

# **South Suburbs Officials Association**

## **Constitution**

### **Article I: Title**

This Association shall be called South Suburbs Officials Association.

### **Article II: Purpose**

- To promote and provide an instructional program for those men and women who desire to become Sport's Officials.
- To present regular educational opportunities for officials through clinics and meetings in their respective sports.
- To encourage self-improvement as an official.

### **Article III: Enactment**

This constitution and the by-laws contained therein shall be developed by the Board of Directors and adopted upon a simple majority vote of the voting membership.

### **Article IV: Organization**

The Board of Directors shall consist of a Director, Assistant Director, Treasurer, and five (5) Division Chairpersons elected by the Membership. Division Chairpersons shall appoint an Assistant in their respective sports.

The Director is the Chief Executive Officer of the Association. His/her duties will be compensated with annual membership and shall include:

- Presiding over all Board of Directors and General Meetings.

- Appointing of committees and technical consultants as deemed necessary.
- Assigning an IHSA Liaison to serve at the pleasure of the Director.
- Hiring an accredited individual and/or firm to conduct an audit of the association's financial business at the end of each fiscal year.
- Suspending any Board Member for failure to adequately comply with his/her duties.

The Assistant Director duties shall include:

- Recording of minutes for Board and General Meetings.
  - Performing all aforementioned duties of the President in his/her absence.
  - Notifying members of yearly meeting schedules.
  - Developing a membership roster for mailing and e-mail correspondence.
  - Initializing the annual membership renewal process and recording member payments of dues.
  - Assuming other duties as assigned by the Board of Directors.
  - Preparing, completing, and forwarding of all association paperwork to the appropriate elected officials or agencies as required.
- The Assistant Director will be compensated for any approved expenses directly related to their constitutional duties and including annual membership.

The Treasurer duties shall include:

- Preparing and submitting, for consent, a budget to the Board of Directors at the first meeting of the fiscal year.
- Presenting to the general membership an approved budget at the first general meeting after the start of the fiscal year.
- Receiving of all monies related to the association and deposit such funds in a bank account designated by/for the SSOA with the assistance of the Assistant Director.

- Payment of all invoices approved by Director within 30 days of receipt and as provided for in the budget.
  - Secure services of a Webmaster. The provider will be compensated at an annual rate of \$225.
  - Recording all income/expenditures maintaining accurate records thereof.
  - Presenting a financial report at each Board and General meeting.
  - Submission of an Annual Treasurer's report for the association.
- The Treasurer will be compensated for any approved expenses directly related to their constitutional duties and including annual membership.

The Division Chairperson's duties shall include:

- Providing in writing to the Treasurer, an approved budget for their respective sport. The budget deadline is no later than thirty (30) days after the fiscal year commences.
- Completing a recruiting/retention membership plan as developed from a Director appointed committee.
- Follow-up by e-mail and/or phone to all members in his/her designated sport that has not renewed their membership 30 days after the annual process is initiated.
- Scheduling and conducting appropriate rule interpretation meetings in his/her designated sport.
- Submitting to the Assistant Director an attendance report for each designated sport meeting.
- Forwarding to the Treasurer, a detailed income/expense report of all sport related clinics and/or meetings within fifteen (15) days of completion.
- Assignment of games where applicable.
- Assuming other duties deemed necessary by the Director / Board of Directors.

- Each Division Chairperson will be compensated for approved expenses including annual membership.

#### **Article V: Elections**

■ Elections shall be held bi-annually. A three (3) person nominating committee shall be formed and appointed at the Fall General Meeting prior to an election year. The committee will be responsible for the presentation of a candidate slate for each office. Nominations from the floor must be submitted, in writing, thirty (30) days prior to election date. A committee representative shall contact candidates for acceptance of nomination. Committee volunteers shall not be members seeking nominations for elected office.

-3-

■ All voting will be done via e-mail to be concluded one week prior to the fall General Meeting.

■ In the event of a tie for an elected office, the tie will be decided by a coin flip conducted by the Director or his/her designate.

■ In the event of a resignation or vacancy during an elected officer's term, the Director will appoint a member to fill that vacancy for the remainder of the term.

#### **Article VI: Meetings**

■ General Meetings should be held twice a year.

■ Each Division Chairperson will offer, annually, a minimum of two (2) or more rule interpretation meetings in his/her respective sports.

■ Interpretation meetings are for members only. Officials may bring a guest to the first meeting free of cost. Subsequent attendance by

nonmembers is \$10 per meeting. The fee(s) will be waived or credited should he/she become a member of the SSOA.

#### **Article VII: Membership**

The membership of the association shall be composed of those individuals 17 years or older who meet a set of standards set forth by the Board of Directors. The standards are based solely on meeting the responsibilities delineated in the constitution and organizational by-laws.

Active members are officials who have completed all yearly application and renewal procedures, payment of dues, satisfactorily completion of rules examinations pursuant to local, state, and national requirements. As a member of the association in good standing, he/she will have attended a regular meetings and sport specific meetings held during the year. They shall be entitled to vote on issues of the association and in the election of its officers.

■A special provision has been made for the category of Honorary Members. These are retired officials or other individuals who the memberships feel have made a significant contribution to the growth and success of the SSOA and who are deemed worthy of recognition.

#### **Article VIII: Amendments**

Amendments may be presented at any general meeting or in writing to the Board of Directors at least thirty (30) days prior to assembly. Votes, via e-mail only, will be accepted provided adequate discussion has taken place following a proposal. Acceptance by two-thirds of the voting members is required to amend the constitution/by-laws.

## **Article IX: Selection of Officials for State Series Assignment**

Section A: If the IHSA seeks input for State Series Assignments, the SSOA shall provide a suitable list of members, sport specific, assembled by the Division Chairpersons and the Observers Program.

Section B: Beginning in 2007–08, the SSOA (mandated by the IHSA) will implement an Observer's Program for the 5 sports it serves. Criteria: One member of the association, having completed an IHSA training program, will instruct up to three (3) observers per sport. Observers need to be certified, active or retired. IHSA Official's Evaluation and Recording Forms will be used for assessments. Completed forms will be forwarded to the Director. Phase one (#1) – Year one (#1) will begin by observing registered officials and those working lower level contests. Progressively, those Recognized and Certified will be included in future phases. Members can petition to be observed and will be given preference in scheduling observations. A signed liability form, relieving the observer – the SSOA – and its officers, is required from those being reviewed.

## **By-Laws to the Constitution**

1. Quorum: A majority of the membership present and in good standing shall constitute a quorum.
2. Requirements for maintaining membership:
  - a. Attend the state interpretation meeting and clinics for the sports(s) in which he/she is shown on the SSOA roster.
  - b. Satisfactorily complete all state examinations applicable for the sport(s) in which he/she is shown on the SSOA roster.
  - c. Having paid appropriate SSOA dues and related IHSA fees.
  - d. Must be in good standing with the IHSA.

3. Dues and Fees: SSOA dues and related association fees will be established by the Board of Directors and presented annually at the Spring Board Meeting. Yearly dues must be paid no later than August 15 of each year.

4. Expulsion: Grounds for...

- Not fulfilling the requirements contained in by-law #2.

- The conduct at assigned sites and while in uniform shall be above reproach. He/she will maintain a high respect for the sport by refraining from actions that would discredit the association. A high standard of ethics should be maintained by refraining from criticizing or censuring fellow official in public. If this occurs appropriate action will be taken by the board. An appeal of actions may be made.

- Any member suspended or expelled by the board of directors shall have the right of appeal, by giving written acknowledgement to the board of directors within seven (7) calendar of said notification. The Director will then appoint a three person committee to rule on the appeal.

5. Rules: **Robert's Rules of Order** shall be used to govern proceedings at all meetings of the association.

6. Fiscal Year: The fiscal year shall begin on June 1 and end on May 31 of the following year.

# SSOA

South Suburbs Officials Association

## CONSTITUTION

[REVISED SEPTEMBER 2019]

Contact:

Jordan Cohen

EXECUTIVE DIRECTOR

1263 Blue Bell Trail

Schereville, IN 46375

Jordan1457@gmail.com