

*The Constitution and By-Laws of the Old Line  
Board of Approved Soccer Officials*

Rewritten and Revised: September 8, 2002

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Approved by *OLBASO* 2002

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# *Constitution of the Old Line Board of Approved Soccer Officials*

## ARTICLE I (Name)

Section 1: The name of the organization shall be the Old Line Board of Approved Soccer Officials.

## ARTICLE II (Objectives)

The purpose of the Old Line Board of Approved Soccer Officials shall be:

Section 1: To promote a better understanding of soccer rules and customs among coaches, players, and officials for the betterment of the sport.

Section 2: To promote and maintain the highest ideals of sportsmanship in connection with the game of soccer.

Section 3: To construct and administer written and practical tests for the selection of qualified officials.

Section 4: To Initiate and maintain standards of efficiency and consistency among members of the Board.

Section 5: To protect and improve all interests pertaining to the members of the Board.

Section 6: To stimulate and promote membership in the organization.

## ARTICLE III (Powers)

The powers of the Old Line Board of Approved Soccer Officials Shall be:

Section 1: To direct, manage, supervise, and control the business, property, and funds of the Board.

Section 2: To recommend potential officials to the Commissioner(s) with whom this organization has a working arrangement in order that this organization's personnel will officiate all such games or events under said Commissioner(s) jurisdiction.

Section 3: To accept and promote the constitutional objectives of this Board.

## ARTICLE IV (Membership)

Section 1: The membership of the Old Line Board Of Approved Soccer Officials shall consist of those persons who have been accepted and certified in the manner provided in the By-Laws and who continue to comply with this Constitution and its By-Laws as adopted and/or amended.

## ARTICLE IV (Membership) - Continued.

Section 2: Any member who falls to conform to the provisions of this Constitution and its By-Laws may have his/her membership suspended or revoked upon recommendation of the Executive Committee to the entire Board, subject to an approval vote of two third (2/3) members present at the next scheduled meeting of the Board.

Section 3: Members of this Board shall be classified as follows:

- a. Active-members who have been accepted and certified in the By-Laws of this Board and have all the rights and privileges associated with such membership. Only active members in good standing are eligible to vote.
- b. Probationary applicants to the Board who have not yet been accepted as active members. This probationary membership must extend for a minimum of one (1) year but may not exceed a maximum of two (2) years. Probationary members must attend all Board meetings and may participate in all activities, but do not have the right to vote or hold office.
- c. Transfer members pending acceptance into active membership by the Executive Committee dependent upon certification of prior membership in good standing in another recognized Soccer Officials Association. Transfer members must attend all Board meetings and may participate in all activities, but do not have the right to vote or hold office.

## ARTICLE V (Officers)

Section 1: The officers of the Old Line Board of Approved Soccer Officials shall be President, First Vice President, Second Vice President, Secretary/Treasurer, Interpreter, and two (2) Directors.

Section 2: The Second Vice President shall be the immediate past President of the organization and shall have equal authority with other members of the Executive Committee with duty as defined in the By-Laws.

Section 3: All officers shall serve until their successors are elected.

Section 4: A vacancy occurring in any elected office between elections shall be filled in the manner prescribed in the By-Laws.

## ARTICLE VI (Executive Committee)

Section 1: The Executive Committee shall consist of the President, First Vice President, Second Vice President, Secretary/Treasurer, Interpreter, and two (2) Directors.

ARTICLE VI (Executive Committee) - Continued.

Section 2: The Executive Committee shall define the policies and shall have full administrative authority in all matters of the Board subject to the approval of two thirds (2/3) of the quorum present.

ARTICLE VII (Meetings)

Section 1: Meetings of the Old Line Board of Approved Soccer Officials shall be held each soccer season. There shall be a minimum of six (6) regular meetings held during the soccer season. The Executive Committee will establish a list of meeting dates which will be announced in writing and distributed to the Board two (2) weeks prior to the first meeting of each season.

Section 2: Special meetings may be called by the President or upon request of five (5) members of the Board to the President, notice of which shall state the object of the meeting and shall be postmarked at least seven (7) days prior to the date of the meeting.

Section 3: Each active member in good standing shall be entitle to one (1) vote.

Section 4: The order of business for each meeting shall be determined by the President, or encase of his absence, the First Vice President.

ARTICLE VIII (Committees)

Section 1: The President, by and with the consent of the Executive Committee, may appoint a committee of finance consisting of three (3) members of the Board and shall designate one (1) as chair person. The Committee of Finance shall perform such administrative duties as may be defined by the Executive Board.

Section 2: Standing committees, as prescribed in the By-Laws, shall be appointed by the President, and they shall perform such duties as may be defined in the By-Laws and may be authorized by the Executive Committee.

Section 3: Special committees shall be appointed by the President whenever it may be deemed necessary or advisable by a majority of the Executive Committee. These committees shall perform such duties as may be authorized by the Executive Committee.

## ARTICLE IX ( Revenues)

- Section 1: Each member of the Board shall pay to the Old Line Board of Approved Soccer Officials an annual membership dues. The dues for the next season are due on November 15th, and are payable no later than November 30. Any member failing to pay the dues before the deadline will be billed a late fee.
- Section 2: Dues and fees for all applicants are due at the time of receiving the Commissioner's availability form. No applicant will be allowed to take the written test without first having paid dues and fees.
- Section 3: Dues for all applicants for the next season shall be paid within thirty (30) days after their election to active membership at the annual meeting. Failure to do so will result in a late charge.
- Section 4: Any member withdrawing from the Board for proper cause, as determined by the Executive Committee, prior to August 1st will have his dues refunded in full upon receipt of notification by the Treasurer.

## ARTICLE X (Elections)

- Section 1: Each officer and director with the exception of the Second Vice President shall be elected by secret ballot by simple majority of the members present.
- Section 2: The election shall be held at the annual meeting at the end of the season.

## ARTICLE XI (Use of Name and Emblem)

- Section 1: Any member in good standing shall be entitled to wear the emblem and any other insignia, as may from time to time be adopted by the Executive Committee.
- Section 2: The name, emblem, and Insignia of the Old Line Board of Approved Soccer Officials shall not be used for any purpose other than those authorized by the Executive Committee.

## ARTICLE XII (By-Laws and Amendments to By-Laws)

- Section 1: By-Laws for the government of the Old Line Board of Approved Soccer Officials shall be enacted and may be amended from time to time at a meeting of the Board upon majority vote of the total active membership of the Board.
- Section 2: Proposed amendments to the By-Laws shall be tabled until the following meeting at which time they may be voted on for approval or rejection.

ARTICLE XIII (AMENDMENT to the Constitution)

Section 1: Amendments to this Constitution shall be made only at a meeting of the Board by a two thirds (2/3) vote of the total active membership of the Board.

Section 2: Proposed amendments must be presented in written form at least thirty (30) days prior to annual meeting. Proposed amendments may only be voted on for approval or rejection during the annual meeting.

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# *By-Laws of the Old Line Board of Approved Soccer Officials*

## BY-LAW I - Duties of Officers

### A. Duties of the President:

1. Shall preside at all meetings of the Old Line Board of Approved Soccer Officials and its Executive Committee.
2. Shall make every effort to further the policies of the Old Line Board of Approved Soccer Officials.
3. Shall conduct all negotiations on behalf of the Old Line Board of Approved Soccer Officials not specifically delegated otherwise, or may delegate these duties at his discretion.
4. Shall appoint all committees and be an ex-officio member of the committees herein provided and may appoint special committees as may be necessary to properly administer the business of the Old Line Board of Approved Soccer Officials and may revoke such appointments.

### B. Duties of the First Vice-President:

1. Shall perform the duties of the President in his absence or Inability to act.
2. Shall conduct any negotiations on behalf of the Old Line Board of Approved Soccer Officials delegated to him by the President.

### C. Duties of the Second Vice-President:

1. Shall perform those duties assigned to him by the President.
2. Shall assist the Executive Committee in making a smooth transition from one administration to another.

### D. Duties of the Secretary:

1. Shall keep accurate records of all meetings of the Old Line Board of Approved Soccer Officials and its Executive Board and records of any other official activities of the Old Line Board of Approved Soccer Officials. These records shall appear in the official Old Line Board of Approved Soccer Officials record books In a neat and acceptable form.
2. Shall keep an accurate attendance record of each member and notify the Executive Committee when a member has an unexcused absence.

## BY-LAW I - Duties of Officers (Continued)

3. Shall conduct all correspondence of the Old Line Board of Approved Soccer Officials, not specifically delegated otherwise, and preserve all records including a file of incoming and outgoing correspondence and records.
4. Shall on or before the date of the first meeting of the soccer season prepare an availability list containing the names of all members in good standing for use by the Old Line Board of Approved Soccer Officials and the Commissioner(s). This list must be constantly updated as changes occur.
5. Shall prepare and distribute an alphabetical roster and a directory of Officers, Executive Committee, and all committees.
6. Shall have available to all members copies of the Constitution and By-Laws.

### D. Duties of the Treasurer:

1. Shall receive and disperse all funds of the Old Line Board of Approved Soccer Officials, record all such transactions, and deposit all such funds in the name of the Old Line Board of Approved Soccer Officials.
2. Shall prepare each member's annual statement.
3. Shall record all fees paid by each member.
4. Shall report at each meeting the balance on hand at the last meeting, monies received, monies paid out since that meeting, and the current balance on hand.
5. Shall report any delinquent members to the Executive Committee.
6. Shall prepare a detailed annual report on or before the first regular meeting of the season. This report will show the balance as of that date, the amount and source of all monies received, the amount and recipient of all monies paid out. The names and amount owed by any delinquent member shall be recorded thereon. A copy is to be filed with the Treasurer's records and a copy filed with the minutes.

### D. Duties of the Interpreter:

1. Shall conduct meetings in the interest of uniformity and strict interpretation of the rules, the mechanics and means of educating officials, coaches, and players.

## BY-LAW I - Duties of Officers (Continued)

2. Shall resolve any questions to the rules and/or mechanics referred to him by the President, Executive Committee, or member of the Old Line Board of Approved Soccer Officials and unless a 2/3 majority of the members present disagree with his findings his decision is final.
3. If a 2/3 majority of the members present disagree with a rule or mechanics decision, it shall be referred to the appropriate authority (NISOA, National Federation, USSF, etc.) for final action; the Interpreter's ruling being in effect unless changed by the higher authority.

## BY-LAW II - Members and Duties of the Executive Committee:

- A. The Executive Committee shall consist of the officers of the Old Line Board of Approved Soccer Officials: President, First Vice President, Second Vice President, Secretary/Treasurer, Interpreter, and two (2) Directors.
- B. Shall manage and conduct the affairs of the Old Line Board of Approved Soccer Officials in accordance with the Constitution and By-Laws.
- C. Shall accurately report to the Old Line Board of Approved Soccer Officials all its decisions.
- D. Shall have the power to adopt any and all regulations to govern its deliberations.
- E. Shall have the power to fill any vacancy which occurs on the Executive Committee during the current term of office.

## BY-LAW III - Commissioner: Duties and Function

### A. Duties:

1. There shall be a Commissioner(s) of the Old Line Board of Approved Soccer Officials who shall have contacts with schools/organization and assign officials for their contests. The Commissioner(s) shall have full authority to assign games which members of the Old Line Board of Approved Soccer Officials may work.

### B. Function:

1. Prior to the soccer season the Commissioner shall distribute to all eligible members of the Old Line Board of Approved Soccer Officials an availability form which shall constitute each member's availability for work during that season subject to emergency changes.

### BY-LAW III - Commissioner: Duties and Function (Continued)

2. Prior to the soccer season the Commissioner shall meet with his committee to determine the criteria to be used for the assigning of officials to games. The Commissioner must meet with his committee at least one (1) more time during the season to evaluate the procedures and make all necessary changes to increase the efficiency of the Old Line Board of Approved Soccer Officials.
3. The Commissioner may distribute and collect rating cards concerning both schools and officials during the season.
4. The Commissioner may distribute and collect an end of year rating sheet for all officials from all coaches and officials. The final tabulations shall be available to all members of the Old Line Board of Approved Soccer Officials. Other interested parties shall have access to the final tabulations with the permission of the Executive Committee.
5. The Commissioner shall make all assignments of officials based on the criteria established during the meetings with his committee.
6. The Commissioner shall be the liaison between the Old Line Board of Approved Soccer Officials and all associated schools and organizations with regard to officiating concerns.
7. The Commissioner shall work closely with the Old Line Board of Approved Soccer Officials Executive Committee to ensure an efficient operation. The Commissioner and all members of the Old Line Board of Approved Soccer Officials shall direct recourse to the Executive Committee concerning personal and professional problems related to officiating.
8. The Commissioner may appoint an Assistant Commissioner to assign officials for games other than high school games. The Assistant Commissioner may negotiate commissioner fees with leagues or officials. The Assistant Commissioner shall operate under the jurisdiction of the Commissioner.

#### C. Compensation:

1. All income and expenditures of the Commissioner's office shall be handled by the Commissioner and his staff.
2. The Commissioner shall receive as compensation for his services a percentage of each assignment fee.

## BY-LAW IV - Committees and their Duties

The following committees shall be appointed by the President and will serve for one (1) year. The President may appoint, or the chairperson may request, the appointment of a sub-committee to assist in any special phase of a committee's duty. All committee and sub-committee members shall serve without extra compensation by the Board.

### A. Membership:

1. Shall consist of the First Vice-President, Interpreter, Commissioner, and one Director, plus a sub-committee of at least five (5) experienced officials who shall assist in evaluation of probationary officials and to make a recommendation to the membership committee.
2. Shall encourage all qualified persons to apply for membership.
3. Shall receive, investigate, and accept or reject all applications.
4. Shall process and qualify all applicants in accordance with By-Law X.
5. Shall assist the appointing authorities in compiling of rating sheet, it required.

### B. Entertainment:

1. Shall consist of two (2) or members.
2. Shall, plan or present any social function approved by the Executive Committee.

### C. Nominating:

1. Shall consist of three (3) or more active members.
2. Shall select at least one (1) and not more than two (2) active members to be candidates for each office and directorship, subject to the restrictions set forth in Article V and Article VI of the Constitution.
3. All nominees for the following year's offices as prescribed in Article V, Section 2 of the Constitution, must be announced by the Nominating Committee along with nominations from the floor, at the preceding general business meeting prior to the annual meeting for the election of these officers. No other candidates will be considered after the announcement, except if an office is vacant.

## BY-LAW IV - Committees and their Duties (Continued)

### D. Public Relations (Chaired by the Secretary/Treasurer):

1. Shall prepare all publicity for functions and meeting of the Old Line Board of Approved Soccer Officials.
2. All statements must have the approval of the President before being submitted to the press, radio, television, or other means of communication.

### E. School and Official Interests (Scrimmages, Chaired by the First-Vice President):

1. Shall consult with and attempt to promote interest between the Commissioner, coaches, school, outside organizations and the Old Line Board of Approved Soccer Officials.
2. Shall report their findings to the Executive Committee for future action.
3. Shall receive preseason scrimmages and to assign officials to such scrimmages.

### F. Rules:

1. Shall consist of two (2) experienced officials.
2. Shall meet together with the Interpreter to discuss new rules, rule changes and mechanics as determined by the "National Interpreters."
3. Shall attend meetings with players and coaches in order to create a better understanding of the rules by all participants of the game.

### G. Grievance:

1. Shall consist of three (3) active members with the President appointing the chairperson.
2. Shall conduct all formal investigations concerning officiating problems related to the Old Line Board of Approved Soccer Officials members, and associated school/organizations.

## BY-LAW V - Commissioner's Committee

1. The members of the Commissioner's Committee shall be composed of the Interpreter and one (1) Director along with the Commissioner.
2. The duties of the committee are as defined in BY-LAW III, A-2.

## BY-LAW V - Commissioner's Committee (Continued)

3. There will be no compensation by the Board for the fulfillment of the duties of this committee.

## BY-LAW VI - Finances

### A. Annual Statement:

1. On or before November 30th, each member will, if necessary, receive a statement. This will be an itemized account of all fees paid to him and charges against him due the Old Line Board of Approved Soccer Officials.
2. Duplicate statements will be mailed when the account has not been settled at the completion of the thirty (30) day extension period.

### B. Dues:

1. Active, probationary, and transfer members shall pay fees and dues in the amount set by the Executive Committee. This amount shall cover membership charges, official rule book(s), and other necessary costs as determined by the Executive Committee.
2. Dues payable on or before November 30th are for the succeeding year.
3. If all charges on the annual statement are not paid within the thirty (30) day extension period following the due date there will be a five dollar (\$5.00) service charge added. If a member fails to fulfill this financial obligation in full by the date of the first regular meeting, his membership shall be revoked.

### C. Requirements for members who only wish to officiate USSF games:

1. Successful completion of the USSF 18 hour course and a passing score on the written examination following completion of the course.
2. Annual successful completion of at least 5 hours USSF sanctioned training.
3. Pay annual dues in the amount set by the Executive Committee in addition to the annual dues required by the USSF.
4. With the exception of BY-LAW VI. Article D., members must abide by the Constitution of the Old Line Board Of Approved Soccer Officials.

## BY-LAW VI - Finances (Continued)

### D. Requirements for members who only wish to officiate USSF games:

1. Successful completion of the USSF 18 hour course and a passing score on the written examination following completion of the course.
2. Annual successful completion of at least 5 hours USSF sanctioned training.
3. Pay annual dues in the amount set by the Executive Committee in addition to the annual dues required by the USSF.
4. With the exception of BY-LAW VI. Article E., members must abide by the Constitution of the Old Line Board Of Approved Soccer Officials.

### E. Requirements for members to officiate both National Federation and USSF matches:

1. Members must meet all requirements stated in BY-LAW VI, which requires NF and USSF certification.
2. Abide by all BY-LAWS contained in the Constitution of The Old Line Board Of Approved Soccer Officials.

## BY-LAW VII – NFHS Meetings

A. All members of the Old Line Board of Approved Soccer Officials are expected to attend all scheduled meetings each season. However, each member shall be allowed to miss up to 20% of the scheduled meetings.

B. If a member misses more than 20% of scheduled meetings during a season,

1. A fine of ten dollars (\$10.00) will be assessed for each absence in excess of the allowable absences, and:
2. That member shall have a reduced schedule for the balance of the regular season, and
3. That member shall be deemed ineligible for postseason matches, and
4. That member shall be placed in probationary status—applicant for membership.

C. If a member misses any required meeting so designated by the Executive Committee, regardless of the total number of absences, he shall be assessed a fine of ten dollars (\$10.00) for each such meeting missed.



## BY-LAW VII - NFHS Meetings (Continued)

- D. Members may have their attendance record reviewed by the Executive Committee, if they ask for the review in writing. The Executive Committee has the final pronouncement on reasons for absences, to approve or to disapprove.

## BY-LAW VIII - Uniform and Procedures

- A. Members must wear the uniform prescribed by the National Governing group and the Old Line Board of Approved Soccer Officials (NCAA, NISOA, NF, NFIOA, USSF and etc.).
- B. Members must abide by the rules and interpretations of the National Governing Bodies and the Old Line Board of Approved Soccer Officials, and the Interpreter and conform to the manual(s) of said organizations.
- C. Requirements for members to referee:

### I. National Federation Contests:

1. Attend a National Federation State Interpreter's Clinic.
2. Take and pass the National Federation written exam with a score of 80% or above.
3. Old Line Board of Approved Soccer Officials Requirement: Each member must referee all or part of the designated number of scrimmage games before their name can be submitted to the Commissioner for assignments for that season.
4. If assessors are available, each member must be assessed as a center referee and/or as an assistant referee using the Diagonal System of Control at least every three years. Any member that does not attain and maintain an above average assessment shall not be eligible for varsity match middles nor postseason match participation.

## BY-LAW IX - Quorum and Voting

- A. At all meetings of the Old Line Board of Approved Soccer Officials a simple majority of the present active membership shall constitute a quorum.
- B. At all meetings of the Executive Committee five (5) members shall constitute a quorum.

## BY-LAW IX - Quorum and Voting (Continued)

- C. All active members shall have one (1) vote, when eligible, at all meetings of the Old Line Board of Approved Soccer Officials.
- D. Each member of the Executive Committee shall have one (1) vote, when eligible, at all meetings of the Committee.
- E. The membership of the Board may revoke a decision of the Executive Committee by a vote of two-thirds (2/3) of the members present in favor of such revocation.

## BY-LAW X - New Membership

- A. Candidates for membership must be eighteen (18) years of age or over, be required to submit a letter of application to the Membership Committee.
- B. All new candidates to the Board will be placed in the category of probationary and be classified as applicants until they meet the requirements listed as follows:
  - 1. Successful completion of the Old Line Board of Approved Soccer Officials examination.
  - 2. Successful completion of a practical examination administered and observed by the membership committee.
  - 3. Successful completion of the USSF 18 hour course and a passing score on the written examination following completion of the course.
  - 4. Attend at least 3 in-service USSF training sessions annually to successfully meet the 5 hours annual USSF training requirement necessary to maintain USSF certification.
  - 5. Upon successful completion of the designated number of examinations listed above, it will be recommended to the Commissioner that these applicants be assigned games in accordance with their observed ability for the current season.
  - 6. During the first year of probation, applicants will be observed in a minimum of three (3) competition games by three (3) different experienced officials who will rate and make evaluations to the membership committee.

## BY-LAW X - New Membership (Continued)

- C. Upon successful completion of all of the above and with a favorable recommendation by the membership committee for active membership, the applicant's name shall be submitted for consideration before the entire Board subject to approval of two-thirds (2/3) of members present at the annual meeting, such election to be conducted by written ballot.
- D. Under certain conditions the membership committee may submit the applicant's name to be continued on probationary status for one (1) more year. This recommendation shall be voted on by the Executive Committee before the annual meeting.
- E. If the applicant fails to successfully complete the above listed requirements, the membership committee shall recommend that the Executive Committee reject the application for full membership, before the annual meeting.
- F. Any transfer from a recognized Board of Approved Soccer Officials in another area, in good standing, shall be admitted to this Board providing he/she fulfills all requirements for active membership in this Board and is approved by the Executive Committee on or before the annual meeting.

## BY-LAW XI - Parliamentary Procedures

Parliamentary procedure under the Constitution and By-Laws shall be govern by Roberts' Rules of Order - Latest Revision.

## BY-LAW XII - Order of Business

The order of business for the membership meetings and Executive Committee meetings shall be determined by the President, or In case of his absence, by the First Vice-President.