



SOUTH WEST SOCCER REFEREES' ASSOCIATION (SWSRA)

Established in 1977

Constitution

(original dated April 9, 1995)

Approved with revisions on October 29, 2019

This Constitution is written for the purpose of defining the South West Soccer Referees' Association (SWSRA) and for outlining the duties and responsibilities for Association Members and the Executive Committee.

ARTICLE I - NAME

The name of the Association shall be “South West Soccer Referees’ Association” (SWSRA).

ARTICLE II – OBJECTIVE AND AIMS

The objectives and aims of the Association shall be the same as those of the Ontario Soccer Referees’ Association with the addition of the following:

- a. To undertake all necessary steps and activities to encourage, develop and maintain the highest possible standard of officiating amongst the Members of the Association.
- b. To promote all aspects of soccer and soccer refereeing to existing and potential Members of the Association, in particular, encourage and support the development of youth referees.
- c. To serve and support the Members of the Association and represent them whenever required
- d. To foster a relationship of cooperation between the Association and the local soccer authorities in order to assist with the achievement of the afore-mentioned objectives.



ARTICLE III – MEMBERSHIP

- a. Have qualified, or are attempting to qualify as Referees under the requirements of the Ontario Soccer.
- b. Have taken or will take active part in youth or senior soccer refereeing activities.
- c. Have paid any required membership fee.
- d. Are in good standing with the Ontario Soccer.

The categories of membership shall be:

ACTIVE MEMBERS

This category shall be open to those referees who have qualified under the requirements of the Ontario Soccer.

ASSOCIATE MEMBERSHIP

This category shall be open to those members who have retired from active refereeing but wish to continue to support the practice of refereeing.

HONORARY LIFE MEMBERSHIP

Honorary Life Membership in the Association may be granted to a member whose contribution to the Association and refereeing is deemed by a majority of the members to be exceptional. After 25 years of membership, a member will be considered for Honorary Life Membership.

Nominations for Honorary Life Membership shall be submitted, in writing, to the Executive Committee for consideration at least 3 months prior to the Annual General Meeting. Approval of the nomination shall be made by a vote of at least two-thirds (2/3) of the voting members present at the Annual General Meeting. (Nomination forms are available from the Secretary of the Association).

SPECIAL MEMBERSHIP

This category shall be open to those individuals who have paid any membership fee as required by this Constitution and who have been approved as a member by the Executive Committee in order to enable them to qualify as referees.



ARTICLE IV – MEMBERSHIP DUTIES AND RESPONSIBILITIES

- a. Members must abide by the Constitution and By-Laws of the Association and must not conduct themselves at any time in such a manner as to bring the Association into disrepute.
- b. Members are expected to regularly attend and participate in the affairs of Association meetings and education sessions as arranged. Members are also expected to participate in various fundraising programs.
- c. Members who fail to attend two (2) consecutive Association meetings without just cause, shall be liable to a fine or other disciplinary action as deemed appropriate by the Executive Committee. If members are unable to attend a meeting, they shall contact an Executive member to notify of their absence.
- d. Members are expected to conduct themselves at all times in accordance with the Canadian Soccer Association's "Code of Ethics for Canadian Referees" – a copy of which is attached to this Constitution. This Code shall be considered as forming part of the Association's Constitution and By-Laws.
- e. Members who fail to comply with this Code, **WILL** be subject to disciplinary action by the Executive Committee.
- f. Any member who is also an active coach or player may register to officiate in youth age, or open games. Such a member shall not officiate in any competition in which their team is entered. This requirement does not apply to youth competitive or minor soccer games.

ARTICLE V – TERMINATION/ SUSPENSION OF MEMBERSHIP

- a. Termination or suspension of membership may occur when, in the opinion of the Executive Committee, the Constitution and By-Laws of the Association have been violated.
- b. Any such decision may be appealed by a written submission to the Secretary of the Association within ten (10) days of the date of the decision being appealed, and must be accompanied by a fee of fifty (\$50) dollars, (of which all or any part may be retained or returned). The written submission must specifically request a hearing and include the rationale for the appeal. Such appeals will be heard at a Special General Meeting which the secretary shall call within fourteen (14) days of receipt of the appeal.
- c. Members also have further right of appeal to the Council of the Ontario Soccer Referees' Association. Such appeals must be made in writing to the Provincial Secretary within ten (10) days of the date of the decision being appealed and be accompanied by a fee of fifty (\$50) dollars (of which all or any part may be retained or returned). Such appeals will be heard by Council, whose decision shall be final.



ARTICLE VI – MEMBERSHIP FEES

The annual membership fee for Association members shall be determined the Executive Committee prior to the Annual General Meeting and shall be advised to the members in the Notice of the Annual General Meeting.

- a. The fee for active members shall not be less than thirty (\$30.00) dollars per year or such higher amount as determined by the Executive Committee.
- b. There shall be no fee for Associate Members, Honorary Life Members or Active Members who are aged 18 years old or younger fee shall not be less than ten dollars (\$10.00) per year.
- c. Membership fees shall be given to the Association Treasurer and are payable, for the ensuing year in advance, before the Election of Officers at the Annual General Meeting.
- d. Any member whose membership remains unpaid after the first General Meeting shall cease to be a member of the Association but shall never-the-less remain liable for all monies due to the Association.



ARTICLE VII – ASSOCIATION OFFICERS

The officers of the Association shall:

- a. be a President, Vice-President, Secretary, Treasurer and two Directors at Large, and shall comprise the Executive Committee.
- b. be nominated by Association Members from the membership defined in Article III
- c. be elected at the Annual General Meeting for a two (2) year term by a majority of members present and voting as defined in Article XIV.
- d. hold office until the Election of Officers at the Annual General Meeting at which they would normally seek re-election or resign, or earlier, upon vacating the office for any reason.
- e. be eligible for re-election as long as they qualify individually under this Constitution
- f. be elected as follows: President, Treasurer, and a Director at Large in odd numbered years; Vice-President, Secretary and a Director at Large in even numbered years.
- g. be nominated by Association members. If only one member is nominated for Officer/Executive at the AGM, nominated member must be voted / approved by the membership.
- h. any member who will run for executive position for SWSRA cannot be active board / executive member with other soccer associations / leagues / clubs.

Any member who is absent from the Annual General Meeting may be nominated for office provided that the Secretary of the Association has been notified, in writing, by both the nominator and a second, and the notification indicates the office or offices the member is being nominated for. In addition, the member shall, before the Annual General Meeting, signify to any Officer of the Association their intention to stand.



ARTICLE VIII – DUTIES OF THE EXECUTIVE

The Executive Committee of the Association shall perform the special duties hereinafter mentioned, notwithstanding any other duties which may be contained elsewhere in this Constitution and By-Laws.

PRESIDENT

The President shall preside as chairperson at all meetings of the Association, decide all questions of order, and announce the results of voting, except during the Election of Officers, wherein an independent enumerator will be co-opted as Chairperson of the meeting. Whilst in the chair, the President shall neither move nor second any proposal or amendment thereto, nor vote unless there is a tie at any meeting, when a casting may be exercised. The President shall not take part in any debate whilst in the chair, except in debates on rules of order. The president shall ensure that all other Officers perform their respective duties and that all rules are enforced.

VICE-PRESIDENT

The Vice-President shall assist the President in the discharge of duties and officiate in the President's absence. In the event of the Presidency becoming vacant during the year, the Vice-President shall assume that office until the next Annual General Meeting.

SECRETARY

The Secretary shall keep a true record of proceedings at all meetings of the Association, as well as other decisions reached at Executive Committee meetings. At each meeting the Secretary shall read the minutes of the previous meeting. The Secretary shall conduct the correspondence of the Association and issue to members notice of all meetings. At the Annual General Meeting, the Secretary shall present a report of the year's work.

TREASURER

The Treasurer shall receive, give an official receipt for, and be responsible to the Executive Committee for all funds of the Association. The Treasurer shall prepare and present at each meeting a statement showing the financial position of the Association. The Treasurer shall prepare a similar statement for the Annual General Meeting showing the financial position of the Association for the preceding year. A copy of this statement, bearing the Treasurer's signature and that of the Auditors shall be distributed to each member present at the Annual General Meeting.

DIRECTORS

The directors shall be assigned such specific duties and/or responsibilities as determined by the President and shall be considered as forming part of the Executive Committee.



ARTICLE IX – EXECUTIVE COMMITTEE

The Executive Committee shall have charge of all property of the Association and conduct all routine or urgent business of the Association between meetings, with the exception of the alteration or addition to the Constitution and By-Laws. Its decisions on matters shall be submitted for ratification, or otherwise, at the next meeting of the Association. In addition, it shall have the following powers:

- a. To confer membership on individuals it considers maybe of value to the Association to enable them to qualify as Referees, or to withdraw such membership for any valid reason.
- b. To co-opt members to fill vacancies on the Committee or dispense with their services.
- c. In so far as the actions taken and decisions made by the Officers and Executive Committee within the authorities contained in this Constitution, and By-Laws are intended to represent the best interests and benefit of this Association as a whole, the said Officers and Executive Committee shall not be personally held, jointly or severally, responsible for them, neither shall legal action be taken by any member or former member against the said Officers or Executive Committee as a result of such lawful actions or decisions.

ARTICLE X – REMOVAL OF EXECUTIVE MEMBER

- a. Any member of the executive may be removed from office by a majority vote of the Executive Committee. Any such decision must be ratified by the Association members at the next General Meeting.
- b. A suspended Executive member may appeal the decision of the Executive Committee in accordance with the terms in Article V (b).
- c. A further right of appeal against Executive/ Association decisions is available to the Council of the Ontario Soccer Referees' Association. Such appeals must be made in writing to the Provincial Secretary within ten (10) days of the date of the decision being appealed, and be accompanied by a fee of fifty (\$50) dollars (of which all or any part may be retained or returned). Such appeals will be heard by Council whose decision shall be final.
- d. An Executive member who fails to attend two consecutive Executive meetings without just cause, shall be subjected to disciplinary action by the Executive Committee.



ARTICLE XI – FINANCES

All funds belonging to the Association shall be deposited in a Canadian financial institution authorized by the Executive Committee, to an account in the name of the Association. Withdrawals and cheques drawn on behalf of the Association shall be signed by the Treasurer together with either the President or the Secretary.

ARTICLE XII – AUDITORS

Two members of the Association shall be appointed as Auditors at the Annual General Meeting, and be authorized to audit the accounts of the Association:

- a. To confer membership on individuals it considers maybe of value to the Association to enable them to qualify as Referees, or to withdraw such membership for any valid reason.
- b. To co-opt members to fill vacancies on the Committee or dispense with their services.
- c. In so far as the actions taken and decisions made by the Officers and Executive Committee within the authorities contained in this Constitution, and By-Laws are intended to represent the best interests and benefit of this Association as a whole, the said Officers and Executive Committee shall not be personally held, jointly or severally, responsible for them, neither shall legal action be taken by any member or former member against the said Officers or Executive Committee as a result of such lawful actions or decisions.



ARTICLE XIII – MEETINGS

ANNUAL GENERAL MEETING

The Annual General Meeting shall be held during the month of October and the notice convening the meeting shall be sent to each member of the Association not less than fourteen (14) days prior to the meeting date.

The agenda for the Annual General Meeting shall be as follows:

- a. Roll Call – Members for the year ending
- b. Minutes of the previous General meeting
- c. Matters arising from those minutes
- d. Correspondence
- e. President’s Address
- f. Secretary’s Report
- g. Treasurer’s Report
- h. Committee and Delegate Reports
- i. Old Business
- j. Amendments to the Constitution
- k. Adjournment – Registration for the year ensuing
- l. Roll Call – Members for the year ensuing
- m. Election of Officers
- n. New Business
- o. Adjournment

And any other items as determined by the Chairperson of the Meeting

GENERAL MEETINGS

Shall be held monthly or as frequently as decided by the Executive Committee.

The order of business at General Meetings shall be as follows:

- a. Roll Call and/or Sign-in Sheet
- b. Education
- c. Minutes of the previous General Meeting
- d. Matters arising from those minutes
- e. Secretary’s Report – Correspondence
- f. Treasurer’s Report
- g. Reports from other Officers and Committees
- h. Old Business
- i. New Business
- j. Adjournment

SPECIAL GENERAL MEETING

Shall be called by the Secretary on the instructions of the President, or on the receipt of a written request signed by five (5) or more members. At a Special General Meeting, only such business as is stated on the agenda shall be open for debate. As with the Annual General Meeting, fourteen (14) days written notice shall be given for such a meeting.



ARTICLE XIV – VOTING

- a. At all meetings of the Association, each member present in person shall be entitled to one (1) vote.
- b. At all meetings of the Association the President, or the Chairperson of the meeting may exercise a casting vote.
- c. A quorum of 33% of the membership shall be present for a vote to be cast.
- d. All votes shall be determined by a majority of 51% of the votes cast.

ARTICLE XV – CONDUCT

Members of the Association shall:

- a. By virtue of payment of the Association membership fee, if applicable, be deemed and required to have subscribed to the Constitution and By-Laws and to any alteration or amendment properly approved.
- b. To co-opt members to fill vacancies on the Committee or dispense with their services.
- c. In so far as the actions taken and decisions made by the Officers and Executive Committee within the authorities contained in this Constitution, and By-Laws are intended to represent the best interests and benefit of this Association as a whole, the said Officers and Executive Committee shall not be personally held, jointly or severally, responsible for them, neither shall legal action be taken by any member or former member against the said Officers or Executive Committee as a result of such lawful actions or decisions.
- d. By virtue of payment of the Association membership fee, if applicable, be deemed and required to have subscribed to the Constitution and By-Laws and to any alteration or amendment properly approved.
- e. Conduct themselves, at all times, in such a manner as to be a credit to the Association and the game as a whole.
- f. Cases of misconduct reported to the Association shall be dealt with by the Executive Committee.
- g. Appeals against Association or Executive Committee decisions must be made in writing, to the District Association to be lodged within ten (10) days of the date of the decision being appealed, and be accompanied by a fee of fifty (\$50) dollars (of which all or any part may be retained or returned). Subsequent appeals will be heard by the Council of the Ontario Soccer, whose decision shall be final.



ARTICLE XVI – INTERPRETATION

Interpretation of the Constitution and By-Laws, as well as questions of dispute, shall be referred to a General Meeting of the Branch.

ARTICLE XVII – AMENDMENTS TO CONSTITUTION AND BY-LAWS

No alteration or amendment to the Constitution or By-Laws shall be made unless written notice, signed by two (2) members of the Association, is received by the Secretary at least thirty (30) days prior to the Annual General Meeting.

Alterations or amendments shall, after consideration by the Executive Committee, be referred to the Annual General Meeting, or if deemed necessary by a notice of motion to a Special General Meeting called for specific purpose. Fourteen (14) days written notice of such a Special General Meeting shall be given to all Association members.

