



SSOA Constitution and By-Laws

I. Organization

- A. The name of this organization shall be the Southeastern Soccer Officials Association (SSOA).
- B. SSOA is a recognized chapter of the National Intercollegiate Soccer Officials Association (NISOA), the Tennessee Secondary Schools Athletic Association (TSSAA), and the Georgia High Schools Association (GHSA).

II. Purpose

- A. To recruit, coordinate, and develop game officials for the purpose of cultivating and nurturing character, integrity, sportsmanship and fair play in the sport of soccer.
- B. To officiate sanctioned collegiate and public and/or private secondary, intermediate and elementary soccer matches in the southeastern United States.

III. Officers

A. President

1. The term of office shall be two years beginning January 1 of odd-numbered years.
2. Shall be an elected voting member of and serve as chairperson of the Board of Directors.
3. Shall serve as the chairperson of the meetings of the membership.
4. Shall schedule a minimum of six meetings of the membership, including the annual election meeting, for the purpose of: a) rule and mechanic training; b) any SSOA business deemed advisable.

B. College Commissioner

1. Term of office shall be for two years beginning January 1 of odd-numbered years.
2. Shall be an elected voting member of the Board of Directors.
3. Shall be the liaison between NISOA and SSOA. The Commissioner is the contact between the SSOA and area conference assignors. He is responsible for making recommendations to conference assignors on behalf of qualified SSOA officials.
4. Shall be responsible for all NISOA business and activities.

C. Supervisor of Officials

1. The Supervisor of Officials will be appointed by the SSOA Board and shall be a member in good standing of the SSOA.
2. The Supervisor of Officials duties will cease at either: (a) their resignation; or (b) they are removed by a majority vote of the SSOA Board.
3. The person holding this office must be approved by the TSSAA.

4. Shall be responsible for observing, assessing and training of collegiate and public and/or private secondary, intermediate and elementary schools.
5. Shall be a voting member of the Board of Directors except on matters directly relating to his/her position as Supervisor of Officials.
6. Shall be the liaison between TSSAA, GHSA and SSOA. All recommendations made to local governing associations will be made through the Supervisor of Officials in accordance with the counsel and discretion of the SSOA Board.
7. Shall not hold an elected board position (President, Treasurer, Secretary, College Commissioner, Member At-Large) while serving as Supervisor of Officials.

D. Assignor

1. The assignor shall be appointed by the SSOA board. The assignor shall be a member in good standing of the SSOA. This appointment is subject to majority approval by the SSOA board.
2. The Assignor's duties will cease at either: (a) their resignation; or (b) they are removed by a majority vote of the SSOA Board.
3. Shall be a voting member of the Board of Directors except on matters that impact the assigning position immediately such as retention of position, assignor fees increase, etc.
4. Shall be responsible for the collection of game schedules from all schools to which SSOA provides referee services.
5. Shall be responsible for the assignment of all game officials to all school matches to which SSOA provides referee services (including middle school, high school, and college matches). At the discretion of the Assignor and/or the board of directors assigning duties may be given to other qualified SSOA members in addition to the appointed Assignor (i.e., back-up assignor in the absence of assignor, assignment of college games by college commissioner, etc). However, such appointments fall under the authority of the SSOA Board and do not constitute status as a board member.
6. Shall not hold an elected board position (President, Treasurer, Secretary, College Commissioner, Member At-Large) while serving as Assignor.

E. Secretary

1. Term of office shall be for two years beginning January 1 of even-numbered years.
2. Shall be an elected voting member of the Board of Directors
3. Shall record minutes of each meeting of the membership and Board of Directors. Written copies of the minutes shall be kept for at least three years.
4. Shall provide each member with a current copy of the current by-laws and membership roster. Alternately, this information can be made available on the organization web site.

F. Treasurer

1. Term of office shall be for two years beginning January 1 of even-numbered years.
2. Shall be an elected voting member of the Board of Directors.
3. Shall maintain the financial records and properties of SSOA.
4. Shall be responsible for collecting all dues and service fees for SSOA including GHSA and NISOA fees.
5. Shall provide a written financial report as of December 31 to the Board of Directors at the first meeting after January 1.
6. Shall be prepared to submit a budget status report at each meeting of the membership and Board of Directors.
7. Shall present a preliminary budget for the coming year to SSOA board for approval no later than the final meeting of the calendar year.

G. Members At-Large

1. There shall be two members-at-large.
2. The term of office shall be for two years with one beginning January 1 of even-numbered years and the other beginning January 1 of odd-numbered years.

3. Shall be elected voting members of the Board of Directors.
4. They shall bring to the attention of the Board of Directors relevant issues and other matters of concern from the membership and serve as the member representative.

IV. Board of Directors

A. Composition

1. The Board shall consist of those persons holding the positions defined in Article III.
2. Each voting member of the Board shall have only one vote no matter how many offices that person holds.
3. The Board shall consist of (6) elected members chosen by majority vote of the SSOA general membership and (2) appointed members chosen by the SSOA board.
4. Standing board members appointed as Assignor and/or Supervisor of Officials shall vacate their elected position(s) and only assume the responsibilities of Assignor and/or Supervisor of Officials. The vacant elected position will be filled promptly at the discretion of the SSOA board.
5. In the event that an elected board position becomes vacant, duties of the vacant position will be handled at the discretion of the board until the vacancy is filled. The vacant position will be filled within a reasonable amount of time by election of the general membership. The elected member will fulfill the remaining term created by the vacancy.

B. Elections

1. Elections shall occur at the annual election meeting called by the President in November or December of each year.
2. The President, College Commissioner, and one Member At-Large shall be elected in even-numbered years to assume office the following January 1.
3. The Secretary, Treasurer, and one Member At-Large shall be elected in odd-numbered years to assume office in the following January 1.

C. Duties

1. The Board shall provide meeting facilities for conducting the business of SSOA.
2. The Board shall determine and authorize all necessary expenditures of money in conducting the affairs of SSOA.
3. The Board shall determine the amount of annual dues, initiation fees, fines from members, and service fees from schools and organizations serviced so that SSOA may operate on a non-profit basis.
4. The Board shall determine fees not set by governing bodies.
5. The Board is responsible for investigating any misconduct of game officials and determining suitable disciplinary measures if required.
6. The Board will advise and/or give consent to referees assigned to region or higher games.
7. The Board shall be responsible for reviewing any SSOA Board appointments annually.
8. The Board shall make temporary appointments to fill vacancies on the board until the next general election.
9. The Board shall approve applications for membership to the SSOA.
10. The Board reserves the right to deny membership in the event that the SSOA board feels it serves the best interest of the SSOA to do so.

D. Authority

1. The Board shall have general control over all functions of SSOA.
2. The Board shall determine methods for qualifications and registration of any member.
3. The Board shall act as final appeal for SSOA.
4. The Board shall have authority to rule in any case not covered by these by-laws until the membership adopts a rule covering the situation.

V. Membership

Note: Member referees are independent contractors. They are not employees of the SSOA.

A. Qualifications

1. Officials must meet the minimum requirements, including age, for the appropriate association that governs the school(s).
2. Officials must have a working knowledge of the game of soccer, the rules which govern the game, and the proper referee mechanics.
3. Officials must attend a minimum number of general training meetings during each calendar season as designated by the SSOA Board in order to remain as members in good standing in the SSOA.

B. Dues and Fees

1. Membership dues shall be paid yearly in advance.
2. Members may be denied games if delinquent in fines or dues.
3. SSOA dues are payable and become delinquent on September 1. Fines may be assessed by the Board for dues delinquent more than 30 days.
4. TSSAA dues are paid directly to TSSAA by each member.
5. GHSA dues are payable and become delinquent on January 31.
6. NISOA dues are payable and become delinquent on November 15.
7. SSOA dues are waived for members of the Board of Directors.

C. Responsibilities

1. Members have a basic responsibility to attend all regularly scheduled or called meetings.
2. If a member misses a meeting, it is the member's responsibility to determine what business was conducted at the meeting.
3. When a member receives an assignment from the assignor(s), he or she must accept or decline assignment within the designated period of time. Once accepted, assignments are not to be offered to exchange between members without the assignor's expressed knowledge and consent. Members should first contact the assignor when problems with game assignments arise.
4. Members are expected to be professional when accepting assignments and are responsible for working all accepted games, except in cases of emergency.
5. Officials should plan to arrive at the field at least 30 minutes prior to scheduled match time to conduct pre-game conference and required pre-match activities and any official who arrives later than 15 minutes prior to the match shall be considered late.
6. The head referee (dual-system) and the referee (three-man crew) is expected to contact the other official(s) at least the day prior to the assigned match to confirm assignments and coordinate travel arrangements. The head referee (dual-system) and the referee (three-man crew) is also expected to fill out necessary game reports in the Arbiter and submit necessary paperwork to the appropriate governing body (TSSAA, NCAA, etc).
7. Officials shall not contact the assignor or other board members to solicit particular games. Furthermore, officials should not solicit games from schools that currently use the SSOA for the assignment of games. This conduct is considered unprofessional.

D. Penalties

1. The Board of Directors takes seriously the professional conduct of its membership. The board shall have the ability to set fines and/or penalties it deems appropriate for any conduct considered to be unprofessional based on the nature of the incident in question and/or the history of past unprofessional conduct.
2. Penalties assessed to members for unprofessional conduct may range from verbal warnings, removal from game assignments, fines and/or up to, and including, dismissal from SSOA.

VI. Amendments

Amendments to the Constitution and By-laws shall be made upon recommendation of the Board of Directors at any regular meeting of SSOA. Adoption requires a simple majority of the members present at the next regular meeting.