budget, and the needs of the association.

1. The membership shall approve, by vote, the assessment of the year's dues after the budget is approved.
2. The meeting must achieve a quorum. (See Article VII, Section F).
3. To approve the assessment only a simple majority of the membership in attendance is needed.
4. The vote shall be done during the same meeting in which the budget is approved; the vote may be done by acclamation.

D. Dues must be paid by July 31st.

1. If an official has not paid their dues by the pay by date, the official shall be suspended.
2. A suspended official will NOT:
 - a. Be assigned games.
 - b. Be allowed to submit or second motions or amendments.
 - c. Be allowed to vote on matters of the association.
3. A suspended official shall achieve member in good standing as soon as the individual pays their dues in full.

ARTICLE VI - Inactive Members

A member who wishes to be inactive shall follow the guidelines set forth in the athletic official's manual of the P.I.A.A.

ARTICLE VII - Meetings and Attendance

A. The first regular meeting of each season shall be held at least thirty (30) days before the start of the ensuing season at a time and place designated by the executive committee.

B. Subsequent meetings and agendas shall be announced at the first meeting of the year, or by e-mail or other method(s) prior to the first meeting; if the meeting dates or agenda items are set prior to that first meeting.

C. Special meetings may be called by the president or by the written request of three (3) members.

D. All meetings shall be conducted according to parliamentary procedure.

E. The secretary must inform all members of meetings by e-mail or other written or electronic method of scheduled meetings.

F. A quorum shall be reached if greater than fifty (50) percent of the active members are in attendance at a meeting.

G. In order to maintain membership as a P.I.A.A. official, each person must attend:

1. Six (6) meetings at any approved P.I.A.A. chapter.
2. Annual state P.I.A.A. rules interpretation meeting; or attend the online training session provided by PIAA for a fee to be paid by the official.

ARTICLE VIII - Elections

- A. The officers, Rules Interpreter, Members at Large, and the Commissioner(s) shall be elected for a period of one (1) year.
- B. Candidates for the ensuing year shall be nominated and elected at the last meeting of each year.
- C. Elected positions may be voted on by acclamation, when there is no competition for the position.
- D. Elected positions shall have a five (5) year term limit for the President, Vice President, Treasurer, and Secretary. Members can be re-elected to a previously held position after a one year absence.
- E. The five (5) year term limit shall begin with the calendar year of 2016 for the offices of President and Treasurer. The five (5) year term limit will begin with the calendar year 2017 for the offices of Vice President and Secretary.

ARTICLE IX - New Members

All new members must have passed the P.I.A.A. test and filed an application for membership with the secretary or membership chairman before receiving any games.

- A. A first year official should be assigned junior varsity or junior high level.
- B. First year members must go through the "Mentoring Program" before being considered for varsity assignments.
 1. The Mentoring Program shall be controlled and designed under separate documentation.
 2. The Mentoring Program requirement may be waived by executive committee vote for individuals whom are transferring into the association, and have significant experience (five {5} years or more) as a NFHS soccer official.
- C. All new officials will receive a copy of the by-laws and the code of ethics from the secretary or membership chairman.

ARTICLE X - Rules and Regulations

The following rules and regulations have been established for the good and well-being of the association and its members.

- A. All game assignments must be received and approved from one of the two possible commissioners or from the state association in case of play-offs.
- B. Any official working a game alone shall report it to the commissioner for investigation.

- C. Any official who works a game alone shall receive his normal fee plus a half fee from the school.
- D. The chapter commissioner's scheduling errors will be covered by the chapter treasury.
- E. The chapter commissioner will receive a fee deemed justifiable by the members plus the expenses he incurred in doing the non-BCIAA league assignments and related work. The fee will be included in and approved when the budget is approved. (See Article V, Section B)

ARTICLE XI - Amendments

This constitution and by-laws may be amended using the following process:

- A. An amendment is submitted and seconded by association members of good standing.
- B. The amendment must be read in two separate meetings prior to being voted upon.
- C. The amendment must be sent to the membership via e-mail or other written or electronic method prior to the meeting at which the amendment can be voted on.
- D. If a quorum is not achieved, at the meeting in which the vote was to be taken, the vote will be set aside until the first meeting in which a quorum is achieved.
- E. The amendment may only be adopted after it is approved by a two-thirds (2/3) vote of the membership in attendance, at a meeting in which a quorum exists.
- F. If a meeting with a quorum votes the amendment down, the proposed amendment would need to repeat this process, starting at Article XI, Section A.

ARTICLE XII - Order of Business

- A. Call to Order
- B. Attendance
- C. Reading/Acceptance of the Minutes
- D. Treasurer's Report
- E. Commissioner's report
- F. Rules interpretations
- G. Committee reports
- H. Communications
- I. Old Business
- J. New Business
- K. Good of the association
- L. Adjournment