

NORTHEAST GEORGIA OFFICIALS ASSOCIATION

ATHENS, GEORGIA

CONSTITUTION AND BY-LAWS

**CONSTITUTION**

ARTICLE 1. NAME.

This organization shall be known as the Northeast Georgia Officials Association and shall consist of four sections which shall be operated and governed by separate executive secretaries and boards of directors. The sections are as follows:

- Northeast Georgia Football Officials Association;
- Northeast Georgia Baseball Officials Association;
- Northeast Georgia Basketball Officials Association; and
- Northeast Georgia Softball Officials Association.

ARTICLE 2. PURPOSE.

The purpose of this organization shall be the promotion of better athletic contests by:

- A. The development and maintenance of a membership consisting of experienced and capable officials whose integrity is above reproach and who are actively engaged each year in officiating athletic contests.
- B. Fostering a high standard of ethics, encouraging fair play, sportsmanship, closer co-operation, and better understanding among officials, athletic directors, coaches, players, and the public.
- C. Maintaining a program for recruiting and development of interested persons dedicated to the betterment of all athletics.

ARTICLE 3. OFFICERS AND ELECTIONS.

§1. SECTION OFFICERS.

§1.1. Each section shall be governed by a board composed of the Executive Secretary/Treasurer and a minimum of three and a maximum of five board members.

§1.2. The officers of each section shall be elected at the last scheduled meeting of that section in the scholastic year ending in an even year, i.e. 2007-08.

§1.3. Each officer shall hold office for a period of two years, or until his/her successor is elected or appointed.

§1.4. Vacancies in on a section board shall be filled by appointment of an active section member by the remaining board members.

§1.5. The officers of each section shall be an active member of that section.

§1.6. Each section board and the members of each section shall be responsible to the executive committee of the association.

§1.7. Each section board shall handle all disciplinary actions brought before them, with the executive committee of the association being the final appeal.

§1.8. Each section board shall meet prior the start of the regular season for that sections sport.

## §2. ASSOCIATION OFFICERS.

§2.1. The association shall be governed by an executive committee composed of the executive secretary/treasurer and board members of each section, a president elected by the active members at the biennial meeting, a vice-president elected by the active members at the biennial meeting, and a recording secretary/ treasurer elected by the active members at the biennial meeting.

§2.2. It is the duty of the association executive committee to investigate any complications and take any action deemed necessary for the overall benefit of Northeast Georgia Officials Association. It is responsible for the sections, members, officers' conduct, and operations of the organization. The executive committee shall have the authority to suspend or fine any member or officer as deemed appropriate.

§2.3. The president, vice-president/, and recording secretary/treasurer shall serve in an ex-officio capacity on each section board.

§2.4 Vacancies shall be filled by appointment of the executive committee.

## §3. ELECTIONS.

§3.1. Elections shall be by ballot of the active members in attendance at the election meeting. Voting by proxy shall not be allowed in this Association or any section.

§3.2. An election committee appointed by the president of the association at the biennial meeting of the association, or the executive secretary/treasurer of the section at the biennial meeting of each section, shall count the ballots. The election committee shall consist of at least two of the active members.

§3.3. The biennial meeting of the association shall be held in April of each scholastic year ending in an even year, i.e. 2007-08.

§3.4. The term of office shall begin May 1 of each scholastic year ending in an even year, i.e. 2007-08. Except: the executive secretary/treasurer and board member of the baseball section shall continue in office following the biennial meeting of the association until the conclusion of the current season.

§3.5. The executive committee shall meet as called.

#### §4. DUTIES.

The duties of officers, qualifications for membership, and such regulations as may be deemed necessary shall be provided for in the By-laws.

#### ARTICLE 4. AMENDMENT.

This constitution and by-laws may be amended at any biennial meeting by vote of two-thirds of those active members in attendance.

### **BY-LAWS**

#### ARTICLE 1. PRESIDENT.

The president shall preside at all meetings of the association. He shall have no vote at meetings of the association except where the votes are equally divided. He may assist in negotiations on behalf of the association and shall make every reasonable effort to further the by-laws adopted by the association. He shall serve as an ex-officio of each section board. He and the executive secretary/treasurer may contact the Georgia High School Association on matters concerning officiating.

#### ARTICLE 2. VICE-PRESIDENT.

The vice-president shall perform the duties of the president in his absence or inability to act. He shall assist the president when requested to do so in the performance of his duties. He shall serve as an ex-officio of each section board.

#### ARTICLE 3. RECORDING SECRETARY/TREASURER.

The recording secretary/treasurer shall keep the minutes and records of the meetings of the association. He shall also keep a recording of all the receipts and disbursements of the association. He shall serve as an ex-officio of each section board.

#### ARTICLE 4. SECTION EXECUTIVE SECRETARY/TREASURER.

- §1. Shall make all game assignments.
- §2. Shall send out notices as deemed necessary by the section board.
- §3. Shall keep proper records of the affairs of the section.
  - §3.1. Shall place the funds in the bank of his choice.
  - §3.2. All records shall be made available to the executive board upon request.
  - §3.3. All records shall be made available to the section board and to those persons they make designate.
- §4. Shall receive all applications for associate membership and shall submit these to the section board.
  - §4.1. He shall notify each applicant of his election or rejection and, if elected to membership, furnish him with all necessary publications of the Association, including the Constitution and By-Laws.
- §5. Maintain records on each member to include the following information:
  - §5.1. Application.
  - §5.2. Results of all test scores.
  - §5.3. Accurate record of all interscholastic athletic contests officiated by each member.
  - §5.4. Attendance record of each member for all meetings the each section.
- §6. Provide confirmation of game assignments to each school throughout the season.
- §7. Must be available for telephone calls throughout the season.
- §8. Must submit contracts to schools in a timely manner.
- §9. Must make available all forms and other supplies needed to operate the section.
- §10. Shall be the primary contact with schools concerning contracts.

§11. May appoint a member or members to assist in the performance of his duties.

§12. Shall maintain contact with the Georgia High School Association office on matters concerning officiating.

#### ARTICLE 5. SECTION BOARDS.

§1. Each section board shall consist of the Executive Secretary/Treasurer, a minimum of three and a maximum of five elected board members, and the officers of the Association as ex-officio members.

§1.1. Members shall hold membership on only one section board, except as may be otherwise provided herein.

§2. They shall adopt an order of business for each section meeting and such regulations as they deem necessary.

§3. They shall determine the qualifications for membership and shall set up training programs, give examinations, and provide other means necessary for improving and maintaining good officials.

§4. They shall select a person to be the training officer for their section to provide rule and mechanics instruction.

§4.1. Their training officer shall be responsible for promoting high scores on all tests and evaluations.

§5. They shall approve all applications for associate membership.

§6. They may take disciplinary action on members.

§6.1. It shall be their duty to investigate all complaints and to take any action they deem advisable including suspensions and/or fines.

§6.2. Disciplinary action may include, but is not limited to, reduction of game assignments, monetary fines, and/or no game assignments.

§6.3. Disciplinary action may be taken for missing meetings, missing game assignments, recruiting games for personal work, not supporting other officials, being disruptive with other officials, being disruptive with coaches and school administrators, felony charges, use of alcohol or illegal substances before a game, or conduct felt by the section Executive Secretary/Treasurer or board to be detrimental to the Association. This is not limited to time of officiating games and may include private conduct of the member.

#### ARTICLE 6. MEMBERS.

- §1. The membership shall be divided into active (full) and associate members.
- §1.1. Only active members shall be allowed to vote and hold office.
- §2. An applicant shall become an associate member upon approval of the section board.
- §2.1. Persons new to officiating shall serve a minimum of two seasons as an associate member before becoming a member of the section.
- §2.2. Experienced officials transferring in from other officiating associations shall serve at least one season as an associate before becoming a member of the section.
- §2.3. Associate members shall remain in such status until the section board, after thorough investigation, determines that the member is capable and recommends him as a candidate for active membership.
- §2.4. Associate members may be elected to active member status at the biennial meeting of the section by majority vote of the active members of the section present at the meeting. The associate member must be present at the biennial meeting to be elected to active membership status.
- §3. All members, active and associate, must conduct themselves in accord with the rules, regulations, policies and procedures of the National Federation of High Schools, Georgia High School Association, and the Northeast Georgia Officials Association.
- §4. Anyone who desires to become a member of the Association must make application to the Executive Secretary/Treasurer of the section and meet all guidelines of the National Federation of High Schools, Georgia High School Association, and the Northeast Georgia Officials Association.
- §5. Any person who is denied membership may appeal to the section board with a final appeal to the executive board of the Association.
- §6. Members are independent contractors and are not employees of the Northeast Georgia Official Association, Georgia High School Association, or any other such organization.
- §7. Members who are disciplined by a section board may appeal to the Executive Board of the Association. The appeal is made in writing to the President of the Association. Decisions of the Executive Board are final.
- §8. Members shall not contact the Georgia High School Association concerning officiating without prior notification of the Executive Secretary/Treasurer of the section and the President of the Association. The section board and Executive Board must have taken action on any problem prior to a member contacting the state office.

## ARTICLE 7. DUES AND FEES.

§1. Dues and fees for each season shall be determined by the Executive Secretary/Treasurer and section board. Dues and fees are set for a two year period, unless the fees owed to state associations are changed.

§2. Dues and fees are payable in advance upon notice by the Executive Secretary/Treasurer of the section.

§2.1 No person can be considered an active or associate member until all dues and fees are fully paid.

§2.2. Fees payable to the Georgia High School Association shall not be considered dues of this Association, however, they must be paid prior to consideration for membership.

§3. Dues and fees paid shall not be refunded in the event a member is disciplined.

## ARTICLE 8. OFFICIATING ASSIGNMENTS AND SCHEDULES.

§1. Members shall not officiate games of any member school fo the Georgia High School Association without clearance from the Executive Secretary/Treasurer of the section.

§2. Members shall not solicit games on their own, other than for the purpose of tuning over those games to the section for assignment.

§3. Members are expected to accept assignments made by the Executive Secretary/Treasurer of the section.

§3.1. Failure of a member to notify the Executive Secretary/Treasurer prior to anticipated absence or unavailability shall subject the member to a fine as set forth by the section board.

§4. The Executive Secretary/Treasurer will assign officials to games using as guidelines:

Prior request of school officials, ratings of the Georgia High School Association, test scores, evaluations, meeting attendance, camp attendance, clinic attendance, and best interest of the association.

## ARTICLE 9. UNIFORMS.

The uniform for each sport shall be as specified by the Georgia High School Association. Officials shall wear an approved uniform when working games assigned by the Northeast Georgia Officials Association.

## ARTICLE 10. MEETINGS.

§1. The association shall meet biennially in April of each scholastic year ending in an even number, i.e., 2007-2008.

§1.1. The association year shall run from May 1 to April 31.

§1.2. Meetings of the association may be called by the President.

§1.3. Meetings of the Executive Board will be on call by the President or by three or more members of the Executive Board.

§2. Meetings of the sections to discuss and interpret rules shall be held at times designated by the Section Board, or by request of a majority of the members.

§2.1. The Executive Secretary/Treasurer may call a special meeting of the section.

§2.2. Meetings of the Section Board shall be on call of the Executive Secretary/Treasurer or a majority of the members of the Section Board.

§2.3. Failure to attend meetings may subject him to discipline by a two-thirds vote of the Section Board.

§3. The Active Members present at an association or section meeting shall constitute a quorum.

§4. Robert's Rules of Order shall be followed at meetings.

## ARTICLE 11. MISCELLANEOUS.

Any use of a masculine pronoun in this Constitution and By-laws shall not be interpreted to exclude the feminine equivalent.

THIS CONSTITUTION AND BY-LAWS ADOPTED APRIL 27, 2008.