

# THE REFEREES' ASSOCIATION



## Constitution

approved by the Annual General Meeting on 11 July 2014 revised 2016

### RULES

#### 1. TITLE

The Association shall be called "The Referees' Association."

#### 2. OBJECTS

The Objects of the Association shall be:

- (a) to operate as a not-for-profit membership organisation for football referees in which all operating surpluses are retained for the further development of the Association. Profits may not be distributed to members or other bodies apart from on dissolution of the Association, in which case retained reserves would be disposed of as in Rule 9.
- (b) to provide an environment for companionship and personal refereeing development working in partnership with other members of the football family.
- (c) to recruit into membership registered and former registered referees and to retain their membership
- (d) to operate through and support a network of County and Local Referees' Associations and to provide guidance and support for their members
- (e) to support and protect members from injustice and unfair treatment in matters related to refereeing
- (f) to represent the interests of members to and on the controlling bodies of Association Football
- (g) to ensure the provision of a Benevolent Fund to provide financial support for members and their dependants in need
- (h) to ensure the provision of insurance for members whilst engaged in refereeing activities, including the activities of the Association
- (i) to maintain a website to promote the Association and to publish news and information on refereeing
- (j) to market and distribute refereeing supplies, publications and other merchandise
- (k) to arrange meetings and conferences
- (l) at the discretion of the Board, to recognise the formation of groups of members to develop specialist refereeing interests at national or regional level.

#### 3. DEFINITIONS

In these Rules and Schedules, unless otherwise indicated:

- (a) 'Affiliate' means a person who is not a registered or former registered referee and who may be admitted only locally into membership of an LRA and who shall play no part in the administration of the Association.
- (b) 'AGM' means the Annual General Meeting of the Association.
- (c) 'annual insurance premium' means the individual premium(s) due from members in respect of insurance cover organised by the Association for members against loss and damage arising out of refereeing activities including but not necessarily limited to personal accident, theft of refereeing equipment and injury.
- (d) 'Associate' means a person who is a registered referee not subscribing to the Association.
- (e) 'Association' means the Referees' Association.

- (f) 'Benevolent Fund' means the Benevolent Fund of the Association.
- (g) 'Board' means the Board of Management of the Association.
- (h) 'Centrally Recruited Member' (CRM) means a new member of the Association recruited directly through any initiative conducted nationally by the Board.
- (i) 'Chairman' means the Chairman of the Board.
- (j) 'County FA' means a County Football Association or other association affiliated to the Football Association.
- (k) 'County RA' means a County Referees' Association (CRA) within the Association comprising all LRAs affiliated to that County RA.
- (l) 'Direct Member' means a Full Member who has been given dispensation by the Board not to be a member of an LRA as in Rule 4(h).
- (m) 'EGM' means an Extraordinary General Meeting of the Association.
- (n) 'FA' means The Football Association.
- (o) 'FIFA' means the Fédération Internationale de Football Association.
- (p) 'football family' means all other organisations, official or unofficial, that operate in football to enhance the game.
- (q) 'Full Member' means a registered referee or former registered referee subscribing to the Association.
- (r) 'International Member' means a person subscribing directly to the Association and living outside of England, the Channel Islands and the Isle of Man.
- (s) 'Life Member' means a Full Member whose life membership has been conferred under Rule 16.
- (t) 'LRA' means a Local Referees' Association, Branch, Society or Club in England affiliated to the Association.
- (u) 'member' means a Full Member of the Association.
- (v) 'membership' means full membership of the Association.
- (w) 'Treasurer' means the Board Member with responsibility for the finance of the Association.
- (x) All obligations on the Board under these Rules to despatch, post or otherwise circulate communications to County RAs, LRAs, Life Members, Direct Members, International Members or others shall be taken to mean they will be sent before midnight on the due date by date stamped Royal Mail or other physical delivery service or communicated electronically. The same obligation shall apply to the timing of all communications to the Board.
- (y) References to the masculine shall be taken to include the feminine.

#### **4. MEMBERSHIP and AFFILIATION**

- (a) Full Membership of the Association shall be open to persons who are or have been referees resident in England, the Isle of Man and the Channel Islands and registered under the jurisdiction of a National Football Association affiliated to FIFA, or any allied Association of any such National Association.
- (b) Life Members of the Association shall have their subscription and any insurance premium due paid out of the funds of the Association. Their voting on Association matters shall be direct and not through any LRA.
- (c) Life Members of the former Referees' Association as at 19<sup>th</sup> June 2004 and Life Members of the Referees' Association of England as at 31<sup>st</sup> March 2010 became Life Members of this Association with effect from 1<sup>st</sup> April 2010.
- (d) All persons who are registered referees with a County FA and who are not Full Members shall be Associates of the Association and shall not pay annual subscriptions or the annual insurance premium or be entitled to any of the benefits of full membership.
- (e) Except as provided for in 6(c) and 6(e) full membership of the Association shall be effective immediately upon receipt of payment to the Association of the applicable annual subscription and insurance premium.

- (f) Initiatives may be used to promote membership to Centrally Recruited Members who shall be persons who are or have been registered referees under the jurisdiction of a National Football Association affiliated to FIFA, or any allied Association of any such National Association and who are resident in England. Such members shall be integrated into their most convenient LRA at the earliest opportunity to secure the benefits of full membership. The allocation to an LRA shall be under the auspices of the relevant County RA.
- (g) Full Membership of the Association shall be entered through Full Membership of an LRA.
- (h) Under exceptional circumstances the Board may agree to waive Rule 4(g) and permit a member to be a Direct Member. Such a member would have voting and other communications sent directly from the head office on a par with Life Members but would not enjoy the normal affiliation to a County RA. A Direct Member will pay the applicable annual subscription and insurance premium direct to the Association.
- (i) International Membership of the Association shall be open to all persons living outside of England, the Channel Islands and the Isle of Man, who are or have been registered referees under the jurisdiction of a National Football Association affiliated to FIFA, or any allied Association of any such National Association. Separate subscription rates shall be set in Schedule 1 that shall not include insurance and Benevolent Fund cover. International Members may attend but not participate in General Meetings.
- (j) Membership of the Referees' Association of England ("RAE") during any part of the years 2004-2010 shall for the purpose of these Rules be regarded as membership of the Association during that period.

## **5. REGISTER AND DATA PROTECTION**

- (a) An accurate register shall be maintained of current members' names and addresses.
- (b) Any other information voluntarily provided by members about themselves shall be retained for the purpose of maintaining the membership of, and support for, the Association.
- (c) The Association shall comply with the requirements of the Data Protection Act 1998 or any statutory re-enactment thereof. Data identifying any member shall not be disclosed except for purposes that the Board has decided is necessary for maintaining the membership of, or support for, the Association.

## **6. SUBSCRIPTIONS**

- (a) All members of the Association shall pay subscriptions to the Association subject to (c) below. The annual subscriptions for members shall be entered in Schedule 1. They shall remain unchanged until varied at any AGM or EGM after which they will become effective from and be due on 30<sup>th</sup> September following the AGM or EGM.
- (b) Full Members of the Association aged under 18 at their due date of renewal shall pay subscriptions to the Association at half the rate shown in Schedule 1.
- (c) Full Members joining for the first time shall pay no subscription to the Association in their first membership year. However LRAs may levy a fee to cover local membership expenses.
- (d) Subscriptions will be paid:
  - by LRAs for each of their Full Members within 14 days of receipt and, in any event, not later than 29<sup>th</sup> September
  - by International Members directly to the Association
  - by Direct Members directly to the Association
  - by the Association on behalf of its Life Members.
- (e) Members who are covered under the terms of the Association's Personal Accident Insurance Scheme including those mentioned in (b) and (c) above shall also pay the annual insurance premium.
- (f) The term of insurance runs from 30<sup>th</sup> September until 29<sup>th</sup> September of the following year. Members who have not re-subscribed by 30<sup>th</sup> September will not be covered by the insurance scheme until their subscription and insurance premium is paid.

## **7. THE BOARD OF MANAGEMENT**

A Board of Management of nine members of the Association shall be elected in accordance with Schedule 2, conduct its business in accordance with Schedule 7 and shall:-

- (a) pursue the Objects of the Association for the benefit of members
- (b) represent the interests of members to The FA and if appropriate, other controlling bodies of Association Football
- (c) be responsible for the assets and liabilities of the Association and conducting its policies
- (d) meet at intervals of not more than 90 days or when at least three of its members notify the Chairman in writing with reasons for calling the meeting
- (e) at its first meeting after the AGM, from amongst its membership in accordance with Schedule 7, Part 2:
  - elect by ballot three different members as Chairman, Vice-Chairman and Treasurer
  - appoint the Treasurer to be the Chairman of the Finance and General Purposes Committee
  - elect Chairmen for its other standing committees, provided that the Chairman of the Board shall not chair any standing committee
  - appoint two to four others to serve on each of those Committees.
- (f) have power to appoint other Committees to carry out any of its functions and powers, chaired by a Board Member and including up to three other Board Members
- (g) have power to co-opt up to two non-Board Members of the Association onto any of its Committees for their expertise, with voting powers, providing the total number of members of any Committee does not exceed five
- (h) have power to propose a Select Committee of up to three members to be approved at an AGM who serve until the next AGM to scrutinise and report on the expenditure of Board Members and who shall be given free access to all the necessary documents in order to conduct their scrutiny
- (i) where necessary before the next full Board meeting, make urgent decisions by an Emergency Committee with a quorum of three and chaired by the Chairman or the Vice-Chairman and including at least two of the standing committee chairmen and any other available Board Members
- (j) co-opt members of the Association at its discretion to fill any vacancies on the Board, provided that no member shall be co-opted who has completed three consecutive full terms as a Board Member within the year prior to co-option
- (k) have power to appoint members of the Association as Honorary Officers from time to time with specific responsibilities
- (l) have power to appoint any member other than a paid employee of the Association as a Trustee of the Benevolent Fund and to terminate such an appointment having regard to Rule 7(q) giving notice to the Trustees of the Benevolent Fund of such a decision
- (m) have power to employ paid officials and staff to carry out the work of the Association
- (n) communicate its new policies and decisions quickly and efficiently to the Secretaries of all County RAs, LRAs and to Life Members, Direct Members and International Members
- (o) publish at the AGM the annual report of the Chairman and the records of attendance at Board meetings and its Committees for the previous twelve months
- (p) have power at its sole discretion to use the funds of the Association to take or defend legal proceedings brought by or against any member arising out of his activities as a referee or on behalf of the Association
- (q) have power, after inquiry in accordance with the procedures set out in Schedule 3, and provided at least five Board Members vote in support, to suspend or remove from office any Board Member or Trustee of the Benevolent Fund, or to suspend or exclude from membership any member of the Association, for:
  - conduct prejudicial to the Association
  - serious misconduct or any allegation of serious misconduct

- in the case of Board Members only, repeated absence from meetings of the Board or its Committees without reasonable cause.
- (r) have power to suspend the affiliation of any LRA to the Association for any period during which the Board is satisfied that there is any deliberate non-compliance with the requirements of Rule 6(d), and provided that:
- the LRA concerned has been informed in writing of the non-compliance and been allowed a reasonable period to remedy the position
  - the County RA to which the LRA is affiliated, has been similarly informed in writing, invited to encourage the LRA to remedy the position and allowed a reasonable time for so doing
  - the procedures set out in Schedule 3 have been carried out
  - at least five Board Members vote in support of the suspension
  - during any period of suspension until the end of the subscription year on 29<sup>th</sup> September the members of the suspended LRA shall be entitled to all the benefits of membership of the Association.
- (s) receive no remuneration or honoraria directly or indirectly for work done or services rendered for or on behalf of the Association unless carried out under a separate contract
- (t) require Board Members to declare any potential conflict of interest that may arise or any pecuniary interest in connection with the Association's business or any subject matter under review at any meeting and not allow that member to speak or vote on that subject unless the Board determines that there is no material conflict of interest
- (u) allow any Board Member at any time to query whether a potential conflict of interest or any pecuniary interest in connection with the Association's business in respect of any other Board Member exists on any subject matter and, if the Board determines that there is such a conflict, not allow the Board Member concerned to speak or vote on that subject matter
- (v) at its last meeting before the AGM every third year, or at other times where necessary, appoint a suitable member of the Association to serve as President for three years commencing immediately after the AGM
- (w) nominate a member of the Association to serve as its representative on the FA Council at such intervals and for such terms as apply under FA Rules
- (x) have power to deal with any matter of the Association not provided for by these Rules.

## **8. FINANCE**

- (a) All funds of the Association shall be held in accounts in the name of the Association.
- (b) Payments for amounts exceeding £500 drawn on the accounts of the Association shall require the prior authorisation of two persons including that of:
- the Treasurer or the Chairman, plus
  - one of any three other nominated Board Members or a nominated employee of the Association.
- (c) Payments for amounts not exceeding £500 drawn on the accounts of the Association shall require the prior authorisation of one person being that of the Treasurer, Chairman, one of any three other nominated Board Members or a nominated employee of the Association.
- (d) 'Prior authorisation' in Rules 8(b) and 8(c) shall mean:
- signature(s) in the case of a cheque
  - written authorisation, including but not limited to email correspondence, in the case of payment by electronic means, including but not limited to BACS payments.
- (e) Capital expenditure on individual items valued at over £1000 and the purchase of services valued at over £1000 per annum shall have the minuted approval of a Board meeting and have been subject to a process of competitive tendering with at least two written quotations that shall be reviewed by the Board.
- (f) The Treasurer shall ensure that proper books of accounts are kept which shall be open to inspection at all reasonable times by members of the Association.

- (g) The Treasurer shall ensure that a proper Statement of Accounts is prepared for each year ending 31<sup>st</sup> March and shall present it to the next AGM after it has been independently verified.

## **9. DISSOLUTION OF THE ASSOCIATION**

- (a) The Board may propose to dissolve the Association if it decides that it is necessary or desirable to do so. Such a proposal must be placed on the agenda of an AGM or EGM.
- (b) Upon members' agreement to dissolve the Association, any assets of the Association that are left after all debts have been paid ('the net assets') must be transferred to The FA to be held in trust.
- (c) Such a trust shall be for a maximum period of five years from the date of transfer pending the reformation of the Association or the creation of a new *bona fide* association with similar objects to those in this Constitution.
- (d) The Board of The FA will have sole discretion in deciding that such objects are fulfilled and, if content, will return the funds held in trust to that new association.
- (e) Upon the expiry of that five-year period with no new association having been formed to The FA's satisfaction, The FA may at its absolute discretion use the net assets of the former Association for the benefit of refereeing in England such as setting up charitable foundations.

## **10. EXPENSES**

- (a) The reasonable and necessary travelling, overnight and subsistence expenses for Board Members, its Committees and Honorary Officers carrying out the business of the Association and meeting at convenient locations in England shall be paid out of the funds of the Association in accordance with Codes of Practice that the Board shall publish from time to time. Claims, supported by receipts where applicable, shall be submitted to the Treasurer or his delegate within twenty-eight days of being incurred.
- (b) Personal public transport and accommodation costs in connection with Association business will be reimbursed at the most economic rate obtainable. Subsistence will cover the reasonable cost of meals, not including alcoholic beverages, when the claimant's travelling schedule excludes the possibility of such meals being taken at home. The amount of such expenses shall be pre-authorized by the Treasurer or the Chairman of the relevant Board committee and be budgeted for.
- (c) Travelling expenses shall include a car mileage allowance which shall:
- be entered in Schedule 1
  - remain unchanged until varied at any AGM or EGM
  - if changed, be effective for all travel after return from that AGM or EGM.

## **11. LOCAL REFEREES' ASSOCIATIONS**

- (a) LRAs shall be established in England to serve as convenient groupings of and meeting points for members of the Association.
- (b) LRAs shall act as a primary link between the Board and individual Full Members for communications and voting procedures.
- (c) Every LRA shall elect a management committee to oversee its operation.
- (d) Every LRA shall develop its own rules of operation that are consistent with the Constitution of the Association.
- (e) LRAs shall affiliate to the Association by maintaining rules that:
- require all current and former registered referees within their membership to subscribe through them to the Association and be known as Full Members of that LRA, unless those members are subscribing to the Association as Full Members of another LRA
  - permit LRAs to elect their own life members but in respect of whom the LRA shall pay to the Association the subscription due as a Full Member and any insurance premium
  - permit LRAs to have Affiliates who shall be persons who have an interest in football or refereeing but who do not qualify for full membership and who shall not participate in Association business conducted in the LRA and for whom LRAs shall set their own subscriptions

- permit Full Members of other LRAs to join informally on terms determined by that LRA but who shall not participate in Association business conducted in that LRA
  - encourage formerly registered referees into their membership as Full Members of the Association
  - require them to submit to the Association the subscriptions and required details of all their Full Members who have subscribed to the Association from time to time each year within fourteen days of receipt and, in any event, not later than 29<sup>th</sup> September
  - require them to affiliate and pay subscriptions to their County RA
  - include an Object to provide personal refereeing development for its members working in partnership with other members of the 'football family'.
- (f) The affiliation of any LRA may be suspended by the Board under Rule 7(r) and Schedule 3.
- (g) Guideline rules for LRAs shall be provided by the Board.

## **12. COUNTY REFEREES' ASSOCIATIONS**

- (a) The LRAs based within each County FA area shall establish a County RA.
- (b) Each LRA shall affiliate and pay subscriptions to a County RA.
- (c) Subscriptions paid by each LRA to its County RA shall become due on such date as may be determined by the County RA.
- (d) The Rules of a County RA shall be consistent with the Rules of the Association and shall provide for, as a minimum:
- a County RA Committee with equal representation for each of its LRAs
  - that an LRA's representative(s) shall be Full Members of that LRA
  - an Annual General Meeting
  - an annual election of officers including a Chairman, Secretary and Treasurer.
- (e) Each County RA shall form a Committee consisting of the representative(s) nominated by each LRA and shall meet as often as is necessary to:
- represent the interests of the members of its LRAs to the County FA and if, appropriate, other County FAs, The FA and the Association
  - act as a channel of communication between its LRAs, the Board and County FAs
  - organise social and other activities for the members of its LRAs and further their mutual interests in accordance with the Objects of the Association.
- (f) Each County RA shall facilitate representation of its LRAs' members aged under 25. Such representation shall be determined in a manner decided by the County RA.
- (g) Each County RA shall be responsible for allocating CRMs to the appropriate LRA.
- (h) Any LRA dissatisfied with any decision of its County RA Committee may appeal to the Board which shall convene an Appeal Panel in accordance with Schedule 4. The appeal shall be heard in accordance with the procedures in Schedule 4. The reasonable and necessary travel and subsistence expenses for members of the Appeal Panel meeting at convenient locations in England shall be paid out of the funds of the Association if supported by receipts submitted to the Treasurer or his delegate within twenty-eight days of being incurred.
- (i) No appeal shall lie under Rule 12(h) against a decision by a County RA to alter or not to alter its rules.
- (j) Guideline rules for County RAs shall be provided by the Board.

## **13. ANNUAL GENERAL MEETING**

- (a) An AGM of the Association shall be held on such date in June or July at such location in England as the Board shall determine.
- (b) The purposes of the AGM shall be:
- to receive an annual report on the Association from the Chairman
  - to approve the independently verified accounts from the previous year ending 31st March

- to appoint a firm of accountants to verify the accounts for the current year ending 31st March
  - to receive a report from a Select Committee that shall have scrutinised the expenditure of Board Members
  - to confirm a Select Committee to serve until the next AGM
  - to vote upon proposed alterations to these Rules and Notices of Motion and proposed amendments thereto
  - to receive an annual report and independently verified accounts from the Trustees of the Benevolent Fund
  - to announce Life Membership and other awards to members
  - to discuss any other business permitted within Schedule 5 Part 2.
- (c) Notice of the AGM shall, not less than twenty-eight days before the AGM:
- be circulated to each County RA, LRA, Life Member, Direct Member and International Member
  - be published in every journal or periodical of the Association, and placed on its website, if any.
- (d) All Full Members, Life Members, Direct Members and International Members of the Association shall be entitled to attend the AGM.
- (e) The circulation of notices of the AGM, proposals to alter these Rules and Notices of Motion and proposed amendments thereto shall be conducted in accordance with Schedule 5 Part 1.

#### **14. EXTRAORDINARY GENERAL MEETING**

- (a) An EGM shall be held within 42 days at a convenient location in England if called:
- by the Board, or
  - upon the receipt by the Board of any written requisition, supported by detailed reasons, with any proposed alterations to these Rules or Notices of Motion, by the Chairmen of at least twenty LRAs drawn from at least five different County RAs.
- (b) Notice of the EGM, together with the written reasons for the requisition and any proposed alterations to these Rules or Notices of Motion shall:
- not less than 35 days before the EGM, be circulated to each County RA, LRA, Life Member, Direct Member and International Member
  - if practicable, be published without delay in every journal or periodical of the Association, and placed on its website, if any.
- (c) All Full Members, Life Members, Direct Members and International Members of the Association as at the date of the requisition shall be entitled to attend. If the EGM is called between 30<sup>th</sup> September and 31<sup>st</sup> October, all such members of the Association as at the previous 29<sup>th</sup> September shall be entitled to attend as well as such members who have subscribed between those dates.

#### **15. GENERAL MEETINGS: DEBATE, VOTING AND MINUTES**

- (a) No business shall be transacted at any General Meeting unless a quorum of not less than twenty members, each being a Full Member of a different LRA, is present.
- (b) General Meetings shall be conducted in accordance with Schedule 5 Part 2 subject to any variations that may be agreed at the beginning of that meeting by majority vote of members present.
- (c) Proposals to alter these Rules and Notices of Motion shall not proceed unless proposed in person by:
- a Board Member, or
  - a Full Member of an LRA, a Life Member or a Direct Member seconded by a Full Member of another LRA, a Life Member or a Direct Member.
- (d) Any proposed alteration to these Rules or Notice of Motion that is not carried shall not be proposed in a similar form for two years except with the approval of the Board.



- (e) Votes shall be cast on ballot papers to reflect the wishes of the LRA's voting members as in Rule 15(f) as follows:
- by a Full Member of an LRA authorised by his LRA to attend the meeting
  - by post by the LRA sent to the Board to arrive not less than seven days prior to the meeting
  - by completion in advance by the LRA before being handed to a member to deliver to the Scrutineers at the meeting.
- (f) The number of votes an authorised member of each LRA shall be entitled to cast shall be:
- at an AGM, the number of Full Members in the LRA on the previous 30th April
  - at an EGM, the number of Full Members in the LRA as at the date of the requisition or, if the EGM is called between 30<sup>th</sup> September and 31st October, the number of Full Members of the LRA as at the previous 29<sup>th</sup> September.
- (g) A single vote shall be cast by Life Members and Direct Members.
- (h) Life Members and Direct Members may vote using ballot papers as follows:
- in person at the meeting
  - by post to the Board to arrive not less than seven days prior to the meeting
  - by completion in advance before being handed to a member to deliver to the Scrutineers at the meeting.
- (i) Any amendment to a proposed alteration to the Rules or Notice of Motion shall be carried by a simple majority of the votes cast.
- (j) Proposed alterations to the Rules (but not the Schedules to these Rules) shall be carried only if at least two-thirds of the votes cast are in favour of the proposal.
- (k) Alterations to the Schedules to these Rules and Notices of Motion shall be carried by a simple majority of the votes cast.
- (l) Draft minutes shall be made available to members on request in accordance with Schedule 5 Part 3.

## **16. AWARDS AND LIFE MEMBERSHIP**

- (a) Upon written nomination to the Board by any LRA, supported by its County RA Committee, and in accordance with the procedures in Schedule 6 Part 1, the Board may approve the conferral of the following awards on any member of the Association:
- Long and Meritorious Service Award
  - Fifty Year Membership Award
  - Life Membership.
- (b) Upon written nomination to the Board by any LRA which has been in existence and affiliated to the Association for one hundred years, and in accordance with Schedule 6 Part 2, the Board shall confer a Centenary Award on that LRA.
- (c) The Board will publish, as necessary, procedural guidelines for making these awards.

## **17. CUP FINAL MEMENTOES**

Suitable mementoes shall be awarded to the match officials appointed to control the final tie of The Football Association Challenge Cup and may be awarded to any match official appointed to control the final tie of a prestigious national or international competition, provided in all cases that they have been members of the Association continuously during the five years previous to the tie.

## **18. AVAILABILITY OF THESE RULES**

These Rules shall be:

- circulated to each County RA, LRA, Life Member, Direct Member and International Member within 30 days of any alteration having been approved at an AGM or EGM of the Association
- placed on the website of the Association, if any
- made available to members on request.

## **SCHEDULES**

### **SCHEDULE 1**

#### **SUBSCRIPTIONS AND CAR MILEAGE ALLOWANCE**

1. The annual subscriptions under Rule 6 falling due on 30<sup>th</sup> September each year shall be:

|   |                 |
|---|-----------------|
| Full Members who join through an affiliated LRA | £12.00          |
| Direct Members of the Association               | £21.00          |
| Life Members of the RA                          | £ nil           |
| Associates                                      | No subscription |
| International Members living outside England    | £15.00          |
2. The car mileage allowance under Rule 10(c) and 12(h) shall be 30 pence per mile.

### **SCHEDULE 2**

#### **ELECTION OF MEMBERS OF THE BOARD OF MANAGEMENT**

1. By 1<sup>st</sup> November each year an election for members of the Board shall be announced and a nomination paper will be sent to each County RA, LRA, Life Member and Direct Member.
2. Each candidate for election shall:
  - be or have been a registered referee
  - have been a member of the Association for at least three years continuously prior to his nomination
  - not have been an employee of the RA in the 12 months preceding the closing date for nominations
  - be proposed by two members of the Association.
3. The nomination form shall include spaces for:
  - the name of the candidate and the LRA of which he is a Full Member or his status as a Life Member or Direct Member
  - the names and signatures of both proposers and their offices or former offices, if any, within an LRA, County RA, the Board or its predecessors
  - confirmation that the candidate is or has been a registered referee
  - confirmation that the candidate is a member of the Association and his number of years' membership of the Association
  - a declaration, if applicable, that he is a remunerated employee of or has an elected office within The FA or a County FA
  - confirmation of his current level as a referee or whether he is an unregistered, former referee and whether he is an active or non-active referee and shall be described as active provided he has refereed not less than ten full-sided sanctioned football matches during the twelve months prior to his nomination
  - a summary, in not more than 50 words, of his refereeing experience and offices held within any LRA, County RA, the Board, the Association or its predecessors
  - a separate election statement of not more than 100 words
  - a summary, in not more than 100 words, of any business experience or qualifications that the candidate thinks relevant to his candidature
  - a declaration by the candidate that he is willing to stand for election and verifying the truth of his details in the nomination form.
4. Fully completed nomination forms shall be submitted by post to the Board not later than 1<sup>st</sup> February.

5. Any defective nomination forms or any nomination liable to rejection for any reason shall be immediately returned to the relevant proposers with an explanation of the defect or reason for rejection. Such forms shall be eligible for re-submission provided the defect or reason for rejection has been remedied and the corrected form returned by post to the Board by the closing date.
6. Upon acceptance of a nomination, the Board shall require every nominee to complete a Fit and Proper Persons Declaration in a form as shall be determined from time to time.
7. Voting forms for the election shall:
  - be sent to the Secretary of each LRA, Life Member and Direct Member by 14<sup>th</sup> February together with a pre-addressed envelope marked "BALLOT PAPER" for use when returning the form and be sent to the Secretary of each County RA for information
  - identify 14<sup>th</sup> April as the closing date for the return of the voting forms by post
  - place the candidates into surname alphabetical order
  - clearly set out the personal details and election statements of all candidates
  - identify on LRA voting forms the number of votes which may be cast by the LRA
  - briefly explain how the election will operate, in simple, practical terms.
8. The maximum number of votes each LRA shall be entitled to cast shall be three times the number of Full Members in that LRA on 31<sup>st</sup> December preceding the election.
9. The maximum number of votes each LRA may cast for any one candidate shall be the number of Full Members in that LRA on 31<sup>st</sup> December preceding the election.
10. The votes of each LRA shall be cast to reflect the wishes of each of its Full Members.
11. Life Members and Direct Members as at 31<sup>st</sup> December preceding the election shall be entitled to cast three votes with a maximum of one vote per candidate.
12. Each Board Member shall retire three years after taking office and shall be eligible for re-election provided he has not been elected as a Board Member for three consecutive terms of office immediately prior to that election.
13. Any member co-opted to fill a vacancy on the Board shall retire not later than the time at which an election is due for the position he has filled but such co-opted member shall be eligible for election.
14. The three candidates receiving the greatest number of votes cast shall be elected.
15. If there is an equal number of votes for two or more candidates, the candidate(s) having the longest continuous membership will be declared the winner(s).
16. If three candidates or fewer have been nominated by the closing date for nominations, they shall be declared elected and any vacancies on the Board may be filled by co-option by the Board at its first meeting after the AGM.
17. The votes shall be sent in sealed envelopes endorsed "BALLOT PAPER" by 14<sup>th</sup> April and be counted not later than 30<sup>th</sup> April and all candidates notified by post of the result of the election not later than 7<sup>th</sup> May. At the first available opportunity the names of the candidates elected shall be published in every journal or periodical of the Association, and placed on its website, if any.
18. The successful candidates shall take office after the AGM following their election and shall remain in office for three years or until earlier retirement, resignation, removal or death.

### SCHEDULE 3

#### **SUSPENSION AND REMOVAL OF BOARD MEMBERS OR TRUSTEES OF THE BENEVOLENT FUND OR MEMBERS OF THE ASSOCIATION AND SUSPENSION OF THE AFFILIATION OF LRAs**

1. Before exercising its power of suspension or removal of:
  - a Board Member under rule 7(q)
  - a Trustee of the Benevolent Fund under rule 7(q)
  - any member of the Association under Rule 7(q) or
  - the affiliation of an LRA under Rule 7(r),the Board shall:
  - (a) write to the Board Member, Trustee of the Benevolent Fund, member, or the Secretary of the LRA setting out its concerns fully, identifying and providing copies of any relevant documents, confirming that consideration is being given to exercising its power under Rule 7(q) or 7(r) and inviting the Board Member, Trustee of the Benevolent Fund, member, or in the case of an LRA up to three of its Full Members, to attend the next Board meeting, the arrangements for which shall be included in the letter
  - (b) allow any Board Member, Trustee of the Benevolent Fund or member to be supported by one other member of the Association but not including formal legal representation
  - (c) give the Board Member, Trustee of the Benevolent Fund, member or the LRA a full and fair opportunity to address the Board's concerns both in writing in advance of the meeting and at the meeting, including the production of documents and calling of witnesses. Unless further inquiries are needed after the meeting, make its decision in the absence of the Board Member, Trustee of the Benevolent Fund, member or the LRA representatives and notify the Board Member, Trustee of the Benevolent Fund, member or LRA in writing of its decision, with reasons, within seven days thereafter
  - (d) if further inquiries are needed after the meeting, advise the Board Member, Trustee of the Benevolent Fund, member or LRA immediately in writing of the nature of those inquiries, then conduct those inquiries at its discretion and notify the Board Member, Trustee of the Benevolent Fund, member or LRA in writing of the outcome of those inquiries and invite a written response to be received by the Board within 14 days. The Board will then make its decision taking into account the written response. Written notification of the decision, with reasons, shall be sent to the Board Member, Trustee of the Benevolent Fund, member or LRA within 14 days of its final decision.
2. When exercising its power of suspension or removal of a Board Member, Trustee of the Benevolent Fund or of any member of the Association under Rule 7(q) or the suspension of an LRA under Rule 7(r), the Board shall:
  - (a) communicate to all County RAs and LRAs any such decision to suspend or remove a Board Member or a Trustee of the Benevolent Fund with an explanation of its reasons and publish the decision elsewhere at its discretion
  - (b) communicate to the relevant County RA(s) and LRA(s) any such decision to suspend or remove a member or to suspend an LRA with an explanation of its reasons and publish the decision elsewhere at its discretion.
3. If, after the suspension of any Board Member, Trustee of the Benevolent Fund, member or LRA, the Board determines that the reasons for the suspension no longer apply or never have applied:
  - (a) the suspension shall be lifted forthwith
  - (b) in the case of a Board Member or Trustee of the Benevolent Fund, the lifting of the suspension together with reasons for the decision shall be communicated to all County RAs and LRAs
  - (c) in the case of a member or of an LRA, the lifting of the suspension together with reasons for the decision shall be communicated to the relevant County RAs and LRAs
  - (d) in all cases the decision and reasons shall be published in the same manner as any publication of the original decision.

4. Any member removed under Rule 7(q) and this Schedule shall not be re-admitted to the Association without the permission of the Board.
5. Any Board Member removed from office under Rule 7(q) shall not be eligible as a candidate at any future election.
6. Any Trustee of the Benevolent Fund removed from office under Rule 7(q) shall not be nominated again.

#### **SCHEDULE 4**

##### **APPEALS BY LRAs AGAINST DECISIONS OF THEIR COUNTY RA COMMITTEES UNDER RULE 12(h)**

1. Any appeal by an LRA against a decision of its County RA Committee shall be made in writing to the Board and copied to the Secretary of the County RA Committee, accompanied by any documents upon which the LRA intends to rely, within 14 days of the announcement of that decision.
2. Upon receipt of any appeal the Board shall, within 14 days of receipt of the appeal:
  - invite the relevant County RA Committee to provide a written response to the appeal including any documents upon which it wishes to rely
  - appoint an Appeal Panel of five members drawn from the Chairmen and/or Secretaries of independent CRAs and forward to it all appeal papers so received
  - determine which member of the Appeal Panel shall be its chairman.
3. The Appeal Panel shall decide whether to determine the appeal with or without a hearing and may take into account the wishes of the parties before reaching its decision.
4. The Appeal Panel may admit further documents at its discretion from all interested parties at any time until the announcement of its decision.
5. If the Appeal Panel decides that no hearing is necessary it may consider the case by correspondence if appropriate and it shall announce its decision in writing to both parties simultaneously within 56 days of the decision under appeal.
6. If the Appeal Panel decides that there shall be a hearing, it shall arrange it at a time and location convenient to all parties within 56 days of the decision under appeal.
7. At any hearing the Appeal Panel shall hear evidence and submissions from all interested parties and their witnesses and subject thereto shall determine its procedures at its own discretion.
8. Within 14 days of the hearing of the appeal the Appeal Panel shall announce its decision in writing to the parties and supply a copy thereof to the Board.
9. The Board shall have discretion, if there is good cause, to extend any of the time limits in this Schedule.
10. The decision of the Appeal Panel is final and not subject to further appeal.

#### **SCHEDULE 5**

##### **PART 1: PROPOSALS TO ALTER THE RULES AND NOTICES OF MOTION AT AN AGM AND THE PROVISION OF PAPERS FOR MEETINGS**

1. Notices of proposed alterations to the Rules or Notices of Motion accompanied by detailed reasons and argument for the proposals may be submitted to the Board.
2. Notices of proposed alterations to the Rules or Notices of Motion together with any accompanying documents shall be submitted to the Board:
  - by a Full Member of an LRA, a Life Member or a Direct Member seconded by a Full Member of another LRA, a Life Member or a Direct Member accompanied by detailed reasons for the proposal(s)
  - in the case of any proposed alteration to the Rules or Notice of Motion requiring new or additional expenditure, it shall be accompanied by a detailed statement of how the proposal should be funded by the Association
  - not later than 1<sup>st</sup> February.

3. Copies of all proposed alterations to the Rules and Notices of Motion together with documentation shall be circulated to every County RA, LRA, Life Member, Direct Member and International Member not later than 15<sup>th</sup> February.
4. If the Board considers that any proposal is unnecessary or inappropriate or that the requirements in paragraphs 1 and 2 above are not satisfied it shall, not later than 1<sup>st</sup> March, advise the relevant Full Members in writing with reasons. Voting on the proposed alteration to Rules or Notice of Motion will not then take place at the AGM unless the members concerned ensure that the requirements in paragraphs 1 and 2 above are satisfied or appeal to the Board not later than 1<sup>st</sup> April and the Board withdraws its preliminary objection. Failing this, voting on the proposed alteration to Rules or Notice of Motion must first be approved at the AGM in accordance with Standing Orders in Schedule 5 Part 2.
5. Any proposed amendments to proposals circulated under paragraph 3 shall be submitted to the Board by any Full Member of an LRA, a Life Member or a Direct Member seconded by a Full Member of another LRA, a Life Member or a Direct Member not later than 31<sup>st</sup> March. Any proposed amendments must be submitted with an accompanying document detailing the reasons and argument in support of such amendments.
6. Copies of all final notices of proposed alterations to the Rules and Notices of Motion together with the reasons and argument in support, and amendments thereto shall be circulated to every County RA, LRA, Life Member, Direct Member and International Member not later than 15<sup>th</sup> April and be placed on the agenda for the meeting.
7. Not less than 14 days before the AGM every County RA, LRA, Life Member, Direct Member and International Member shall be circulated with the following papers, with extra copies to each LRA for every additional Full Member booked to attend the AGM:
  - (a) the agenda
  - (b) the minutes of the previous AGM
  - (c) the minutes of any EGM(s) since the last AGM
  - (d) the annual report on the Association from the Chairman
  - (e) the names of all Board Members, their dates of election and the names of all members of Committees of the Board and Honorary Officers of the Association
  - (f) the attendance records for the Board and its Committees for the twelve months preceding the AGM
  - (g) the independently verified accounts for the year ending 31<sup>st</sup> March
  - (h) a report from a Select Committee that shall have scrutinised the expenditure of Board Members
  - (i) all properly submitted proposed alterations to the Rules and Notices of Motion with the detailed reasons for the proposals, together with any amendments thereto with detailed reasons, including any proposals subject to appeal against a preliminary objection from the Board under paragraph 4 above
  - (j) the Standing Orders and Rules for the conduct of debate set out in Schedule 5 Part 2
  - (k) the annual report and independently verified accounts from the Trustees of the Benevolent Fund.

## **PART 2: STANDING ORDERS AND RULES FOR THE CONDUCT OF DEBATE AT GENERAL MEETINGS**

1. A General Meeting shall be presided over by the Chairman of the Board or in his absence the Vice-Chairman or, in the absence of both the Chairman and the Vice-Chairman, the Board Members present shall elect one of their number to chair the meeting.
2. The chairman of the meeting may at his discretion advance or postpone any matter on the agenda at any stage in the proceedings.
3. Every member attending a General Meeting shall before the commencement of the meeting record his presence by means provided by the Board.

4. Friends and observers who are not members may attend a General Meeting with the consent of a majority of members at the meeting but may not cast votes or participate in debate.
5. The AGM shall:
  - (a) appoint scrutineers
  - (b) agree variations, if any, to these Standing Orders and Rules for the conduct of debate
  - (c) receive the minutes of the last AGM
  - (d) receive the minutes of any EGM(s) since the last AGM
  - (e) consider any urgent matters which the Chairman may raise with the consent of a majority of members present
  - (f) receive an annual report from the Chairman
  - (g) approve the independently verified accounts for the previous year ending 31<sup>st</sup> March
  - (h) appoint a firm of accountants to verify the accounts for the current year ending 31<sup>st</sup> March
  - (i) receive a report from a Select Committee that shall have scrutinised the expenditure of Board Members
  - (j) confirm a Select Committee to serve until the next AGM to scrutinise and report on the expenditure of Board Members
  - (k) consider appeals against any preliminary objections by the Board to proposed alterations to the Rules or Notices of Motion under Schedule 5 Part 1
  - (l) announce life membership and other awards to members
  - (m) vote upon proposed alterations to the Rules and Notices of Motion or any amendments thereto
  - (n) receive an annual report and independently verified accounts from the Trustees of the Benevolent Fund
  - (o) discuss any other business with the consent of a majority of members present.

#### **CONDUCT OF DEBATE**

6. Members wishing to speak shall:-
  - (a) speak only upon invitation from the chair
  - (b) respect the authority of the chair
  - (c) address the chair first, then announce their name and their LRA or their status as a Life Member or Direct Member
  - (d) show courtesy to members
  - (e) speak directly on the subject under debate, or on a point of order relating to that subject
  - (f) stop speaking when the chairman rises during debate
  - (g) not exceed:
    - 5 minutes when proposing an alteration to Rules or Notice of Motion or an amendment thereto or
    - 2 minutes when:
      - seconding an alteration to Rules or Notice of Motion or an amendment thereto
      - appealing against a preliminary objection by the Board to a proposed alteration to the Rules or Notice of Motion
      - questioning or challenging the minutes of a previous General Meeting
      - raising a point of order
      - raising a question in respect of the Chairman's or Treasurer's Report
      - having spoken on any subject, with the permission of the chairman, addressing the meeting a second time on the grounds that his speech has been misunderstood or misrepresented by another speaker
      - speaking on any other matter at the discretion of the chairman.

- (h) The chairman shall make rulings on all points of order and the admissibility and lengths of speeches and his rulings shall be final.
- (i) Any proposed alteration to the Rules or any Notice of Motion and any amendment thereto may be withdrawn by the proposer with the consent of those present at the meeting, whereupon there shall be no vote on that proposal. If the meeting does not consent to the withdrawal, a vote shall proceed.

### **PART 3: MINUTES OF GENERAL MEETINGS**

1. The draft minutes of any General Meeting shall be circulated to Board Members, County RAs, LRAs, Life Members, Direct Members and International Members within 30 days of the meeting.
2. Members may suggest corrections to the draft minutes of any General Meeting in writing not later than 30 days before the General Meeting at which they are to be approved.

## **SCHEDULE 6**

### **PART 1: AWARDS TO MEMBERS**

1. Awards shall be conferred by the Board upon nomination by any LRA through its County RA Committee or by the Board, for service to the Association (including Long and Meritorious Service Awards and Life Membership awards) or for fifty years' membership of the Association, and shall be uninfluenced by service to or membership of other football authorities or organisations.
2. Written nominations for awards shall be submitted by any LRA to its County RA Committee using forms provided by the Board and in accordance with the current procedural guidelines.
3. County RA Committees shall scrutinise nominations in the light of the criteria laid down herein and, if approved, forward them to the Board with a recommendation in accordance with the current procedural guidelines.
4. Nominations shall be accompanied by supporting evidence, from sources independent of the nominee, that the nominee has fulfilled the criteria laid down herein.
5. The Board shall reply to each nominating LRA and County RA to confirm whether the nomination has been accepted:
  - by 1<sup>st</sup> April in the case of service awards
  - within 14 days of the next Board meeting in the case of fifty year membership awards.
6. The Board shall have discretion, if there is good cause, to extend any of the time limits in this Schedule.
7. The Long and Meritorious Service Award may be awarded where a member has given not less than twenty years of meritorious service in office within one or more LRAs, County RAs, the former RA Council or the Board, such as Chairman, Secretary, Treasurer, Training Officer, Recruitment and Retention Officer or Editor of a magazine.
8. The Fifty-Year Membership Award shall be awarded where a member has subscribed to the Association for fifty years, not necessarily continuously.
9. Life Membership may be awarded in appreciation of exceptional service to the Association.
10. A memento shall be obtained by the Board for presentation to the recipient of any award.
11. Awards shall be published in the AGM papers and thereafter in any journal or periodical of the Association and placed on its website if any.
12. The LRA nominating one of its members for an award shall in liaison with the Board arrange a suitable occasion including a local and/or national gathering of members for the presentation to be made by a Board Member or other member of the Association in or formerly in high office.



## **PART 2: CENTENARY AWARDS TO AFFILIATED LRAs**

1. A Centenary Award shall be conferred by the Board on any LRA which has been in existence and affiliated to the Association for one hundred years, not necessarily continuously.
2. Where one or more LRAs have merged before fulfilling the criteria in paragraph 1, the length of existence and affiliation shall be the sum of: -
  - the years of whichever of the original LRAs had fulfilled the criteria for the longest as at the merger(s), plus
  - the years of existence and affiliation since the merger(s).
3. Where an LRA was in existence and affiliated to the Association for at least one year prior to the international conflicts between 1914-1918 and 1939-1945 and its existence and affiliation was restored within one year after the conclusion of those periods, each of the years in between shall be included in the calculation of years under paragraph 1.
4. Nominations shall be accompanied by all reasonably available supporting evidence that the LRA fulfils the criteria laid down herein.
5. Written nominations for Centenary Awards shall be signed and submitted to the Board by any LRA through its Chairman and Secretary at any time using a form provided by the Board.
6. The Board shall within 14 days of the next Board meeting reply to the nominating LRA to confirm whether the nomination has been accepted and if not accepted reasons shall be provided.
7. A memento shall be obtained by the Board for presentation to the LRA.
8. Centenary awards shall be published in the AGM papers and thereafter in any journal or periodical of the Association, and placed on its website if any.
9. The LRA receiving an award shall in liaison with the Board arrange a suitable occasion including a local and/or national gathering of members for the presentation to be made by a Board Member or other member of the Association in or formerly in high office.

## **SCHEDULE 7**

### **PART 1: CONDUCT OF BOARD MEETINGS**

1. Meetings shall be held on such dates and at such locations in England as the Board shall determine.
2. The purposes of a Board meeting shall be:
  - to adopt the minutes of the previous meeting
  - to receive a report from the Treasurer
  - to receive reports from the Chairmen of the Board Committees
  - to discuss any other business.
3. Notice of any Board meeting shall be given not less than 28 days before the meeting.
4. A final agenda shall be circulated not less than seven days before the meeting.
5. A quorum at meetings will be five of its members including the Chairman or Vice-Chairman.
6. Decisions will be made by a simple majority of members present at meetings. In the event of a tie, the chairman of the meeting shall have a further, casting vote.
7. The draft minutes of each Board meeting shall be circulated to the Board Members within 14 days of the close of the meeting for confirmation.
8. The confirmed minutes of each Board meeting shall be circulated to the Board Members within 21 days of the meeting.

### **PART 2: PROCESS FOR ELECTED POSITIONS**

1. A member of the Board seeking election as Chairman or Vice-Chairman of the Board, as Treasurer or as Chairman of a Board Committee shall require another member of the Board to propose his appointment.

2. In the event of contested elections for these posts, a secret, written ballot shall be taken among the Board members to decide a result. All members present must cast a valid vote with no abstentions permitted.
3. The business of deciding which Board member shall be elected Chairman shall be conducted by another member of the Board as shall be agreed by the members present.
4. The newly-elected Chairman shall then take the chair and conduct the elections for the remaining positions to be filled. If contested, each position shall be determined by secret, written ballot. All members present must cast a valid vote with no abstentions permitted.
5. Those holding elected positions shall be eligible for re-election during their period of permitted membership of the Board in accordance with Schedule 2 paragraph 12.
6. To become elected to any position, a candidate shall secure an overall majority of votes cast or be subject to an elimination process as below:
  - 6.1 **One candidate** – elected unopposed
  - 6.2 **Two candidates** – a simple ballot
    - (a) The candidate obtaining a majority is elected.
    - (b) If voting is equal, the winner will be the retiring office-holder if he is one of the candidates. If neither candidate is the retiring office-holder, the members will cast a second ballot to seek to break the deadlock. If then a majority is secured, that candidate is elected. If there is still a tie the result will be decided by the drawing of lots.
  - 6.3 **Three or more candidates** – successive preference voting will be used. Each voter will rank the contestants in order of preference: first, second, third etc., on their ballot paper.
    - (a) If one candidate secures an overall majority of first preference votes, he will be declared the winner.
    - (b) If one candidate polls fewer first preference votes than other candidates, he will be eliminated and the second and subsequent preference votes of the remaining candidates will be taken into account. Each of the remaining candidates' first and second preference votes will be aggregated. If there is still no clear majority for one candidate, the candidate polling the fewest of these aggregated votes will be eliminated.
    - (c) The process is repeated subsequently adding the third and successive preference votes with the elimination at each stage of the lowest polling candidate until only two candidates remain in the reckoning. Of the two, the one having the highest aggregated number of first, second etc., preference votes will be declared the winner.
    - (d) If there is a tie on first preference votes, the winner will be the retiring office-holder if he is one of the candidates. If no candidate is the retiring office-holder, the second, third etc., preference votes will be taken into account. Each candidate's first and second preference votes will be aggregated and the candidate with the fewest aggregated votes will be eliminated. Account is then taken of third and subsequent preference votes with further elimination(s) of the lowest polling candidate(s) as above until only two contestants remain as in (c) above.
    - (e) If at any time in the elimination voting procedure a deadlock impasse is reached e.g. with equal aggregated votes over any number of preferences, the result among the remaining candidates will be decided by the drawing of lots.
    - (f) Publication of the results of elections will only record the names of the winner and other candidates, not the voting records.

## History of Revisions

### AGM 2016

#### SCHEDULE 8

##### **TRANSITIONAL ARRANGEMENTS**

1. ~~Subscriptions normally terminating on 31<sup>st</sup> March 2015 will be deemed to terminate on 29<sup>th</sup> September 2015.~~
2. ~~Insurance premiums normally falling due on 1<sup>st</sup> April 2015 will be payable on or before 30<sup>th</sup> September 2015 and cover under the terms of the policy will be extended during that period.~~
3. ~~Rule 6(c) shall be implemented commencing 1<sup>st</sup> August 2014.~~