

Final proposed changes
Due for vote on 13 June, 2010

A-1 OFFICIALS ASSOCIATION, INC.
BY-LAWS

ARTICLE I - MEMBERSHIP

Section 1: FHSAA Membership and By-Laws Compliance Required.

- 1) All members of this association shall be registered with the FHSAA.
- 2) All members must meet all requirements of the by-laws of this association.

Section 2: Sponsor of Prospective Member.

- 1) Any member in good standing may sponsor an eligible prospective member.

Section 3: Forms Required.

- 1) An individual seeking membership in this association shall complete an A-1 membership form.
- 2) An individual seeking membership in this association shall register with FHSAA and be recognized as an Independent Contractor.
 - a) Independent Contractor Defined – (Reference CS/HB 1803, 2001 State of Florida Legislative Session)

“A person who performs services as a sports official for an entity sponsoring interscholastic events for a public entity or private, non-profit organization that sponsors an amateur sports event. For purposes of this paragraph, such a person is an independent contractor. For the purposes of the sub-paragraph, the term “sports official” means any person who is a neutral participant in a sports event, including, but not limited to, umpires, referees, judges, linesperson, scorekeepers, or time keepers. This sub-paragraph does not apply to any person employed by a School District Board who serves as a part of his or her responsibilities during normal school hours.”

Section 4: Conditions of Membership.

- 1) The conditions of continued membership in this association are applicable to all officials alike. These are:

- a) Faithful compliance with all Guidelines, Regulations, Policies and Procedures of FHSAA.
- b) Faithful compliance with the By-Laws and the Officials Administrative Manuals of this Association.
- c) Payment of current fees and dues to the FHSAA and to this Association.

Section 5: Member in Good Standing.

- 1) Any member of this Association in good standing, upon their written request, may be granted a leave of absence of one (1) year. The individual shall submit a Leave of Absence request directly to the FHSAA to prevent jeopardy of their individual rating in each sport that they serve as an official. A copy of this request must be sent to the president of this Association. This procedure is strongly recommended so as to avoid the possibility of being penalized for non-attendance at certain mandatory clinics and exams as scheduled by the FHSAA.
- 2) A member in good standing in this Association must conduct themselves on and off the athletic field or court in a manner conducive to the best interests of this Association. No member of this Association shall pursue a course of action which is detrimental to the welfare of this Association or to the schools it contractually serves. Any member who has been found guilty of a violation of this clause, or of the By-Laws, or of the Policies and Procedures of this Association (following a grievance proceeding, if requested) shall be a member not in good standing in this Association. **Such violations may result in further administrative action.**
- 3) All members of this Association shall comply with FHSAA Guidelines, Regulations and Policies as published in the FHSAA Officials Guide Book Section 106, Rules of Conduct (or equivalent section, if renumbered).
- 4) Any Official of this Association shall have paid current fees/dues no later than 30 days prior to the beginning game/match of that respective sport to be eligible to receive contest assignments or to be eligible for election as a division officer for the next year. Any official of this Association who has not paid in full, those fees/dues in each sport for the current season or past season(s), shall be considered as a member not in good standing for any sport in this Association.

ARTICLE II – FEES AND DUES:

Section 1: Member Fees and Dues.

- 1) Each member of this Association shall pay dues annually to this Association in each sport they officiate. Each member shall pay fees as determined by the Board of Directors. Officials failing to pay annual dues or assessed fees shall not be assigned games or matches in any Division until such Dues/Fees are paid in full.
 - a. Dues Defined: Monies paid by any person seeking membership to this Association, and any current member seeking continued membership in this Association.

- b. Fees Defined – Monies paid by any member of this Association for the satisfaction of all monetary penalties levied by this Association or the FHSAA. Fees are further defined as extraneous monetary obligations to this Association and the FHSAA, not related to dues.

Section 2: School Fees.

- 1) The Association Treasurer shall collect from each school served by this Association, an administrative fee for each sport and component thereof (i.e. Varsity, JV, freshmen, etc.) for which they are served contractually by this Association. The rate of these administrative fees shall be in accordance with each annually revised Contractual Agreement accepted by each school for the purpose of assigning officials to officiate sports.

Section 3: Game Fees.

- 1) The maximum game or match fee (as well as ancillary fees, postponement fees, cancellation fees, or re-scheduling fees) for which a member of this Association shall receive for officiating an interscholastic contest of schools contractually served by this Association shall be determined by the Board of Directors in compliance with the FHSAA rules, regulations and policies. In deliberating the limit(s) of these fees and certain ancillary fees, the “advise and consent” of each Supervisor of Officials and Assignments Officer shall be given considerable weight in determining a final fee amount.

Section 4: Member Dues Refunds.

- 1) Any member who does not receive an assignment (i.e. Varsity, JV, freshman, etc.) may make a written request to the Treasurer of this Association for a full refund of Association dues for that respective sport. Such notice shall be submitted not later than fifteen (15) days following the last regular season contest of that respective Division. Officials who have paid dues in advance for the purpose of officiating multiple sports in this Association and who desire not to work in any or all of those subsequent sports in this Association for the coming season, may also request full reimbursement of those fees paid in advance in the time frame as outlined above. Actual reimbursement of such fees paid to this Association shall be automatic unless contrary mitigating circumstances are determined and approved by the Board of Directors.

Section 5: Missed Assignments.

- 1) Any official who fails to appear for two (2) scheduled contests during a respective current season sport, may have his/her Divisional Membership suspended and/or revoked for the remainder of the current season in that respective sport by the Supervisor of Officials and a majority of the Assignments Committee for that sport. His/her fees for that respective sport may be forfeited.

ARTICLE III – ASSOCIATION DIVISIONS:

Section 1: Autonomy.

- 1) In the interest of achieving autonomy in leadership and enhancing the flow of divisional administrative responsibilities, this Association recognizes and authorizes each respective Division (Baseball, Football, Basketball, Softball and Volleyball) shall have the right to conduct certain business matters not involving other divisions. Such business proceedings shall be conducted in a manner acceptable under parliamentary procedures.

Section 2: Training.

- 1) Each Division shall conduct Training Clinics, meetings and organizational efforts throughout the calendar year, generously in advance of deadlines set forth by FHSAA. Conducting these events on the same day as other events involving multiple sport officials should be avoided.

Section 3: Division Elections.

- 1) Each Division shall conduct an annual Election Meeting. The purpose of the meeting shall be primarily for the election of a division Supervisor of Officials and a Division Assignments Officer. An Executive Board Member may, at the request of the Division, administer the election. In order to maintain continuity, the Division Officers shall serve for a term of two years, with the elections of these two offices held on alternate years. An individual may not serve simultaneously as both Supervisor of Officials and Assignments Officer of the same Division. They may however serve as one or the other in another Division. No Executive Board Member may serve simultaneously as a Division Officer.
 - a) Each official in that respective Division shall be notified by the Supervisor of Officials at their last known address (physical or e-mail) not later than (30) days after the conclusion of the last regular season contest of their respective Division. Such notice shall include an avenue of response for any member of that Division who desires to become a candidate for either office. Such notice shall include the names of candidates currently seeking either office, if any, and the name and e-mail address of the nominating committee chairperson. The election may not be held sooner than twenty-one (21) days following the notice or later than the beginning of the Annual Membership Meeting.
 - b) Regardless of candidates seeking either office prior to the meeting, nominations from the floor at the election meeting shall be sought. Any member in good standing may nominate anyone (including himself or herself) to the nominating committee or from the floor at the meeting. Any member in good standing of that respective Division (with the exception of Executive Board Members) may be properly voted into the office he or she seeks. If circumstances prevent his or her attendance at that meeting, such candidates shall notify the Supervisor of Officials of that Division, no later than twenty-four (24) hours prior to the properly noticed time and location.
 - c) An Absentee Ballot may be requested from the Supervisor of Officials no later than 15 days prior to the election. Absentee ballots must be returned to the **Nominating Committee Chairperson** prior to the election meeting in order to be counted.
 - d) Voting shall be by secret ballot and shall be tabulated immediately by no less than three non-candidates. If only one candidate per Office is nominated, the vote may

be verbal or by show-of-hands. A simple majority vote by members in good standing present at the meeting and absentee ballot votes is required to elect a candidate.

- e) Voting by proxy by members not in attendance is strictly prohibited. If a situation arises that requires the election of both Officers at the same meeting, the Supervisor of Officials shall be elected first, followed by the Assignments Officer. Newly elected Division officers shall assume the duties of their elected office within the Division at the adjournment of the election meeting. The Association Secretary shall notify all Division members of the results of each Division election in a timely manner.
- f) **Should any Division Office be vacated, the President shall appoint a replacement from those Division members in good standing. This replacement shall serve until the next annual Division election meeting. At such meeting, an election shall be held for this Office, the term of which shall be for one or two years, whichever is necessary to maintain the alternate year status with the other Division Office.**

Section 4: Division Committees.

- 1) Each Division shall have the following committees: Assignments, Evaluations, Grievance, Recommendations (for postseason assignments), Training and Nominations.

ARTICLE IV – BOARD OF DIRECTORS:

Section 1: Attendance.

- 1) Attendance at all Board of Directors Meetings shall be mandatory for all members of the Board of Directors of this Association. Only Supervisors and Assignments Officers may hold multiple offices and shall have only one vote per officer (person) in business matters.
 - a) Any member of the Board of Directors who fails to appear, without prior excuse, for a properly noticed Board of Directors meeting shall be suspended from the Board of Directors by a majority vote of the Board Members present at the meeting absented. The suspension shall be effective immediately. A notice of such suspension shall be in writing to the offending Board Member by the President within seven (7) calendar days of the suspension. In the event the President is absent without prior notice to any other Executive Board Member at least twenty-four (24) hours in advance of the properly noticed meeting, the proper sequence of Vice Presidents shall assume the Office of President and proceed as above. ANY Board Member may request an excused absence in writing or by telephone to the President not later than twenty-four (24) hours prior to the properly noticed meeting. An excused absence shall be granted for circumstances concerning employment obligations.
 - b) For any unexcused absence from a properly noticed Board of Directors Meeting, the offending member shall submit in writing to the Board of Directors an appeal for reinstatement to the Board of Directors, not later than thirty (30) days following written notice from the President of his/her suspension from the Board of Directors. Denial of such an appeal shall require a three-fourths(Y) majority vote of the Board Members present at the Board Meeting at which the President presents the appeal. The denial of an appeal for reinstatement shall cause the offending member to be immediately suspended from the Board of Directors for the remainder of the current

administrative year. The suspension shall include the offending member's immediate dismissal from his/her office(s) of Supervisor of Official and/or Assignments Officer, but shall not jeopardize his/her eligibility to receive game assignments in any Division in this Association.

Section 2: First Meeting of Board of Directors.

- 1) It shall be mandatory for the Board of Directors to meet within ten (10) working days of the conclusion of the Annual Association Meeting for the main purpose of formulating an administrative course for the upcoming year of business. This meeting shall constitute the first quarterly mandatory meeting of the Board of Directors. This meeting shall include, but not be limited to, the following matters.
 - a) Adoption of an annual budget.
 - b) Determining who shall be approved as signatories upon the Association checking account.
 - c) Determining who shall be designated as Register Agent of this Association, and
 - d) The affirmation of an approximate time and date for not less than three (3) additional quarterly Board of Directors meetings for the upcoming year. All Division Supervisors shall schedule their individual meeting/clinic functions on non-conflicting dates and times.

Section 3: Quarterly Meetings.

- 1) It shall be mandatory for the Board of Directors to meet at least once each calendar quarter for the remainder of the administrative year. The second quarter meeting for the purpose of, but not limited to, ensuring that all contractual invoicing has been properly presented to the member schools organizing the efforts of the Divisions involved with fall and winter sports. The third quarter meeting for the purpose of, but not limited to, revising the contractual agreements for presentation to the member schools during the month of April and organizing the efforts of the divisions involved with spring sports. The fourth quarter meeting shall meet not later than (60) days prior to the Annual Association meeting for the purpose of, but not limited to, organizing the Nomination Committee, ensuring notice of the Annual Association meeting and finalizing the time, date, and location of the Annual Association meeting.

Section 4: Special Meetings.

- 1) The President shall have the authority to call a Divisional meeting, an Association membership meeting, or a Board of Directors meeting.

ARTICLE V – OFFICERS:

Section 1: Officers.

- 1) The Officers of this Association shall be: President, Treasurer, Secretary, Executive Vice President, First Vice President (Supervisor of Officials – Baseball), Second Vice President (Supervisor of Officials – Football), Third Vice President (Supervisor of Officials – Basketball), Fourth Vice President (Supervisor of Officials- Softball), and

Fifth Vice President (Supervisor of Officials – Volleyball), Assignments Officers of each Division.

- 2) Any officer of A-1 Officials who officiates a high school contest for another high school association in any sport also officiated by A-1 officials, shall be **subject to removal** from office.

Section 2: Arbiter Administrator.

- 1) An Administrator will be used to oversee the application and administration of Arbiter for all divisions. The Administrator would be appointed by the Executive Board to administrate preliminary payroll duties and perform Arbiter maintenance in order to assist the Treasurer, Divisional Assigners, Officials, Athletic Directors and Coaches with day to day technical problems and payroll cuts on a timely basis.

Article VI – Executive Board:

Section 1: Membership.

- 1) The President, Treasurer, Secretary and Executive Vice President shall constitute the Executive Board of the Board of Directors of this Association.

Section 2: Election.

- 1) The Executive Board shall be elected at the Annual Association meeting.

Section 3: Term of Office.

- 1) The President, Treasurer, Secretary and Executive Vice President shall serve for a period of two (2) years from the adjournment of the annual meeting at which they were elected or until their successors are elected/appointed. Elections shall be held for a two-year term. The President and Secretary shall be elected during even-numbered years. The Treasurer and Vice-President and Secretary will be for one-year terms to allow transition to two-year terms.)

Section 4: Resignation or replacement of President, Vice President, Secretary or Treasurer.

- 1) If any of the Executive Board Offices becomes vacated, it is the duty of the President to appoint someone to fill that chair for the remainder of the school year. A permanent replacement would be elected by the General Membership at the next annual business meeting. If the President's chair becomes vacated, the Vice President would assume the role for the remainder of the President's duly elected term. The Vice President's chair would remain vacant during that period of time.
 - a. Resolved 9/17/2006
 - b. Ratified 6/7/2007

ARTICLE VII – DUTIES OF THE OFFICERS:

Section 1: Duties.

- 1) The duties of the officers duly elected at their respective Divisional Election meeting(s), and the Executive Officers duly elected at the annual Association meeting shall be as published in the Officials Administrative Procedures Manual, as amended.

ARTICLE VIII – NOMINATING COMMITTEE:

Section 1: Appointment.

- 1) Sixty (60) days prior to the annual Association meeting, the President shall appoint a Nomination Committee, consisting of not less than two (2) members from each division who are not currently on the Board of Directors.

Section 2: Meetings.

- 1) The Nomination Committee shall meet not later than forty-five (45) days prior to the date of the annual Association meeting. The Nominating Committee shall, as its first order of business, elect a Chairman of the committee by a simple majority vote of those present. The Chairman shall not be a member who is a candidate for any office in the forthcoming annual Association election meeting.

Section 3: Tabulating Votes.

- 1) Only the Nominating Committee members may assist the Chairman in conducting the election proceedings, such as tabulating secret ballots, if utilized. Voting shall be by secret ballot, unless there is no more than one candidate for that respective office, In that case, voting may be verbal (Yeah, Nay), or by show of hands.

Section 4: Absentee Ballot.

- 1) Members unable to attend the Annual Association Meeting may request an Absentee Ballot from the Nominating Committee not less than 15 day prior to the election, and return the completed Ballot to the Nominating Committee prior to the Election.

ARTICLE IX – GRIEVANCE PROCEDURE:

Section 1: Grievance Committee.

- 1) The Board of Directors shall appoint an Association Grievance Committee consisting of one Board Member, and one non-board member representative from each division. Any aggrieved official or member in good standing of this Association may request a grievance hearing by their division grievance committee. **If the aggrieved Official, Supervisor, or Assignments Officer** of his/her division takes exception to the recommendations of the Division Grievance Committee, a second grievance hearing by the Association Grievance Committee may be requested by either party. After any such hearing, the committee's recommendations shall be presented to the **Executive Board**, who shall have final jurisdiction over any such matters.

ARTICLE X – MEETING RULES:

Section 1: Robert's Rules of Order.

- 1) Robert's Rules of Order, revised shall govern all deliberations and business proceedings at all Board of Directors meetings and divisional meetings, as properly called.

Section 2: Parliamentarian and Sergeant At Arms.

- 1) A Parliamentarian and Sergeant At Arms may be appointed by the President at the annual Association meeting, Board of Directors meetings and by the Supervisor of Officials at Division Meetings if so desired. The Parliamentarian and the Sergeant At Arms shall not be the same person.

Section 3: Officer Dues.

- 1) All Officers are exempt from the obligation of paying dues to this Association for each respective sport that they officiate. Such exemption is viewed by this Association as a reward to each Officer for their time and effort spent annually to ensure the successful administrative operation of this Association.

ARTIVLE XI – AMENDMENTS:

Section 1: Proposed.

- 1) Any member in good standing of this Association may propose amendments to the By-Laws of this Association. Such member may present the proposed amendments(s) in writing to the Board of Directors at a properly called meeting of the Board of Directors for inclusion in the agenda of Annual Association meeting.

Section 2: Adoption.

- 1) Upon the passage of any proposed amendments(s) by the Board of Directors, that amendment becomes effective immediately for a period of time not to extend past the conclusion of the next A-1 Officials Annual Membership Meeting. The amendment must be presented for final acceptance or rejection by the general membership present and voting at the next A-1 Officials Annual Membership Meeting.

Section 3: Voting.

- 1) The acceptance or rejection of any amendment(s) shall be by a majority vote of those members in good standing and in attendance.

Section 4: Officials Administrative Procedure Manual.

- 1) The establishment of, or any amendments to an Officials Administrative Procedures Manual for the Association and each Division will be approved by majority vote of the entire Board of Directors attending a properly called meeting of the Board. Such amendments need not be presented to the general membership for ratification. The general membership shall be appraised of any such amendments at the next properly called meeting of the general membership.

Section 5: By-Laws versus Officials Administrative Procedures Manual

- 1) Any amendment(s) of the By-Laws of this Association in accordance with ARTICLE XI, Sections 2, 3, and 4 shall automatically amend any and all related rules, policies and regulations found in the Officials Administrative Manual.

Section 6: By-Laws versus FHSAA.

- 1) No By-Law or Administrative Procedure established by this organization will conflict with any provision of FHSAA by-laws, guidelines, regulations or policies.