

THE REFEREES' ASSOCIATION



Constitution

as amended at the General Meeting on 5 July 2013

1. TITLE

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

2. VISION

The Vision of the Association shall be:-

"The Referees' Association - Serving to promote the Laws and Spirit of Association Football."

3. MISSION

The Mission of the Association shall be:-

To raise the quality, status and benefits of refereeing, for the good of its members and in the interests of the game.

4. OBJECTS

The Objects of the Association shall be: -

- (a) to promote the interests of members and of refereeing
- (b) to improve the status and reputation of referees
- (c) to improve the standard of refereeing
- (d) to increase public understanding of referees and refereeing
- (e) to recruit and retain referees as members
- (f) to provide guidance and support for members and affiliated local Referees' Associations, Branches and Societies
- (g) to promote and provide education, training and development for referees
- (h) to support and protect members from injustice and unfair treatment in matters related to refereeing
- (i) to represent the interests of referees to and on the controlling bodies of Association Football
- (j) to ensure the provision of a Benevolent Fund to provide financial support for members, past members and their dependants in need
- (k) to ensure the provision of insurance for members whilst engaged in refereeing activities, including the activities of the Association
- (l) to provide social and educational activities for members
- (m) to retain non-active referees in membership so that their experience may benefit active referees
- (n) to promote the best interests of the game of Association Football
- (o) to produce and distribute a periodical newsletter or magazine whether electronically or by hard copy
- (p) to maintain a website to promote the Association and to publish important news and information on Refereeing
- (q) to market and distribute refereeing supplies, publications and other merchandise
- (r) to arrange meetings and conferences.

5. DEFINITIONS

In these Rules, unless otherwise indicated: -

'ABS' means a local Referees' Association, Branch or Society in England affiliated to the Association

'AGM' means the Annual General Meeting of the Association

'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 requiring physiotherapy treatment.

'associate member' means a member not subscribing to the Association through an affiliated ABS

'Association' means the Referees' Association

'Benevolent Fund' means the Benevolent Fund of the Association

'Board' means the Board of Management of the Association

'Centrally recruited member' means a member of the Association recruited directly through any initiative conducted nationally by the Board

'Chairman' means the Chairman of the Board

'County FA' means a County Football Association or other association affiliated to the Football Association

'County RA' means a County Referees' Association within the Association comprising all ABSs affiliated to that County RA

'EGM' means an Extraordinary General Meeting of the Association

'FA' means The Football Association

'FIFA' means the Fédération Internationale de Football Association

'full member' means a member subscribing to the Association through his affiliated ABS (his 'Parent Society')

'international associate member' means a member as defined by Rule 6(d) subscribing directly to the Association and living outside of England

'life member' means a member whose life membership has been conferred under Rule 16

'member' means a full member of the Association

'membership' means full membership of the Association

'Treasurer' means the Board member with responsibility for the finance of the Association

All obligations on the Association under these rules to despatch, post or otherwise circulate communications to ABSs, County RAs, life members or others shall be taken to mean they will be posted by Royal Mail or other physical delivery service or communicated electronically before midnight on the due date.

References to the masculine shall be taken to include the feminine.

6. MEMBERSHIP and AFFILIATION

- (a) Membership of the Association shall be open to 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 shall include members and life members.
- (b) All persons who are currently registered referees with a County FA shall be associate members of the Association but shall not be liable to pay annual subscriptions or the annual insurance premium or be entitled to the benefits thereof.
- (c) Full membership of the Association shall be effective immediately upon payment to the Association of the applicable annual subscription and annual insurance premium.
- (d) ABSs shall affiliate to the Association by maintaining rules which: -
 - are consistent with the Rules of the Association
 - require all registered referees within their membership to subscribe through them to the Association and be known as full members of that ABS, unless those members are subscribing to the Association as full members of another ABS
 - encourage formerly registered referees into their membership as members of the Association
 - require them to submit to the Association the subscriptions, names and addresses of all their 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 31st March
 - require them to pay subscriptions to a County RA
 - include an Object 'to promote and provide education, training and development for referees'.
- (e) National 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 allocated to their most convenient ABS for voting, communication, County RA affiliation and other purposes.
- (f) International associate membership of the Association shall be open to all persons living outside of England, 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 for those living within or outside of the United Kingdom.
- (g) 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.
- (h) The affiliation of any ABS may be suspended by the Board under Rule 9(r) and Schedule 3.
- (i) Guideline rules for ABSs shall be provided by the Board.

7. 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.

8. SUBSCRIPTIONS

- (a) The annual subscriptions for members shall: -
 - be entered in Schedule 1
 - remain unchanged until varied at any AGM or EGM
 - become effective from and be due on 1st April following the AGM or EGM.
- (b) Subscriptions shall be paid to the Association: -
 - by ABSs for each of their full members
 - by international associate and centrally recruited members, directly to the Association.
- (c) The subscriptions collected by ABSs for each of their full members, including those entitled to a reduced subscription under paragraph (d) below, shall be paid together with the annual insurance premium provided through the Association, except for members ineligible for insurance cover.
- (d) Subscriptions for full members mentioned in 8(c) shall be reduced as follows:
 - by half for new members joining after 31st December
 - by half for members under 18 years of age on 1st April of the subscription year
 - by three quarters for new members under 18 years of age on 1st April of the subscription year joining after 31st December
- (e) The subscriptions of centrally recruited members shall be collected directly by the head office of the Association on joining and annually on the anniversary of joining together with the annual insurance premium provided through the Association, except for members ineligible for insurance cover.
- (f) The subscriptions for centrally recruited members shall be reduced by half for members who are under 18 years of age at the time of joining and at the commencement of each subsequent subscription year.
- (g) The Board may at its discretion vary the first year membership subscription for centrally recruited members as a promotional initiative for any period not exceeding 6 months.

9. THE BOARD OF MANAGEMENT

A Board of Management of nine members of the Association shall be elected in accordance with Schedule 2 and shall:-

- (a) pursue the Vision, Mission and 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 when necessary or when at least three of its members notify the Chairman in writing with reasons for the meeting
- (e) have a quorum at meetings of five of its members including the Chairman or Vice-Chairman
- (f) make decisions by a simple majority of members present at meetings
- (g) at its first meeting after the AGM, from amongst its membership: -
 - elect by ballot three different members as Chairman, Vice-Chairman and Treasurer
 - appoint Chairmen for its standing committees, provided that the Chairman of the Board shall not chair any standing committee
 - select two to four others to serve on each of those Committees
- (h) 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
- (i) 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
- (j) where necessary before the next full Board meeting, make urgent decisions by an Emergency Committee consisting of all Board members, with a quorum of three, chaired by the Chairman or the Vice-Chairman and including at least two of the principal Committee Chairmen and any other available Board members

- (k) 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
- (l) have power to appoint members of the Association as Honorary Officers from time to time with specific responsibilities
- (m) have power to appoint any member other than a paid employee of the Association as a trustee of the Benevolent Fund
- (n) have power to employ paid officials and staff to carry out the work of the Association
- (o) communicate its new policies and decisions quickly and efficiently to the Secretaries of all ABSs and County RAs and to life members
- (p) maintain and 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
- (q) 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
- (r) 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 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
- (s) have power to suspend the affiliation of any ABS 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 ABS 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 ABS is affiliated, has been similarly informed in writing, invited to encourage the ABS 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 31st March the members of the suspended ABS shall be entitled to all the benefits of membership of the Association
- (t) 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
- (u) require Board members to declare any potential conflict of interest that may arise and any pecuniary interest in or in connection with any subject matter under review at any meeting before speaking on that subject and not allow that member to vote on that subject unless the Board determines that there is no material conflict of interest
- (v) allow any Board member at any meeting to query whether a potential conflict of interest for any other Board member exists on any subject matter and if it determines that there is such a conflict, not allow the Board member concerned to vote on that subject matter
- (w) 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
- (x) 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
- (y) have power to deal with any matter of the Association not provided for by these Rules.

10. 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 paragraphs 10(b) and (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 31st March and shall present it to the next AGM after it has been independently verified.

11. 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 if supported by receipts 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-authorised 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.

12. COUNTY REFEREES' ASSOCIATIONS

- (a) The ABSs based within each County FA area shall establish a County RA.
- (b) Each ABS shall affiliate to, and pay subscriptions to, a County RA.
- (c) Subscriptions paid by each ABS to its County RA shall become due on 1st April each year or such other 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, as a minimum: -
- a County RA Committee with reasonable representation for each of its ABSs
 - an Annual General Meeting
 - an annual election of honorary officers including a Chairman, Secretary and Treasurer.
- (e) Each County RA shall elect a Committee of representatives of each of its ABSs which shall meet as often as is necessary to: -
- represent the interests of the members of its ABSs to the County FA and if appropriate, other County FAs
 - act as a channel of communication between its ABSs, the Board and County FAs
 - organise social and other activities for the members of its ABSs and further their mutual interests in accordance with the Objects of the Association.
- (f) Any ABS dissatisfied with any decision of its County RA Committee may appeal to the Board which shall convene an Appeal Panel consisting of three representatives drawn from independent County RA Committees to determine the appeal, with or without a hearing. The appeal shall be heard in accordance with the procedures in Schedule 4 and the decision of the Appeal Panel shall be final. 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.
- (g) No appeal shall lie under Rule 12(f) against a decision by a County RA to amend or not to amend its rules.
- (h) 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 for the previous year ending 31st March
 - to appoint a firm of accountants to verify the accounts for the current year ending 31st March
 - to debate and vote upon proposed amendments to these Rules and Notices of Motion
 - to receive an annual report and independently verified accounts from the trustees of the Benevolent Fund
 - to confirm life membership and other awards on 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 ABS, County RA, life member and international associate member
 - be published in every journal or periodical of the Association, and placed on its website, if any.
- (d) All members of the Association as at the previous 31st March and new members who have subscribed since that date shall be entitled to attend the AGM.
- (e) The circulation of Notices of the AGM, proposals to amend these rules and Notices of Motion shall be conducted in accordance with Schedule 5 Part 1.

14. EXTRAORDINARY GENERAL MEETINGS

- (a) An EGM shall be called at a convenient location in England: -
 - by the Board at its discretion, or
 - within thirty days of the receipt by the Board of any written requisition, supported by reasons, with any proposed amendments to these Rules or Notices of Motion, by the Chairmen of at least ten ABSs drawn from at least two different County RAs.
- (b) Notice of the EGM, together with the written reasons for the requisition, and any proposed Motions or amendments to these Rules, shall: -
 - not less than fourteen days before the EGM, be circulated to each ABS, County RA, life member and international associate member
 - if practicable, be published without delay in every journal or periodical of the Association, and placed on its website, if any.
- (c) All members of the Association as at the date of the requisition or, if the EGM is called between 31st March and 1st August, all members of the Association as at the previous 31st March, and new members who have subscribed between those dates, shall be entitled to attend the EGM.

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 representing different ABSs, 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) Amendments to these Rules and Motions shall not proceed unless proposed in person by: -
 - a Board member, or
 - a representative of an ABS seconded by a representative from another ABS or a life member, or
 - a life member seconded by a representative from an ABS or a life member.
- (d) Any proposed amendment 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 by life members and by authorised representatives of each ABS to reflect the wishes of each of its full members.
- (f) Authorised ABS representatives and life members may cast votes by post to the Board to arrive not less than seven days prior to the meeting.
- (g) The number of votes ABS representatives shall be entitled to cast shall be: -
 - at an AGM, the number of full members in the ABS on the previous 31st March
 - at an EGM, the number of full members in the ABS as at the date of the requisition or, if the EGM is called between 31st March and 1st August, the number of members on the previous 31st March.

- (h) Any amendment to a proposed amendment to the Rules or Motion shall be carried by a simple majority of the votes cast.
- (i) Amendments to these 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.
- (j) Amendments to the Schedules to these Rules and Motions for debate shall be carried by a simple majority of the votes cast.
- (k) 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 ABS, 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 ABS 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 ABS.

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 the each ABS, County RA, life member and international associate member within 30 days of any amendment 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.

SCHEDULE 1

SUBSCRIPTIONS AND CAR MILEAGE ALLOWANCE

1. The annual subscriptions under Rule 8 shall be: -

Full members who joined through an affiliated ABS	£12.00 falling due on 1st April each year
Full members who joined centrally	£21.00 falling due each year on the anniversary of their date of joining
Life members of the RA	£ nil
Associate members	no subscription

International Associate members living outside the United Kingdom £15.00

2. In respect of each centrally recruited full member, £9 shall be remitted each year for adults and £5 for those under 18 by the Association to the relevant ABS as in Rule 6(e).
3. The car mileage allowance under Rule 11(b) and 12(f) shall be 30p per mile.

SCHEDULE 2

ELECTION OF MEMBERS OF THE BOARD OF MANAGEMENT

1. By 1st November each year an election for members of the Board shall be announced and a nomination paper will be sent to each ABS, County RA and life member.
2. Each candidate for election shall: -
- be or have been a registered referee
 - be and have been a member of the Association for at least three years continuously prior to his nomination
 - be proposed by two members of the Association
3. The nomination form shall include spaces for: -
- the name of the candidate and the ABS of which he is a full member or his status as a life member
 - the names and signatures of both proposers and their offices or former offices, if any, within an ABS, 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
 - 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 he 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 ABS, County RA, the Board, the Association or its predecessors
 - a separate election statement of not more than 100 words
 - 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 1st 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 to the Board by the closing date.

6. Voting forms for the election shall: -
 - be circulated to the Secretary of each ABS and life member by 14th February together with a pre-addressed envelope marked "BALLOT PAPER" for use when returning the form and be circulated to the Secretary of each County RA for information
 - identify 14th April as the closing date for the return of the voting forms by post
 - place the candidates into alphabetical order
 - clearly set out the personal details and election statements of all candidates
 - identify the number of votes which may be cast by that ABS
 - briefly explain how the election will operate, in simple, practical terms.
7. (a) The maximum number of votes each ABS shall be entitled to cast shall be three times the number of full members in that ABS on 31st March preceding the election.
- (b) The maximum number of votes each ABS may cast for any one candidate shall be the number of full members in that ABS on 31st March preceding the election.
- (c) The votes for each ABS shall be cast to reflect the wishes of each of its full members.
8. Life members as at 31st March preceding the election shall be entitled to cast three votes with a maximum of one vote per candidate.
9. 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.
10. 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.
11. The three candidates receiving the greatest number of votes cast shall be elected.
12. 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 shall be filled by co-option by the Board at its first meeting after the AGM.
13. The votes shall be sent in sealed envelopes endorsed "BALLOT PAPER" and be counted not later than 30th April and all candidates notified by post of the result of the election not later than 7th May. At the first available opportunity the names of the candidates elected, including the region of any member elected as a regional candidate, shall be published in every journal or periodical of the Association, and placed on its website, if any.
14. 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, death or removal.

SCHEDULE 3

SUSPENSION AND REMOVAL OF BOARD MEMBERS OR MEMBERS OF THE ASSOCIATION

AND SUSPENSION OF THE AFFILIATION OF ABSs

1. Before exercising its power of suspension or removal of:
 - a Board member under rule 9(r)
 - any member of the Association under Rule 9(r) or
 - the affiliation of an ABS under Rule 9(s)
 the Board shall: -
 - (a) write to the Board member, member, or the Secretary of the ABS 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 9(r) or 9(s) and inviting the Board member, member, or in the case of an ABS up to three representatives, to attend the next Board meeting, the arrangements for which shall be included in the letter
 - (b) allow any Board member or member to be supported by one other member of the Association but not including formal legal representation
 - (c) give the Board member, member or the ABS 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 and unless further inquiries are needed after the meeting, make its decision in the absence of the Board member, member or the ABS representatives and notify the Board member, member or ABS in writing of its decision, with reasons, within seven days thereafter
 - (d) if further inquiries are needed after the meeting, advise the Board member, member or ABS immediately in writing, then conduct those inquiries at its discretion and notify the Board member, member or ABS in writing of its decision, with reasons, within twenty-eight days of the meeting.

2. When exercising its power of suspension or removal of Board member, member or of any member of the Association under Rule 9 (r) or 9 (s), the Board shall: -
 - (a) communicate to all ABSs and County RAs any decision to suspend or remove any Board member, with an explanation of its reasons, and publish the decision elsewhere at its discretion
 - (b) communicate to the relevant ABS(s) and County RA(s) any decision to suspend or remove any other member of the Association or any decision to suspend the affiliation of an ABS, with an explanation of its reasons, and publish the decision elsewhere at its discretion.
3. If, after the suspension of any Board member, member or ABS, the Board determines that the reasons for the suspension no longer apply or never have applied: -
 - (a) the suspension shall be lifted forthwith
 - (b) the lifting of the suspension shall be communicated to all ABSs and County RAs in the case of any Board Member, or any relevant ABS(s) and County RA(s) in the case of any other member of the Association or an ABS, with an explanation of the reasons for the decision, and shall be published in the same manner as any publication of the original decision to suspend.
4. Any member removed under Rule 9(r) 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 9(r) shall not be eligible as a candidate at the next election.

SCHEDULE 4

APPEALS BY ABSs AGAINST DECISIONS OF THEIR COUNTY RA COMMITTEES UNDER RULE 12(f)

1. Any appeal by an ABS 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 ABS intends to rely, within four weeks of the announcement of that decision.
2. Upon receipt of any appeal the Board shall, within eight weeks of the announcement of the decision under appeal: -
 - invite the relevant County RA Committee to provide a written response to the appeal and any documents upon which it wishes to rely
 - appoint an Appeal Panel and forward to it all appeal papers so received.
3. The Appeal Panel shall decide whether to determine the appeal with or without a hearing and shall 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 shall announce its decision in writing to both parties simultaneously within twelve weeks 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 twelve weeks 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. The Appeal Panel shall announce the decision in writing to the parties and supply a copy thereof to the Board within fourteen days of the hearing of the appeal.
9. The Board shall have discretion, if there is good cause, to extend any of the time limits in this Schedule.

SCHEDULE 5

PART 1: NOTICES OF MOTION AND PROPOSALS TO AMEND THE RULES AT AGMs

AND THE PROVISION OF PAPERS FOR MEETINGS

1. Notices of proposed amendments to the Rules or Notices of Motion may be submitted to the Board by delivery, post, or in any other manner as may be accepted by the Board and shall be regarded as served on the date of delivery or the postmark, whether or not that is a working day.
2. Notices of proposed amendments to the Rules or Notices of Motion shall be submitted to the Board:-
 - by any representative of an ABS seconded by another representative from that ABS, or by a life member, seconded by a representative from an ABS or another life member
 - accompanied by reasons for the proposal(s)
 - In the case of any proposed amendment to the Rules or Notices of Motion requiring new or additional expenditure, it shall be accompanied by a statement of how the proposal should be funded by the Association
 - to arrive on or before 1st February.
3. Copies of all such Notices of proposed amendments to the Rules and Notices of Motion with reasons, together with any separate proposals of the Board, shall be circulated to every ABS, County RA, life member and international associate member on or before 15th February.
4. If the Board considers that debate on any proposal is unnecessary or inappropriate it shall, on or before 1st March, advise the relevant ABS or life members in writing, with reasons. Debate on the proposed Rule Change or Motion will not then take place at the AGM unless the ABS or life members concerned appeal to the Board on or before 1st April and the Board withdraws its preliminary objection, or debate on the proposed Rule Change or Motion is first 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 representative of an ABS or by a life member on or before 31st March.
6. Copies of all final Notices of proposed amendments to the Rules and Notices of Motion with reasons, and amendments thereto shall be circulated to every ABS, County RA, life member and international associate member on or before 15th April.
7. Final Notices of proposed amendments to the Rules and Notices of Motion with reasons and any further amendments thereto, shall be placed on the agenda for the Meeting.
8. Not less than fourteen days before the AGM every ABS, County RA, life member and international associate member shall be circulated with the following papers, with extra copies to each ABS for every additional 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 31st March
 - (h) all properly submitted proposed amendments to the Rules and Notices of Motion with the reasons for the proposals, together with any further amendments thereto, including any proposals subject to appeal against a preliminary objection from the Board under paragraph 4
 - (i) the Standing Orders and Rules for the conduct of debate set out in Schedule 5 Part 2
 - (j) the annual report and audited 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. 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 31st March
 - (h) appoint a firm of accountants to verify the accounts for the current year ending 31st March
 - (i) consider appeals against any preliminary objections by the Board to proposed amendments to the Rules or Motions under Schedule 5 Part 1
 - (j) confirm life membership and other awards on members
 - (k) debate and vote upon proposed amendments to the Rules and Notices of Motion
 - (l) receive an annual report and independently verified accounts from the trustees of the Benevolent Fund
 - (m) 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) stand in front of the meeting when speaking
 - (d) address the Chair first, then announce their name and their ABS or their status as a life member or international associate -member
 - (e) show courtesy to members
 - (f) speak directly on the subject under debate, or on a point of order relating to that subject
 - (g) stop speaking when the Chairman rises during debate
 - (h) not exceed
 - 10 minutes when proposing a Rule change or Motion
 - 5 minutes when speaking in all other cases except as follows: -
 - 2 minutes when: -
 - appealing against a preliminary objection by the Board to a proposed amendment to the Rules or Motion
 - questioning or challenging the minutes of a previous General Meeting
 - raising a point of order
 - having spoken on any subject, with the permission of the Chairman, addressing the meeting a second time on the ground that his speech has been misunderstood or misrepresented by another speaker
 - (i) not otherwise address the meeting more than once on any subject save that prior to the conclusion of debate on any proposed amendment to the Rules or Motion the proposer may respond directly to any points made by other speakers on that proposal for a period not exceeding 5 minutes.
7. Board members shall not speak to oppose Motions proposed by the Board but shall be free to speak in support of or in opposition to proposals from ABSs or life members.
8. The Chairman shall make rulings on all points of order and the admissibility and lengths of speeches and his rulings shall be final.
9. Any proposed amendment to the Rules, and any amendment thereto, may be withdrawn by the mover with the consent of the meeting, whereupon there shall be no debate on that proposal. If the meeting does not consent to the withdrawal, debate shall proceed.

PART 3: MINUTES OF GENERAL MEETINGS

1. The draft minutes of any General Meeting shall be circulated to the Board members, ABS Secretaries, County RA Secretaries, life members and international associate members and made available to members within 30 days of the meeting upon request, as hard copy and electronically.
2. Members may suggest corrections to the draft minutes of any General Meeting in writing not later than 30 days before the 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 ABS 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 ABS to its County RA Committee using forms provided by the Board:-
 - on or before 31st October in the case of service awards
 - at any time in the case of fifty year membership awards.
3. County RA Committees shall scrutinise nominations in the light of the criteria laid down herein and, if approved, forward them to the Board by with a recommendation:-
 - by 1st February in the case of service awards
 - within fourteen days of the relevant County RA meeting in the case of fifty year membership awards.
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 ABS and County RA to confirm whether the nomination has been accepted:-
 - by 1st April in the case of service awards
 - within fourteen 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 ABSs, County RAs 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 ABS 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 ASSOCIATIONS, BRANCHES OR SOCIETIES

1. A Centenary Award shall be conferred by the Board on any ABS which has been in existence and affiliated to the Association for one hundred years, not necessarily continuously.
2. Where one or more ABSs 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 ABSs 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 ABS 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 ABS fulfils the criteria laid down herein.
5. Written nominations for Centenary Awards shall be signed and submitted to the Board by any ABS through its Chairman and Secretary at any time using a form provided by the Board.
6. The Board shall within fourteen days of the next Board meeting reply to the nominating ABS 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 a representative of the ABS.
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 ABS 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
TRANSITIONAL ARRANGEMENTS

Paragraphs 1, 2, 4, 5, 6, 7, 8 & 9 have not been included because they are now redundant.

3. The Board members of the Referees' Association of England as at its AGM in 2009 shall remain in office as Board members of this Association after that AGM and shall thereafter be subject to re-election to the Board of this Association at the times and in the respective years in which they would have been subject to re-election under its rules but in accordance with rule 9 and Schedule 2 of these rules.
10. Life members of the former Referees' Association as at 19th June 2004 and life members of the Referees' Association of England as at 31st March 2010 shall become life members of this Association with effect from 1st April 2010.
11. Members of staff of the (dissolving) Referees' Association as at 31st March 2010 shall be re-engaged by this Association from 1st April 2010 and their re-engagement shall not affect the terms and conditions of their contract of employment or their continuity of employment.
12. The nomination of candidates for election to the Board by 1st September 2010 for election on 22nd November 2010 shall move to 1st February 2011 and 30th April 2011 respectively. Board members due to retire on 31st December 2010, 2011 and 2012 shall retire after the AGMs in 2011, 2012 and 2013 respectively.