

## BAY METRO OFFICIAL'S ASSOCIATION CONSTITUTION

### ARTICLE 1: NAME

The name of this organization shall be designated and know as Bay Metro Official's Association (MHSAA ID #350)

### ARTICLE 2: PURPOSE

- A. Educate members through classes, programs, meetings, and clinics designed to improve the quality of officiation.
- B. Provide a high caliber of officiating for interscholastic contests and for any other contests for which services may be contracted.
- C. Maintain the status of an "Approved Association" as defined by the Michigan High School Athletic Association (MHSAA).
- D. Provide support to Association members through a professional approach to officiating in all sports.
- E. Promote the MHSAA "Code for Athletic Officials."

### ARTICLE 3: MEMBERSHIP

#### General

Paying your dues and attending meetings does not guarentee that the official will receive assignments. The official is an independent contractor and the BMOA has the right to use or not use the services of each individual official.

- A. Membership in this Association shall be extended to all individuals who understand and support the purpose of the B.M.O.A., upon application and acceptance according to the Association constitution.
- B. Application for Membership
  - 1. Application for membership shall be made to a designated Association representative on an Association application form, if requested by the Association, and shall be accompanied by the dues for that fiscal year, a signed agreement form, and the applicants MHSAA official's ID number
- C. Membership Privilege
  - 1. Dues paying members are entitled to one vote in the coduct of Association business
- D. Membership Obligations
  - 1. Maintain current registration with the MHSAA
  - 2. Volunteer to work at least one (1) scrimmage or other unpaid event, per season, in the sport(s) in which he or she is registered.
  - 3. Follow the MHSAA "Code of Conduct for Officials."

4. Attend required meetings and training programs in their registered sport(s).
5. Maintain conduct which reflects professionalism as an official and which will bring credit to the Association and its members.
6. Continue to develop officiating skills to the highest possible level of competency.
7. Removal of members for failure to follow "Code of Conduct", or the failure to meet the Membership Obligations.

#### ARTICLE 4: ELECTION

- A. The election shall take place every year at the Spring Meeting of the Association.
  1. The meeting will be held between March 15<sup>th</sup> and April 15<sup>th</sup>.
- B. Establishment of the Nominating Committee:
  1. The committee will consist of three (3) members in good standing either by volunteer or nominated by the board. Final selection will be determined by the board of directors in February preceding the election to secure a slate of candidates for the offices of the Association.
  2. The board shall keep at least one nominating committee member from the previous year to maintain continuity of the election procedures. One committee member shall run the election/floor, while the other two members are collecting and counting the ballots.
  3. During the elections only the nominating committee will have the floor until the completion of the election.
- C. An e-mail shall be sent out to all BMOA members announcing who is running for each current position. The e-mail is to be sent out at least 24 hours before the start of the election meeting.
- D. Election procedures:
  1. Announce candidates who have volunteered to run for a position
  2. Request nominations from the floor
  3. Candidates have the right to speak for five minutes
  4. Conduct the vote for candidates
- E. The order in which the positions are to be voted on during the respective elections:
  1. President
  2. Treasurer
  3. At Large
  4. At Large
  5. Baseball
  6. Basketball
  7. Football
  8. Softball
  9. Volleyball
- F. Each item/position vote will be conducted on separate ballot sheets.
- G. If a member is holding an elected board position, and accepts a nomination from the floor or voluntarily runs for a new position, that member will not be required to resign his/her seat prior to the outcome of the vote. If the member loses the vote for the new position, he/she retains current seat. If the member wins the vote for the new position, the member must accept the new role and

will be automatically removed from his/her current position. If the now vacated position is not scheduled for election, the board shall name an interim member for the remainder of the term. If the now vacated position is scheduled for election, the election committee will accept nominations, and the position will be elected during the current meeting.

- H. The nominating committee shall conduct the election, count the ballots, and announce the results. The voting shall be by secret ballot with a simple majority of the voting members present sufficient to elect. If there is a tie between multiple candidates, a run-off election will be conducted until the tie is broken.
- I. The newly elected officers will take office immediately following the meeting, with the exception of the spring assignors.
- J. Executive board members are elected for a term of two years. In even years the following board positions will be elected: president, football assignor, basketball assignor, and volleyball assignor. In odd years the following board positions will be elected: softball assignor, baseball assignor, treasurer, and two members at large. Implement this election item in year 2004 election.
- K. Special elections as deemed necessary by the executive board may be held at any time.

#### ARTICLE 5: GENERAL AND TRAINING MEETINGS

- A. There shall be a minimum of four (4) general meetings each school year between September and June.
  - 1. The date, location, and time of all meetings, both general and training, shall be determined by the Executive Board and be announced annually, each August, in writing, to the membership.
- B. There shall be a minimum of 3 instructional meetings each season in those sports in which members are registered.
  - 1. At least one (1) instructional meeting each season will provide instruction in officiating mechanics.
  - 2. Certified trainers will periodically make training presentations at instructional meetings. This training schedule will be decided by the Executive Board.
  - 3. General meeting of the membership may be called by the Association President or by a majority of the Executive Board.
- C. Robert's Rules of Order shall govern the general meetings in call cases to which they are applicable and in which they are not inconsistent with these by-laws.

#### ARTICLE 6: EXECUTIVE BOARD

- A. Eligibility
  - 1. A person shall be eligible to be a member of the Executive Board who is currently a member of the Association and who has been a member of the Association for at least two (2) years prior to the date of the election or appointment.
- B. Positions
  - 1. The Executive Board shall consist of nine (9) members.

2. The Executive Board shall consist of the President, five assignors, treasurer and two members at large, totaling nine (9) members. The President, by the powers vested in him by the Executive Board, shall appoint the Vice-President, Secretary, from the nine (9) members.

3. The five Assignors positions will be:

- Assignor 1: Football
- Assignor 2: Boys and Girls Basketball
- Assignor 3: Volleyball
- Assignor 4: Baseball
- Assignor 5: Softball

A member may hold only one assignor position.

4. A majority of the general membership will decide each officer's position

5. If there is a ties between any number of the candidates which would elect more persons than there are positions, those candidates will be in a run-off election until the tie is broken.

#### C. Vacancies

1. In the event of a Board vacancy, the Executive Board shall appoint a member to fill the vacancy for the remainder of the term.

#### D. Quorum

1. A majority of the Executive Board shall constitute a quorum, with a minimum of five (5) members present

#### E. Meetings

1. The Executive Board shall meet as often as deemed necessary, and as called anytime by the President, or a majority vote of the Board. Board members are required to attend 50% of the scheduled meetings. Non attendance is subject to removal from the Board by a majority vote of the Executive Board. Some Executive Board meetings should be open to all members who wish to attend, any issues would be discussed at these meetings with Board members and other members present, any voting issues will be voted on with only Board members present.

#### F. Authority

1. The Executive Authority of the Association shall be vested in the Executive Board who call have charge of the property, control, and management of the affairs and financial funds of the Association, and shall have the authority to do and perform all acts and functions consistent with the by-laws of the Association, and to act on behalf of the Association regarding any of the stated areas of power.

2. The Executive Board shall designate which Association programs are to be dues supported and which are to be non-dues supported. All non-dues supported programs shall be for nonprofit purposed. Any dues subsidy for programs designated as dues supported must be supported by the membership.

3. The Executive Board shall, in its approval of the Association's annual fiscal report, approve the expenses of the Association.

G. Removal

1. Any Executive Board member removed from office for disciplinary reasons cannot run for election to the Executive Board for any position for the next two spring elections.

ARTICLE 7: EXECUTIVE BOARD MEMBER RESPONSIBILITIES

A. President

1. The President shall preside over general business meetings and meetings of the Executive Board.
2. The President shall serve as a liaison within the Michigan High School Association and with other school officials
3. The President shall assume any other responsibility as delegated by the Executive Board.

B. Vice President

1. The Vice President shall assume all duties of the President when the President is not available.

C. Secretary

1. The Secretary shall maintain records on membership including personal and officiating information of each member.
2. The Secretary or designated representative shall keep minutes of each general business meeting and the Executive Board meetings present such at the next meeting and keep copies of the Association records.
3. The Secretary shall be responsible for Association correspondence to and from members, schools, individuals, and groups.
4. The Secretary shall coordinate budgeting concerns affecting his (her) office with the Treasurer.
5. The Secretary shall make a secretarial report of each general business meeting.
6. The Secretary shall make and maintain a current mailing list of members, schools, and other local sponsors of athletic contests.
7. The Secretary shall serve as Association liaison with athletic conferences, and assume any other responsibilities as delegated by the Executive Board.

D. Treasurer

1. The Treasurer shall make a financial report at each general business meeting.
2. The Treasurer shall keep records of assets, liabilities, income and disbursements of the Association.

3. The Treasurer shall coordinate annual dues collection with the Secretary
4. The Treasurer shall pay all bills of the Association through Association accounts.
5. The Treasurer shall produce an annual budget report and income statement to the Executive Board and assume other responsibilities as delegated by the Executive Board.

E. Assignors

1. The Assignors shall coordinate game assignment procedure.
2. Officials should inform the assignor regarding their committed dates a minimum of 8 weeks prior to the first contest week for that sport season. From that time forward officials should contact the assignor prior to making any additional game commitments. Assignors will give priority to officials who follow this practice.
3. Assignors are to exercise professional judgement in assigning games to officials, including the level of competition the official is qualified to officiate. Assigning practices should be supported by evaluations, years of officiating experience, and MHSAA registered/approved status.
4. Assignors should assign veteran officials to work with newer officials a minimum of one sub varsity contest per month and assist in the evaluation of newer officials.
5. Assignors will submit a list of officials to our Association MHSAA contact person for consideration for recommendation to post season tournament assignments. The Association contact person will give main priority to the assignor recommendations when filling out the tournament recommendation forms.
6. Assignors are accountable to the Executive Board for the above assigning practices. Assignor non compliance is subject to disciplinary action by the Executive Board including removal from their assigning position.

F. Members-at-Large

1. The Members-at-Large shall recommend policy to the membership and Executive Board, and shall assume any other responsibilities as delegated by the Executive Board.

## ARTICLE 8: MEMBERSHIP ASSESSMENTS

- A. Dues for the following year will be determined prior to the spring general meeting at which elections occur and apply to the Association membership which begins July 1<sup>st</sup> and ends June 30<sup>th</sup>.
- B. Dues will be used to promote the Association and its activities and are to remain a part of the Associations financial accounts.
- C. Failure to pay annual dues by May 1<sup>st</sup> of each year for football, basketball and volleyball or failure to pay annual dues by January 1<sup>st</sup> for baseball and softball will result in the assessment of a late fee of \$20.00, and all privileges of membership will be suspended until all arrears are paid in full.
  1. At the scheduling time of each season, if dues are not paid, no schedule will be given to that individual.

## ARTICLE 9: AMENDMENTS

- A. These by-laws of the Association may be amended by simple majority vote of the membership of the Association present during any general meeting.
- B. A proposed amendment to the by-laws must be presented to the membership in writing prior to the meeting in which it will be voted upon.