

# **HSSOCF BYLAWS**

## **ARTICLE I --- NAME**

The name of this Association shall be the High School Sports Officials of Central Florida (hereinafter HSSOCF).

## **ARTICLE II --- PURPOSE**

The general purpose and object of HSSOCF shall be to coordinate the assignment of its members as officials at soccer matches conducted by client schools in the Central Florida area; and to provide education, leadership, training, and clinics in order to develop and refine the officiating skill of the association's members to officiate their soccer matches. The goal of the association is to develop and challenge each individual referee to improve his or her ability and the knowledge of the rules.

## **ARTICLE III --- AFFILIATION**

This association shall be sanctioned annually by the Florida High School Athletic Association (hereinafter FHSAA) and is subject to the policies of the FHSAA in so far as they affect and prescribe the duties and responsibilities of this association and its individual members.

## **ARTICLE IV --- MEMBERSHIP**

**Section 1.** Regular membership in the HSSOCF shall be open to all persons who are currently registered with the FHSAA as soccer officials, and have also registered with this association (HSSOCF) and paid their dues. HSSOCF is an open association and will afford membership to any FHSAA official in good standing who requests to join the sanctioned local officials association. All FHSAA and HSSOCF memberships expire June 30th of each year regardless of the application date.

**Section 2.** Per FHSAA rules, individual officials may not contract with or otherwise offer their services independently to member schools. Continued regular membership in the association requires the following of all members:

- a. Faithful compliance with these BYLAWS and the rules established by the membership of HSSOCF; and all the rules contained in the NFHS Rules Book and FHSAA Officials Handbook that pertain to soccer officials.
- b. Payment of all dues, fines or penalties imposed by HSSOCF and/or FHSAA.
- c. Behavior and conduct in keeping with the National Federation Code of Ethics and the FHSAA Rules of Conduct which will bring credit to the HSSOCF and FHSAA.
- d. Attendance at the annual FHSAA sponsored Rules Clinic for Soccer. FHSAA will impose a fine for any official that does not attend the clinic. FHSAA will not allow the association to assign any official to a game with any outstanding fines.

- e. Satisfactory completion and passing of the annual rules examination administered by FHSAA in order to referee Varsity games. Any member that does not meet the minimum grade requirements may still be a member of HSSOCF, but will be limited in their game assignments.
- f. Satisfactory completion of any physical fitness requirements that may be established by the membership or HSSOCF Board of Directors.

**Section 3.** Non-Voting Honorary Membership may be conferred by the Board of Directors on any person or former member of the Association that is no longer an active official, but who desires to contribute to the association. Honorary membership may only be conferred for one year at a time and will not be subject to an assessment of association dues. If an inactive official is receiving any monetary compensation from HSSOCF or the membership for soccer related activities (example assessments), the Board of Directors may require full or partial payment of membership dues. In order to have full voting rights, however, the inactive official must be registered with FHSAA, attend the FHSAA rules clinic, take the FHSAA rules exam, and pay all FHSAA and HSSOCF dues just as any regular active member would do.

## **ARTICLE V --- BOARD OF DIRECTORS**

**Section 1.** The business and affairs of the HSSOCF shall be managed by its Board of Directors, which shall be elected by the general membership. All regular members of the HSSOCF are eligible for election to the Board of Directors provided the HSSOCF is their primary local officials association. The Board of Directors shall consist of a President, Vice President, Secretary, Treasurer and Past President.

**Section 2.** The members of the Board of Directors shall serve for a term of two years. The President and Secretary will be elected in one election year, and the Vice President and Treasurer will be elected in the next election year. Elections will be held during the last general membership meeting of the season. Re-election of an incumbent may be considered.

**Section 3.** The term of office of any Board Member up for election will expire with the last general membership meeting of the season when elections are held for that office. Within two (2) weeks of this date, the Board Member completing their term of office shall deliver to their successors all correspondence, records, books, and properties belonging to their offices.

**Section 4.** The immediate Past President shall be a member of the Board of Directors in an advisory position and shall only have a vote on an issue if the four officers are dead-locked in a 2-2 vote. If the immediate Past President is no longer an active member of the association or is not available, the Board will reach back to succeeding past presidents in the order they previously served. If no past presidents are available to serve, the Board will appoint a knowledgeable longer term member of the association to fill the position. The position of Past President will help promote continuity from successive Boards and also directly represent the membership.

**Section 5.** Any vacancy, which occurs in the Board of Directors, will be filled by appointment of the majority of the remaining members of the Board of Directors. A member appointed to a position on the Board will serve the un-expired term of their predecessor. If the position of President becomes vacant, the Vice President will automatically take that position and the Board will appoint a member to the position of Vice President. If the Vice President is unable to accept the responsibilities of President, the remaining members of the Board will appoint a President or other open position as appropriate.

**Section 6.** Any member of the Board of Directors may be removed from office at any time, with or without cause, by any affirmative vote of a majority of the membership of HSSOCF present at a meeting called for the purpose. The Board is required to advise the membership 2 weeks in advance that such a meeting will be held specifically for that purpose, or that this topic will be part of the agenda of one of the regular membership meetings. In order to establish a time to hold a special meeting specifically for this purpose, a signed petition with 35% of the names of current members must be presented to the Board.

**Section 7.** Members of the Board of Directors shall serve without compensation except that members of the Board of Directors and the Past President serving on the Board shall be exempt from the requirement to pay association dues. The Board of Directors may, however, due to the complex and time consuming nature of the duties performed by the Treasurer, approve compensation to the Treasurer or an outside accounting firm if it so finds it appropriate and in the best interest of the association. The Office of Treasurer has grown to a position that requires considerable time to manage. Generation of contracts, collection of funds from schools and members, bookkeeping, check writing, and reporting require the Treasurer to expend considerable amount of time and may require some compensation in order to obtain the best person for that position.

**Section 8.** Duties of the Board of Directors:

**PRESIDENT:**

- Shall preside at all the membership and Executive Board meetings, and shall call for Board meetings or Committee meetings as necessary to conduct HSSOCF business.
- Shall assure the local association's (HSSOCF) sanction is renewed each year with FHSAA.
- Execute all rules and regulations that pertain to the association's business and make appointments permitted by these laws.
- Shall offer guidance to the Board of Directors and the association to assure the welfare of the membership and the goals of the association are upheld.
- Shall handle all complaints from schools, coaches, and HSSOCF members regarding any member of HSSOCF and shall take action as outlined in the FHSAA Officials Guidebook and these BYLAWS.
- Shall represent or appoint a representative to represent the HSSOCF's interest in any disciplinary action between any member of the HSSOCF, any school and FHSAA, unless the FHSAA appoints said representative.

- Shall serve as the HSSOCF representative and shall represent HSSOCF at all FHSAA meetings. If the President cannot attend, a representative will be appointed by him to represent HSSOCF.
- Shall oversee the activities of the Treasurer and assure all accounting is reasonable and accurate.

#### **VICE PRESIDENT:**

- Shall perform the duties of the President in the absence or the incapacity of the President.
- The Vice President shall act as Rule Interpreter for the association or shall recommend another member to act in this capacity. Any rule that cannot be immediately answered will be brought before the Board of Directors for discussion and possible referral to FHSAA.
- Shall be responsible for arranging and leading the educational portion of the general meeting, and for establishing an overall training and education program for the membership in conjunction with the Education and Training Committee.
- Shall coordinate all Committee activities to assure they are functioning efficiently and meeting the goals of HSSOCF. Periodic committee reports shall be given to the General Membership.
- Shall perform other duties agreed by the Board of Directors.

#### **SECRETARY:**

- Shall record the minutes of the HSSOCF membership meetings and of the meetings of the Board of Directors.
- The minutes shall be formally issued within seven (7) days of the meeting, and shall be made available to the membership. The minutes of the previous meeting shall be read at the membership meeting.
- All meeting minutes shall be maintained on record for a minimum of four (4) years.
- Shall handle all general correspondence and maintain the master register of the addresses, phone numbers, e-mails, etc. of each current member. This information is usually furnished to the Treasurer upon the member's registration; however, periodic updates of the membership roster may be necessary.
- Issue other reports on the membership as required by the Board of Directors or FHSAA that may be required in order to comply with FHSAA guidelines or to enhance the operation of HSSOCF.
- Shall establish and maintain the HSSOCF Mentoring Program each year, and shall work with the Assignor in an attempt to match up the person being mentored with their mentor on some games.
- Shall work with whoever is in charge of updating the HSSOCF web page to assure it is accurate and up-to-date.
- Shall assure that all notices required by these BYLAWS, FHSAA or other statutes are duly given.
- Shall review all contracts for contents and accuracy.
- Shall perform other duties and issue other correspondence as agreed by the Board of Directors.

## **TREASURER:**

- Shall collect all monies due the association and keep a record of these collections.
- Shall issue contracts and invoices to collect all monies due.
- Shall pay bills of the association and keep records of all expenditures.
- Shall prepare monthly and annual written financial reports on the finances of HSSOCF. A final end of the year report will be issued and maintained for a minimum period of four (4) years. The association's fiscal year is defined as the twelve month period beginning on July 1 of each year and ending June 30 of the following year.
- Shall prepare a budget of planned income and expenses for the following year and present this to the membership.
- The Treasurer shall present the monthly bank statements to the Board of Directors for review and sign-off. At least one other Board member shall sign the monthly statements as having reviewed them.
- Shall inform the Secretary of any updates to the master membership and school lists.
- Shall coordinate the obtaining of the signatures of the newly elected Board of Directors following annual elections and provide them to the bank in which the association maintains its accounts.
- Shall assure that HSSOCF's Incorporation with the State of Florida is renewed each year or as required, and any required accounting or tax forms are filed.
- Shall assure HSSOCF membership renewal notices are mailed (or e-mailed as applicable) to all past and newly identified members by June 30th, but no later than July 12th of each year. Each member is expected to send in their applicable HSSOCF dues, and will not be assigned any games until properly registered with FHSAA and HSSOCF. Members may register with FHSAA on-line (with a credit card for dues payment) or may request a hard copy registration form (as long as they are available) to register with FHSAA via the mail.
- Shall perform other duties agreed by the Board of Directors.

## **ASSIGNOR:**

- The Assignor shall be selected by the majority vote of the Board of Directors.
- The selection of an Assignor by the Board should take into consideration (although not mandatory or limited to) the following aspects that would aid in conducting the duties of an Assignor: the Assignor should have a computer and high speed internet capability; should be familiar with EXCEL and Microsoft Word at a minimum; be familiar with the member referees of HSSOCF; be familiar with area schools, their coaches and administration; be familiar with the game of soccer; if the Assignor is or has been a referee, this is an asset; investigate the Assignor's availability; does the Assignor have a FAX machine; does the Assignor have a knowledge of the reporting requirements; does the Assignor have a cell phone; investigate the expected telephone costs by the Assignor.
- The Assignor's position is a paid independent contractor's position. The Assignor may be a member of HSSOCF and work on any HSSOCF Committees as a non-voting member, but the Assignor may not hold a position as an Officer on the Board of Directors while in the position of Assignor.

- The Assignor must follow the conditions set forth in the Assignor's contract established by the Board of Directors.
- At the request of the Board of Directors the Assignor may be asked to attend the Board Meetings as an advisor, but will have no voting authority.
- The Assignor shall assign games according to the rules set forth by FHSAA, these BYLAWS and any subsequent rules established by the Board of Directors.
- The Assignor must be familiar with the rules established in the FHSAA Officials Guidebook, the Soccer Rules Book, the HSSOCF BYLAWS and guidelines established by the Board of Directors.

## **ARTICLE VI --- UNIFORM**

**Section 1.** All members of HSSOCF shall wear the uniform and patch prescribed by the Florida High School Athletic Association (FHSAA) when officiating at soccer matches in accordance with the rules and guidelines established by FHSAA and HSSOCF.

**Section 2.** The HSSOCF uniform requirements shall be in-line with FHSAA requirements listed in the Officials Guidebook. Alternate uniform colors are allowed to accommodate the team jersey colors, however, all members of the referee crew must wear the same uniform. In matches where the 3- man or dual system of officiating is in use, all officials must wear the same color and must not be in conflict with the color of jersey worn by either team.

**Section 3.** Officials should enter the stadium dressed in complete uniform. Warm-up jackets and pants are permitted to be worn over the uniform. Those referees assigned to post season games must dress in a professional manner to and from the game. Generally during post season games referees will dress at the game site as designated by the head referee.

**Section 4.** Members of the association shall refrain from engaging in pre- or post-match social activities involving the legal use of tobacco products or alcoholic beverages while in uniform or wearing the FHSAA patch or logo. No official in HSSOCF shall consume any alcoholic beverage or illegal drugs on the day of the game or during the game to which he or she is assigned. In addition, he or she shall not use tobacco products while performing as an official on the school grounds or while in uniform away from the school grounds. Any members that do not comply with these rules will be subject to disciplinary action or removal from the association.

## **ARTICLE VII --- CONDUCT**

**Section 1.** No members of this association (HSSOCF) shall consume any alcoholic beverage the day of the game they are assigned or consume or use tobacco products while on the grounds of any school to which they have been assigned to officiate. Any member convicted of a felony or for the use of illegal drugs at any time will be immediately suspended from membership in the HSSOCF in addition to any other consequences which may be imposed by FHSAA. Any reinstatement will require the approval of FHSAA and a petition to the Board of Directors for consideration.

**Section 2.** Members are expected to report to the school for assigned matches at least 30 minutes prior to scheduled kickoff. If circumstances dictate that an official may arrive later than expected, every attempt must be made to contact the Assignor and the referee's fellow officials on that crew. The Assignor shall make a weekly report to the Board of Directors concerning members who arrive late or fail to report for an accepted assignment(s). The Board may refer this situation to the Grievance Committee for a recommendation, and may suspend those members, who experience difficulty in reporting to game assignments on time, from further game assignments for a designated period of time.

**Section 3.** Members who are delayed in arriving to an assigned match for any reason, must make every reasonable effort to contact the Assignor and his or her fellow crew members, and advise them of the situation. Schools may bill the association for costs incurred by the school when a match cannot be played due to an insufficient number of officials. If there is found to be negligence of the part of a member, that member will be required to reimburse the association for all costs.

**Section 4.** No member shall be assigned to any match until becoming properly registered and found to be in good standing with FHSAA and HSSOCF. In addition, an official must have paid all FHSAA and HSSOCF dues and fines before being assigned any games. An official must obtain a minimum grade of 75 on the FHSAA written exam to officiate varsity matches.

**Section 5.** Any member who has been disciplined, placed on probation, or suspended by the FHSAA, may not perform any duties under the auspices of HSSOCF until the matter has been resolved with FHSAA.

**Section 6.** Members may be subject to sanctions for any inappropriate behavior that does not bring credit to the organization and themselves. Any formal written complaint will be reviewed by the Grievance Committee to review and determine the facts of the incident, and make recommendations to the Board of Directors. If the member is found at fault, the Board of Directors may require an assessment, impose a letter of reprimand, suspend the member from doing games for a period of time, issue a monetary fine, dismiss the member from the association, or other punishment as deemed appropriate.

## **ARTICLE VIII --- DUES AND FEES**

**Section 1.** Each member of the officials association (HSSOCF) shall pay annual dues in the amount determined by the Board of Directors. Payments shall be made to the Treasurer and are due no later than August 1 of each year. (Unless extended by the Board of Directors) Persons failing to pay dues on time shall not be assigned to any matches until such dues have been paid and any additional late fee has been paid. Any new member (not a member of HSSOCF the previous year) will not be held to the late charge.

**Section 2.** Each school desiring to utilize the services of HSSOCF members as officials shall pay an annual service fee to the HSSOCF Treasurer. The amount of the service fee shall be determined annually by the Board of Directors and will be incorporated into the

annual contracts sent to each school. These contracts will set forth the terms and conditions of the relationship between HSSOCF and each school or organization utilizing its services.

**Section 3.** The fees to be paid to HSSOCF members for officiating interscholastic contests shall be determined annually by the Board of Directors, in compliance with the FHSAA guidelines. The fees to be paid to HSSOCF members for officiating Middle School and Christian League matches will also be determined annually by the Board of Directors in compliance with rules established for those leagues. The approved fee schedule will also be incorporated into the contracts between the HSSOCF and schools receiving our services. The HSSOCF Treasurer shall notify the members of the amount to be received.

**Section 4.** Mileage expenses to be paid by the schools for travel to any interscholastic contest shall be determined by the Board of Directors in accordance with the guidelines set forth by the FHSAA and incorporated into the annual contracts with each school. The Board of Directors will establish the rate for reimbursed mileage expenses for other HSSOCF business. The HSSOCF Treasurer shall notify the members of the amounts to be received.

**Section 5.** Members desiring to improve their ranking within HSSOCF must request a formal assessment in accordance with procedures prescribed by the Evaluation and Assessment Committee. The member requesting a formal assessment will be liable to pay an amount equal to one half ( ½ ) the game fee to the assigned assessor.

## **ARTICLE IX --- COMMITTEES AND APPOINTMENTS**

### **GENERAL COMMITTEE INFORMATION**

**Section 1.** The following committees are required, as a minimum, by FHSAA: Evaluation; Assignment; Recommendations; and Grievance. These committees exist to ensure that each local officials association operates in a fair and democratic manner that is in the best interest of each of its member officials. Neither the members of the Board of Directors nor the Assignor may serve as a voting member of any of these committees. No member of HSSOCF may serve as a voting member on more than one committee. Committees must consist of at least three or five voting members, and no more than seven members. Committee members shall be appointed annually by the Board of Directors from a listing of members volunteering for consideration. Should an insufficient number of volunteers be forthcoming, the Board of Directors may make direct appointments to fill committee vacancies.

### **EVALUATION AND ASSESSMENT COMMITTEE**

**Section 1.** The main goal of the Evaluation and Assessment Committee is to help assure the association supplies competent referees for the level of the games the association is assigning. Another goal is to develop and challenge each individual referee to improve his or her ability and the knowledge of the rules. The Evaluation and Assessment Committee must work closely with the Assignment Committee and the Education and Mentoring Committee.



**Section 2.** The Evaluation and Assessment Committee is responsible for setting up the evaluation process, and selecting individuals who will assist in the assessment of HSSOCF members. Each individual used as an assessor (evaluator) must have completed, as a minimum, an HSSOCF sponsored assessor (evaluator) training class. Use of HSSOCF member assessors trained through the National Federation, NISOA, or U. S. Soccer will also be considered. The use of past members that may no longer be refereeing games on the field is acceptable with the approval of the Board of Directors provided that that assessor joins FHSAA, attends the rules clinic, and takes the FHSAA high school rules exam. At the option of the Board of Directors, the HSSOCF dues may be waived and these assessors placed on Honorary Membership status. Anyone assessing must be current in the specific high school rules in order to do proper high school evaluations.

**Section 3.** Initially the pre-season ranking of each official will be made by the Evaluation and Assessment Committee and reviewed by the Assignor and the Board of Directors for any possible modifications. The committee will come up with guidelines and criteria for making the initial season rating of each official based on such things as each referee's experience, ability, test scores and fitness. Each individual should know their own rating, if they request it, but not that of anyone else. The committee and/or the Board may develop a plan to formally notify each member in writing of their rating and make suggestions for improvement in the upcoming year. Ratings may be changed up or down during the season by the committee or the Board based on events that occur during the year. The committee or Board will notify the official each time his/her rating is changed.

**Section 4.** An official's rating is used as a guide to the assignor in assigning games to individual officials. There is no requirement for officials to have mandatory assessments (evaluations) if that individual official is content with his assigned pre-season rating. Periodic evaluations are encouraged, however, in order that each official may have an opportunity to improve their field mechanics. Members desiring to improve their ranking within HSSOCF must request a formal assessment in accordance with procedures prescribed by the Evaluation and Assessment Committee. The member requesting a formal assessment will be liable to pay an amount equal to one half ( ½ ) the game fee to the assigned assessor.

## **GRIEVANCE COMMITTEE AND SUGGESTION ACTION COMMITTEE**

**Section 1.** The Grievance and Suggestion Committee is responsible for hearing complaints and appeals made or brought by one or more member officials, schools receiving the services of HSSOCF, coaches, or any party with vested interest. Any committee member, who is party to a particular complaint or appeal, must excuse himself or herself from any deliberations on that matter. All complaints to the Grievance Committee must be in writing, stating the complaint and the facts of the incident. The individual whom the complaint is directed towards must have the opportunity to respond in writing to the complaint. The Grievance Committee will review the facts, taking into consideration all the circumstances and background of all individuals involved in the incident, and shall make their recommendations to the Board of Directors.

**Section 2.** Another function of the Grievance and Suggestion Committee is to keep a pulse on the membership, and to investigate and report to the Board any ideas or suggestions for improvement (or complaints). (Quite often people complain and never say anything to the leadership of the association.) The Committee may use such techniques as surveys, polling the membership on any specific issue, or by talking to individual members. If a topic is determined to warrant further investigation by the Committee and the Board, a special purpose committee may be formed to investigate and recommend specific action on the topic to the Board for presentation to the membership.

## **ASSIGNMENT AND FIELD INSPECTION COMMITTEE**

**Section 1.** The Assignment and Field Inspection Committee is responsible for reviewing and overseeing the regular season game assignments established by the Assignor prior to the Assignor issuing the game assignment list to the members. This includes ensuring compliance with requirements on the composition of officiating crews, reviewing and approving each member official's schedule of assigned contests, and making the Assignor aware of any corrections that need to be made before the assignment schedule is issued to the membership. It is not implied that the Assignment Committee is to make assignments, but must take into account the rules for assigning that are established by FHSAA and those rules listed in the FHSAA Official's Guidebook. In addition, criteria for assigning established by HSSOCF must also be considered as long as they are not in conflict with FHSAA requirements. Game assignments made by the Assignor will be based on established criteria and guidelines that include such things as each referee's experience, ability, FHSAA and HSSOCF ranking, test scores and fitness. Any Committee recommendations for game assignment changes must be made to the Assignor based on the established criteria and not their opinion of a particular referee. Last minute changes to game assignments are at the discretion of the Assignor and his/her ability to find the best available referees meeting acceptable criteria.

**Section 2.** The Assignment and Field Inspection Committee is responsible for pre-season inspection of the fields at each individual high school based on established rules for safety and field dimensions. Rules on playing field requirements are listed in the Soccer Rules Book and Official's Guidebook. Additional criteria to assure safety may also be established by FHSAA or HSSOCF. It is the Committee's responsibility to report in writing any out of compliance conditions at any school to the appropriate school administrator (probably the Athletic Director or Principal) and to the HSSOCF Board of Directors. Severe safety conditions that yield "A NO PLAY UNTIL FIXED" status must be immediately reported to the respective school administration, the HSSOCF Board of Directors, and the Assignor. The Committee must also establish guidelines and a method for each individual member to report playing field and site concerns to the HSSOCF leadership during the regular season. These concerns will be reviewed, and where corrections are required, the administration at the school in default will be contacted for a corrective action plan.

## **RECOMMENDATION COMMITTEE FOR POST SEASON GAMES**

**Section 1.** The Recommendation Committee is responsible for reviewing all members meeting the guidelines established by FHSAA and HSSOCF, and for making a list of members that they feel should be recommended to FHSAA to officiate post season games. The guidelines and criteria for selecting members must be established by the committee based on the FHSAA requirements listed in the FHSAA Official's Guidebook and any requirements established by the HSSOCF Board of Directors. These guidelines (but not specific member rankings) will be available to the general membership and will include such things as each referee's experience, ability, FHSAA and HSSOCF ranking, HSSOCF meeting attendance, Field Clinic and Rules Clinic attendance, test scores and fitness.

**Section 2.** The Recommendation Committee is responsible for preparing a preliminary draft of members that they feel should be recommended to FHSAA to officiate post season games. The Recommendation Committee, Assignor and Board of Directors will meet and discuss the recommendations of the committee, and establish a final list of officials that they feel deserve consideration by FHSAA for assignment to State Series contests. The final list will be submitted to FHSAA by the President or his designate on the required FHSAA form in the time required.

## **EDUCATION AND TRAINING COMMITTEE**

**Section 1.** The Education and Training Committee is responsible for educating FHSAA officials in the rules in the sport of soccer. It is important that each FHSAA official has a thorough knowledge of the rules before he or she officiates his or her first contest and takes the FHSAA rules exam. The Education and Training Committee shall work with other committees to determine the educational needs of the association. The Education and Training Committee shall aid the Vice President in his duties as Rules Interpreter for the association. The committee may be presented with play situations that will require research. The Education and Training Committee will aid the Vice President, as requested, in the educational portion of the general meeting.

**Section 2.** The Education and Training Committee is responsible for developing an overall education plan for the association each year. This plan shall encompass the training of new officials to the association and the sport of soccer, as well as advanced training for experienced officials. This plan shall be presented to the Vice President and Board of Directors for review and approval. One of the goals of the committee is to assure each official passes the required FHSAA rules exam and is adequately prepared to take the field to officiate a contest.

## **ARTICLE X --- MEETINGS AND PROCEDURES**

**Section 1.** The purpose of the general membership meetings is to conduct association business and keep members informed on all pertinent information from FHSAA and information important to officiating soccer. In addition, a portion of the general meeting time will be directed towards education and training topics that will improve level of refereeing of the general membership.

**Section 2.** It is expected that all regular HSSOCF members should be present at all annual and general meetings as a matter of personal responsibility. It is each member's duty to stay informed and current in regards to rule changes and association policy. Failure to do so is not in the best interest of the association. FHSAA and HSSOCF utilize meeting attendance as one of the factors to consider when recommending officials for assignment to State Series games.

**Section 3.** The Executive Board will conduct the general meetings in a format that best serves the general membership. As a guideline, the following areas are topics that may be included in the order of business for the general membership meetings.

- A. Attendance
- B. Announcements and Communications
- C. Reading of the Minutes
- D. Report from the Treasurer
- E. Report from the Board of Directors
- F. Report from each Committee
- G. Unfinished Business
- H. Election of Officers (Annual Meeting Only)
- I. Education and Training
- J. New Business
- K. Miscellaneous
- L. Adjournment

## ARTICLE XI --- AMENDMENTS

**Section 1.** These BYLAWS may be altered, amended, or repealed and new By-Laws adopted. Any proposed amendments, additions, or deletions to the By-Laws may be presented by any member, however, they must be presented in writing to the Board of Directors with an explanation as to why the presenter feels the change is required. The proposed change (with the presenter's explanation) will then be communicated to the HSSOCF membership with a date when the proposed motion will be put on the general meeting agenda. A minimum of two weeks is required for the membership to review the proposed change(s) before any proposed change can be put on any general meeting agenda or a special meeting can be called for the purpose of discussing the proposed change(s). The Board of Directors will review the proposed change and attach their recommendations and comments to the proposed change(s) when it is communicated to the HSSOCF membership. All changes to the BYLAWS must comply with FHSAA rules and regulations.

**Section 2.** Once any proposed change is communicated to the general membership and is placed on the meeting agenda, the proposed change must be presented at the meeting as a motion and seconded by another active HSSOCF member prior to any discussion and voting on the proposed change. A minimum two-thirds ( 2/3 ) majority affirmation (yes) vote by the members present at the said meeting will be required to alter, add to, amend, or repeal (delete) any of these BYLAWS.

## ARTICLE XII --- HISTORY OF AMENDMENTS

### DATE VOTED ON AND ACCEPTED DESCRIPTION OF CHANGE AND SECTION(S) CHANGED

March 20, 2022 (at General Meeting) ARTICLE V – Board of Directors, Section 2	Revised	<i>Modified terms to co-term President and Secretary and co-term VP and Treasurer</i>
February 24, 2019 (at General Meeting) ARTICLE I - NAME	Revised	<i>updated HSSOCF name to include "Sports"</i>
ARTICLE IV – MEMBERSHIP, Section2, Item g	Removed	
ARTICLE V – BOARD OF DIRECTORS, Section 8	Revised	<i>modified "other duties" of VP, Trea, and Sec</i>
September 7, 2014 (at General Meeting) ARTICLE IV – MEMBERSHIP, Section 2, Item g	Revised	<i>excluded Student Officials</i>
August 3, 2014 (at General Meeting) ARTICLE IV – MEMBERSHIP, Section 2, Item g	Adopted	<i>set minimum experience for membership</i>
October 5, 2003 (at General Meeting) Complete rewrite of ByLaws	Adopted	<i>Prior bylaws unchanged since 10/1/2000</i>