



# **CONSTITUTION AND BYLAWS OF THE SOCCER REFEREES OF PALM BEACH COUNTY, INC.**

## **ARTICLE I: NAME**

This Organization shall be known as the “Soccer Referees of Palm Beach County, Inc.” which shall be abbreviated as SRPBC.

## **ARTICLE II: PURPOSE**

The purpose for which the SRPBC is organized shall be to provide a corps of trained, experienced, professional soccer referees for interscholastic soccer games in Palm Beach County.

## **ARTICLE III: OBJECTIVES**

**Section 1:** To achieve its purpose, the SRPBC shall:

**1.1.** Provide Florida High School Athletic Association, Inc. (FHSAA) certified soccer referees to officiate the sport of soccer and service the needs of:

**a.** FHSAA Member Schools, where Member Schools is defined in the “Bylaws of the Florida High School Athletic Association, Inc.” for the current Administrative Year.

**b.** Palm Beach County Public, Private and Charter Middle Schools recognized by the Palm County School District.

**1.2.** Recruit, educate, and train soccer referees.

**1.3.** Promote teamwork and cooperation among referees.

**1.4.** Promote teamwork and cooperation among referees.

**1.5.** Promote sportsmanship and the betterment of the sport of soccer.

**Section 2:** The SRPBC shall foster national amateur sports competition in Palm Beach County at the interscholastic level, within the meaning of Section 501 (C(3)) of the “Internal Revenue Code of 1986” or the corresponding provision of any future United States Internal Revenue Law.

## **ARTICLE IV: ORGANIZATIONAL INFORMATION**

**Section 1:** The SRPBC shall have perpetual existence.



**Section 2:** The SRPBC shall be an Equal Opportunity Organization. No application for membership shall be refused on the basis of race, color, religion, national origin, gender, or sexual orientation. SRPBC shall also endeavor to recruit new officials from all the aforementioned social categories.

**Section 3:** The SRPBC Membership Year shall be identical to the FHSAA Administrative Year as defined in the “Bylaws of the Florida High School Athletic Association, Inc.” for the current Administrative Year.

**Section 4:** Annual dues for the Membership Year must be set by the incoming Board of Directors elected at the Annual General Meeting held at the end of the prior Board’s tenure.

**Section 5:** The SRPBC shall conform to all FHSAA Requirements documented in the Obligations of Officials Associations section of the “FHSAA Officials Guidebook” for the current Administrative Year.

## **ARTICLE V: MEMBERS**

**Section 1:** Any person properly registered and in good standing with FHSAA shall be admitted to the SRPBC as a Member upon application and payment of annual dues, provided they are not being sanctioned / disciplined by this or any other referee’s association.

**Section 2:** Members shall be at least 16 years old.

**Section 3:** A member in good standing is defined as a member who is:

- 3.1.** Current with dues.
- 3.2.** Not under effective discipline by the Board of Directors.
- 3.3.** Responsive to communication attempts by the SRPBC.
- 3.4.** Up to date with his/her Membership Year availability in the current SRPBC electronic assignment system.

**Section 4:** Members in good standing are entitled to all rights and privileges of membership.

**Section 5:** Members shall conform to all FHSAA Requirements documented in the Preamble to the “FHSAA Officials Guidebook” for the current Administrative Year.

**Section 6:** Members in good standing are entitled to officiate soccer games during the current Membership Year based upon their abilities as determined by the Evaluation



Committee, FHSAA ranking, FHSAA policies as defined in Criteria to be Followed in Making Assignments in the “FHSAA Officials Guidebook” for the current Administrative Year, and documented availability. Note however that:

**6.1.** When a member does not achieve a passing grade on the FHSAA Soccer Referee Rules Examination for Soccer for the current Administrative Year, as defined in the Rules Examination section of the “FHSAA Officials Guidebook” for the current Administrative Year, he/she may officiate soccer games at Sub-Varsity level only.

**6.2.** To be allowed to officiate Varsity level games for the current Membership Year, a member not achieving a passing grade must:

- a.** Take and pass the FHSAA Make-up Rules Examination for Soccer for the current Administrative Year as described in Making Up the Rules Examination section of the “FHSAA Officials Guidebook” for the current Administrative Year; and
- b.** Have attended a minimum of three (3) training session meetings during the current Membership Year prior to upgrading; and
- c.** Be satisfactorily assessed by a member of the Evaluation Committee.

**Section 7:** For a member to be considered by the Recommendations Committee for either tournament or State Series assignments, he/she must meet all the current requirements of the FHSAA described in the Regional & State Tournaments/Meets section of the “FHSAA Officials Guidebook” for the current Administrative Year.

**Section 8:** Members in good standing and present at SRPBC meetings are entitled to an equal (one) vote in elections and other membership voting.

**Section 9:** To be eligible for elected office, a member must have completed one year as a member in good standing of the SRPBC.

**Section 10:** All members must undergo a background check as stipulated by the Palm Beach County School Board, in conjunction with Florida Senate Bill 988, specifically the Jessica Lunsford Act described in Florida Statutes 1012.465, 1012.467, and 1012.468.

**Section 11:** The Code of Ethics for Athletic Officials as detailed by the National Federation of State High School Associations (NFHS) under Officials Code of Ethics on the current NFHS website and the policies of the FHSAA as described in the Rules of Conduct section of the “FHSAA Officials Guidebook” for the current Administrative Year shall be considered as the Principles of Conduct for the SRPBC. Members whose behavior is contrary to these



codes of ethic or are detrimental to the stability, structure, or reputation of the SRPBC may become subject to disciplinary action which may include, but not be limited to, financial penalties, verbal or written reprimand, assignment adjustments, or other consequences, and up to and including forfeiture of membership.

**Section 12:** The SRPBC may create more than one class of membership.

**Section 13:** At the discretion of the Board of Directors, a member may become an “inactive” member if no communication has been established by the member within 60 days of contact by the SRPBC. An inactive member may immediately be returned to a member in good standing by a written request when all criteria in Article V Section 3 of these Bylaws are met.

**Section 14:** A member may have their membership terminated:

**14.1.** Upon request of that member.

**14.2.** Upon majority vote of the Board of Directors for membership infraction(s) which warrant a review and vote. Members are entitled to an opportunity to respond to the Board of Directors on any claim made against him/her prior to, or in response to, a Board decision.

**14.3.** When a notice to appear before the Board of Directors is issued, fourteen (14) days written notice is required. Failure to appear on the specified meeting date, or a mutually agreed upon alternative date, within the 14-day receipt of written notice, shall result in the loss of opportunity to respond to the Board’s claim against said member.

## **ARTICLE VI: OFFICERS**

**Section 1:** The Officers of the SRPBC shall be President, Vice President, Secretary, Treasurer and Sergeant-at-Arms. The officers shall constitute the Board of Directors and shall be responsible for enforcing these Bylaws and managing the day to day affairs of the SRPBC.

**Section 2:** The Officers shall be elected at the Annual General Meeting for a term of one year by a majority of voting members present at the Annual General Meeting.

Officers shall continue to serve until their replacement has been elected. If it is not possible to hold the Annual General Meeting due to any reason not allowing a gathering of persons, the election can be held electronically using a system selected by the Board that is safe and can track all votes to ensure that only one vote is cast per member voting.



**Section 3:** No member shall hold more than one elected office at one time.

**Section 4:** The President shall:

- 4.1.** Act as the Chief Executive Officer of the SRPBC.
- 4.2.** Preside at all meetings of the SRPBC and Board of Directors.
- 4.3.** Conduct negotiations on behalf of the SRPBC.
- 4.4.** Ensure the enforcement of these Bylaws, and policies of the SRPBC.
- 4.5.** Assign duties to Officers as required.
- 4.6.** Appoint individuals and committees deemed necessary for the SRPBC to function.
- 4.7.** Represent the SRPBC in a dignified manner in all affairs within and without of the SRPBC, including the FHSAA, community, and other public matters.
- 4.8.** Take prudent and reasonable actions in matters not covered in these Bylaws.

**Section 5:** The Vice President shall:

- 5.1.** Act as President in the absence of the President.
- 5.2.** Be responsible for training programs and evaluation plans.
- 5.3.** Organize training sessions which shall be presented at regular SRPBC meetings.

**Section 6:** The Secretary shall:

- 6.1.** Give notice to all members of upcoming meetings which shall include a list of draft agenda items.
- 6.2.** Keep a record of all SRPBC meetings.
- 6.3.** Be responsible for the management and dissemination of all SRPBC correspondence.
- 6.4.** Be responsible for recording the attendance of members at all SRPBC meetings.
- 6.5.** Be responsible for the preparation of minutes for all SRPBC meetings.
- 6.6.** Maintain membership records which include verifying the number of games worked and applicable FHSAA Rules Examination for Soccer grades.



**Section 7:** The Treasurer shall be responsible for:

- 7.1.** The financial affairs and records of the SRPBC.
- 7.2.** All collections, deposits, and disbursements authorized by the Board of Directors.
- 7.3.** Providing an annual financial report to the members at the Annual General Meeting.
- 7.4.** Ensuring that any remission from SRPBC to any of its members shall include a statement specifying the items or services covered, the date(s) of the service(s) and the amount tendered for each such service.

**Section 8:** The Sergeant-At-Arms shall:

- 8.1.** Aid the Presiding Officer at all meetings in maintaining the orderly conduct of business. Any questions / issues regarding the proper conduct of business will be resolved by the Sergeant-At-Arms, whose decision is final.
- 8.2.** Monitor all ballots or votes to ensure that:
  - a.** Members are aware of the type of vote being taken, including the criterion for passage of the vote.
  - b.** Tallies are correct and just.
  - c.** Ballots are only cast by members in good standing.
  - d.** No proxy votes are presented for tabulation.

**Section 9:** A vacancy in the office of President shall be filled by the Vice President. Vacancies in the other offices shall be filled by appointment by the President with the advice and consent of the Board of Directors.

**Section 10:** An officer of the SRPBC may be subject to impeachment (removal) by referendum upon the formal petition of one-fourth (1/4) of the members in good standing. A three-fourths (3/4) vote of all members in good standing and present shall be required for impeachment.

## **ARTICLE VII: MEETINGS**

**Section 1:** The SRPBC shall hold regular meetings during the current Membership Year and an Annual General Meeting.



**Section 2:** Regular meetings shall be held, as deemed necessary, by the Board of Directors. Sufficient meetings designated as training sessions shall be held, so that members, subject to Article V Section 6.2 b have the opportunity to fulfill the requirement therein.

**Section 3:** An Annual General Meeting of the SRPBC shall be held in April in Palm Beach County, for which the Secretary shall provide at least fourteen (14) days written or e-mail notice. The President shall preside over the Annual General Meeting at which:

**3.1.** An election of Officers for the following Membership Year shall be held as provided for in these Bylaws.

**3.2.** A review of finances must be read by the Treasurer, or other Board member, if a Treasurer is not present.

**3.3.** A review of amendments to the Constitution and Bylaws which have occurred throughout the course of the year must be read.

## **ARTICLE VIII: COMMITTEES AND APPOINTEES**

**Section 1:** The Board of Directors is empowered to appoint members to serve on committees and to perform specific duties.

**Section 2:** Committees shall consist of:

**2.1.** Standing Committees, defined as those indicated as Mandatory Committees in the “FHSAA Officials Guidebook” for the current Administrative Year.

**2.2.** Interim Committees, defined as those deemed necessary by the Board of Directors for a specific period of time.

**2.3.** Ad Hoc Committees, defined as those deemed necessary by the Board of Directors to fulfill specific objectives.

**Section 3:** All Standing Committees shall comply with the Composition of Committees as defined in the “FHSAA Officials Guidebook” for the current Administrative Year.

**Section 4:** Interim and Ad Hoc Committees shall consist of three or five committee members. The following restrictions shall apply:

**4.1.** No member may serve on more than one committee at a time;

**4.2.** No SRPBC Officer or the SRPBC Assignor may serve as a voting member of any committee.



**4.3.** Officers of the SRPBC or the SRPBC Assignor may serve as ad hoc members of committees with the restriction that only one SRPBC Officer or the SRPBC Assignor may serve on any committee.

**Section 5:** The Evaluation Committee is responsible for setting up the process and selecting those individuals who shall assist with the evaluation of member referees:

**5.1.** All referees with two (2) or more years' experience should be reevaluated at least once each Membership Year.

**5.2.** First year officials should be evaluated periodically throughout the Membership Year to ensure proficient officiating skills.

The committee is encouraged to take advantage of more formal referee assessment programs provided by other soccer organizations such as the United States Soccer Federation.

**Section 6:** The Assignment Committee is responsible for overseeing the entire match assignment procedure of the SRPBC. The committee shall:

**6.1.** Ensure compliance with the requirements by FHSAA on the composition of officiating crews as defined in Criteria to be Followed in Making Assignments in the "FHSAA Officials Guidebook" for the current Administrative Year.

**6.2.** Review and approve each referee's assignments.

**6.3.** Make the Assignor aware of any adjustments that need to be made.

**Section 7:** The Recommendations Committee is responsible for:

**7.1.** Reviewing the evaluations of each member during the current Membership Year.

**7.2.** Preparing a list of members who merit consideration for assignment to the State Series matches in accordance with the Regional & State Tournaments/Meets section of the "FHSAA Officials Guidebook" for the current Administrative Year.

**7.3.** Submitting this list to the Membership for approval, which requires a majority vote.

**7.4.** Submitting the list, revised, if necessary, to the Board of Directors for submission to FHSAA in accordance with the Regional & State Tournaments/Meets section of the "FHSAA Officials Guidebook" for the current Administrative Year.





**Section 8:** The Grievance and Ethics Committee is responsible for hearing complaints and appeals made or brought by one or more of the members. Members who have grievances because of penalties may appeal under the provisions of these Bylaws.

**Section 9:** The Education/Training Committee works in cooperation with the Vice President and is responsible for:

- 9.1.** The planning, content and implementation of training sessions, including on-the-field training.
- 9.2.** Educating members on FHSAA policies and procedures, NFHS rules and mechanics.
- 9.3.** Developing a curriculum that is current and effective in both content and methodology.

**Section 10:** The Nominating Committee is an Interim Committee appointed annually by the Board of Directors no less than thirty (30) days prior to the Annual General Meeting. As part of the election process, the Nominating Committee shall present a slate of qualified candidates for Office to be considered by the membership at the Annual General Meeting.

**Section 11:** The Board of Directors may appoint:

- 11.1.** Interim or Ad Hoc committees should the Board deems such action is in the interest of the SRPBC.
- 11.2.** Such other individuals as it deems necessary in order to fulfill the objectives of the Organization.

**Section 12:** The Board of Directors shall annually appoint an Assignor and shall determine the compensation and expenses due the Assignor. The Board of Directors may appoint one or more assistants to the Assignor. The Assignor shall:

- 12.1.** Be responsible for assigning members in good standing to officiate soccer matches under the jurisdiction of the SRPBC as defined in Article V Section 6 of these Bylaws.
- 12.2.** Be aware that assignments made by the Assignor are subject to the review and approval of the Assignment Committee.
- 12.3.** Not vote on issues before the Board of Directors regarding assignments.



**12.4.** Not take part in discussions on issues before the Board of Directors regarding assignments except when asked to provide information for the discussions.

**12.5.** Only serve on a SRPBC Committee in accordance with Article VIII Sections 3 and 4 of these Bylaws.

**Section 13:** At their discretion, the Board may appoint members to be mentors to new and/or young officials during their first year in the association. Prior to the conclusion of the season or start of the following season, mentored official should be evaluated to determine their progress and level of competency.

**Section 14:** In recognition of his/her prior service to the SRPBC, the immediate Past President, if a member in good standing of the SRPBC, may serve as an advisor to the Board of Directors, if so requested.

#### **ARTICLE IX: PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall govern the SRPBC in cases where this document does not address a specific procedure being implemented. Otherwise, this document prevails in all instances.

#### **ARTICLE X: AMENDMENTS**

**Section 1:** Any proposed amendment to these Bylaws shall be submitted in writing to the SRPBC Board of Directors by a member in good standing. The Board of Directors must notify the membership body of any proposals within 30 days of submission. Any proposed amendment must be distributed in writing to the members at least fourteen (14) days prior to the meeting at which it will be discussed.

**Section 2:** The adoption of any proposed amendment to these Bylaws shall be made by a two-thirds (2/3) vote of the members of the SRPBC in good standing present at the meeting at which the amendment was discussed. Proxies are not permitted.

#### **ARTICLE XI: DISSOLUTION**

In the event that the SRPBC dissolves, any funds remaining in its treasury, after the payment of all its financial obligations, shall be evenly distributed to all current members in good standing at the time of dissolution.

#### **Revision History**

Adopted April 24, 2001



**Revision 1.** Adopted June 7, 2005

**Revision 2.** Adopted July 11, 2006

**Revision 3.** Adopted April 10, 2007

**Revision 4.** Adopted April 8, 2008

**Revision 5.** Adopted June 3, 2008

**Revision 6.** Amended March 20, 2012. Adopted August 16, 2016

**Revision 7.** Adopted April 11, 2017

**Revision 8.** Adopted April 22, 2021

### **Change Log**

**Revision 6.** Updated Membership Year to conform to FHSAA; Removed references to mechanisms no longer used (e.g. availability form).

**Revision 7.** Introduced Change Log, retroactive to Revision 6 (current Constitution Committee starting point).

Correct grammar, inconsistencies, and ambiguities.

Ensure compliance with Robert's Rules of Order Newly Revised.

**Revision 8.** Reorganized Sections within Articles based on subject matter. Added specific references to FHSAA, NFHS, and Florida State documents. Added acceptance of alternate voting system.

**Revision 9.** Correct grammar, inconsistencies, and ambiguities. July 26, 2025