1. The following are the membership rules for “Scottish Football Association Referees’ Renfrewshire”.
	* These membership rules shall at all times be superseded by any changes made to the constitution.
	* The appendix also form part of these membership rules

**Membership**

* + In the event that the association is informed of any member having been unsatisfactory in a Basic Disclosure Scotland check, or such other body as may from time to time be in place, in connection with Part V of the Police Act 1997, then the person will have their membership terminated with immediate effect, unless a decision of the Management Committee rules otherwise.

 **Life Membership**

* + Honorary Life Membership shall only be awarded to anyone who has made a significant contribution to the association however is not at member at present
	+ Life members and Honorary Life Members shall not be liable for payment of the membership fee.

**General Conditions & Conduct by members**

* + Members are required to notify the Secretary of any changes to personal details as soon as possible after the change.
	+ Members are expected to act appropriately and adopt a suitably professional approach whenever representing the association or on association business.
	+ Members should do their upmost to avoid bringing the association into disrepute or undertaking in any word(s) or action(s) which is/are derogatory to the association or refereeing in general.
	+ Any correspondence received by member from the association for which a reply is required must be done so within a reasonable timescale but certainly within seven days.
	+ Members are expected to, unless in exceptional circumstances, accept the first appointment received; the appropriate persons should be informed at the earliest convince if this appointment can not be fulfilled after acceptance.
	+ The Secretary should be informed of serious incidents, such as an assault on a Match Official or when a claim has to be paid for unpaid match fees.
	+ Members should acknowledge acceptance or otherwise of all appointments within a suitable timescale.
	+ Members should arrive at the location of their match no later than: 30 minutes for grassroots football; 60 minutes for Junior Football and 90 minutes for senior or as directed by the relevant Association or League.
	+ Members should complete all required match reports and teamlines within the timescale stipulated by the Scottish FA or the League/competition in which the match was played.

 **Handbook**

* + The secretary will produce various versions of the handbook and these shall be made available to members as soon as possible after updates have been made. The secretary will produce updated versions versions of the handbook: after being notified of a change of personal details by a member; upon completion of the training class, adding those who are eligible for probationary member under article 3.2 of the constitution; or whenever deem necessary by the secretly or the management committee
	+ A minimum of one version of the handbook may be forwarded, to associations, leagues and persons deemed appropriate by the Management Committee.

**Fees**

* + The Management Committee must notify members no later than 14 days prior to the Annual General Meeting of the membership fee, Scottish FA registration fee, late payment fee and methods of payment.
	+ In accordance with article 4 of the constitution, any member who fails to pay their fees, including the late fee, shall be notified of their suspension within seven days of the Annual General Meeting taking place.
	+ In accordance with article 4.3 of the constitution the Management Committee will notify those concerned within seven days of their membership termination.
	+ All correspondence relating to suspension and termination of membership shall be commuted electronically and also by post.
	+ The Management Committee can examine each case on an individual basis and can decide if a late fee, suspension or termination needs to be applied.
	+ Any cost or expenses associated with a persons re-admission to the association shall be paid for by the individual and the association is in no way liable.
	+ Any member claiming to be in full time education must produce evidence (student card, letter from institution etc.) to the Treasurer prior to the Annual General Meeting. This should be commuted to the Treasurer in either written or electronic correspondence.
	+ Any person claiming to be eligible to a discount in member but fails to produce evidence when asked to do so by any member of the Management Committee shall be eligible to pay the membership fee and Scottish FA registration fee set at the relevant Nomination Meeting, may be eligible to pay a late payment fee, or could face disciplinary action in accordance with article 8 of the constitution.

**Management Committee**

**Elections**

* + Any person wishing to be elected to any position within the Management Committee will require two nominations; one of which must be from a member not currently serving on the Management Committee at the time of the nomination.
	+ When a vote is required, each member in attendance at the meeting when the vote takes place shall only have one vote per management committee vacancy. The vote shall be arbitrated by the Association Manager.
	+ Should there be any irregularities in voting then the vote must be declared null and void, with a second vote taking place. Only those standing for election in the first vote are eligible to stand in the second, although not all are required to.

**sub-committees**

* + The chair of the sub-committee must provide an update on all business relating to the sub-committee at every meeting of the Management Committee.
	+ The Secretary,Assistant Assistant Secretary or other member of the Management Committee shall be elected to any sub-committee and will responsible for recording a minute of every meeting, as well circulating these around all concerned persons. The nominated minute taker shall not vote or contribute to the business of the meeting
	+ All decisions of any subcommittees will require the approval of the he Management Committee and should be sought, through the chair of the subcommittee, at the earliest possible opportunity. Any decision not approved by the Management Committee shall have no validity or authority until approved.

**Meetings**Meeting shall be classified into one of the following categories:

* 1. Management Committee
		+ A Meeting of the Management Committee shall take place on the first Monday of every month except June & July,
	2. Members Meetings
		+ Members meeting shall take place, except in extraordinary circumstances, on the first Monday of August, December, March and April with a 1930 start.

* 1. Nominations meeting
		+ Except in exceptional circumstances the Nominations meeting will take place following the completion of business at the March Members meeting.
	2. Annual General Meeting
		+ Except in exceptional circumstances the Annual General Meeting will take place following the completion of business at the April Members meeting.
1. Alterations to Membership rules
	1. The Management Committee shall on occasion make amendments to these membership rules of which the appendix are also part, for the benefit of the members; such rules shall be binding on the members until altered. The Rules may be altered or amended by the Management Committee (as such term is defined within article 5.1 of the constitution), so long as these alterations or amendment does not affect or contradict the Constitution, in. Members must be informed of any alteration or amendments accordingly.
	2. At all times the constitution will precede these membership rules.