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CONSTITUTION
&
BY LAWS
CAPE COD
SOCCER OFFICIALS ASSOCIATION

www.capecodsoa.org

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ARTICLE I: ORGANIZATION, NAME, PURPOSE AND APPLICATION

Section I: Name and Purpose

- A. The name of this organization is the Cape Cod Soccer Officials' Association Incorporated, hereafter referred to as the CCSOA. CCSOA is a Membership Organization. CCSOA is an associate of Massachusetts Interscholastic Soccer Officials Association (MISOA)
- B. The purpose of the organization is:
 - 1. To provide trained and capable officials to referee soccer matches at Massachusetts Interscholastic Athletic Association (MIAA) member schools under the rules of the National Federation of High Schools (NFHS) with modifications made by MIAA.
 - 2. To promote the uniform interpretation and administration of the rules of soccer by all member officials.

Section II: Fiscal Year

The fiscal year of the CCSOA shall, unless otherwise decided by the Executive Board, end on December 31 in each year.

ARTICLE II: MEMBERSHIP

Section I: Regular Membership and Dues

- A. Regular membership is open to anyone 17 years of age as of September 1st of the year for which membership is sought. All new applicants for membership, excepting those who seek membership under Paragraphs G, H and I (following) will be required to attend a 8-hour course of instruction (over a period of not less than three days), take and pass a written examination (passing grade of 80%), and participate in a field trial, as available.
- B. A 17 year old member who has not graduated from High School prior to September 1st, shall be assigned only to Middle school and Freshman matches for that season.

C. Dues for the next fiscal year shall be payable annually on or before JULY 15th of the current year; this insures membership for the following season See Section III below for important definitions.

Dues shall be as follows:

- | | |
|-------------------------|-------------|
| 1. Active Membership: | Varsity Fee |
| 2. Inactive Membership: | \$20.00 |

D. By acceptance of membership in the CCSOA, the individual pledges to be bound by the Association's Code of Ethics and rulings. Further, members agree that any violation of said rulings subjects them to suspension or expulsion from the Association.

E. All members will be certified to the Massachusetts Interscholastic Athletic Association (MIAA) as qualified to officiate MIAA soccer games in accordance with the rules.

F. Members may only officiate a game under MIAA jurisdiction with another official who is a MIAA affiliated board member. If the member is uncertain about the status of the other official, a reasonable effort should be made to determine the other official's status.

G. An official requesting transfer from a recognized local (MISOA) board must provide a letter of membership in good standing, which includes the type and number of years of experience. Transfers are subject to the review of the Executive Board. The candidate must pay all applicable dues.

H. An official requesting transfer from an out of state Board must provide a letter of membership in good standing which includes the type and number of years of experience. The official must also qualify him/herself on rules specific to the MIAA with the CCSOA interpreter. Transfers are subject to review and approval of the Executive Board. The candidate must pay all applicable dues.

I. An official seeking membership who can show evidence from a legitimate (non-high school) soccer association of advanced membership (e.g. NISOA or USSF) may attain membership by attending a minimum 3-hour course of study and passing a written examination (passing grade of 80%) and participate in a field trial, as available. The focus of the course will be NFHS and MIAA rules and the dual system. The candidate must pay all applicable dues and testing fees. All of the above requirements must be met by the last day of August. All clinics will be approved by the Executive Board and announced in advance. Determination of advanced membership under this paragraph will be made by the Executive Board based on the experience level of the candidate for membership. A waiver from some or all of these requirements can be obtained by written request to the Executive Board. The Executive Board will

decide on the appropriate requirements after consultation with the Interpreter. The decision of the Executive Board will be final.

Section II: Categories of Members

A. New Members

1. Must attend new member certification clinic in its entirety.
2. Must take and pass the certification test with a passing score of at least 80%.
3. Must complete payment of course fee, dues, etc. with Secretary/ Treasurer
4. Must meet annual certification requirement as listed in Article II, Section II, Para. C, except for Para. C.2. Attendance at the Rules Interpretation meeting is required.

B. Transfer and Advanced Experience New Members:

See Article II, Section I, Para. H & I above.

C. Member's Annual Recertification Requirements

1. Pay dues by July 15th.
2. Attend the initial CCSOA MEETING OF THE SEASON which includes the Rules Interpretation Meetings in its entirety
3. Take and pass any required NFHS or CDC sponsored course, such as concussion course on-line. Print and bring the certificate to all games.
4. Every member will take a refresher test prior to the start of the season.
5. Register with the MIAA (this includes a Background Check every three years).

D. Code of Ethics: Members are expected to abide by the CCSOA Code of Ethics. Willful and deliberate breach of the articles will lead to suspension or expulsion

E. Notification: Any member proposed for suspension will receive written notice stating the reason for the proposed action. Said member will have an opportunity to contest the action in writing or in person, to the Executive Board. The notice from the member to contest the action must be sent within 30 days of the date of the notice of suspension or expulsion. If the action is appealed, a final written notice of the Executive Board's decision will be sent to the member.

Section III: Qualifications, Rules and Terms for Suspension or Expulsion from the Association.

- A. Failure to pay dues.
 - 1. Members will receive notice of non-payment of annual dues after July 15th of each season. If dues are NOT paid by July 15th, late fee will be assessed over and above the regular dues. The amount of the late fee will be set by the Executive Board and the amount will be posted on the CCSOA website. If dues are NOT paid by September 1st, the member will be suspended. If the issue is corrected, the member will again be in Good Standing.
- B. Failure to attend Mandatory Interpretation Meeting and two (2) regular Meetings per Fall.
- C. Willful and deliberate breach of articles listed in the CCSOA Code of Ethics.
- D. Notification
 - 1. Any member proposed for expulsion will receive advance written notice stating reason for the proposed expulsion (except for failure to pay dues, III.A.1). Said member will have an opportunity to contest the proposed expulsion in writing or in person, to the Executive Board. If the expulsion is appealed, a final written notice of the Executive Board's decision will be sent to the said member.

ARTICLE III: ORGANIZATIONAL STRUCTURE

Section I: Officers

- A. The officers shall consist of a PRESIDENT, VICE-PRESIDENT, SECRETARY and TREASURER.
- B. Officer's duties shall be those usually appertained to the respective office.
- C. Only members in good standing are eligible to hold office.
- D. Any vacancy of an office elected by the members which occurs during the year may be filled by the President until the next meeting of the Executive Board. At the next Executive Board meeting, the Board shall fill the position until the next Election.

- E. The PRESIDENT, VICE-PRESIDENT, SECRETARY and TREASURER, INTERPRETER will serve a two (2) year term. Terms of office shall begin on January 1st of the calendar year following the election.

Section II: EXECUTIVE BOARD

- A. The Executive Board shall consist of the PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER and PAST-PRESIDENT.
- B. The Executive Board shall meet at least once per year and more often as necessary. A quorum shall consist of a simple majority.
- C. The Executive Board shall conduct an annual audit of the CCSOA finances and shall have the power, authority and responsibility to enforce these Bylaws.
- D. The Executive Board may fine, suspend, sanction and/or expel any member for failing to fulfill his/her obligations as a member of the CCSOA. The member may petition the Executive Board for a hearing to reconsider the action.
- E. The Executive Board may hold a virtual meeting by electronic medium as needed. A quorum, consisting of a simple majority, must participate in the virtual meeting.
- F. The Secretary will provide minutes of the meeting to all Executive Board members not later than the next scheduled meeting of the members of the CCSOA.
- G. The Executive Board will appoint a member to be a representative to MISOA for a two-year term and appoint an alternate.

Section III. Interpreter

After elections of officers, the Interpreter shall be appointed by the Executive Board at its annual meeting for a two year term.

Section IV: Meetings

- A. Every active member is REQUIRED TO ATTEND THREE (3) MEETINGS each year as follows.
 - 1. All members ARE REQUIRED to attend a mandatory Rules Interpretation Meeting PRIOR to the beginning of the high school soccer season. A member who does not attend CCSOA Rules Interpretation meeting or a comparable Interpretation meeting held by a recognized Soccer Officials Association, may be suspended from membership. Suspended members cannot be offered or accept games.

2. The suspension can be delayed if the member files an appeal to the Executive Board. The Executive Board will decide whether that the member's absence be excused or be fined an amount of one varsity fee, or that the member be suspended. A final written notice of the Executive Board's decision will be sent to the said member.
 3. There shall be five Member meetings each year, including the Annual Interpretation Meeting.
- B. Any member wishing to be excused from attending the required interpretation or regular meetings shall send a written request *via email* to the Secretary including reasons for the request prior to the meeting. The Executive Board will determine whether or not to excuse the member from attending.
- C. A quorum for a business meeting shall consist of thirty percent (30%) of the Members.

Section V: Order of Business

- A. The agenda for the Interpretation and Regular Meeting shall be as follows:
1. Taking Attendance;
 2. Approval of the Minutes that have been posted on line;
 3. Treasurers Report;
 4. Interpreter's Report;
 5. Committee Reports;
 6. Old Business
 7. New Business;
 8. Election of Officers; (if an election year)
 9. Adjournment.

Section VI: Rules of Order

- A. Robert's Rules of Order shall be the authority for matters not covered in these Bylaws.

Section VII: Mentoring Committee

- A. The purpose of the CCSOA Mentoring Committee is to improve and upgrade the quality of officiating in our association by:
 - 1. Assisting the new official to learn the mechanics of officiating Massachusetts high school soccer
 - 2. Assisting all officials to work harmoniously as members of a referee team.
- B. Observations of referee teams will be scheduled and provided by the Mentoring Committee. Such observations may be assigned by the Mentoring Committee to a veteran, experienced CCSOA referee.
- C. A high priority in assigning mentoring observers will be to have each new member official observed at least once in his or her first season. This may be achieved either by an off-field observer, or by an on-field referee partner. The observer/official will give verbal feedback to the official regarding signals, mechanics, positioning, game control, and selection of calls.
- D. For any and all observations of an CCSOA Referee, the observer will send an electronic copy of the observation using the approved form to the appropriate Mentoring Committee who will forward the electronic copy to each referee observed.
- E. Requests for an observation of a referee's work in order to improve their performance may be made by any CCSOA referee directly to the Mentoring Committee.
- F. The CCSOA Executive Board may request the Mentoring Committee to observe an official to improve their skills. Any official so designated will be notified by the Mentoring Committee. The official may choose the game to be observed. Commissioners wishing to have officials observed should make the request to the official who can then choose to accept the system or not.
- G. Funding for the program will essentially be from the CCSOA as a service to its members.

Section VIII: Suspensions and Expulsions

- A. Any member who fails to pay dues September 1st may be suspended from the CCSOA upon due notice.
- B. Members who fail to attend aforementioned prescribed meetings during the season will be subject to suspension from the CCSOA.
- C. The Executive Board shall have the power to censure, suspend, or expel any member found guilty of misconduct. Any member so dealt with shall have the

right to appeal such decisions to the Executive Board.

- D. Expelled or suspended members may submit to the Executive Board a request in writing for a hearing within three (3) months of the decision.
- E. Members who have been expelled for failure to pay dues or for failure to attend required meetings and who were not successful in the appeal process may be reinstated ONLY by taking the annual examination and paying back dues and penalties.
- F. Members who resign from the CCSOA shall have the right to be considered for readmission upon the following conditions:
 - 1. Payment of the current year's dues.
 - 2. Applications for readmission may be subject to successful completion of the annual examination at the discretion of the Executive Board. If the application for readmission is after more than two (2) years, the applicant SHALL be required to take the examination.

Section IX: Amendments

- A. Amendment(s) of these Bylaws may be proposed by any active member in good standing.
- B. Proposed amendment(s) shall be submitted to the CCSOA Secretary, in writing, not later than July 15th each year. The proposed amendment with the Executive Board's recommendation(s) will be electronically mailed to the Members at least fourteen (14) days prior to the Annual Mandatory Meeting, and shall be decided by the Members at the Annual Mandatory Meeting.
- C. To be approved a proposed amendment must obtain a two-thirds (2/3) vote of Members present and voting.

ARTICLE IV: CODE OF ETHICS

Section I: The Code

- A. An official shall:
 - 1. Exhibit conduct that brings credit to the CCSOA, on and off the field of play.
 - 2. Honor his/her obligations to the CCSOA, attend meetings, and strive to become more knowledgeable of soccer rules, interpretation, and application on the field of play, and the use of

proper field mechanics.

3. Maintain the personal appearance and physical fitness required to properly carry out the duties of a soccer referee.
4. Not accept any assignment which may lead to a conflict of interest, real or apparent;
5. Honor any and all assignments accepted.
6. Demonstrate the honor and dignity of the avocation in all personal conduct and relations with the student-athletes, coaches, athletic directors, school administrators, colleagues, and the public; and refrain from acting or speaking in a manner considered profane, offensive, or demeaning to any individual regarding her/his race, ethnic origin, economic status, educational background, gender, sexual orientation or religion.
7. Make game decisions without personal bias and in a manner that ensures player safety and conformance with accepted rules as designated by the MIAA.
8. Not act in any way that is detrimental to the organization, including but not limited to:
 - any and all breach of conduct unbecoming a trusted soccer official;
 - any breach of conduct governed by civil and/or criminal statutes
 - and any other breach of conduct as determined by the findings of the Judiciary Committee;
9. Bear a great responsibility for engendering public confidence in sports.
10. Be free of obligation to any interest other than the impartial and fair judging of interscholastic soccer competitions.
11. Hold and maintain the basic tenets of officiating, which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.
12. Be punctual and professional in the fulfillment of all game

assignments.

13. Work with each other and their state association in a constructive and cooperative manner.
 14. Resist every temptation and outside pressure to use one's position as an official to benefit oneself.
 15. Never participate in any form of illegal gambling on a sports contest, never gamble on any sporting event in which they have either a direct or indirect involvement, and never gamble on events involving high school athletics.
 16. Not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.
 17. Accept responsibility for all actions taken.
 18. Take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.
 19. While enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. They shall take appropriate action when finding conditions or situations that appear to be unreasonably dangerous.
- B. Penalties for any ethics violations may include warnings, fines, probation, suspension or even immediate termination. Such penalties will be recommended by the Judiciary Committee to the Executive Board upon completion of a hearing allowing for due process. The Executive Board will determine whether penalties will be imposed.

Section II: Uniforms

- A. The official uniform for CCSOA referees shall be set forth by the CCSOA Executive Board and identified in the Policy document.
- B. In the dual system of officiating, both officials must be dressed in similar uniforms.
- C. Current CCSOA membership badge must be worn centered on the

left breast pocket.

Section III: Suggested Ethics for Schools regarding Game Assignments

- A. All CCSOA officials given less than one (1) school day notice of a regularly scheduled game cancellation should receive the FULL game fee for that contest from the school.

Section IV: Exceptions

- A. Inclement Weather - All CCSOA officials assigned to a regularly scheduled game should contact the HOME SCHOOL, DIRECTLY, at least TWO (2) HOURS prior to the scheduled starting time in order to determine the game status.
- B. Unusual Circumstances - such as strikes, work stoppages, fire, unplayable field conditions due to weather, etc. are to be considered on an individual basis with the prudent use of common sense and practicality.

ARTICLE V: MISCELLANEOUS

Section I: Execution of Papers

- A. Except as the Executive Board may generally, or in particular cases, authorize the execution thereof in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts, and other obligations in excess of \$1,000 made, accepted or endorsed by the organization shall be signed by the PRESIDENT, VICE-PRESIDENT, or SECRETARY/TREASURER.
- B. Before any financial obligation in excess of \$1,000 is executed, the executing official shall notify the PRESIDENT, VICE-PRESIDENT and SECRETARY/TREASURER at least 48 hours before the planned execution. If one of these officers objects to the execution, the execution shall not proceed until approved by the Executive Board

Section II: Personal Liability

- A. The members, Directors, and Officers of the Association shall not be personally liable for any debt, liability or obligation of the organization. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the Association may look only to the funds and property of the Association for payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that

may otherwise become due or payable to them from the Association, and each of the members hereby waives and agrees not to assert any and all claims against the Association for any injuries or harm which they suffer or incur as a result of or in connection with their membership in the Association.

- B. Any Officer or Director shall have no personal liability to the Association or to its members for monetary damages for breach of fiduciary duty as an Officer or Director notwithstanding any provision of law imposing such liability. This provision shall not, however, eliminate or limit the liability of an Officer or Director:
 - 1. For any breach of the Officer's or Director's duty of loyalty to the Association or its members.
 - 2. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law.
 - 3. For any transaction from which the Officer or Director derived an improper personal benefit.
- C. This provision shall not eliminate the liability of an Officer or Director for any act or omission occurring prior to the effective date of these Bylaws. No amendment or repeal of this provision shall apply to or have any effect on the liability or alleged liability of any Officer or Director of the Association for or with respect to any acts or omissions of such Officer or Director occurring prior to such amendment or repeal.

9-25-2023