



CONSTITUTION AND BY-LAWS OF THE WAYNESVILLE/ST. ROBERT OFFICIALS ASSOCIATION

NAME

The name of this organization shall be the "*Waynesville/St. Robert Officials Association*".

PURPOSE CLAUSE

The Association is organized exclusively for charitable, educational, religious or scientific purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

LEGISLATIVE OR POLITICAL ACTIVITIES

No substantial part of the activities of the Association shall be the carrying of propaganda or otherwise attempting to influence legislation and the Association shall not participate in or intervene (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

DISSOLUTION CLAUSE

Upon the dissolution of the Association, the Association shall, after paying or making provisions for the payment of all the liabilities of the Association, dispose of all the assets of the Association in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(e) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Laws, as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

GOVERNING BODY

Leadership of the Association shall be three in number and shall consist of the President, Vice President, and the Secretary/Treasurer to be elected annually during the month of April. Eligibility for holding office, term of office and duties of the officers shall be set forth in the By-laws of the Association.

MEETINGS

Meetings of the Association shall be held in accordance with the By-laws of the Association.

AMENDMENTS

This Constitution and all By-laws may be amended by new By-laws added by a majority vote of the members present at any general membership meeting, when a quorum is assembled.

ASSOCIATION BY-LAWS

Article 1: Membership

Section 1. Eligibility

- a. Eligibility for membership in the association shall be open to all persons who are active officials, aspires to become officials and who support the objectives of the Association.
- b. All members of the Association will be considered self-employed.

Section 2: Requirements of Membership

- a. Regular Membership.
 1. Regular members of the Association must attend a rules clinic in the sport(s) for which the member desires to officiate.
 2. Regular members desiring to officiate off-post activities/events must meet the requirements, which are established by the organization sponsoring, said events.
- b. New members: To encourage new members, the only requirement for new members is to present proof of intent to comply with Section a (1) at the earliest possible date. No assignments will be made in any sport until appropriate rules clinic has been attended by said new member. Thereafter all provisions of Regular Membership must be complied with.
- c. Life Members: Any regular member, who has retired from active officiating may, by majority vote of the members present at any general membership meeting, be installed as a Life Member with all privileges and rights of a regular member, free of all dues and assessments.
- d. Special Provision: Members of the Association may be required to become members of a National organization to be eligible to officiate on the installation. (I.e. Softball-Amateur Softball Association (ASA), Volleyball-U.S. Volleyball Association (USVBA), Etc.)
- e. Members will abide by code of ethics policies as established by governing agencies of the sport being officiated. (i.e. Softball-Amateur Softball Association (ASA), Volleyball-U.S. Volleyball Association (USVBA), Missouri State High School Activities Association (MSHSAA). etc.)

Section 3: Membership in Good Standing: To remain in good standing, a member shall:

- a. Not miss more than one of the rules discussion meetings of the sport/event in which registered called by the President or Commissioner for that sport/event unless an officer of the Association has been notified.
- b. Not miss more than two general membership meetings in the current year (July through June) without adequate advance notice (not less than seven days) or the result of emergency or exigency the validity at which will be determined by the President or Vice-president only. This determination will not be delegated.
- c. Keep current in the payment of dues. If a member becomes in arrears in-his/her dues for the period of over thirty days, he/she shall be notified by the Secretary/Treasurer, in writing, and such member shall be declared not in good standing if he/she has not paid his/her dues within thirty days of the date of such notice.
- d. At all times conduct himself/herself in words and or actions to reflect credit on himself/herself and the Association. Reports to the contrary will be referred to the Disciplinary Committee for disposition.
- e. Will not officiate in a sporting event within the same conference that they participate as a coach or player and will not be allowed to officiate in the post playoffs.

Section 4: Procedure, Action and Penalties When a Member is Declared not in Good Standing.

a. The Secretary/Treasurer shall notify the member that he/she is not in good standing in writing and will specify:

1. The reason why such member has been declared not in good standing.

2. That such member may, within ten calendar days of such notice, notify the Secretary/Treasurer in writing of his/her desire to appeal the position of the Association. Appeal will be presented at the next regular general membership meeting if such meeting is scheduled within ten days of delivery of notice; otherwise the member may request a special meeting be called on his/her behalf, the date and time to be scheduled by the Secretary/Treasurer.

3. That if such notice of intent to appeal is not mailed/delivered to the Secretary/Treasurer, he/she will automatically be dropped from the membership in the Association and his/her name removed from the rolls and all mailing lists.

b. If the member makes proper notice of intent to appeal, the following steps shall be taken:

1. The Secretary/Treasurer shall notify the membership and the appealing member of the date, time and place of the meeting (if it is not a regular general membership meeting) at which time the members appeal will be heard.

2. At this meeting, where a quorum shall be assembled, after hearing a member not in good standing and all persons who wish to be heard, a secret written ballot shall be taken and by a three-fourth vote of the members present, the decision to retain or disqualify the member not in good standing shall be made. Disqualification shall be final. Reinstatement may require fulfilling whatever requirements or conditions may be set by the President at this meeting.

3. If a member is disqualified by his/her failure to receive at least three-fourths of the vote for reinstatement, his/her membership in the Association shall be immediately terminated and his/her name shall be deleted from all mailing lists.

4. A disqualified former member of the Association may apply for membership as a New Member by following the steps required of any other applicant for membership including payment of fees, if he/she was disqualified for non-payment of dues, by paying all delinquent dues.

Section 5: Resignations:

Resignations are limited to members in good standing who at any time resign from the Association for such reasons as illness or extended absence from this area and may be reinstated to full membership in good standing as a Regular Member by notice to an officer of the Association and payment of dues for the current year. His/her name will be added to the next mailing list to be issued after his/her reinstatement as a Regular Member.

ARTICLE II: OFFICERS

Section 1. The officers of the Association shall be the President, Vice President, and the Secretary/Treasurer. Nominations for the offices shall be accepted by the Secretary from the general membership throughout the month of March each year. The deadline for nominations will be midnight on March 31. No nominations will be accepted after that time. To be elected, nominee for office must be an active member in good standing and shall receive a majority of votes of members present at the April meeting. Voting will be by secret ballot. Secretary will compile list of nominees and make ballot available at the meeting. The ballot will include the option of adding a write-in candidate. After ballots are turned in, the Secretary and two non-bias members will count and tabulate the votes and announce the winners prior to the close of the meeting. In the event of a tie, a special vote will be taken at the meeting. Elected officers shall be installed on July 1st and take control of the Association on the last working day of June. The term of office shall be one year.

Section 2: Duties of the Officers.

a. **PRESIDENT:** The President shall preside at all meetings and shall direct discussions at each meeting. He/she shall have the power to act for the Association on all administrative matters affecting the Association not reserved or delegated to the Secretary/Treasurer or Committees. He/she shall appoint committees he/she deems necessary to assist him/her in the execution of his/her duties and to promote the purpose of the Association. He/she shall have the right to vote on all matters coming before the Association.

b. **VICE-PRESIDENT:**

1. The Vice President shall have the same powers and duties of the President, to be exercised only in the absence of the President.

2. The Vice President is charged with Public Affairs and responsibility to deliver appropriate and effective media for all announcements concerning events of interest to members of the Association.

3. The Vice President will audit the financial records of the Secretary/Treasurer in June during his/her term in office. Other audits may be performed at the discretion of the President or Vice President.

4. Serve as non-voting Chairperson of the Disciplinary Committee.

5. Serve in such capacity as assigned by the President.

c. **SECRETARY/TREASURER.**

1. He/She shall be responsible for the collection of all membership fees and other monies and properties due and owing the Association and in this connection, shall keep an itemized account of income and disbursements.

2. He/She shall notify all members by mail, e-mail or telephone and post the notice on the Association's website of all meetings and shall be responsible for obtaining a suitable meeting place for all meetings of the Association.

3. He/She shall prepare the official mailing list of all members in good standing, stating their names, addresses and telephone numbers and provide one copy to each member in good standing.

4. He/She shall accept all dues of applicants for admission to membership in the Association.

5. He/She shall notify any member determined to be not in good standing and shall advise such member of his/her rights in the matter.

6. He/She shall keep a permanent record of the minutes of all meetings of the Association and shall conduct any correspondence as directed by the President.

7. He/She shall maintain a record for each member of the Association and cause all matters commendatory or derogatory to be recorded therein. Included shall be evaluations by competent authority acceptable to the Association, attendance records/reports useful to the conduct of business.

8. The Association will pay the Secretary/Treasurer \$4.00 per member of annual membership from July 1 through June 30. This fee will be paid in June of each year.

Section 3. Special Provisions.

a. No two members may serve simultaneous tenure as officers of the Association who are related by blood or marriage.

b. Any member holding office in the Association may be removed by a majority vote when a membership quorum exists at a regular general membership meeting or a special meeting requested by the disciplinary committee.

ARTICLE III: FINANCIAL RESPONSIBILITY:

Section 1. Dues: Regular Membership Dues shall be \$35.00 per year, payable in June of each year. Members not paid by July 1st will be assessed a late penalty of \$25.00. New Members will be assessed \$35.00 at the time they are accepted and shall be assessed as Regular Members thereafter. An additional fee of \$5.00 will be assessed for each sport/event for which a member officiates. Commissioners of sports/events will not be assessed the \$5.00 fee for the fee the sport/event for which they are appointed commissioner. (The \$35.00 membership fee is used for the following: \$16.00 is used to operate the Association, \$5.00 will be used to pay the Webmaster fee and \$4.00 is for paying the Secretary/Treasurer fee. The \$5.00 Sports Fee will be used by the Association to buy those things necessary to ensure that the Association can conduct proper rule clinics within each sport; i.e. (rulebooks, films, etc.)

Section 2. Assignor Fees: Each member will pay a \$1.00 fee to the commissioner for each date that they are assigned to work. This fee may be collected at the discretion of each sport assignor. These will be payable at the end of each season, i.e. football, basketball, etc.

Section 3. Accountability: All funds accruing to the Association shall be accounted for and recorded by the Secretary/Treasurer based upon industry accounting principles and practices and sound judgment. Financial records will be presented to the Vice-president by the Secretary/Treasurer for audit as required by Article II, Section 2b(3).

Section 4. Reporting: The Secretary/Treasurer will report the financial condition of the Association at each general membership meeting and present recommendations for disposition of any funds in excess of current operating expenses and working capital.

Section 5. Claims and Legal Responsibility: Financial responsibility for tort claims resulting from good faith acts on the part of the officers of the Association on behalf of the Association is collective responsibility and is shared by all members of the Association unless wrong doing or intent to deceive is suspected. A special general membership meeting will be called by the President to determine the position of the Association.

Section 6. Transfer of Accountability: The Secretary/Treasurer will deliver to his/her successor within five days after the expiration of his/her term, all books records and papers pertinent to financial records keeping. After audit by the Vice-president, records keeping will be transferred to the successor.

Section 7. Instruments of Disbursement: All funds accruing to the Association shall be deposited into an account at a financial institution whose normal business is to accept such deposits (bank, Credit Union) and to provide immediate access to such funds by the Association (checks, drafts). Accounts will be identified by the institution requiring signatures of the officers of the Association and signature cards provided to the institution.

ARTICLE IV. MEETINGS.

Section 1. Regular General Membership Meetings. Regular meetings will be held on the first Sunday of the first month of each quarter (January, April, July and October). Date, time and location will be announced by the Secretary/Treasurer. All general membership meetings of the Association are mandatory.

Section 2. Special General Membership Meetings: Special General Membership Meetings shall be at the call of the President or any three members in good standing, provided the Secretary/Treasurer is notified and at least seven days notice is provided. These are mandatory meetings.

Section 3. Quorum: A quorum shall be constituted at any general membership meeting of the Association when one-fourth of all registered members are in attendance. For voting purposes, a simple majority of votes by those in attendance at any meeting will determine the issue passing or failing.

Section 4. Rules Discussion Meetings: Rules discussion meetings and assignments meetings shall be held at the time and place to be designated by the President. These are mandatory meetings for all members officiating the sport/event for which the meeting is held, unless excused by the President/Commissioner of that sport/event. The President will give preference to the members who are present or have an excused absence for the games/events during the next week.

Section 5. Other Meetings: Rules discussion meetings, mechanics, meetings and clinics will be called by the President/commissioner of the on going sports. Reasonable notice of such meetings will be communicated to members. These are mandatory meetings for members who officiate these sports/events. Assignments will be denied to members for failure to attend these meetings.

Section 6. Order: The rules of parliamentary practice comprised in "*Robert's Rules of Order*", most recent revision, shall govern all proceedings to include general membership meetings, special meetings and rules discussion meetings subject to such special rules as have or may be adopted.

ARTICLE V: STANDING COMMITTEE:

Section 1. Disciplinary Committee:

a. The disciplinary committee shall be composed of a chairman (Vice-president, non-voting) and three members. Members will be appointed by the President and approved by the general membership. It shall be the duties of the disciplinary committee to receive and evaluate reports, from any source, for matters pertaining to professional performance, behavior and general demeanor of members of the Association and determine disposition of such reports. These reports may be favorable or adverse. The committee will submit to the President reports of their actions. In any case, all reports will be directed to the file of the individual member.

b. The disciplinary committee shall be empowered to impose reasonable penalties as befits an infraction of good order and discipline within the Association. Such penalties may range from temporary suspension, fines or declaration of a member not in good standing. Members declared not in good standing by the disciplinary committee may petition for appeal in accordance with Article 1, Section 4, of these by-laws.

ARTICLE VI. DUTIES OF COMMISSIONERS AND WEBMASTER:

Section 1. Commissioners

Appointment of Commissioners:

a. Commissioners for each sport/event will be appointed by the President, if needed.

b. If appointed, Commissioners will select as many alternate/assistant commissioners as are necessary in the effective performance of his/her duties.

c. Commissioners must voluntarily accept appointments in this capacity. No member may be required to serve as a commissioner against his/her will.

Section 2. Duties of the President/Commissioners:

a. President/Commissioner will conduct all clinics for the sport/event ongoing.

b. Preside at all rules discussions for the sport/event for which appointed.

c. President/Commissioner will evaluate each official at least one time during the season. Individual will be notified at the weekly assignment meeting of the game that he/she will be evaluated on. If it is deemed necessary the official may require remedial clinics and addition evaluations.

d. Meet and discuss with evaluated official's shortcomings noted during evaluations and provide constructive advice to such officials on how they may overcome their shortcomings.

e. Provide remedial clinics as necessary to assist weaker officials to grow with the ideals of the Association.

f. Refer to the disciplinary committee any official who has failed to respond to corrective training or who has committed an act so grossly inappropriate as to bring discredit on the Association or its membership. Such referral shall include the President/commissioner's recommendations for disposition.

g. In coordination with the program committee, devote a plan for the events of the following year to do all things necessary to ensure the Association is prepared for the sport/event

h. Select/nominate officials for officiating sports/events in which a requirement exists for special qualifications or "best qualified" officials.

i. Provide and notify each member with assignments to include date, time, and place of the event they are scheduled to officiate.

Section 3. Webmaster

a. When available, a member of the Association, with knowledge of web-page design and application, will be appointed by the President to serve as Webmaster. The website is located at: <http://www.wsroa.org> and is used for keeping members informed of current events, newsletters, calendars, contact information, other links and other information pertinent to the Association. Any member desiring to post an article on the website will submit through the President, Vice-president or Secretary for approval prior to being permitted to be posted by the webmaster. The webmaster will inform the Secretary/Treasurer of any financial charges related to the maintenance of the website.

b. The Association will pay the webmaster \$5.00 per member of annual membership from July 1 through June 30. This fee will be paid in June of each year. This is not part of the website fees and is separate from the website fee.

c. The webmaster shall only make updates to the website that has been directed by the Secretary/Treasurer or another Association officer. The webmaster may change web-pages if an entry on the website is a dated event and the date has past.

d. The webmaster is considered to be a non-voting member of the Executive staff of the Association, and will attend all meetings of the executive staff called by the President.

ARTICLE VII. AMENDMENTS:

Section 1. Proposal: Amendments and/or changes to the Constitution and/or By-laws of this Association may be proposed by any member in good standing of the Association. All proposed amendments will be submitted in writing to the Secretary/Treasurer at least ten days prior to the general membership meeting at which the proposal is to be submitted.

Section 2. Vote to Amend or Change: The Constitution and/or By-laws may be amended or changed at any general membership meeting by a simple majority of the votes of the members in attendance at that meeting when a quorum is constituted.

Section 3. Administrative Amendment of Change: The Constitution and/or By-laws of the association will be administratively amended or changed by the Secretary/Treasurer when it has become known that the constitution and/or By-laws are in conflict with law or is contrary to any parent association that the Association is or shall become affiliated with and such amendment or change is approved by the President.

ARTICLE VIII. STANDING RULES.

Although the Standing Rules are not considered a true part of the By-laws, such rules are promulgated in the interest of enhancing the objectives of the Association and diminishing controversy. Such standing rules have the power and effect of the By-laws and require the support and compliance of the membership. Standing Rules may be added or deleted at any general membership meeting by a majority vote of the members present when a quorum is assembled.

ARTICLE IX. RATIFICATION:

In witness of the above Constitution and By-laws, we the elected members of the WAYNESVILLE/ST. ROBERT SPORT OFFICIALS ASSOCIATION hereby affix our signatures in approval on the 1st day of July , 2010 at Ft. Leonard Wood, Missouri 65473, and the location of the nonprofit organization.

Jim Earl

Melvin Respress

PRESIDENT _____
Jim Earl

VICE-PRESIDENT _____
Melvin Respress