

**Tennessee Valley Soccer Referees' Association  
Bylaws**

***Article I. Name***

The name of this Association shall be the Tennessee Valley Soccer Referees' Association (TVSRA).

***Article II. Objectives***

The objectives of the Association shall be to:

- encourage and stimulate high quality refereeing in the Knoxville area;
- provide a source from which local soccer leagues may obtain referees;
- assist in the administering of certification exams;
- provide training, education, and assessments for the betterment of the game of soccer;
- provide an organization which will strengthen bonds between all our referees;
- actively increase the TVSRA membership;
- coordinate quality officiating and communication within the different leagues (Youth, Amateur, High School);
- establish an awards system to honor referees for special and outstanding achievements;
- promote the development of young referees and to foster an environment in which their continued growth and participation are encouraged.

***Article III. Members***

Section 1. Any individual interested in soccer and/or soccer refereeing shall be eligible for membership, provided that such individual shall be proposed by one member and seconded by another member of the Association. A majority of members present, subject to the provisions of Article VII, Section 4, shall elect individuals to membership. A person so elected shall be declared a member of the Association upon payment of the annual dues for the first year and signing an agreement to adhere to and accept all adopted Association policies and bylaws.

Section 2. The annual dues shall be payable within 30 days of the first regular meeting following July 1 of each year. The Treasurer shall notify members who are two months delinquent by written notice (letter or email), and those whose dues are not paid within two months thereafter shall be automatically dropped from membership in the Association.

***Article IV. The Executive Board***

Section 1. The elected officers of the Association and the Chairperson of the Referee Review Committee shall constitute the Executive Board.

Section 2. The Executive Board shall have general control of the affairs of the

**Tennessee Valley Soccer Referees' Association  
Bylaws**

Association between its regular meetings, make recommendations to the Association, and shall perform other duties as specified by these bylaws. The Board shall be subject to the orders of the Association and none of its acts shall conflict with action taken by the Association.

Section 3. The Executive Board shall propose changes to annual membership dues, refereeing fees, and scheduling fees at the annual meeting (Article VII, Section 2). These changes must be approved by a majority vote of members present, subject to the provisions of Article VII, Section 4.

Section 4. Meetings of the Executive Board may be called by the President and shall be called upon the request of two members of the Board.

***Article V. Officers***

Section 1. The elected officers of the Association shall be a President, a VicePresident, a Secretary, a Treasurer, and a Member-at-Large. Appointed officers shall consist of a Scheduling Officer, an Instructional Officer, and the Chairperson of the Referee Review Committee.

Section 2. The offices of President, Vice-President, Secretary, Treasurer, and Memberat-Large shall be elected at the annual meeting by majority vote of members present, subject to the provisions of Article VII, Section 4. Nominations will be accepted from the Nominating Committee and from the floor. The elected officers will serve for one year or until their successors are elected; their term of office shall begin at the close of the annual meeting at which they are elected.

Section 3. The Scheduling Officer shall be appointed by a majority vote of the Executive Board. The Scheduling Officer must be a USSF certified assignor. If the Scheduling Officer is unable to perform duties short-term (less than or equal to 90 days), then the Scheduling Officer, in coordination with the President, will appoint a "representative" (must be USSF certified assignor) for that period. If the Scheduling Officer is unable to perform duties long-term (more than 90 days), then a new Scheduling Officer shall be appointed by a majority vote of the Executive Board.

Section 4. The Instructional Officer shall be appointed by a majority vote of the Executive Board. The Instructional Officer must be a USSF certified instructor. If the Instructional Officer is unable to perform duties short-term (less than or equal to 90 days), then the Instructional Officer, in coordination with the President, will appoint a "representative" for that period. If the Instructional Officer is unable to perform duties long-term (more than 90 days), then a new Instructional Officer shall be appointed by a majority vote of the Executive Board.

**Tennessee Valley Soccer Referees' Association  
Bylaws**

Section 5. The Chairperson of the Referee Review Committee (RRC) shall be appointed by the President from among the three elected committee members (Article VIII, Section 1). If a committee member, including the Chairperson, is unable to perform duties short-term (less than or equal to 90 days), then the Member-at-Large will serve as a member of the committee for that period. If a committee member, including the Chairperson, is unable to perform duties long-term (more than 90 days), then a new committee member shall be nominated by the Executive Board and appointed by majority vote of the members present, subject to the provisions of Article VII, Section 4.

Section 6. The High School Supervisor(s) shall be appointed by a majority vote of the Executive Board and submitted to TSSAA for approval. If the Supervisor is unable to perform duties short-term (less than or equal to 90 days), then the Executive Board, in coordination with TSSAA, will appoint a "representative" for that period. If the Supervisor is unable to perform duties long-term (more than 90 days), then a new Supervisor shall be appointed by a majority vote of the Executive Board and submitted to TSSAA for approval.

Section 7. Elected Officers can be removed from office by a two-thirds majority vote of the members present, subject to the provisions of Article VII, Section 4.

Section 8. Appointed Officers and committee members can serve as long as he/she desires or until removed from office by a majority vote of the Executive Board. Appointed members can appeal the removal to the Association membership. Any decision to overturn the proposed removal shall be approved by a two-thirds majority of the members present, subject to the provisions of Article VII, Section 4.

Section 9. No member shall hold more than one elected or Referee Review Committee position at a time, subject to the provisions of Article V, Sections 3, 4, 5 and Article VI, Section 3.

***Article VI. Duties of Officers***

Section 1. The elected and appointed officers shall perform the duties described by these bylaws, Association policies, and by the parliamentary authority adopted by the Association.

Section 2. The President shall preside at all meetings of the Association and the Executive Board; exercise general supervision over all affairs of the Association and, with the approval of the Executive Board, execute the policies under which the Association is operated; schedule the date, time, and place of meetings; serve notice of meetings and their agenda; approve the Scheduling and Instructional Officer's short term "representative"; appoint the Chairperson of the Referee Review Committee; approve in writing all Association expenditures in excess of \$100.00; establish committees to carry out special functions and appoint the chairpersons of all committees; have the authority, in the absence of the Treasurer, to sign checks for the Association; communicate on a regular

**Tennessee Valley Soccer Referees' Association  
Bylaws**

basis with the soccer leagues served by the Association; and ensure the Association follows United States Soccer Federation (USSF), Soccer Officials of TN (State Referee Council (SRC)), Tennessee Secondary School Athletic Association, and local leagues' guidelines.

Section 3. The Vice-President shall, in the absence of the President, perform all of the President's duties; assume the Presidency, should the President vacate office prior to the completion of the term; with the approval of the Executive Board, handle the duties of any vacant elected officer position until it is filled; coordinate education and training programs with the Instructional Officer for regular meetings of the Association; and coordinate referee scheduling for "special" activities as requested by others.

Section 4. The Secretary shall receive and safeguard all documents of the Association; make available to the Association members the records of regular meetings; keep records of Executive Board meetings, and have custody of these records; handle other correspondence at the direction of the President; and preside over meetings when both the President and Vice-President are absent.

Section 5. The Treasurer shall keep records of all financial transactions of the Association, have custody of these records, and hold these records open for inspection; give receipts for all monies received, and deposit all monies received in the bank designated by the Association to the name of "Tennessee Valley Soccer Referees' Association"; initiate all disbursement and sign checks; render a written account of the financial status to the Association at the direction of the President; preside over meetings when the President, Vice-President, and Secretary are absent; submit a statement to the appropriate leagues for services performed by the Association referees; and issue payment to Association referees following receipt of league payment for services.

Section 6. The Member-at-Large shall assist the other officers in managing overall affairs of the Association; attend all meetings of the Executive Board; serve as shortterm RRC member when required (see Article V, Section 5); and preside over meetings when the President, Vice-President, Secretary, and Treasurer are absent.

Section 7. The Scheduling Officer shall, prior to the beginning of each season, request from all members their availability to serve as referees during the upcoming season; request game schedules from area leagues for which the Association referees are desired; assign Association referees to officiate these games; provide Association referees with a schedule of games to which they have been assigned, and be responsible for all reassignments of referees.

Section 8. The Instructional Officer shall be responsible for the yearly instructional program of the Association and shall operate under the overall direction of the VicePresident. The Instructional Officer shall either present or coordinate the presentation of an instructional session at each meeting, unless informed by the Vice-President that an instructional

**Tennessee Valley Soccer Referees' Association  
Bylaws**

session will not be on the meeting agenda. The Instructional Officer will ensure that the instructional topics and content are of such quality and depth to be acceptable as in-service training for the continuing education requirements of the United States Soccer Federation (USSF) and the Tennessee Secondary Schools Athletic Association (TSSAA). The Instructional Officer shall coordinate with the Soccer Officials of Tennessee (the state affiliate for the USSF) and with the appointed High School supervisor for the TSSAA. Coordination shall be to the extent necessary to ensure acceptance of the instructional program by the respective organizations. All instructional sessions intended to provide in-service training for USSF referees must be presented by instructors currently registered with the USSF or person approved by the State Director of Instruction (SDI).

Section 9. The Chairperson of the Referee Review Committee shall head the Referee Review Committee as described in Article VIII, Section 1; report on missed assignments and review existing disciplinary sanctions at the annual meeting.

Section 10. The High School Supervisor shall adhere to all designated duties of TSSAA; perform requested and unrequested evaluations of high school officials; provide feedback of the evaluation to those evaluated and to the Scheduling Officer; assist the Scheduling Officer in determining game assignments; submit names of recommended officials to TSSAA for post-district play assignments; and serve as liaison between the Association, TSSAA, and area high schools.

***Article VII. Meetings***

Section 1. The regular meeting of the Association shall be held on the third Monday of each month from January to November inclusive unless otherwise ordered by the Association or by the Executive Board.

Section 2. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise.

Section 3. Special meetings may be called by the President, the Executive Board, or upon the written request of ten members of the Association. The purpose of the meeting shall be stated in the call. Except in the case of emergency, at least three days notice shall be given.

Section 4. All votes, unless otherwise noted in these bylaws, shall be by majority vote of the members present, provided a quorum exists. Ten members of the Association shall constitute a quorum.

***Article VIII. Committees***

## **Tennessee Valley Soccer Referees' Association Bylaws**

Section 1. A permanent Referee Review Committee (RRC), composed of three members, shall be nominated by the Elected Officers and approved by a majority vote of members present, subject to the provisions of Article VII, Section 4, at a regular meeting. Nominations will also be accepted from the floor. Membership will be notified at least 3 days prior to this election. The President shall appoint a chairperson from among the three elected members.

The purpose of the RRC shall be to

- (1) investigate missed game assignments in accordance with the TVSRA No Show Policy,
- (2) review all cases of alleged unprofessional conduct by members of the Association,
- (3) review allegations of inappropriate conduct by leagues that the Association serves, and
- (4) investigate other unusual circumstances, as requested by the Executive Board.

The RRC shall report its findings and recommendations to the Elected Officers for its action. The RRC shall be responsible for conducting a thorough investigation, including the determination of mitigating circumstances, if any. No disciplinary actions shall be taken without first contacting the member involved. A copy of the RRC report shall be given to the individual or league under review. The report shall include either a summary of the member's description of the situation or a written description submitted by the member.

Association officers and members shall have the right to appeal proposed disciplinary actions, except those resulting from the TVSRA No Show Policy, to the Executive Board and to the membership, in that order. Any decision by the Executive Board to overturn the proposed disciplinary action shall be approved by a majority of the Executive Board members. Any decision by the membership to overturn the proposed disciplinary action shall be approved by a two-thirds majority of the members present, subject to the provisions of Article VII, Section 4.

In cases involving allegations of unprofessional or inappropriate conduct by TVSRA members, the member shall have the right to attend the RRC meeting and be represented by Legal Counsel when cases of alleged unprofessional conduct by said member are heard. In the event a civil or tort legal action is likely to be brought against a member of the Association resulting from actions by the member while serving as a referee or other game official, the RRC shall request guidance from the membership regarding whether to delay the investigation and judgment of said member until the civil action has been settled or resolved.

Section 2. A temporary Nominating Committee (NC), composed of three members, shall be elected by a majority vote of members present at the regular meeting preceding the annual meeting, subject to the provisions of Article VII, Section 4. The President shall appoint a chairperson from among the three elected members. NC duties shall be to

**Tennessee Valley Soccer Referees' Association  
Bylaws**

search for and nominate one or more candidates for the offices of President, VicePresident, Secretary, Treasurer, and Member-at-Large, and to submit these nominations for membership election at the annual meeting.

Section 3. Such other committees, permanent or temporary, shall be appointed by the President of the Association or Executive Board as deemed necessary to carry on the work of the Association.

***Article IX. Parliamentary Authority***

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern the Association in all cases to which they are applicable and regarding which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

***Article X. Amendment of Bylaws***

These bylaws may be amended at any regular meeting of the Association by a twothirds vote of members present, subject to the provisions of Article VII, Section 4, provided that the amendment has been submitted in writing at the previous regular meeting.