



Brownsville Officials Soccer Association

## **- TASO CHAPTER – BY-LAWS**

### **ARTICLE – I NAME**

This organization shall be known as the “Brownsville Officials Soccer Association” (BOSA).

### **ARTICLE – II OBJECTIVE**

The objective of the Brownsville Officials Soccer Association is to promote the sport of Soccer by striving to improve the quality, efficiency, consistency, and uniformity of Soccer in our geographic area by providing a group of experienced, active, and capable Soccer officials. These officials will foster high standards of ethics, encourage fair play and sportsmanship by closely working together and having a better understanding between officials, school administrators, athletic directors, coaches, players, and enthusiasts. The Association will continually recruit outstanding individuals to serve as qualified Soccer officials and improve Soccer officiating knowledge/skills through training experiences for both new and experienced officials.

### **ARTICLE – III GEOGRAPHIC AREA**

The Geographic Area served by the Association shall include Cameron County and its surrounding areas.

### **ARTICLE – IV GOVERNMENT**

The Business of the Association shall be conducted by the Executive Committee, Committees appointed by the President with the approval of Board, and the membership of the Association as provided by the Bylaws and stated policies. The fiscal year for the business of the Association will run from August 1<sup>st</sup> to July 31<sup>st</sup>. Communications between the Executive Committee and the Members will be conducted via Association meetings, postings to the Association’s website, and emails sent to the email addresses on file of members.

### **ARTICLE – V BOARD**

The Executive Committee of the Association, hereinafter called the “Board” shall be elected at a designated meeting and shall be composed of the following:

***President, Vice-President, Secretary, Treasurer, Assignor, Parliamentarian, & Sergeant-at-Arms. Therefore, there shall be seven (7) voting members in the Board. Past President is a board member with no vote.***

The Board may officiate Soccer matches, provided they meet the same requirements as the other Association Members. The Board shall not be financially compensated to perform their duties, with the exception of the Assigning Fees that are paid to the Assignor. Please keep in mind that the Board may be rewarded by getting more games than any other members for their services and time.

An **Election Committee** shall be appointed by the President with approval of the Board prior to the Election Date and such committee shall submit a list of candidates for consideration. Such list must be made available to the Association via the Association's website and/or email 48 hours prior to the campaigning meeting which is to take place one meeting prior the Election Day Meeting (nominees may campaign the day of election). Nominations may be submitted from the floor by the Association up to, and shall be requested by the President on the day of elections. Those nominated and receiving majority of those eligible voters present shall be considered elected to the office and shall serve terms of office as follow:

- a. President (Two-Year Term - elected every odd year)
- b. Vice-President (Two-Year Term - elected every even year)
- c. Treasurer (Two-Year Term - elected every even year)
- d. Secretary (Two-Year Term - elected every odd year)
- e. Assignor (Two-Year Term - elected every odd year)
- f. Parliamentarian (One-Year Term)
- g. Sergeant-at-Arms (One-Year Term)

The term will be served in full effect unless or until terminated by resignation or any other circumstances. If a vacancy should occur in the Presidency, the Vice-President will assume the duties of the President for the unexpired term.

If a vacancy should occur in any other office, it will be announced by email and nominations may be submitted during the next meeting. The vacancy will be filled by a majority of the eligible voters present on the next meeting after the nominations meeting. No person may simultaneously hold more than one position in the Board.

## **ARTICLE – VI**

### **DUTIES OF BOARD**

#### **SECTION I - PRESIDENT**

##### **Duties and Responsibilities of the President:**

- a. Be the chairperson, prepare the agenda, and preside over all meetings of the Association and the Board. The tentative agenda should be provided to the Secretary 48 hours prior the meeting so that it may be posted on the Association's website within a minimum of 24 hours prior to each regularly scheduled meeting.
- b. Appoint any committee necessary to assist in performing the duties of the President and serve as Ex-Officio of such committees.
- c. Be responsible to attend meetings of the State Association to represent the Brownsville Officials Soccer Association or appoint a representative in the event the President is not able to attend such meetings.
- d. Acts as the representative of the Association in any negotiations with any outside groups and/or school districts (may assigned task to any Board Member).
- e. Be responsible for appointing any vacancy on the Board in the event the Vice-President, Secretary, Treasurer, Assignor, Parliamentarian, and/or Sergeant-at-Arms resigns, is recalled or suspended before or during the Soccer season, until a nomination and election process can be conducted.

#### **SECTION II – VICE PRESIDENT**

##### **Duties and Responsibilities of the Vice-President:**

- a. Perform the duties of the President in the event the President is absent.
- b. Be responsible for coordination of all aspects of Training Officials or can appoint a Trainer(s) with approval of the Board; conduct classroom and on-field training sessions for officials and coaches.
- c. Reserve facility for Association Meetings.
- d. Provide explanation or clarification of rules and regulations in accordance with UIL, TASO, TAPPS, and NFHS Soccer guidelines.

## **SECTION III – SECRETARY**

### **Duties and Responsibilities of the Secretary:**

- a. Record and report the minutes of all Association and Board meetings. An official version of the minutes should be posted on the Association's website within five (5) days of conclusion of each meeting.
- b. Responsible for any Association correspondence or refer it to the proper Association Board Member; responsible for any outgoing correspondence, including Scrimmage Fees.
- c. Ensure that records of business and attendance at all regular and called meetings of the Association is maintained.
- d. Receive, maintain current, and complete personnel records of all Association members.
- e. Send email reminders to all members about meetings.
- f. Make complete and current Association's By-Laws and state policies available to all members through the Association's website.

## **SECTION IV – TREASURER**

### **Duties and Responsibilities of the Treasurer:**

- a. Receive, record, and deposit all dues and fees, including assigning & scrimmage fees, into the Association's Bank Account.
- b. Record the payment of expenses authorized by the President and disburse Association funds by means of checks which shall require two (2) Board Members' signatures.
- c. Submit to the Board an itemized financial statement of income, expenditures, and an account balance on a monthly basis.
- d. Must submit a list of paid and delinquent members by the second meeting of the year and an updated list thereafter every time payments are made.
- e. Maintain complete records to show the financial condition of the Association at all times. These records shall be available to any member within 48 hours upon request.
- f. Present to the Board a yearly financial statement for the fiscal year ending July 31<sup>st</sup>. After the financial statement has been accepted by the Board, copies shall be made available to each retiring and newly elected Board Members.
- g. Submit copies of the monthly statements to the Secretary for record keeping purposes.
- h. Inform members of any late fee fine to be charged to each official who has not paid their Association and/or assignor fees on or before December 25<sup>th</sup> of each year. If any official ends the year with an outstanding debt (Association or assignor dues), the official will have to pay a **\$30 fine** and will be classified in bad standing; he/she will not be allowed to register with any Association until all debts and fines are paid.

## **SECTION V – ASSIGNOR**

*Over the past years, the BOSA Association has seen tremendous growth in the number of soccer teams and games. To handle this increase, the Association will have one Assignor and two (2) Assigning Secretaries. They will split the duties of Middle School, Junior Varsity, and Varsity Games. NOTE: Assigning Secretaries may be a Board Member or any other member, but are not considered part of the Board.*

### **Duties and Responsibilities of the Assignor:**

- a. Be responsible for the assignments of all soccer games serviced by the Association; this duty may be delegated if assignor is temporarily unable to make assignments.
- b. Appoint, with approval of the Board, two (2) Assigning Secretaries, who will assist in the assignments of soccer games.
- c. Serve as liaison with Coaches in regards to game assignments.
- d. Keep a written record of all assignments, cancellations, and scratches that is to be submitted to the Board as deemed necessary for record keeping. Such records are to be available to any member at any meeting within 48 hours upon request.
- e. Be responsible for maintaining an accurate listing of coaches & Athletic Directors.

- f. Will coordinate with the Association's Secretary and Treasurer in maintaining an accurate listing of current and in-good standing members.
- g. Be responsible for maintaining a current record of all assigning fees and reporting to the Board and members any members who have outstanding assigning fees throughout and at the end of the season.
- h. Attend draft meetings for selection of officials.

***NOTE: Assignor will unassigned game(s) to those that do not accept their game(s) within 48 hours of contest.***

## **SECTION VI – PARLIAMENTARIAN**

### **Duties and Responsibilities of the Parliamentarian:**

- a. Maintain a current file of Association's Bylaws and TASO policies.
- b. Observe that all Robert's Rules of Order are being followed.
- c. Provide explanations or advice on the Association's Bylaws and TASO policies and ensure that Association's Bylaws and TASO policies are being followed.

## **SECTION VII – SERGEANT AT ARMS**

### **Duties and Responsibilities of the Sergeant-at-Arms:**

- a. Under the direction of the presiding Board, shall maintain order and proper formality among the members and all persons present at the meeting.
- b. Ask and/or direct disruptive person(s) to leave a meeting.
- c. Be responsible for admitting only eligible persons approved by the Board.
- d. Act as usher.
- e. Secure all sign-in sheets and assist with meeting setups.

## **SECTION VIII – BOARD**

The duties and responsibilities of the Board shall be to take initiative and oversee the day-to-day operations of the Association in regards to the following:

- a. Time, place, length of regular meetings & training sessions, will be determined by the Boards taking in consideration its Association's members.
- b. Approval of all new members.
- c. The enforcement of State Association regulations regarding uniforms, required equipment, appearance, and code of ethics.
- d. Hear all grievances and make recommendations to the Association.
- e. Review the financial reports of the Treasurer.
- f. Review and maintain up to date the Association's stated By-Laws.
- g. Propose new ideas for the improvement of the Association's operation.
- h. Annual appointment of Association's Trainer(s).
- i. Serve as mentors to other Soccer officials.
- j. Provide assessments to officials.
- k. Enforcement of payment of dues and fines of members.
- l. Attend the Annual State Meeting.

The Board shall be empowered to investigate any alleged violation of the By-Laws committed by any member and require full cooperation of that member in such investigation. Failure by any member to cooperate with an investigation shall be considered as a resignation from the Association, with no fees refunded to that member. Accused member shall be notified in writing within five (5) days of the action.

The Board, after consultation with the accused member, shall have the power to suspend from membership of the Association for a period determined by the committee and/or its designated committee in matters concerning, but not limited to:

- a. Non-payment of fees and/or fines before prescribed deadline.
- b. Failure of any member to give full cooperation to the Board in the investigation of any matter.
- c. Failure of any member to appear for two (2) accepted scheduled game dates in a season.
- d. Conduct detrimental to the reputation and/or professional ethics and goals of the Association. The member under investigation shall be notified in writing of the findings of the committee. The notification shall be post marked within five (5) days after the conclusion of the investigation.
- e. The accused member shall have the right to appeal their suspension to the membership.

### **Expense Reimbursements:**

The Board may be reimbursed reasonable expenses incurred in connection with their duties (including office supplies, local and long distance telephone calls, mileage when attending out of town meetings concerning Association business, etc...) All expenditures must be approved by the Board and presented on the financial reports.

## **ARTICLE – VII** **MEMBERSHIP (GOOD STANDING)**

- a. Have a current membership with State Association (TASO) and Local Association (BOSA).
- b. Comply with dues and fees deadlines.
- c. Attend all required number of meetings and training sessions; one absence may be cleared by the Board if submitted by email within 24 hours of absence. *Special circumstances will be considered (school, job, sick, etc...)*. All Meeting & Training schedule will be posted on Association's website.
- d. Complete Clinic(s) (online or on-site).
- e. Successfully complete the annual rules test with a passing score as required by TASO – 80.
- f. Complete Physical Test; date and time will be determined by the Boards taking in consideration its Association's members.
- g. Be on time to assigned matches (at least 30 minutes, special circumstances will be considered).
- h. Be properly attired and equipped as required by TASO and BOSA.
- i. Comply with all BOSA By-Laws and TASO policies.
- j. Maintain an active email account and current physical mailing address.
- k. Do at least 3 Scrimmage Games.
- l. Members on probation are not eligible to vote or hold office.
- m. **Must have attended 70% of the Association's meetings. All members will start with 100% and failure to attend one meeting will deduct 10%.**

**MEMBERS IN GOOD STANDING ARE ELIGIBLE TO VOTE & HOLD OFFICE.**

## **ARTICLE – VIII** **FEES & FINES**

### **Association & Assignor Fees:**

Fees are assessed to meet all expenses incurred by the Association. Fees must be paid before our *third meeting*.

The fees for Association and Assignor Fees shall be set every odd year by the Board; they will be posted on the Association's website.

The Board is required to have a quorum in order to set the Association & Assignor Fees. A quorum is defined as a majority of the Board, but not less than 3. Each Board member is entitled to one vote; the Board cannot vote by proxy.

In the event of a tie vote of the Board, the President may cast the tie-breaking vote.

**Fines:**

- a. Not paying Association fees before our third meeting: **\$10**
- b. Owing any money from previous year(s): **\$30**
- c. Not doing at least 3 scrimmage games: **\$30**
- d. Not doing Fitness Test: **\$30**
- e. Not attending 70% of meetings: **\$30**
- f. Not showing up to an accepted game: **\$25 per game** (*money goes to official(s) that officiate each game(s) that you were absent*); Members are responsible for notifying the Assignor at least 24 hours in advance of scheduled game assignments if unable to work the game. ***Specials circumstances will be considered.*** If the assignor gets a replacement for the game(s), the \$25 per game will be split between the officials that do the game(s).

**Hearing:**

- a. Any official that fails to show up for any accepted game(s) or fails to give proper notification of cancellation shall be brought before the Board for a hearing.
- b. Any member soliciting games in the name of the Association shall be brought before the Board for a hearing.

The Board may issue punishment from probation to suspension; *Members on probation are not eligible to hold office or vote for one or two years, depending of severity.*

## **ARTICLE – IX** **MEETINGS & TRAINING SESSIONS**

- a. The time and location of the regular meetings and training sessions shall be determined by the Board with consideration given to the Association's members. Time and location will be posted on the Association's website prior to the beginning of each season.
- b. All members, their guests, coaches, and school officials may attend any regular meeting.
- c. A called meeting shall be defined as one in which all members are notified by phone or email at least 2 days (48 hours) prior to the schedule meeting.
- d. The election of Board shall be held during the last regular meeting of the season.
- e. All meetings shall be conducted following the Robert's Rules of Order.

## **ARTICLE – X** **AMENDMENTS TO THE BY-LAWS**

These By-Laws, may be amended by the Board. The Board is required to have a quorum in order to amend the By-Laws. A quorum is defined as a majority of the Board, but not less than 3. Each Board member is entitled to one vote; the Board cannot vote by proxy.

These By-Laws, may also be ***proposed*** to be amended by a 2/3 majority vote of the eligible voters present at any regular meeting of the Association. Notifications of all proposed amendments shall be emailed and posted on the Association's website and made available to each voting members at least ten (10) days prior to the meeting at which the vote is to be taken. Any amendments to the By-Laws will be implemented on the current Soccer season.

*The Board shall have the power to recommend By-Law changes and present them to the membership for vote.*

## **ARTICLE – XI** **COMMITTEES**

The President, with the approval of the Board, may create or appoint from time to time additional Committees (Disciplinary, Election, etc....). Terms for committee members shall be as specified at the time of the appointment, not to exceed the term of office of the President in office at the time of appointment.

## ARTICLE – XII ELECTION OF BOARD

- a. Nominations for the various positions may be made by committee and/or from the floor by verbal/written nomination.
- b. All candidates shall have agreed to serve prior to their nomination.
- c. The election of the Board will be secret ballot.
- d. Only BOSA members in good standing (as defined in these By-Laws) will be permitted to vote.
- e. A Board Member may serve only three (3) successive terms in one position. Subsequent to vacating such office for a period of one (1) year, the Board Member may be re-elected to the same office. All elected members of the Board shall serve until a successor has been elected.
- f. Campaigning meeting will be held one meeting prior Election Day meeting, but nominees can still campaign during Election Day. Campaigning speech will be limited to 3 minutes.
- g. The election shall be held during the last regular meeting of the season.
- h. Those nominated and receiving majority of those eligible voters present shall be considered elected to the office.
- i. A members not in good standing may not vote or hold office.

## ARTICLE – XIII RECRUITER FEE

In order to increase our number of officials, we will have a Recruiter Fee. Officials will get \$5 for every new official(s) that they recruit. New official(s) must pay all fees in order for you to get credit.

## ARTICLE – XIV SCRIMMAGES

All officials must officiate at least three Scrimmage Games. Official that do not do at least three Scrimmage Games will be fine \$30. They will not be able to officiate until they pay that fine.

In order to motivate officials to assist with Scrimmage Games, officials will get \$3 for every scrimmage game that they do.

## ARTICLE – XV UNIFORMS

Every member shall be properly, completely and neatly uniformed and equipped as required by the Board. Returning members without proper uniforms will not be assigned any games.

- New Officials: must have **three long sleeves shirts** (Red, Green, & Blue), shorts, socks, black tennis shoes, whistle, watch, & yellow/red cards.
- \* Returning Officials: must have **four long sleeves shirts** (Red, Green, Blue, & Yellow), shorts, socks, black tennis shoes, whistle, watch, yellow/red cards, & Assistant Referee flags.

**\* Returning Officials shall have five long sleeve shirts in their 3<sup>rd</sup> year.**

## ARTICLE – XVI TRAINER (OPTIONAL)

The Association's Trainer(s) is highly recommended to be a member(s) of the BOSA Chapter appointed by the Vice President on a yearly basis whom shall be responsible for conducting training sessions for officials and will have the following Duties and Responsibilities:

- a. Hands on Training of new officials.
- b. Conduct Classroom and/or on-field training sessions for officials and coaches.
- c. Provide explanation or clarification of rules and regulations in accordance with UIL, TASO, & NFHS Soccer guidelines.

*\* Trainer(s) will be paid for each session. Board will decide on amount paid to Trainer(s).*

## **ARTICLE – XVII** **REGIONALS/STATE**

Officials selected to officiate during Regionals or State will receive a Polo from the Association as an Incentive for their hard work. The Association will **not** compensate officials monetarily in any way.

## **ARTICLE – XVIII** **INCIDENT REPORTS**

You must first notify the Board by email of any incidents that happened (that same day of Incident). Then, you must complete the Incident Report online within 24 hours of the contest.

## **ARTICLE – XIX** **GENERAL STATEMENT**

The Board shall be empowered to rule on situations not covered in the By-Laws and adopt all operating procedures and to govern its own deliberations.

Original Approved: 1998

Amended: January 17, 2018

Amended and Approved: January 24, 2018