



# PVSOA INCORPORATED

By-Laws -Approved 5/31/17

This document was approved by a vote from the General Membership of the PVSOA on May 31, 2017. A Quorum as per Article V Section 4 a. was present and voted.

Al Domaingue, President PVSOA Inc.

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**Pioneer Valley Soccer Officials Association, Inc.**  
**PVSOA**  
**CONSTITUTION and By-laws**

**ARTICLE I Name**

**1.**

This organization shall be known as the “Pioneer Valley Soccer Officials Association, Inc.” and may be referred to as “PVSOA”.  
Or “PVSOA Inc.”

**ARTICLE II Object (Purpose):**

**1.** To promote the game of soccer, its players, coaches, officials and participants at all levels.

**2.** To promote and maintain the highest degree of soccer officiating by following a standard set of mechanics and rules interpretations.

**3.** To provide well-trained and evaluated officials for all assigned games.

**4.** To cooperate with other soccer organizations with the best interest of soccer in mind.

**5.** To standardize the PVSOA Constitution and Bylaws by incorporating the rules and regulations of the NISOA (National Intercollegiate Soccer Officials Association), whenever possible or as required.

## **ARTICLE III Membership**

Membership in the PVSOA shall consist of those persons who meet the requirements and qualifications of the PVSOA and who are of good character. Qualifications and requirements are listed in **ARTICLE III Section 2.**

### **Section 1. The Classes of Membership are as follows:**

- a. Active,
- b. Probationary 2 year
- c. Probationary 1 year
- d. Honorary
- e. Inactive.

### **Section 2. Qualifications and requirements**

- a. The applicant must:
  - i. Be at least a high school graduate or equivalent and be at least 18 years old.
  - ii. Attend and participate in three (3) classes offered by the PVSOA pay the fee for the course.
  - iii. Have a passing grade of 80 or above on the written exams offered at the end of the course. Closed Book Exam.
  - iv. Attend and participate in the Soccer Jamboree which will be held the Saturday of Labor Day Weekend.
  - v. Attend the Mandatory Clinic. Have PVSOA dues paid before the clinic is held
  - vi. Pass the MIAA Concussion Session – On line.
  - vii. Pass the MIAA Background Test / CORI
  - viii. Follow the By-Laws of the PVSOA

- b. The applicant shall pass a written examination and participate in a Jamboree, given at such time and place as designated by the Executive Board.
- c. The applicant, must go through a field test/evaluation given at a jamboree situation, and will be assessed.
- d. Applicants passing the written test and participating in the Jamboree will become Probationary members for at least a two-year period. During that period, they will be required to be assessed by a member of the Assessment Team. At the end of each year of probationary status, the Executive Board will review the completed assessment(s) to decide on either moving applicant/member from 2 year to 1 year status, 1 year to active status or to remaining current status.
- e. Any member desiring to change status from Active to Inactive or Inactive to Active, membership must send a letter requesting such status to the PVSOA, INC. Secretary that then must be approved by the Executive Board of the PVSOA, INC. Inactive Membership shall be for a period of not more than a two-year period, at which time re-examination at a preseason game. This will be required to become an active member again, unless under special circumstances and approval by the Executive Committee.
- f. Honorary Membership will be voted on by the PVSOA, INC. membership. All recommendations for Honorary members must be submitted to the executive board (Secretary of the Board), approved by the executive board prior to a vote from general membership. After passing a vote from the executive board, and also, passing a vote

from the general membership of the PVSOA, the individual will be an Honorary Member of the PVSOA. In order to receive a vote from the membership the individual must receive a vote (majority vote) from the executive board at an executive board meeting. If the executive board fails to approve the individual by a majority vote the individual may be re-submitted the following year.

- g. Any member who becomes a thirty-year member in good standing automatically becomes a Life Member of the PVSOA and receives the benefits of such status.
- h. Member is good standing is:
  - i. all dues and fines are paid;
  - ii. has good attendance record at general membership meeting;
  - iii. officiates all accepted games;
  - iv. submits game evaluations for completed games;
  - v. assists in the development and growth of the PVSOA and probationary members by working sub-varsity games while providing advice and instruction to probationary members.

### **Section 3. Dues**

- a. Dues are required to be payable by the Banquet of the current year.
- b. Failure to pay dues by the Banquet will result in the following suspensions and fines located in Article VIII, Section C “Suspensions and Fines.”

- c. Dues shall be for the following groups as determined by the Executive Committee and approved by the body.
  - i. Active One Varsity Game Fee
  - ii. Probationary One Varsity Game Fee
  - iii. Inactive \$20.00
  - iv. Honorary Life NO FEE
- d. Dues for the NEISOA and NISOA will be paid to the PVSOA, INC. Treasurer by a date which is determined and announced by treasurer based on due date of such dues and then will be forwarded to NISOA for those members.
- e. Fees and information for the MIAA (Massachusetts Interscholastic Athletic Association) and the Insurance Carrier will be forwarded to those organizations by the PVSOA, INC. Treasurer. MIAA and Insurance Carrier dues are included as part of the regular PVSOA, INC. dues.
- f. Resignations from the PVSOA, INC. should be done in writing to the Executive Board which would accept it and notify the body.

## **ARTICLE IV Officers**

### **Section 1. Officers of the PVSOA shall be:**

President  
Vice-President  
Secretary  
Treasurer

### **Section 2. Duties of Officers**

#### **a. President:**

- i. Preside at all meetings of the PVSOA both executive and general membership.
- ii. Plan, coordinate and execute the objectives of the PVSOA, INC.
- iii. Serve as external liaison for the PVSOA, INC. at functions.
- iv. Act as final arbitrator on all grievances.
- v. Appoint all committees.
- vi. Be a member, ex-officio, of all committees, except the nominating committee.

#### **b. . Vice President:**

- i. Provide support for the President.
- ii. Perform President's duties in absence of President.
- iii. Be a member, ex-officio, of the nominating committee.



### c. Secretary

- i. Responsible for attendance - shall report any violations of attendance to the Executive Committee for approval of fine to be imposed.
- ii. Keep an accurate account of all meetings and post meeting notes on Web Site prior to next meeting.
- iii. Carry on correspondence as delegated by the President
- iv. Create and distribute meeting notes from both executive and general membership meetings.
- v. Create agenda for Executive and General Membership and act as time keeper for the agenda items as well as place items on the agenda from general membership.
- vi. Receive all excuse request from General Membership to be excused from a meeting with suggested approval or denial for Executive committee to approve.

### d. Treasurer

- i. Responsible for fiscal management of the PVSOA INC
- ii. Provide accurate record of all income and expenditures at each general and executive meeting and quarterly in the off season to the Executive Officers. (P&L detailed and Balance sheet)
- iii. Receive and pay all monetary transactions
- iv. Provide a final annual report of the financial status of the PVSOA, INC. at the annual meeting. (Meeting before banquet)

- v. Collect appropriate dues;
- vi. Register members with the MIAA and Insurance Carrier and pay appropriate fees to such organizations

### **Section 3. Term of Office**

- a. Terms of each office shall be two years and begin the day of the annual banquet of the election year.
- b. Every two years, the Vice-President will become the President.
- c. The Vice-President Treasurer and Secretary will be elected by the body at the last regular meeting.

### **Section 4. Nominations and Elections**

- a. Every two years the Nomination committee will take nomination for the open positions on the executive board. All nomination from the committee will be present to the executive board. After the executive board has reviewed and approved the candidates the general membership will vote on the candidates.
- b. At the last regularly scheduled meeting of the year. The Nomination Committee will conduct and certify the election results. From the general membership.
- c. Any vacancy of the executive board occurring during any time, except elections, the president and vice-president will appoint an individual from the executive board or general membership to an acting position filling the

vacancy until a general board meeting can approve or disapprove the selected replacement.

## **ARTICLE V Meetings**

### **Section 1. Regular and Annual Meetings**

- a. There shall be at least four (4) meetings during the calendar year. The meeting dates are as follows:
  - i. Mandatory Clinic and Mandatory meeting combined to be held on the last Wednesday of August. (New rules Meeting)
  - ii. General membership meeting to be held the last Wednesday in September.
  - iii. General membership and tournament rule meeting to be held the last Wednesday in October. (Tournament Rules Meeting)
  - iv. The Annual Banquet to be held the first week in December.
  
- b. There will be a Mandatory clinic and Mandatory Meeting for which **NO EXCUSES ARE ACCEPTED**. Special circumstances will be considered by the Executive Board but a make-up to be determined by executive board will be required.
- c. Attendance at the annual banquet is requested.

### **Section 2. Special meetings**

- a. Special meetings may be called by the President or by petition of the membership to the Executive Committee.

A minimum of ten (10) signatures of members in good standing is required on the petition. The purpose of the meeting shall be stated with the petition of names. Except in the case of an emergency, at least three (3) days' notice shall be given. Members in good standing are those that have not violated or are in violation of our By-laws at the time of said petition.

### **Section 3. Meeting Attendance**

- a. Members requesting to be excused for meetings other than the mandatory meetings may submit in writing their request via email or mail to the Board Secretary. The executive board will approve or disapprove the request **prior** to the general membership meeting. Special Circumstances will be considered. The fine for an unexcused missed meeting is a \$10.00 fee.

### **Section 4. Quorum (General Membership Meeting)**

- a. The members present at the general membership meeting shall constitute a quorum for conducting all business of the PVSOA, INC.

## **ARTICLE VI Executive Board**

### **Section 1. Composition**

- a. The Executive Board shall consist of the following:
  - i. Officers
  - ii. Chairpersons of the Official Committees
  - iii. Past President

## **Section 2. Powers**

- a. The Executive Board shall have general supervision of the affairs of the PVSOA, INC. make recommendations to the PVSOA body, and shall perform such other duties as are specified in these bylaws.

## **Section 3. Meetings**

- a. Unless otherwise ordered by the Board, regular meeting of the Executive Board shall be held one hour prior to the regular seasonal meetings. Special meetings of the Board may be called by the President and shall be called upon the written request of three members of the Executive Board.

## **Section 4. Quorum (Executive Board Meeting)**

- a. A quorum shall consist of at least five of the members of the Executive Board.

# **ARTICLE VII Committees**

## **Section 1. Banquet Committee**

- a. Number of members shall not exceed five, one as chairperson
- b. Chairperson is selected by the President of PVSOA, INC., other members of the committee are selected by the chairperson.
- c. The committee is responsible for all proceedings of the annual banquet

- d. Chairperson reports to the President and Vice President of the executive board.
- e. The Banquet Committee is responsible for obtain quotes for all awards and submitting them to the executive board for approval

### **Section 3. Coordination with PVIAC Commissioner.**

- a. Members of the Executive Board will serve as the link for the PVSOA, INC. body and the commissioner.
- b. Duties:
  - i. Assist the commissioner in any way possible to assure all games are assigned by qualified officials.
  - ii. Have an annual report available for viewing (a master schedule of games assigned.)

### **Section 4. New Officials and General Membership Education and Certification**

- a. Number of members shall not exceed three, one as the Chairperson.
- b. The Chairperson shall be selected by the President of the PVSOA, INC. with other members selected by the Chairperson and the President together
- c. Maintain and establish application for membership criteria

- d. Formulate and administer membership examinations based on current rules of the game used by the PVSOA, INC.
- e. Duties
  - i. Be responsible to meet with all Probationary Officials before each regular scheduled meeting.
  - ii. Go over rules, rule changes, positioning and other factors to be a quality official.
  - iii. Coordinate the officials in operation in jamboree/summer clinic for new official and other officials required to attend.
  - iv. Coordinate classes and advertise for new officials
  - v. Submit an approved test to new officials
  - vi. Provide education for general membership at each general membership meeting.
  - vii. Obtain guest speakers for general membership meetings
  - viii. Create a test for the general membership to certify they are properly informed on all of the rules for High School Soccer.

## **Section 5. Ethics/Grievance/ Constitution/Parliamentarian**

- a. Maintain and be responsible for changes to the Constitution and Bylaws for the PVSOA, INC.
- b. Keep members informed of changes to the constitution and Bylaws

- c. Oversee meetings, policies and procedures according the PVSOA, INC. rules and bylaws
- d. Establish a working set of grievance procedures.
- e. Coordinate all grievance procedures
- f. Number of members shall not exceed three, one as Chairperson.
- g. Chairperson selected by the President of PVSOA, INC. with other members by the chair.

## **Section 6. Assessment Committee**

- a. Number of members shall be that which will perform the evaluations to the best of the Association's ability, at the discretion of the chairman as to number the number of assessors required.
- b. President will select the Chairperson who will, in turn, recruit members to evaluate and assess other officials
- c. Duties:
  - i. Coordinate assessment procedures for all members, with emphasis on probationary members.
  - ii. Members will assess official with emphasis on Probationary officials. They should discuss with officials the



- assessment given and hand in a written report to the chair.
- iii. Prepare an annual report for the Executive Committee.
  - iv. Suggest and make recommendation to the executive board on individual officials, probationary officials and game capability for the official per the assessment.

## **Section 7. History/Records**

- a. Number of the members shall not exceed five. The Officers, President, Vice-President, Secretary and Treasurer plus one members selected by the Officers shall be members, if necessary.
- b. Duties:
  - i. Maintain all historical PVSOA and PVSOA, INC. records.
  - ii. Each year, add yearly records to PVSOA, INC. files

## **Section 8. Web Site Update Committee**

- a. The Web Site Committee Chair will be appointed by the President.
- b. Additional members may be added as the president finds the need.
- c. Duties.

- i. All meeting notes will be published on the web site PVSOA.COM in the Members Only Section.
  1. They will be posted by date and kept for one year on the site. These notes are to be posted as xxx.PDF files and will be downloadable files.
  
- ii. All Proposed constitution and By-Laws amendments will be posted as XXX.PDF downable files in the members only section for review prior to be voted on by the general membership.
  
- iii. General Membership test will be posted on the web site in a downloadable file for access by the membership under Members Only sections.
  
- iv. The Chairperson will be the administrator for all permission to the member's access section and will issue passwords as requested. The chairperson will also verify, with the Secretary of the executive board is approved for access and a member in good standings prior to any individual is granted access to the member only section.

- v. Update Pictures on the web site
- vi. Update Dates on the web site
- vii. Provide any maintenance deemed necessary and approved.
- viii. The Web site committee reports to the secretary of the executive board.

## **ARTICLE VIII Suspensions and fines:**

### **Section 1. Missed meetings**

- a. Missing a scheduled meeting without a written excuse approved by the Executive Board, will result in a **\$10.00** (ten dollar) fine. Any subsequent unexcused missed meeting will result in a **\$10.00** (ten dollar) fine for each meeting missed.
- b. All written excuses must be presented in writing to the executive board secretary prior to schedule meeting prior to the missed meeting.

### **Section 2. Missing Mandatory Clinic or Mandatory Meeting**

- a. Missing the mandatory clinic (**NO EXCUSES ACCEPTED**), will result in a **\$25.00** Fine.

- b. The fine for missing the Mandatory Meeting will be a varsity game fee.

### **Section 3. Failure to submit a game Report**

- a. Game report must be complete within 48 hours after the completion of the game. All referees are responsible for reporting games they accept on PVSOA Web Site.
- b. Failure to complete (3) consecutive three game reports can result in Official Misconduct under Section 5.
- c. The fine for failure to complete the game report within 48 hours will result in a \$5.00 fine.

### **Section 4. Non-payment of Dues**

- a. If not paid by last scheduled meeting it will be a fine equal to a Sub-varsity game fee, plus dues owed, payable by December 31st.
- b. If not paid by December 31st of current year, it will result in a fine equal to a Varsity game fee, plus dues owed, payable by June 1<sup>st</sup>.
- c. If not paid by the June 1st deadline, it will result in suspension for an entire (one)

year, with review by the Executive Board prior to re-instatement.

### **Section 5. Misconduct by an official**

The Suspension and/Sub-Varsity fine will be imposed prior to a hearing by the executive board. The Ethics Committee will determine if the Misconduct is accepted and the fine and suspension is appropriate. The Ethics Committee will forward the information to the executive board secretary to be placed on the agenda for the Executive Board. The fine of a Sub-Varsity must be paid for a review by the Executive Board. If the executive board votes the Misconduct is not warranted the fine will be returned.

### **Section 6. Penalties to Officials who fail to show up for an assigned game.**

- a. Two weeks prior to game: notify the commissioner or assignor, no fine.
- b. Less than two weeks: \$10.00 (ten dollars) fine payable to the PVSOA Inc. by the end of current season.
- c. “No show” at assigned game: fine of a game fee, payable at next regular scheduled meeting following notification by the commissioner or assignor to the Executive Board.
- d. Above is exempt from fines, subject to review by the Executive Board.

## **Section 7. Fines not paid**

- a. Fines not paid by the proper times will result in suspension of the official for a length determined by the Executive Board.

## **Section 8. Repeated poor performance**

- a. Repeated poor performance by an official for “no-shows” or lateness to games shall be deemed gross misconduct and will result in suspension / termination of the official by the Executive Officers.

## **Section 8. Suspensions and fines shall be enforced by the Executive Board.**

**Section 9. All suspensions and fines may be appealed to the Ethics Committee. Appeals must be requested in writing, stating the reason(s) for the appeal. A hearing in front of the Ethics Committee may be required and the official shall be notified if such is the case.**

**Section 10. Any member that has been suspended, must apply to the Executive Board for re-instatement in writing. Any dues and fines**

## **ARTICLE IX Amendments and Bylaw Changes**

### **Section 1. Constitution and By-Laws**

- a. The Constitution and By-Laws shall be amended at any regular meeting by a two-thirds (2/3) vote of members present, provided notice has been given at a previously.

## **Section 2. Approval of Amendments and by-Laws Changes**

- a. A majority may amend bylaws at any regular meeting vote of members present.

**ARTICLE X Rules: Roberts Rules of Order (revised/latest edition), shall be the Reference for any parliamentary procedure.**

**ARTICLE XI Order of Business shall be:**

- a. Open Meeting - Agenda
- b. Minutes – Accepted or corrected from last meeting
- c. Committee Reports
- d. Unfinished Business
- e. New Business
- f. Miscellaneous/Announcements
- g. Adjournment

## **ARTICLE XII Code of Ethics**

We the members of the Pioneer Valley Soccer Officials Association, Inc. hold these truths to be self-evident:

That the main purpose of soccer officiating is to promote the welfare of the game of soccer, its players, coaches, and referees and to maintain the highest standards of officiating and professionalism.

In fulfilling the obligations of this purpose, the official at times will -

- Encourage and display the spirit of fair play and sportsmanship.

- Cooperate with all other officials' organizations in furthering the game of soccer.
- Abide by the decisions of the governing bodies, the National Intercollegiate Soccer Officials' Association and the New England Intercollegiate Soccer Officials' Association.
- Encourage membership to prospective soccer referees into the Pioneer Valley Soccer Officials Association, Inc.
- Love the game and love to officiate.
- Attend meetings and clinics at every opportunity in order to keep abreast of interpretations and to know the spirit of rules.
- Take an active part in your board
- Keep physically fit.

In fulfilling the obligations of the main purpose, the official before the game will -

1. Arrive on time dressed neatly in complete official uniform.
2. Discuss techniques in pregame conference.
3. Instruct timer and linesperson.
4. Check field, soccer balls, and players' cleats.
5. Meet captains and select ends and kickoff.

In fulfilling the obligations of the main purpose, the official during the game will -

1. Officiate with confidence and firmness and to the best of his/her ability make accurate decisions and correct interpretations.
2. Know his/her responsibilities to the game, the players, and the spectators.
3. Signal promptly and correctly and without flourish.
4. Create a spirit of help-mate not check-mate with brother/sister official in order to help fellow official.
5. Attempt to have unchallenged control of the game at all times.
6. Safeguard health of players at all times.



7. Give his/her very best always.

In fulfilling the obligations of the main purpose, the official after the game will –

1. Leave the playing field when the game is over rather than discuss plays or incidents that occurred during the game.

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## **Grievance Procedure**

### **Infraction of Rules**

If the PVSOA, Inc. alleges an infraction of rules, they may suspend and/or fine the official from the organization. The official may, if he/she wishes, appeal the suspension.

### **Procedure for Appealing Suspension**

The official should follow the following steps.

1. Appeal to Ad Hoc Review Committee. An Ad Hoc Committee will be formed at that time. The composition of that committee shall be as follows:

- A. President
- B. Two members from the Executive Board
- C. One Honorary member of the PVSOA, Inc.
- D. One official from the membership selected by the suspended official.

2. If the appeal is not granted by the Ad Hoc Committee, then the official may appeal to the total membership, as long as prior notice has been given to the body of such an appeal.

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## **Ad Hoc Committee Procedure**

- 1. A formal hearing shall be held to receive evidence on the matter within ten (10) days following the formation of said committee.**
- 2. The hearing shall be open unless the committee should decide such proceeding would be harmful to the official, the organization.**
- 3. The official may offer such witnesses and other evidence as he/she desires. He/she shall also produce such additional evidence as the committee deems necessary to an understanding and determination of the issue.**
- 4. The committee shall be the judge of the relevance and materiality of the evidence presented.**
- 5. Within ten days after the conclusion of the hearing, the Appeal Ad Hoc Committee shall render a decision by a majority vote of its members, lifting or sustaining the suspension. This decision shall be reported to the parties in writing.**
- 6. After all the above procedure is completed and there is still no agreement, and if the official still feels further appeal is warranted, he may appeal to the total body of PVSOA, Inc.**

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## **GUIDELINES / QUALIFICATIONS FOR PLAYOFF ASSIGNMENTS**

- 1. Referee's name must be submitted by a Varsity Coach.**
- 2. Should have officiated 10 or more High School games in season in state of Mass.**
- 3. Be a member in good standing with PVSOA Board. Please read Article III Membership Section 2 H: member in good standing.**
- 4. Successfully taken concussion course**