

**OSRA Hamilton Branch (PRELIMINARY COPY)**  
**HAMILTON BRANCH BY-LAWS**  
**December 2009**

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### **1. Name**

The Ontario Soccer Referee Association Hamilton Branch shall be referred to as “OSRA Hamilton Branch” and its address shall be that of the current Secretary within the city of Hamilton, Ontario, Canada.

### **2. Objectives**

The objectives of the Branch shall be to advance the game of soccer by:

- 1) improving the status, protecting the interest and promoting the welfare of referees, and retaining in membership those who have ceased active refereeing;
- 2) ensuring that all games at which members officiate are played in accordance with the Laws of the Game established by the International Football Board and with the rules of competition set by competent local authorities approved by the Ontario Soccer Association Incorporated

### **3. Organization**

#### **The Executive**

The Executive of the OSRA Hamilton Branch shall consist of the following elected positions;

- a) Branch President
- b) Vice President
- c) Secretary
- d) Treasurer
- e) Director # 1
- f) Director # 2
- g) Director # 3

## Duties of Executive Members

- a) **The President** shall preside at all meetings of the branch at which he / she is present, 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 chairman of the meeting. Whilst in the chair, he/she shall neither move nor second any proposal or amendment thereto, nor shall he/she vote unless there be a tie at any meeting, when he/she may exercise a casting vote. He/she shall not take part in any debate while in the chair, except on rules of order. He/she shall ensure that all other officers perform their respective duties and that all By-Laws are enforced.
- b) **Vice-President** shall assist the President in the discharge of his/her 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.
- c) **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 he/she read the minutes of the previous meeting. He/she shall conduct the correspondence of the Association and issue to members notice of all meetings, together with an agenda. At the Annual General Meeting, he/she shall present a report of the year's work. **In addition, the Secretary shall provide the minutes of the current AGM minutes to all executives within 15 days of the meeting, for use the following year. The Secretary shall receive a yearly honorarium (Amount to be determined at the previous years AGM).**
- d) **The Treasurer** shall receive, give an official receipt for, and be responsible to the Executive Committee for, all funds of the Branch. He/she shall prepare a statement of income and expenditure for the period October 30th each year, and a statement of Assets and Liabilities at that date, showing the financial position of the Branch. A copy of these statements, bearing the signature of him/her self and the Auditors, shall be distributed to each branch member at the Annual General Meeting. A budget shall also be prepared for the following year for the expected cost to carry out branch activities and shall be reviewed by the newly formed executive. **The Treasurer shall receive a yearly honorarium (Amount to be determined at the previous years AGM).**
- e) **The Directors** shall be assigned such specific duties and/or responsibilities as determined by the President and made known to branch each year. They shall report to the Executive Committee and/or branch, as necessary, during the year.

**The Executive Committee** shall conduct all routine or urgent business of the branch. Its decisions shall be submitted for ratification, or otherwise, at the next meeting of branch meeting.

**Vacancies on an Executive Position** shall be filled by the Executive Committee making an appointment within one (1) month of a vacancy occurring of someone to fill that vacancy. This appointment shall be ratified at the next branch meeting. If the

appointment is not ratified at the next branch Meeting, a new member shall be elected by the members at large present at that meeting. Executive members who resign during their specified term of office shall be ineligible to be re-appointed to any Executive position during the remainder of the term.

## **4.0 Membership Dues, Rights & Responsibilities**

### **Membership Dues & Rights**

- 4.1. Annual membership fees shall be due and paid in full at the last branch meeting but no later than the Annual General Meeting. A roll call of the paid up members will be taken prior to the election of the new executive, used to identify paid up members in good standing that will have the right to participate in the election of new Executive members and other pertinent business discussions. A \$5.00 Branch tax will be levied for late registration (Plus O.S.R.A. Charges If Applicable).
- 4.2. All members holding valid current membership as defined previously, will have the right to participate in the nomination and election of Executive officers and to vote on any resolutions presented within the normal conduction of business.
- 4.3. Membership dues for any operating year shall be set by the elected Executive for that period.
  - 4.3.1. PROPOSED 4.3; Membership dues for any operating year shall be set by the existing Executive and be reviewed by the elected Executives at the first branch meeting. Late Fee Branch charges do not apply to members attending college/university outside the branch area.
- 4.4. Membership dues include affiliation dues to the O.S.R.A
- 4.5. Honorary membership may be granted to individual Branch members who are deemed by the membership to have contributed to the Branch and Soccer in an outstanding manner.
  - 4.5.1. PROPOSED 4.5; Honorary membership may be granted to individual Branch members who are no longer officiating but deemed by the membership to have contributed to the Branch and Soccer in an outstanding manner.
- 4.6. Dues are not required of Honorary Members however they are granted the right to partake in any discussions at business meetings though they shall not have the right to vote.

### **Member Responsibilities**

- 4.7. Members shall refrain from accepting (in a referee capacity) more than one (1) senior game per day except under extenuating circumstances.
- 4.8. Branch members must refrain from becoming members of senior clubs in any capacity, operating within the jurisdiction of the Branch. Minor leagues are excluded.
- 4.9. Members are expected to follow the O.S.R.A. dress code while officiating. The dress code stipulates: black blouse or shirt with white collar and cuffs; black shorts; black stockings with white tops; black footwear; an official O.S.R.A badge worn on the left pocket of the shirt or blouse.

- 4.9.1. PROPOSED 4.9: Members are expected to follow the O.S.R.A. dress code while officiating. The dress code stipulates: black blouse or shirt with white collar and cuffs; black shorts; black stockings with white tops; black footwear; an official O.S.R.A badge worn on the left pocket of the shirt or blouse (**or as defined by the level of competition rules**).
- 4.10. Any member that is assaulted in connection to their officiating role, either prior, during or after an O.S.A. sanctioned game, shall follow the requirements of the September 1976 O.S.A. Memorandum on this issue.
  - 4.10.1. PROPOSED 4.10 : Any member that is assaulted in connection to their officiating role, either prior, during or after an O.S.A. sanctioned game, shall follow the requirements of the **current** O.S.A. Memorandum on this issue.
- 4.11. It is the duty of an assisting official (linesman) to assist the referee in all respects of game management.
  - 4.11.1. PROPOSED 4.11 : It is the duty of an **assistant referee** to assist the referee in all respects of game management.
- 4.12. The referee shall be held accountable to the Executive for the unjust management of assistants including their dismissal from their assigned duties.
- 4.13. The referee shall send a copy of all reports that pertain to issues regarding the behavior of other officials, and which may require further investigation, to the Branch Secretary.

## 5.0 Branch Operations

- 5.1. All monetary transactions involving the debiting of Branch funds will require the signature of the President elect or designate the Treasurer and/or one other member of the Executive.
- 5.2. All monetary transactions will be in the form of a cheque and will be accompanied by a written statement in the treasure's log as to the purpose.
  - 5.2.1. PROPOSED 5.2 : All monetary transactions will be in the form of a (cash / cheque) and will be accompanied by a written statement in the treasurer's log as to the purpose.
- 5.3. The secretary shall be provided with funds for which he or she will be accountable, on a monthly basis (if required) to meet Branch operational expenses.
- 5.4. Members who consistently miss business meetings without an adequate explanation shall be liable to a reprimand, which may include a fine or suspension levied by the Executive and duly endorsed by a membership quorum.
- 5.5. All income and expenses incurred from November 1 of the previous year through October 31 of the current year should be included in the Annual Final Report, presented at the AGM meeting. (Including any and all Honorariums)

## 6.0 Travel

- 6.1. Delegates or nominated Branch representatives operating a vehicle(s) who travel out of town to attend meetings shall be compensated at a rate of twenty five (\$0.25) cents per kilometer based on total mileage.

6.1.1. PROPOSED 6.1: Delegates or nominated Branch representatives operating a vehicle(s) who travel out of town to attend meetings shall be compensated at a rate of twenty five (0.35) cents per kilometer based on total mileage. All travel expenses must be claimed before October 15 of the current year.

6.2. All Branch meetings are exempt from the above statement.

## **7.0 Branch Monthly Meetings**

The monthly branch meetings shall be held on the second or third week of every month with the exception of June, July, and August which no business meeting will be held.

### **Agenda for Branch Meetings**

Roll Call

Minutes of the previous branch Meeting

Matters arising from those Minutes

Correspondence

President's Address

Secretary's Report

Treasurer's Report

Delegate Reports

Old Business

New Business

Motion to adjourn

- 7.1. A quorum shall constitute one third of the membership (in good standing) of the Branch for validation of monthly business meetings. Executive meetings will require a majority to form a quorum.
- 7.2. The Executive shall meet to discuss business as required.
- 7.3. Membership meetings shall be defined as inclusive of educational session.
- 7.4. Meeting attendance shall be recorded by the Secretary. Absenteeism shall be recorded as with or without notification (apology).
- 7.5. Apologies will not be accepted for quorum definition purposes.

## **8.0 Annual General Meeting**

### **Branch AGM Meetings Protocol**

The Annual General Meeting shall be held in November minimum of one week prior to Provincial OSRA "AGM" and notice convening the meeting shall be sent to each member not less than fourteen (14) days before the date of the meeting. The Agenda for the Annual General Meeting shall be:

### **Branch AGM Meetings Agenda**

Roll Call - Members for the Year Ending

Minutes of the previous Annual General Meeting

Matters arising from those Minutes

Correspondence  
 President's Address  
 Secretary's Report  
 Treasurer's Report and Auditor's report  
 Old Business  
 Amendments to the by-laws  
 Ratification of OSRA Executive Actions  
 Recess  
 Roll Call - Members for the Year Ensuing  
 Election of Officers  
 Proposed Annual Budget  
 New Business

### **Branch AGM Special General Meeting**

The executive shall have the authority to call a special general meeting and that shall be called by the secretary on instructions by the president. A minimum of fourteen day notice must be given to members.

- 8.1. The Branch Annual General Meeting shall be held in the month of November.
- 8.2. The Executive shall be elected by only those members in good standing and holding current membership status.
- 8.3. The Executive shall consist of a President, Vice President, Past President, Secretary, Treasurer, and four (4) Directors.
  - 8.3.1. **Proposed; Remove past president and only have three (3) directors.**
- 8.4. The Executive shall have the mandate to fill any vacancies.
  - 8.4.1. **Proposed: The Executive shall have the mandate to fill any vacancies by appointment.**
- 8.5. The Executive will retain the right to discipline within the context of the branch constitution, any member not abiding by the Branch By-Laws. This may be done without having a general meeting, but with right of appeal of the affected member to the O.S.R.A.
- 8.6. To be nominated for an Executive position, a member must have a minimum of one (1) year of membership within the Branch.
- 8.7. Delegates to the O.S.R.A. council meetings shall consist of any or all of: President, Vice President, Secretary, and if ratified by the Branch membership, any other Branch member in good standing.
- 8.8. Election of the Executives
- 8.9. Required Terms of Service for Branch Executives
  - i) President → Two year **term** (ELECTED IN ODD YEARS)
  - ii) Vice President → Two year **term** (ELECTED IN EVEN YEARS)
  - iii) Secretary → Two year **term** (ELECTED IN ODD YEARS)
  - iv) Treasurer → Two year **term** (ELECTED IN EVEN YEARS)
  - v) Director # 1 → Two year **term** (ELECTED IN ODD YEARS)
  - vi) Director # 2 → Two year **term** (ELECTED IN EVEN YEARS)
  - vii) Director # 3 → Two year **term** (ELECTED IN ODD YEARS)
  - viii) Director # 4 → Two year **term** (ELECTED IN EVEN YEARS)

- 8.10. Removal of an Executive Member(s) : If for any of the executive member(s) are unable or incapable of heading the branch business and or is guilty of misconduct. Any member shall have the authority request a vote for removal from the executive.
- 8.10.1. The member bringing forth the complaint must provide in writing the reasons as to why he is bringing this motion.
- 8.10.2. This issue will then be deferred to the next business meeting to allow the accused person a proper chance to defend him or herself.
- 8.10.3. The next step will be for ratification by two thirds of the branch membership. Proxy voting will be accepted directly to a non-bias party to be appointed on a case per case!
- 8.11. A quorum shall constitute one third of the membership (in good standing) of the Branch for validation of the yearly AGM business meeting.
- 8.12. AGM Meeting attendance shall be recorded by the Secretary.
- 8.13. Apologies will not be accepted for quorum definition purposes.

#### **Proxy voting at the Annual General Meeting:**

- 8.14. Every member entitled to vote at a meeting of members may, by means of a written proxy, appoint another member or a person as the member's nominee to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy.
- 8.14.1. A member and/or its delegate may only hold in total one (1) proxy vote. A non-Member may only hold one proxy vote.
- 8.14.2. Proxy can only be used if a member is out of the country or is required due to health reasons.
- 8.14.3. Proxy voting requests must be received, in writing, to the secretary no later than 15 days before the Annual General Meeting.

### **9.0 Auditors**

Two members of the branch shall be appointed at the Annual General Meeting to audit the accounts of the branch

→ On request of members additional verification of the account can be requested.

### **10.0 Amendments**

All proposed amendments to the existing by-laws must be received in writing, to the secretary, no later than 25 days prior to the Annual General Meeting. All proposals to be distributed to all voting members via e-mail a minimum of 14 days prior to the Annual General Meeting. All proposed amendments to be approved at the current Annual General Meeting for application in the following year.

### **11.0 Conflict**

- 11.1. None of the above By-Laws, either in whole or in part shall be in conflict with the Ontario Soccer Referees Association Constitution and Guide. In all cases that document shall take precedence in any matter that is subject to controversy.