

**LEHIGH VALLEY SOCCER OFFICIALS' ASSOCIATION, INCORPORATED**  
**CONSTITUTION AND BY-LAWS OF THE LEHIGH VALLEY CHAPTER OF NISOA SOCCER**  
**OFFICIALS**

**ARTICLE I - NAME**

The name of this organization of registered NISOA Soccer Officials shall be the Lehigh Valley Soccer Officials' Association, Incorporated (LVSOA) Chapter of NISOA Soccer Officials.

**ARTICLE II - AFFILIATION**

**Section 1.** This organization shall be affiliated with the National Intercollegiate Soccer Officials Association, Incorporated (NISOA). It will abide by the Constitution and Bylaws as set forth by the NISOA and any provisions or requirements as stated by the NISOA in its most recent revision of the NISOA Policy Manual.

**ARTICLE III - PURPOSE**

**Section 1.** The LVSOA will endeavor to provide reliable and dedicated officiating for all levels of intercollegiate soccer.

**Section 2.** The LVSOA will endeavor to continuously improve the quality of soccer refereeing through instruction in rule interpretations and proper mechanics.

**Section 3.** The LVSOA will endeavor to promote the game of soccer and to officiate so that good sportsmanship and character development are fostered to the highest degree.

**ARTICLE IV - MEMBERSHIP**

**Section 1.** There shall be seven classes of membership: ACTIVE, ASSOCIATE, LIFETIME, HONORARY, INACTIVE, AFFILIATE, AND INTERSCHOLASTIC. Requirements associated with each class of membership are specified in the Bylaws.

**ARTICLE V - OFFICERS AND DUTIES**

**Section 1.** The officers shall be President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, and Interpreter.

**Section 2.** The officers shall be registered NISOA officials who are on active status and in good standing.

**Section 3.** The term of each office shall be for two years. Each officer must be elected for a two year term.

**Section 4.** The duties of each officer shall be those pertinent to the office and ordinarily performed by each officer, as prescribed in the Bylaws and as may be directed by the President of the Chapter.

**ARTICLE VI - EXECUTIVE COMMITTEE**

**Section 1.** There shall be an Executive Committee consisting of all the elected officers, plus three other elected members, who are registered NISOA officials, on active status, and in good standing.

**Section 2.** The term of each Executive Committee At-large position shall be for two years. Each Executive Committee At-large member must be elected for a two year term.

**Section 3.** The Executive Committee shall conduct all necessary business of the chapter, as prescribed in the Bylaws. The Executive Committee shall perform other duties as may from time to time be prescribed by the membership-at-large.

**Section 4.** The Executive Committee shall authorize and direct the President to appoint such standing and special committees as it may deem necessary or desirable for the efficient operation of the chapter.

**Section 5.** The Executive Committee shall designate a member of the Executive Committee to serve as the NISOA Chapter Contact. The NISOA Chapter Contact shall serve as the liaison between the LVSOA and NISOA.

**Section 6.** The Executive Committee shall designate a member of the Executive Committee to conduct the annual NISOA Physical Performance Testing.

**Section 7.** An officer shall incur no financial obligations relative to chapter activities or any committee thereof, except as may be specifically authorized by the Executive Committee of the chapter.

#### **ARTICLE VII - MEETINGS**

**Section 1.** The chapter shall meet no less than three times during each calendar year.

#### **ARTICLE VIII - ATTENDANCE**

**Section 1.** The Recording Secretary shall maintain an accurate record of attendance of members at all chapter meetings.

**Section 2.** Eligibility for maintaining active membership in good standing, as a NISOA registered official, shall depend upon actual attendance of a minimum of three (3) meetings of any number of meetings conducted during the season, including attendance at the Annual Mandatory Rules Interpretation Meeting.

**Section 3.** Reasons for absences shall be submitted in writing to the Recording Secretary. The Recording Secretary will then communicate, in writing, to the Executive Committee the names of the officials who have not attended three (3) chapter meetings.

#### **ARTICLE IX - VOTING**

**Section 1.** Each active member of a chapter shall have one vote on all questions, and the vote of the majority shall prevail in all matters.

**Section 2.** Provided a quorum is present for the purpose of conducting business, a majority shall be one vote more than one-half of the number of members present.

#### **ARTICLE X - AMENDMENTS**

**Section 1.** The Constitution and Bylaws may be amended hereafter.

**Section 2.** A proposed amendment will be read and discussed at any regular or special meeting of the LVSOA. It may then be voted on by the membership-at-large, with or without amendment. Upon a majority of the votes of those members present and the voting being favorable, the proposed amendment shall be published and distributed to the active members.

**Section 3.** At the next regular meeting which follows the meeting at which the proposed amendment was favorably voted upon, the proposed amendment shall be read and again may be amended. Another vote shall be taken, and upon the affirmative vote of at least two-thirds (2/3) of the active members present and voting, the amendment shall be in full force and effect.

## ARTICLE XI - BY-LAWS

### Section 1. AFFILIATION

- a. This organization shall be a nonprofit organization incorporated in the Commonwealth of Pennsylvania.

### Section 2. MEMBERSHIP

- a. General Membership requirements

All members, including prospective members, must possess good moral character and sound mental health.

All members, including prospective members, must possess good habits and unquestionable honesty and integrity.

All members, including prospective members, must be able to refrain from the use of tobacco products while present on school property.

All members must be at least eighteen (18) years of age.

LVSOA reserves the right to deny membership to any applicant or transferee who fails to meet the requirements in this section.

A member who is no longer in good standing because of failure to meet one or more requirements, may appeal to the Executive Committee, in writing, to request a review of the status designation. The Executive Committee will process each such appeal on an individual basis.

- b. Active Membership

Active members must meet all NISOA membership requirements as documented in the NISOA Policy Manual. Included are the requirements for applying to become an active NISOA official.

An active member who fails to meet all NISOA and LVSOA membership requirements is not considered to be in good standing. Such members are not eligible to officiate intercollegiate soccer games.

- c. Affiliate Membership

Affiliate membership shall be open to any and all persons interested in serving the LVSOA in one or more of the following capacities, provided that they are not already active members:

- ⌘ Local or National Assessor
- ⌘ Local or National Clinician
- ⌘ Local or Conference Assignor

An Affiliate member shall not have the right to vote or to hold office.

An Affiliate member is not approved to officiate intercollegiate soccer games.

An Affiliate member shall be subject to annual chapter dues.

- d. Inactive Membership

An Inactive member is a member who has been an active member, but is unable to officiate. Inactive membership may be granted for a period not to exceed one (1) year.

Inactive members must meet all NISOA membership requirements for inactive members, as documented in the NISOA Policy Manual.

An Inactive member shall not have the right to vote or to hold office.

An Inactive member is not approved to officiate intercollegiate soccer games.

An Inactive member shall be subject to annual chapter dues.

An Inactive member may return to Active membership status after fulfilling the requirements for active membership.

e. Interscholastic Membership

Interscholastic membership shall be open to any active high school official.

An Interscholastic member shall not have the right to vote or to hold office.

An Interscholastic member is not approved to officiate intercollegiate soccer games.

An Interscholastic member shall be subject to annual chapter dues.

f. Associate Membership

Associate membership shall be open to any and all persons interested in the sport of soccer and in the LVSOA.

An Associate member shall not have the right to vote or to hold office.

An Associate member is not approved to officiate intercollegiate soccer games.

An Associate member shall be subject to annual chapter dues.

g. Lifetime Membership

A Lifetime member is a member who is retiring from active membership, with at least fifteen (15) years of service.

An Active or Inactive member cannot become a Lifetime member until said member's outstanding financial obligations to LVSOA have been fulfilled.

A Lifetime member shall not have the right to vote or to hold office.

A Lifetime member is not approved to officiate intercollegiate soccer games.

A Lifetime member shall not be subject to annual chapter dues.

h. Honorary Membership

Honorary membership may be bestowed, by a majority vote of the Executive Committee, on those persons who have distinguished themselves in the interest of soccer.

An Honorary member shall not have the right to vote or to hold office.

An Honorary member is not approved to officiate intercollegiate soccer games.

An Honorary member shall not be subject to annual chapter dues.

### **Section 3. FEES AND DUES**

- a. The annual dues shall be set by the Executive Committee and recommended to the membership for approval as part of the annual proposed budget. Dues are payable on or before the thirty-first (31<sup>st</sup>) day of January for the current calendar year.
- b. Any member who neglects to pay his/her dues on or before the thirty-first (31<sup>st</sup>) day of January, for the current calendar year, must pay a late assessment fee. The late assessment fee must accompany the member's dues when paid. The amount of the late assessment fee shall be set by the Executive Committee.
- c. Any member who neglects to pay his/her dues on or before the thirty-first (31<sup>st</sup>) day of January, for the current calendar year, and/or the late assessment fee shall be

considered “not in good standing.” Any such member shall not be eligible for game assignments until said dues and/or fees are satisfied.

- d. Any member who joins the LVSOA for the first time shall pay a one time only incorporation assessment fee. This fee must be paid when the member makes his/her initial dues payment to the LVSOA. Any member who neglects to pay his/her incorporation assessment fee shall be considered “not in good standing” and shall not be eligible for any game assignments until the fee is paid. The amount of the incorporation assessment fee shall be set by the Executive Committee.
- e. Any member who neglects to pay any LVSOA Assessor’s fee(s) shall be considered “not in good standing.” Any such member shall not be eligible for any game assignments until the fee(s) is/are paid.
- f. Other financial assessments may be made upon the members when the business of the LVSOA requires more funds than are currently available. The amount of any such assessments shall be set by the Executive Committee.

#### **Section 4. OFFICERS**

- a. No member may hold more than one office simultaneously. An officer may serve consecutive terms.
- b. If a vacancy occurs among the officers for any reason, the vacancy for the unexpired portion of the term shall be filled by a recommendation of the Executive Committee and voted on by the membership-at-large.
- c. An officer may be recommended for expulsion from his/her office by the Executive Committee if he/she is not carrying out the duties of the office in the best interest of the LVSOA. Such a recommendation will be voted on by the membership-at-large.

#### **Section 5. EXECUTIVE COMMITTEE**

- a. The Executive Committee shall include three (3) additional Members At-large, similarly elected as the officers.
- b. No member may hold more than one Member-At-large position simultaneously. A Member-At-large may serve consecutive terms.
- c. If a vacancy occurs among the Executive Committee Members At-large for any reason, the vacancy for the unexpired portion of the term shall be filled by a recommendation of the Executive Committee and voted on by the membership-at-large.
- d. An Executive Committee Member At-large may be recommended for expulsion from his/her office by the Executive Committee if he/she is not carrying out the duties of the office in the best interest of the LVSOA. Such a recommendation will be voted on by the membership-at-large.

#### **Section 6. STANDING AND SPECIAL COMMITTEES**

- a. Members appointed to standing and special committees shall be registered NISOA officials who are on active status and in good standing.

#### **Section 7. MEETINGS**

- a. The NISOA mandatory annual rules interpretation meeting must be conducted prior to the fall soccer season. This meeting shall be conducted by the Interpreter.
- b. A quorum of twenty-five percent (25%) of the active members of the LVSOA shall be necessary to conduct business.
- c. Executive Committee meetings shall be held as deemed necessary by the President. Such meetings shall also be held when requested by a minimum of five (5) Executive

Committee members. Members of standing committees shall attend these meetings only upon the request of the Executive Committee.

- d. The election of officers and Executive Committee Members At-large shall be held during the final business meeting of the fall soccer season.
- e. Special meetings of the LVSOA shall be held as deemed necessary by the President, the Executive Committee, or the membership-at-large.

#### **Section 8. ATTENDANCE**

- a. All ACTIVE members must attend the annual NISOA mandatory rules interpretation meeting in order to remain in good standing.
- b. All AFFILIATE members, who are registered as either an NISOA Clinician or Assessor, must attend the annual NISOA mandatory rules interpretation meeting in order to remain in good standing.
- c. All ACTIVE members must attend a minimum of three (3) meetings during the calendar year in order to remain in good standing. The annual NISOA mandatory rules interpretation meeting may be counted as one of the required three (3) meetings. A member may attend a maximum of one (1) meeting at another recognized NISOA soccer chapter to be counted toward the required three (3) meetings. However, the official must submit a written, signed statement of attendance for the meeting from the respective chapter's Secretary to the Recording Secretary of the LVSOA.
- d. All AFFILIATE members, who are registered as either an NISOA Clinician or Assessor, must attend a minimum of three (3) meetings during the calendar year in order to remain in good standing. The annual NISOA mandatory rules interpretation meeting may be counted as one of the required three (3) meetings. A member may attend a maximum of one (1) meeting at another recognized NISOA soccer chapter to be counted toward the required three (3) meetings. However, the official must submit a written, signed statement of attendance for the meeting from the respective chapter's Secretary to the Recording Secretary of the LVSOA.
- e. In order for a member to receive credit for attending a meeting, he/she must be in attendance within fifteen (15) minutes after the scheduled start of the meeting and must remain in attendance until the conclusion of the meeting or ninety (90) minutes after the scheduled start of the meeting, whichever occurs first.

#### **Section 9. AMENDMENTS**

- a. The Bylaws may be amended hereafter.
- b. A proposed amendment will be read and discussed at any regular or special meeting of the LVSOA. It may then be voted on by the membership-at-large, with or without amendment. Upon a majority of the votes of those members present and the voting being favorable, the proposed amendment shall be published and distributed to the active members.
- c. At the next regular meeting which follows the meeting at which the proposed amendment was favorably voted upon, the proposed amendment shall be read and again may be amended. Another vote shall be taken, and upon the affirmative vote of at least two-thirds (2/3) of the active members present and voting, the amendment shall be in full force and effect.

#### **Section 10. PARLIAMENTARY PROCEDURE**

- a. The rules contained in the most recent revision of "Robert's Rules of Order" shall govern in all parliamentary procedure in which they are applicable and in which they are consistent with these Bylaws.

#### **Section 11. VOTING**

- a. Each active, eligible member of the LVSOA shall have one vote on all questions. The vote of the majority of those members present and voting shall prevail in all matters, except the final voting on any amendment to the Bylaws. The affirmative vote of at least two-thirds (2/3) of the active members present and voting shall be required for final voting on any amendments to the Bylaws.
- b. Voting upon the election of officers and the Executive Committee Members At-large shall be by written ballot. If there is only one candidate for each of the offices and Executive Committee Member At-large positions, then the Recording Secretary shall cast a vote of acclamation.
- c. Voting upon motions and all other matters shall be by voice or show of hands vote. The presiding officer shall not vote except in case of a tie vote. However, he/she may vote during elections as any other active member.

## **Section 12. ELECTIONS**

- a. Officers and Executive Committee Members At-large shall be elected during the final business meeting of the fall soccer season. Written, absentee ballots received by post or e-mail shall be accepted and counted if received by the Recording Secretary after the second-to-last and before the last business meeting of the fall soccer season. Nominations shall be open at the two (2) meetings prior to the election meeting.
- b. The election of officers and Executive Committee Members At-large shall be conducted in the following order: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Interpreter, Executive Committee Members At-large.
- c. Election of officers shall be by the majority vote of the active, eligible members who are either present and voting or have properly executed a written, absentee ballot per the provisions of Paragraph (a). In case no candidate receives a majority of the votes, a run-off election shall be held to include only the candidates with the two (2) highest numbers of votes, including ties.
- d. Election of the three (3) Executive Committee Members At-large shall be by plurality vote.
- e. If there are no candidates for an office or Executive Committee Members At-large position, the election for any vacancy shall be postponed until candidate(s) are nominated, at which time the election shall be completed.
- f. The newly elected officers and Executive Committee Members At-large shall assume office on January 1.

## **Section 13. DUTIES OF THE PRESIDENT AND VICE PRESIDENT**

- a. The President, and in his/her absence the Vice-President, shall preside at all meetings of the LVSOA and of the Executive Committee. If neither the President nor the Vice-President is present, the Secretary shall preside. If all three (3) of the aforementioned officers are not present, the Corresponding Secretary shall preside. If all four (4) of the aforementioned officers are not present, the Treasurer shall preside.
- b. The President shall conduct the business of the LVSOA properly in all matters except those specifically assigned to other officers or committees in accordance with the Bylaws, the Constitution, the Executive Committee, the membership-at-large, or the President.
- c. The Vice-President shall perform any other duties which, from time to time, may be requested by the President or the Executive Committee, for the efficient operation of the LVSOA.
- d. In the event of the resignation, expulsion, death, or disability of the President, the Vice-President shall possess and exercise all the powers of the President for the balance of the unexpired term or for the period of disability, whichever comes first. In the event of the resignation, expulsion, death, or disability of the President and/or the Vice-President, the Executive Board shall appoint an acting President and/or Vice-President for the

balance of the unexpired term or for the period of disability, whichever comes first. He/She shall have the authority to act on behalf of the LVSOA in normal business matters requiring immediate attention, except that he/she may not obligate the LVSOA financially without prior approval of the Executive Committee or the membership-at-large. It shall be his/her obligation to direct the other officers and committees in the performance of their duties in the best interest of the LVSOA. He/She shall perform such other duties as are prescribed, from time to time, by the LVSOA.

#### **Section 14. DUTIES OF THE RECORDING SECRETARY AND CORRESPONDING SECRETARY**

- a. The Recording Secretary shall record the minutes of all meetings, including any regular meetings, Executive Board meetings, and any special meetings of the LVSOA. He/She shall keep a record of the names of those members present at all regular meetings and Executive Committee meetings of the LVSOA. The Recording Secretary shall perform any other duties that may from time to time be requested by the President or Executive Board for the efficient operation of the LVSOA.
- b. The Recording Secretary shall, prior to the first meeting of the year, advise the membership of the meeting dates for the year.
- c. At the close of the year the Recording Secretary shall submit in writing, to the Executive Board, a list of the LVSOA members, showing a complete summary of attendance and NISOA Physical Performance Testing results.
- d. The Recording Secretary shall receive, prepare, and dispatch all correspondence concerning activities of the LVSOA as directed by the President, and shall inform the **LVSOA** of the receipt and dispatch of correspondence. He/She shall advise the membership of any special meetings at least one (1) week in advance of the meeting date.
- e. The Recording Secretary shall provide a list of active LVSOA members in good standing to any registered NISOA assignor, upon request, to enable said assignor to appoint only eligible officials to intercollegiate games.
- f. The Recording Secretary shall also perform the duties as defined in Article VIII ATTENDANCE, Sections 1 and 3, of the Constitution.
- g. The Recording Secretary shall also perform the duties as defined in Article XI BY-LAWS, Sections 11 (b) and 12 (a), of the Constitution.
- h. The Corresponding Secretary shall assist the Recording Secretary in the execution of his/her duties. The Corresponding Secretary shall perform any other duties that may from time to time be requested by the President or the Executive Committee for the efficient operation of the LVSOA.
- i. In the event of the resignation, expulsion, or death of either the Recording Secretary or the Corresponding Secretary, the Executive Committee shall recommend a successor who will be voted on by the membership-at-large. The successor shall hold office for the balance of the unexpired term. In the event of the absence or disability of either the Recording Secretary or the Corresponding Secretary, the Executive Committee shall appoint a temporary Recording Secretary or Corresponding Secretary for the duration of the absence or disability.

#### **Section 15. DUTIES OF THE TREASURER**

- a. The Treasurer shall receive all monies due the LVSOA, deposit those monies in a bank selected by the Executive Committee, and make such disbursements as directed by the Executive Committee and/or the LVSOA or as provided for in these Bylaws. He/She is empowered to make necessary disbursements to any officer, Executive Committee Member At-large, or committee member necessary for conducting the business of the LVSOA.

- b. The Treasurer shall give a financial report to the LVSOA at each business meeting and to the Executive Committee at a Committee meeting if requested to do so. The Treasurer shall also submit a written financial report to the LVSOA or Executive Committee, if requested by the President, Executive Board, or the membership-at-large.
- c. The Treasurer shall present a proposed annual budget, to the membership-at-large, prior to the last meeting of the fall season. The budget is subject to discussion and approval by a vote of the membership.
- d. The Treasurer shall perform any other duties that may from time to time be requested by the President or the Executive Committee for the efficient operation of the LVSOA.
- e. In the event of the resignation, expulsion, or death of the Treasurer, the Executive Committee shall recommend a successor who will be voted on by the membership-at-large. The successor shall hold office for the balance of the unexpired term. In the event of the absence or disability of the Treasurer, the Executive Board shall appoint a temporary Treasurer for the duration of the absence or disability.
- f. The Treasurer shall obtain a performance bond within ninety (90) days after election or appointment, and shall maintain the performance bond throughout the term of office. If the Treasurer fails to obtain or maintain a performance bond, the office shall be declared vacant.

**Section 16. DUTIES OF THE INTERPRETER**

- a. The Interpreter shall conduct the annual NISOA mandatory rules interpretation meeting.
- b. The Interpreter shall provide appropriate information or rule interpretations and discuss their intent for uniform interpretations. He/She shall also provide appropriate information on approved mechanics and techniques of soccer officiating so that the overall quality of soccer refereeing is progressively improved.
- c. The Interpreter shall settle any disputes among members concerning rule interpretations and/or mechanics of refereeing. All interpretations and rulings rendered by the Interpreter shall be binding on all members of the LVSOA unless they are superseded or are in conflict with anything set down by the NISOA.
- d. The Interpreter shall perform any other duties that may, from time to time, be requested by the President or the Executive Committee for the efficient operation of the LVSOA.
- e. In the event of the resignation, expulsion, or death of the Interpreter, the Executive Committee shall recommend a successor who shall be voted on by the membership-at-large. The successor shall hold office for the balance of the unexpired term. In the event of the absence or disability of the Interpreter, the Executive Board shall appoint a temporary Interpreter for the duration of the absence or disability.

**Section 17. DUTIES OF THE EXECUTIVE COMMITTEE**

- a. The Executive Committee shall meet when requested by the President or as provided for in the Bylaws. Proceedings of the Committee shall be made known to the LVSOA at the next membership meeting following the Executive Committee meeting. Five (5) members of the Committee shall constitute a quorum, providing all members of the Committee have been notified of the meeting.
- b. The Executive Committee shall consider all business and charges brought before it by the President or the membership-at-large. It shall take appropriate action to discharge its duties in the best interest of the LVSOA.
- c. The Executive Committee shall perform such other duties and functions as may be prescribed by these Bylaws or as may be prescribed by the membership-at-large, for the efficient operation of the LVSOA.

- d. If a vacancy occurs among the three (3) Executive Committee Members At-large for any reason, the position for the unexpired portion of the term shall be filled upon the recommendation of the Executive Committee and voted on by the membership-at-large.

**Section 18. DETRIMENTAL CONDUCT**

- a. The following examples of misconduct, among other matters, shall be considered grounds for recommendation to both the LVSOA Executive Committee and the NISOA Executive Director for suspension and/or expulsion of a member. The examples are:
  - Refereeing a game or appearing for a game under the influence of an intoxicant.
  - Wagering on soccer or any other sport in any respect or acting as a stakeholder for a wager on a game.
  - Conviction of a felony or conviction of a misdemeanor if such may bring discredit to the member or to the LVSOA.
  - Failure to meet financial obligations, if such may bring discredit to the member or to the LVSOA.
  - Being charged with, pleading guilty to, or pleading no-contest to aggravated assault, a drug-related offense, or a sex-related offense.
- b. It shall be the duty of each member of the LVSOA who has knowledge of detrimental conduct on the part of another member of the LVSOA, to report such conduct to the Executive Committee.

**Section 19. AWARDS**

- a. LVSOA LARRY STARNER AWARD
  - The LARRY STARNER AWARD will be presented to a member who exemplifies those characteristics displayed by former LVSOA member Larry Starnier. The following criteria will be used to qualify recipients for this award.
    - Coolness under pressure
    - Professional attitude
    - Little toleration of dissent
    - Honesty/integrity
  - Heavy emphasis will be placed upon “coolness under pressure.”
  - To qualify for the Larry Starnier Award, the member must be active, in good standing, and free of any misconduct while acting as a soccer referee representing the LVSOA during the period for which the award is given.
  - Nominations for this award will be made in writing to the Executive Committee by October 15<sup>th</sup> of the current soccer season. The “professional attitude” and “coolness under pressure” should be described in detail in this nomination.

**Adopted 16 October 2011**