

By-Laws

Margarita Officials Association

BYLAWS

I. GENERAL

A. The name of this organization shall be the Margarita Officials Association, hereinafter referred to as the MOA.

B. These Bylaws are published to establish rules and procedures for the conduct of the business affairs of the MOA in accordance with law and the provisions of the MOA Constitution.

C. The Board and all appointees shall abide by and uphold all the rules and regulations of the MOA.

D. Acceptance of membership shall bind each member to abide by all MOA rules and regulations.

II. DUTIES OF THE MEMBERS OF THE BOARD

A. President of the Board. The President of the Board shall have executive authority to insure that all directives and resolutions of the Board are effected. The President, subject to the control vested in the Board by statute, by the Constitution, or by these Bylaws, shall direct the overall management of the business affairs of the MOA. Additionally, the President shall:

1. Preside at all General Meetings and all Board Meetings.
2. Appoint committees as specified in Article VII of the Constitution.

B. Vice President. The Vice President shall assist the President in the performance of his/her duties by performing such duties as are individually assigned by the President. During the President's absence or inability to act, the Vice President shall perform the duties of the President.

C. Recorder

1. Keep complete and accurate written minutes of each General Meeting, Special Meeting, and each Board meeting. Such minutes shall be retained on file for not less than seven years or as otherwise prescribed by law.

2. Prepare and publish an Agenda for each scheduled General Meeting, Special Meeting, and each Board meeting.
3. Provide the minutes of the previous General Meeting or Special Meeting at all General Meetings and Special Meetings. Shall have available for perusal by any member the minutes of previous Board meetings and shall read such minutes when directed by the presiding Board member.
4. Primarily responsible for preparing, retaining file copies, mailing, receiving, and delivering all Board correspondence and written matters of record. Financial records are not included.
5. Maintain a current listing of all committees appointed by the President.

D. Members-at-Large. Represent the individual member at all levels. With no vested interest of office, the Members-at-Large shall provide the Board with the conduit for the transmission of ideas, desires, and current information on the wishes of the membership. Shall provide an excused absence from General Meetings and Special Meetings when properly requested by a member that they represent.

E. Executive Director. The Executive Director is the chief administrator responsible to the Board for the daily operation of the MOA. The Executive Director shall perform such duties and exercise such authority as prescribed in the Constitution, these Bylaws, and as delegated by the Board and the President. Additionally, the Executive Director shall:

1. Appoint, supervise, evaluate, and discipline or discharge the Assignment Secretary. This appointment is subject to Board confirmation.
2. Appoint, supervise, evaluate, and discipline or discharge the Instructional Chair of each sport contracted. These appointments are subject to Board Confirmation.
3. Recommend to the Board the amount of the honorariums to be paid to the Assignment Secretary and the Instructional Chair of each sport contracted.
4. Maintain membership records and, in coordination with the Finance Director, develop and maintain a current roster of the membership that includes the members name, mailing address, telephone numbers, Social Security Account Number, and effective date of membership. The roster shall be reviewed at least quarterly to insure correctness. A current membership roster, excluding the Social Security Account Numbers, shall be included in the monthly report to the Board.
5. Insure that written notice of all General Meetings and Special Meetings is provided to each member. The notice shall be provided not later than fourteen days prior to the scheduled date of the meeting. At a minimum the notice shall contain the date, time, place and purpose of the meeting.

6. Negotiate and execute all contracts and agreements on behalf of the MOA. Such contracts and agreements shall be provided to the Board.
7. Insure that all new Membership Applications are presented at the next General Meeting for acceptance or rejection of the membership.
8. Maintain a current inventory of all MOA equipment and property.
9. Receive prior authorization from the Board for any expenditure that will exceed a line item's budget or the maximum expenditure authority established by the Board. Any emergency expenditure or overrun must immediately receive post expenditure authorization from the Board.
10. Prepare and submit to the Board, not later than the first day of each month, a monthly written report of the Status of the MOA. The report shall cover the month previous to the most recent month; i.e., the January report is due not later than the first day of March.
11. Appoint committees, sub-committees and task forces as are necessary to effect the efficient daily operation of the MOA.

F. Finance Director

1. Receive and be responsible for the funds of and securities owned or held by the MOA. Keep complete and accurate records and accounts; deposit to the credit of the MOA all moneys, funds and securities so received in a bank or other depository insured by the F.D.I.C.; and disburse funds as may be authorized by the Board, the President, and the Executive Director.
2. Prior to the first General Meeting of the calendar year, meet with the Audit Committee for the purpose of auditing the financial accounts. The Board, the President, and the Audit Committee may direct a special audit at any time.
3. Render a written report of the status of funds at each Board meeting and at each General Meeting.
4. Prepare and submit to the Board an annual Statement of Operations and Status of Funds Report at the end of each operating year. Provide a copy of such report to the Executive Director.
5. Prepare and submit to the Board, not later than the first day of December of each year, a recommended budget for the following year. Provide a copy of the recommended budget to the Executive Director.

6. Coordinate with the Executive Director in the maintenance of a current membership roster.
7. Prepare and submit in a timely manner all local, state and federal tax documents required by law.
8. Prepare and submit to the Board, not later than the first day of each month, a monthly written report of the Status of Funds. The report shall cover the month previous to the most recent month; i.e., the January report is due not later than the first day of March. Provide a copy of such report to the Executive Director.
9. Collect Annual Membership Dues, fees and fines owed to the MOA. Insure that Membership Renewal Notices are mailed in a timely manner.

III. DUTIES OF THE ASSIGNMENT SECRETARY AND THE INSTRUCTIONAL CHAIRS

A. Assignment Secretary

1. Assign officials in accordance with their qualifications as attested by the Instructional Chair of the sport concerned. Maintain complete and accurate records of assignments made for the current year and retain those records for at least three years.
2. Inform the Finance Director of all fines levied on members for violations of the Constitution and Bylaws that fall under his/her purview.

B. Instructional Chairs

1. Prepare and administer the instructional program for their sport. The instructional programs shall be commensurate with each level of play for which the MOA is contracted. The programs shall include clinics, written examinations, and field practical examinations.

a. Clinics

- (1) The number of clinics held shall be appropriate to the sport as determined by the Instructional Chair of the sport concerned and approved by the Executive Director.
- (2) With the approval of the Executive Director, the Instructional Chair of each sport shall establish the requirements for clinic attendance. The Instructional Chair shall retain on file a record of attendance.

- b. The Instructional Chairs shall administer examinations. The Instructional Chairs will establish and publish the minimum standards that must be attained to qualify for game assignments in their sport.

2. Chair the Rating and Evaluation Committee for their sport.
 - a. With the assistance of the Rating and Evaluation Committee members evaluate and rate each member that officiates in their sport at least once during a calendar year.
 - b. Provide a copy of the Rating and Evaluation Form to the evaluated member, to the Executive Director, and to the Assignment Secretary. The Instructional Chairs shall retain on file a copy of the Rating and Evaluation Form. The form shall be provided to the Instructional Chair's successor.
3. Based on the results of the training program and the rating and evaluation program, provide to the Executive Director and to the Assignment Secretary a listing of members that officiate in their sport which indicates each member's qualifications.
4. In coordination with the Executive Director and the Assignment Secretary, determine the criteria for assignment to post-season games, championship contests, varsity level sports and any contest deemed important by virtue of team standings.
5. Suspend any member who officiates in their sport when such member is deemed not capable of representing the MOA in a creditable manner. Such suspension shall be made in writing to the member concerned and copies provided to the President, to the Executive Director, to the Assignment Secretary and to the Discipline Committee. The suspension shall not be imposed for longer than thirty days. Only the Instructional Chair, the Discipline Committee, or the Board shall revoke this suspension. Notice of such revocation shall be made in writing to the member concerned and copies provided to the President, to the Executive Director, to the Assignment Secretary and to the Discipline Committee.
6. Publish, not later than the first day of December of each year, the prescribed uniform and equipment for the following year. Submit to the Executive Director for approval by the Board any proposed change to the current authorized uniform.
7. Shall inform the Finance Director of all fines levied on members for violations of policy that falls under their purview as prescribed in the Constitution and these Bylaws.

IV. CODE OF CONDUCT, ETHICS, AND DRESS

- A. A member shall not knowingly accept an assignment to officiate any sports activity that is under contract negotiations or contracted with the MOA, unless so assigned by the MOA Assignment Secretary or his/her designated representative. Such contract may be material or implicit.
- B. A member who becomes unavailable after accepting an MOA assignment for the purpose of accepting an assignment from another association, group or individual, shall be liable to a fine, to censure, and to expulsion. Such fine, censure or expulsion shall be

in accordance with the Constitution and these Bylaws. At the discretion of the Board, assignments may be withheld while such charges are filed and hearings are held.

C. A member shall not make any wager or bet on an athletic contest that is administered by or assigned to MOA members.

D. A member shall not drink alcoholic beverages on the day assigned to officiate a contest until that assignment is completed or, at a minimum, twelve hours prior to the assignment, whichever comes first.

E. A member shall not, by their actions or conversations, cause public embarrassment to a fellow official and the MOA. A member shall not grant an interview or make comment to a newspaper, television or radio reporter concerning any contest assigned to MOA members without prior approval of the Executive Director or the President.

F. A member shall not visibly show or express approval or disapproval of any athletic team or individual participating in a sport that the member officiates.

G. Each member must possess and wear the uniform and use the equipment prescribed by the Instructional Chair of the sport concerned. Uniforms and equipment will be maintained in good condition and shall be worn and used correctly. When assigned to baseball or fastpitch softball, each member shall arrive at the game site prepared to work the plate.

V. MISCELLANEOUS PROVISIONS

A. Fiscal Year. The fiscal year shall end on the 31st day of December of each year.

B. Depositories. The Board shall designate banks, trust companies, or other depositories in which moneys or securities of the MOA shall be deposited from time to time. Any depository so designated shall be insured by the F.D.I.C.

C. Gifts. The Board, the President and the Executive Director may accept on behalf of the MOA any contribution, gift, bequest or devise for general purposes or for any special purpose of the MOA.

D. Insurance

1. Board of Directors. The Board shall procure and maintain in-force a General Liability Coverage Insurance Policy of not less than three million dollars.

2. Members. Each member shall be responsible to secure and maintain, at his or her expense, no less than one million dollars liability insurance coverage. The Executive Director shall verify proper insurance coverage and maintain such information. A

member shall not receive game assignments prior to securing the prescribed insurance coverage.

VI. AMENDMENTS TO BYLAWS

These By-laws may be amended at any meeting of the Board by a majority vote of a quorum present. Proposed amendments must be submitted in writing to the President not less than ten days prior to the next scheduled Board meeting. When the Bylaws are amended, a copy of the amendment shall be provided to all members at the next General Meeting. Amendments to these Bylaws may be voided by a two-thirds vote of the members present at the next General Meeting. A request for a vote of the membership on an amendment to the Bylaws shall be submitted in writing to the President not later than fourteen days prior to the next General Meeting. Special Meetings shall not be called for the purpose of voting on the proposed voiding of an amendment to these Bylaws.

These Margarita Officials Association Bylaws are approved by a majority vote of the membership present at a General Meeting held this **eighth** day of **November** One Thousand Nine Hundred and **ninety-eight**.

President Vice President

Recorder Member-at-Large

Member-at-Large Member-at-Large

Member-at-Large Date