

**THE CONSTITUTION AND BYLAWS OF
THE DELAWARE SOCCER OFFICIALS ASSOCIATION, INC.**
Revised March 2021

Article I Name

The name of the association shall be “Delaware Soccer Officials Association, Inc.”, herein after called DSOA, the Association, or Association.

Article II Mission Statement

The mission of DSOA is to promote the athletic endeavors of educational and community organizations that participate in the support of soccer. DSOA fully embraces “education through athletics”, and will provide officials for athletic contests or events that support this endeavor.

Article III Best Practices to Support the DSOA Mission

The purpose of the Association is to:

- a. Disseminate and advance the National Federation of High School Associations (NFHS) rules of soccer and their applications. The NFHS Rules Book and the NFHS Annual Rules Interpretation are the guiding documents.
- b. Cooperate with other soccer associations, their officials and members, as well as with DIAA, Athletic Directors and coaches, schools and community groups as it pertains to the mission.
- c. Recruit, train and retain officials to officiate soccer matches.
- d. Continually educate officials to improve the official’s competence in officiating.
- e. Act as an agent in obtaining soccer officiating assignments for members of the Association.

Article IV Membership

- a. Membership is open to all persons who meet all of the requirements prescribed by the Association.
- b. Honorary and Associate non-voting memberships may be granted to interested parties by recommendation from the Executive Committee and approved by a membership vote.

- c. Active members are those who have paid the current year's dues, are not suspended or expelled, and are available to be assigned and fulfill game assignments. Members who are injured may request a waiver from the Executive Committee regarding the acceptance and fulfillment of game assignment criteria. This must be made in writing with a brief explanation as to the reason for seeking the waiver.
- d. Only active members will be eligible for any rights and privileges.
- e. Any active member except coaches whose games are officiated by DSOA may hold office.
- f. Termination of Membership: The Executive Committee, by a majority affirmative vote of the members of the Committee, may suspend, expel or terminate a member for cause.

Article V Dues

- a. The dues shall be set at the last meeting of each fiscal year by the Executive Committee. Dues are voted on at the first meeting of the Fall season for deduction that season in the first pay sheet. These dues assessments will be applied to the Fall and Spring school year seasons.
- b. Active members of DSOA and any other officials assigned games by DSOA are required to pay dues to the Association unless the Executive Committee grants a waiver. An official who finds he/she will be unable to officiate during a year for which dues have been paid may request a refund by notifying the Executive Committee and the Treasurer by July 1.

Article VI Executive Committee

- a. The voting members of the Executive Committee shall include the President, Vice President, Secretary, Treasurer, and either two At-Large Members and the Immediate Past President, or three At-Large Members if the office of Immediate Past President is vacant.
- b. The Executive Committee shall have the authority to take any steps required to carry out all purposes and plans necessary for the successful conduct, continuation and growth of the Association and carry out all other duties herein described.
- c. The term of the office of each officer shall be two years, beginning immediately following the transition meeting with the outgoing Executive Committee members or with the new fiscal year following the election (July 1), whichever is sooner.
- d. The President and Vice President may not hold the same office for more than two consecutive full terms. If the office of President becomes vacant, the Vice President will replace the President for the remainder of the current term. If an office other than the President becomes vacant a special election will be held to fill the remainder of the term.

- e. The President shall preside at all meetings, be chairperson of the Executive Committee, and appoint Committee chairpersons. The President shall be the Association's representative to other organizations except for duties specifically delegated to other officers. The President shall be responsible for contract negotiations, and shall ensure that the contracts are in place before assignments are made for each season. The President shall ensure that these contracts are approved by the Executive Committee and presented to the general membership.
- f. The Vice President shall assist the President in the performance of his/her duties, and shall exercise all the powers of the President in his/her absence. The Vice President is the de-facto Training and Mentoring Chairman unless unable to fulfill these responsibilities. In such cases the Executive Committee will appoint someone from the Executive Committee or the membership to exercise these duties.
- g. The Secretary shall maintain a roll of all members; give proper notice of meetings to the members; prepare and maintain full and accurate records of all meetings of the Association; maintain the Organizational Policies and Procedures Manual; keep a roll of those members who have passed the DIAA required test; and keep the official copy of the Constitution with all the amendments passed by the Association. The Secretary shall ensure that each member has access to a current copy of the Constitution, a membership list, and a condensed copy of the salient points of the Association's current contract with DIAA. The Secretary shall be paid a fee as detailed under Remuneration.
- h. The Treasurer shall receive all revenues and maintain a detailed account of all funds in a suitable book provided for that purpose; provide a report to the membership during each meeting; and shall pay all bills properly charged to the Association. The Treasurer shall deposit the funds of the Association in the DSOA account. Such funds shall be in the name of the Association, and shall be subject to withdrawal by the Treasurer and/or President. The President is to make withdrawals only in emergency. The Treasurer shall be paid a fee as detailed under Remuneration. The Treasurer shall prepare records for the audit as describe under Audit Procedures.
- i. The Assignor shall obtain schedules from all schools and leagues who request the services of the Association, and be responsible for all game assignments, except the school state championship tournaments. The Assignor shall monitor the eligibility of individual referees regularly throughout the season to assure that priority of the assignments is given to eligible officials. The Assignor shall be paid a fee as detailed under Remuneration. The Assignor may select an assistant with the approval of the Executive Committee. The Assignor will announce the game fees to be paid at the first meeting of each season. The Assignor is a non-voting member of the Executive Committee who shall attend all Executive Committee meetings.

- j. Members-At-Large are elected members who shall represent the interests of the general membership in any matter considered by the Executive Committee. They may also be delegated responsibility for specific duties pertinent to the function of the Executive Committee.
- k. The Executive Committee has the right to set a fine schedule subject to the approval of the general membership.
- l. The Executive Committee shall establish an Operational Policies and Procedures Manual, which shall be held and maintained by the Secretary and will be made available to the membership. This manual shall be reviewed and updated annually by the Bylaws & Policies and Procedures Committee. Recommendations to the Executive Committee will be made as necessary. Changes to the manual will be presented to the membership in written form for the opportunity for feedback and discussion before a vote, for potential revision, inclusion or deletion.

Article VII Meetings

- a. The Executive Committee shall set the number of meetings for each season. Dates and places shall be announced by the President. All meetings will be posted for reference.
- b. The presence at a meeting of one-third of the active members shall constitute a quorum.
- c. A simple majority of members present shall be sufficient to decide all matters of business except as otherwise specified.
- d. Special meetings may be held at any time at the request of an Association member and approved by a majority of the Executive Committee.
- e. The order of business at all meetings shall follow Robert's Rules of Order as the parliamentary guide of this Association.
- f. The President shall appoint a parliamentarian who shall be a resource to the presiding officer in the conduct of general and Executive Committee meetings and shall attend said meetings. This person shall be a resource who is also available to other presiding chairpersons as needed, but is not required to attend other meetings.
- g. Members engaged in Association business during a scheduled meeting will receive credit for attendance at said meeting. Those also engaged in an activity that supports the mission of DIAA, a DIAA member school or is deemed to benefit the community at large may also receive credit at the discretion of the Executive Committee. In all cases, notification must be provided prior to the meeting time to be extended this credit.
- h. Meetings can be held in-person, virtually, or a combination of the two.
- i. Voting will be permitted in-person, virtually, or a combination of the two, as specified by the Executive Committee.

Article VIII Committees

- a. The following committees are considered “standing committees” and must be formed no later two months after the elections, with the exception of the Executive Committee which is effective immediately after the transition meeting or on July 1, whichever is sooner. A transition meeting will be held between new and former Board Members to discuss any pending issues. This meeting is to be held no later than two weeks after the election.
 - Executive Committee
 - Tournament Committee
 - Audit Committee
 - Bylaws & Policies and Procedures Committee
 - Recruitment, Retention and Ratings Committee
 - Training & Mentoring Committee
 - Judicial Committee
 - Election Committee
- b. Other committees shall be created as the need arises and determined by the Executive Committee.
- c. A member can nominate any member in good standing to committees created by the Executive Committee.
- d. Judicial committee members shall be recommended by the Executive Committee and must be approved by a membership vote.
- e. An Executive Committee member, or any member of a standing committee, is expected to attend all meetings held. An Executive Member, if in the course of their tenure, must attend at least half or more of the meetings then they are considered to be ***not in good standing***. The affected member can choose to resign or they may petition the Executive Committee for a hearing. Should the hearing result in the removal of the affected member they may appeal the decision to the Judicial Committee. In all other committees it will be at the discretion of the Chairperson if the appointed member is contributing to the committees' mission
- f. A Member shall only hold one position in the following offices:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - At-Large
 - Immediate Past President
 - Assignor
- g. Each member that holds the following offices: President, Vice President, Treasurer, Secretary, At-Large, Immediate Past President,

Assignor, must perform their own duties, tasks, and responsibilities as outlined in Article VI in the following documents: The Constitution and By-Laws of The Delaware Soccer Officials Association and DSOA Operational Policies & Procedures Manual.

Article IX Elections

- a. An Election Commissioner shall be appointed by the President to oversee the nomination and the election of all officers. They shall be an active member of the Association and not a member of the Executive Committee. The Election Commissioner will appoint two people to assist with the election day process. The Election Commissioner and those assisting cannot be seeking election. These members shall compose the Election Committee.
- b. Nominations will be accepted prior to the nomination meeting. Nominations will be recognized from the floor at the nomination meeting, which will be the next-to-last meeting of the year. The names of nominees accepted prior to the nomination meeting shall be read at the start of the meeting. All nominations are closed at the end of this meeting.
- c. The Election Commissioner will notify each nominee in writing no later than three days after the nomination meeting that they have been nominated for a position(s). Each nominee will have five days to accept or decline the nomination by notifying the Election Commissioner and the Executive Committee. A final list of the candidates will be sent to the membership by the election Commissioner at least five days prior to date of the election.
- d. Only active members attending the election may vote. An absentee ballot will be accepted only if the request is made prior to the election, and the vote is received by the Election Commissioner prior 5:00 pm on the date of the election meeting.

Article X Remuneration

- a. Fees shall be recommended by the Executive Committee and approved by the membership.
- b. All forms of payment to any position that offers remuneration (Assignor, Secretary, and Treasurer) must be paid in accordance with the DSOA Operational Policy and Procedures in Article X. Any different forms of remuneration must be recommended by the Executive Committee and must be ratified by a membership vote prior to payment.

Article XI Conduct

- a. This Association shall require its members to conform to a written code of conduct, which shall be established by the Executive Committee, and maintained by the Secretary. The NFHS Rule Book and the Officials Code of Ethics shall be the guiding documents.
- b. Complaints or concerns regarding the competency or professionalism of an official shall be immediately communicated to the Executive Committee.
- c. The DSOA Code of Conduct must be followed and acknowledge at least annually by all active members.

Article XII Amendment

- a. The Articles of this Constitution may be amended or repealed by two-thirds of a quorum of the Association membership, provided written explanation of the amendment has been submitted to the members at least two weeks in advance of the meeting at which a vote is to be taken.
- b. Amendments may be proposed by any two active members, provided the proposed change is submitted in writing, and goes through the process described in (a) above.
- c. The Secretary shall be responsible for timely circulation of all duly proposed amendments.
- d. Amendments legally ratified and adopted shall be incorporated into the text of the existing Constitution, and need not be listed separately as amendments.

Article XIII Budgeting and Expenses

- a. The Executive Committee will prepare a budget in the spring of each year. The budget must be ratified by a membership vote by June 30.
- b. For non-budgeted items the Executive Committee can recommend an expense be paid to the membership. The membership must approve or deny the recommended expense prior to payment. If rejected by the membership the expense will not be paid.
- c. The Executive Committee must report all expenses and disbursements made since the last meeting at the next meeting.

Article XIV Dissolution or Sale of Assets

- a. A three-fourths vote of the membership shall be required to dissolve DSOA. Upon dissolution of DSOA, any assets remaining after payment of or provision for its debts and liabilities shall, consistent with the purposes of the organization, be paid over to charitable organizations exempt under the provisions of Section 501(c)(3) of the

U.S. Internal Revenue Code or corresponding provisions of subsequently enacted federal law.

- b. No part of the net assets or net earnings of the corporation shall inure to the benefit of or be paid or distributed to an officer, director, member, employee, or donor of the organization.

Article XV Fiscal Year

The fiscal year of the Association shall be July 1 to June 30.

Detailed operational policy and procedures are contained within the document entitled "DSOA Operational Policies & Procedures Manual".