

**CONSTITUTION AND BY-LAWS OF THE
SOUTHWESTERN ATHLETIC OFFICIALS ASSOCIATION
AS OF
May 31, 2018**

SECTION I. NAME

The name of the organization to be governed is the Southwestern Athletic Officials Association, hereinafter referred to as the "ASSOCIATION".

SECTION II. PURPOSES

The purposes of the ASSOCIATION are the enhancement of the knowledge and skills of its members in the sports designated by the active membership to assure a higher level of excellence and participation in officiating; those sports designated by the membership are football, basketball, and any other sport(s) determined by the active membership.

In order to fulfill the purposes outlined, the ASSOCIATION shall organize, coordinate, and provide activities both within and outside the ASSOCIATION that encourage extensive communication and participation in a variety of professional experiences.

SECTION III. MEMBERSHIP

Membership in the ASSOCIATION shall be available to each individual making proper application to the ASSOCIATION and gaining approval in accordance with the requirements of the provisions contained herein.

Membership in the ASSOCIATION shall be maintained in one of the four following categories:

- A. ACTIVE
- B. GENERAL
- C. HONORARY
- D. PROBATIONARY

Membership requirements for these categories are as follows:

- A. ACTIVE:
 - (1) have paid the current year dues for the sport(s) in which the individual is registered with the Illinois High School Association Officials Division;
 - (2) have paid the current year dues for the sport(s) in which the individual is registered with the ASSOCIATION;

- (3) have (i) attended or viewed and (ii) received credit from the Illinois High School Association for the current year Illinois High School Association interpretation meeting for the sport(s) in which the individual is registered with the Illinois High School Association.
- (4) have attended at least one in-season ASSOCIATION meeting in the sport(s) in which the member is registered with the ASSOCIATION;

and

- (5) be available and willing to serve and participate on an active ASSOCIATION committee if so requested.
- (6) Members in this category shall have a status of either:
IN GOOD STANDING – member has complied with all requirements as defined in above items 1 – 5.

NOT IN GOOD STANDING – member has failed to comply with one or more of active member requirements as defined in above items 1 – 5.

- (a) A member who fails to comply with the active requirements will be considered a member not in good standing. Said member will lose all privileges associated with that of an ACTIVE member in good standing.
- (b) Failure to comply with membership requirements within the following year will result in a vote by the Executive Committee for possible expulsion of that member.

B. GENERAL:

- (1) have paid the current year dues for the sport(s) in which the individual is registered with the Illinois High School Association Officials Division;

and

- (2) have paid the current year dues for the sport(s) in which the individual is registered with the ASSOCIATION.

C. HONORARY:

- (1) have been determined eligible and nominated for such status by an individual active member;
- (2) have retired from active officiating;

- (3) have been at any time an active member of the ASSOCIATION;
- and
- (4) have been voted this membership status by the ASSOCIATION governing body at any meeting of the governing body.

D. PROBATIONARY:

- (1) have paid the current year dues for the sport(s) in which the individual is registered with the Illinois High School Association Officials Division;
- (2) have paid the current year dues for the sport(s) in which the individual is registered with the ASSOCIATION;
- (3) have (i) attended or viewed and (ii) received credit from the Illinois High School Association for the current year Illinois High School Association interpretation meeting for the sport(s) in which the individual is registered with the Illinois High School Association.
- (4) have attended at least one in-season ASSOCIATION meeting in the sport(s) in which the member is registered with the ASSOCIATION;
- (5) is within one year of having joined the Association for the first time or rejoining after being a non-member for any length of time;
- (6) is ineligible for post season awards from the ASSOCIATION and is ineligible to hold an elected or appointed position in the ASSOCIATION governing body;

and

- (7) will become an ACTIVE member of the ASSOCIATION after the one-year period has expired and they remain in good standing with the ASSOCIATION.

Membership benefits shall be available to each member based upon their individual category of membership as indicated:

A. ACTIVE:

- (1) may hold an elected or appointed position in the ASSOCIATION governing body;
- (2) will have their name, address, telephone number and other pertinent information identifying them as an active member provided to area schools and assignors;

(3) will have their name, address, telephone number and available schedule information provided by the Availability Chairman when contacted by a school requesting an official in a registered sport;

(4) will have their availability provided to area schools on a as requested basis;

and

(5) will be eligible to vote in an election and on any constitutional or other matters of the ASSOCIATION.

B. GENERAL:

will have their name, address, telephone number and other pertinent information identifying their general membership status provided to area high schools on an annual basis.

C. HONORARY:

(1) will be provided all materials and information generated in the course of ASSOCIATION business and related activities;

and

(2) will be the guest of the ASSOCIATION at any ASSOCIATION meeting.

D. PROBATIONARY:

(1) will have their name, address, telephone number and other pertinent information identifying them as an active member provided to area schools and assignors;

(2) will have their name, address, telephone number and available schedule information provided by the Availability Chairman when contacted by a school requesting an official in a registered sport;

and

(3) will be provided all materials and information generated in the course of ASSOCIATION business and related activities.

A member in any membership category may resign at any time because of a new job assignment, illness, or other reason sufficient to cause that member to be unable to fulfill basic membership requirements of the ASSOCIATION.

Written notice of resignation must be provided to the ASSOCIATION governing body not later than the close of business in the ASSOCIATION fiscal year in which that member has paid their dues.

An active member who has previously resigned may request immediate reinstatement by making application to the ASSOCIATION governing body and by meeting the ASSOCIATION dues, other requirements, and directives established by the governing body.

A member whose ASSOCIATION membership has lapsed may request reinstatement by making application to the ASSOCIATION governing body and by meeting the dues and reinstatement fee requirements in accordance with the directives of the governing body.

A general member meeting the requirements to become an active member may request reinstatement by making application to the ASSOCIATION governing body and by meeting the dues and reinstatement fee requirements in accordance with directives of the ASSOCIATION governing body.

The membership category for each individual will be determined by a Membership Review Committee, to be chaired by the SECRETARY, at the end of each ASSOCIATION year.

SECTION IV. GOVERNING BODY

The governing body of the ASSOCIATION will be comprised of both elected and appointed active members, hereinafter referred to as the "Executive Committee".

The elected members of the Executive Committee will be:

- A. PRESIDENT
- B. VICE PRESIDENT - BASKETBALL
- C. VICE PRESIDENT - FOOTBALL
- D. SECRETARY
- E. TREASURER
- F. AVAILABILITY CHAIRMAN BASKETBALL
- G. AVAILABILITY CHAIRMAN FOOTBALL

The elected members of the Executive Committee will follow the directives, standards, and procedures of the ASSOCIATION for their particular offices and will serve three (3) year terms. The election for the elected Executive Committee members will be staggered as provided in Section IX. An elected member may be elected to perform in an elected ASSOCIATION office in successive terms. Elected members assume the duties of their

office on the first day of the new fiscal year following their election. Their duties are as follows:

A. President

1. will preside at each Executive Committee meeting or other meeting of the ASSOCIATION when present;
2. will have power to act for the ASSOCIATION on all matters, administrative or otherwise, that require immediate action or attention;
3. may appoint the following committees to assure that the administrative and other matters necessary for the proper conduct and function of the ASSOCIATION are conducted in a timely and efficient manner;
 - i. Membership Review
 - ii. Nominations and Elections
 - iii. Audit and Financial Control
 - iv. Special Events
 - v. School Relations
4. will appoint other committees necessary to promote the purposes of the ASSOCIATION, and;
5. vote on all matters where the Executive Committee must break a tie on any issue.

B. Vice President –Basketball

1. will act as chairman of the Basketball Committee, which will consist of the Vice President – Basketball, Availability Chairman Basketball further defined in Section IV, Paragraph 2, Subsection F, and one of the appointed members further defined in Section IV, Paragraph 3.
2. will plan, organize, and conduct ASSOCIATION clinic, rules, mechanics, scrimmage, and in-season meetings, or provide for such with a suitable replacement;
3. will conduct or arrange for the recording of the registration and attendance of ASSOCIATION participants at ASSOCIATION meetings, and;
4. will communicate with appropriate committees or parties within and outside the ASSOCIATION to serve the needs of the active basketball officials.

C. Vice President – Football

1. will act as chairman of the Football Committee, which will consist of the Vice President – Football, Availability Chairman Football further defined in Section IV, Paragraph 2, Subsection G, and one of the appointed members further defined in Section IV, Paragraph 3.
2. will plan, organize, and conduct ASSOCIATION clinic, rules, mechanics,

scrimmage, and in-season meetings, or provide for such with a suitable replacement;

3. will conduct or arrange for the recording of the registration and attendance of ASSOCIATION participants at ASSOCIATION meetings, and;
4. will communicate with appropriate committees or parties within and outside the ASSOCIATION to serve the needs of the active football officials.

D. Secretary

1. will be present at all Executive Committee and other general meetings of the ASSOCIATION, or provide suitable replacement to perform the duties of the office;
2. will maintain a permanent record of the minutes of all Executive Committee and other meetings as directed by the President;
3. will be responsible for the preparation, dissemination, and distribution (electronic or otherwise) of the materials, and the management and maintenance of all records and reports required for and in the conduct of ASSOCIATION business;
4. will provide, in conjunction with the Executive Committee or the designated committee chairman, for a calendar of ASSOCIATION events, arrangement for meeting and events or their locations, and proper advance notice(s) thereof;
5. will provide information as required by all committees for the purpose of performing their functions, duties, and responsibilities, and;
6. will act as liaison in a timely and accurate manner with the Illinois High School Association in order to provide all necessary information to them from the ASSOCIATION, or to the ASSOCIATION from the IHSA.

E. Treasurer

1. will be present at all Executive Committee and other general meetings of the ASSOCIATION, or provide suitable replacement to perform the duties of the office;
2. will assure that all dues, fees, and other revenues are properly and timely collected, accounted for, and deposited in the ASSOCIATION banking and/or checking accounts;
3. will assure all billings and liabilities are properly recorded in a ledger and that all debts of the ASSOCIATION are discharged in a timely manner, and;
4. will provide current financial reports at each Executive Committee and other meeting of the membership or arrange for such report to be given.

F. Availability Chairman Basketball

1. will actively participate with the chairman in his respective sport to assist in the provision of quality services to the ASSOCIATION;
2. will solicit, receive, and record the availability of active members to officiate basketball games on specific dates in an accurate and timely manner;
3. may contract with area schools, assignors and/or conferences to assign officials for their respective basketball contests;
4. will also receive requests for active member contest availability from school authorities and will make available to the schools the names of all that have provided their availability,
5. could potentially receive a monetary stipend determined by the Executive Committee for his/her services to the ASSOCIATION and;
6. will be co-director of Annual Basketball Officiating Camp/Clinic.

G. Availability Chairman Football

1. will actively participate with the chairman in his respective sport to assist in the provision of quality services to the ASSOCIATION;
2. will solicit, receive, and record the availability of active members to officiate football games on specific dates in an accurate and timely manner;
3. may contract with area schools, assignors and/or conferences to assign officials for their respective football contests;
4. will also receive requests for active member contest availability from school authorities and will make available to the schools the names of all that have provided their availability;
5. could potentially receive a monetary stipend determined by the Executive Committee for his/her services to the ASSOCIATION; and
6. will be co-director of Annual Football Officiating Camp/Clinic.

The appointed members of the Executive Committee will be two (2) active members of the ASSOCIATION appointed by the President and approved by the current standing Executive Committee.

Each appointee will serve a two (2) year term on a rotational basis that provides an appointee to exit and the other to be replaced each year. Appointees may serve only one term without an interruption in service to the Executive Committee. Preference for appointment will be given to active members in the sport being vacated in that year. Upon confirmation, each appointee:

1. will actively participate with the chairman in his respective sport to assist in the provision of quality services to the ASSOCIATION;
2. will solicit active members to determine the appropriate candidates for elected officers prior to any election of the ASSOCIATION;
3. will review and provide reports on ASSOCIATION general business activities to the membership, and;
4. will review and recommend action on matters that serve and represent the needs of the membership.

IDEMNIFICATION OF OFFICERS, EXECUTIVE COMMITTEE MEMBERS AND AVAILABILITY CHAIRPERSONS

The ASSOCIATION shall indemnify any Officer, Executive Committee Member, Availability Chairman, former Officer, former Executive Committee Member, or former Availability Chairman of this ASSOCIATION or any person who may have served at its request as an officer, Executive Committee Member, Availability Chairman, or incorporate of any other Association which this ASSOCIATION shall incorporate or of which it is a creditor, against expenses actually and necessarily incurred by him/her in connection with the defense or any action, suits, or proceeding in which he/she is made a party by reason of being or having been such Officer, Executive Committee Member, or Availability Chairman. The ASSOCIATION shall indemnify and save harmless said Officer, Executive Committee Member, Availability Chairman, or Incorporate from liability from any act, which was performed by him/her in the interest of or on behalf of this ASSOCIATION or other previously mentioned Associations. Such rights of indemnification and reimbursements shall not be deemed exclusive of any other rights to which said Officer, Executive Committee Member, Availability Chairman, or Incorporate may be entitled.

SECTION V. ACCOUNTING AND FINANCES

The accounting and financial practices of the ASSOCIATION will follow the standards and procedures established within these by-laws and any directives of the Executive Committee or their appointed committees or individual appointees.

Dues and other fees will be established by the Executive Committee to meet present actual and anticipated expense for the operation of the ASSOCIATION.

Membership dues and related fees are due by the beginning of each ASSOCIATION fiscal year in order for an individual member to maintain active status. All other fees are due at the time and in the amount specified by the Executive Committee.

The fiscal year of the ASSOCIATION will begin on June 1 in each year and continue until May 31 in the succeeding year.

SECTION VI. AMENDMENTS, VOTING, AND MEETINGS

Amendment(s) to these by-laws may be initiated by any active member by providing the Secretary, in writing, with an indication of the specific provision(s) to be modified,

added or deleted, and an explanation of the need for such.

The Secretary will present all such requests to the Executive Committee for their consideration and action at the next meeting.

The Executive Committee will either approve or disapprove of each request by a simple majority vote; should approval be gained, proposed amendment(s) will be submitted for a vote by the active members for their determination.

Active members will either approve or disapprove of each amendment by a simple majority vote and their voting action will cause the matter to be effected on the date of the final vote count.

Active members will have an equal vote on all matters of ASSOCIATION business in both meetings and elections. For voting purposes, all decisions will be accomplished by a simple majority vote of the active members voting. One vote is allowed each active member, either by mail, electronic means, or by being present at a meeting of the ASSOCIATION where a proposition requiring vote is presented and acted upon.

Meetings will be conducted in conjunction with the guidelines established by the elected, appointed or the designated chairperson(s) for the specific meeting.

Dates, locations, and purposes of all meetings will be provided by the Secretary with sufficient notice to allow member attendance or to provide for members to submit information or requests for consideration by the active membership.

SECTION VII. STANDARDS AND PROCEDURES

The Executive Committee will establish standards and procedures for all facets of ASSOCIATION business and monitor them for applicability, modification, or elimination as necessary.

SECTION VIII. REIMBURSEMENT FOR APPROVED ASSOCIATION EXPENSES

1. An ASSOCIATION expense is defined as an expense that a member incurs to either:
 - a. Attend an IHSA sanctioned clinic or educational meeting to collect information to be disseminated to ASSOCIATION members.
 - b. Attend an IHSA sanctioned clinic or educational meeting to be certified or re-certified in order to educate ASSOCIATION members.
 - c. Attend an IHSA sanctioned clinic or educational meeting to promote ASSOCIATION membership to IHSA administrative officials.
 - d. Attend other IHSA sanctioned events that would provide a tangible, measurable benefit to the ASSOCIATION and its membership.
 - e. Act as an IHSA certified clinician providing clinic services to the ASSOCIATION.
 - f. Act as the Availability Chairman Basketball or Availability Chairman Football for the ASSOCIATION.

2. An approved ASSOCIATION expense is defined as:

- a. An expense that meets the criteria set forth in SECTION IX, Paragraph 1.
 - b. An expense that will be incurred by an ASSOCIATION member.
 - c. An expense that is submitted as an estimate in writing to the Executive Committee before it is incurred, and is approved by the Executive Committee before it is incurred.
 - d. An expense that, after being incurred, is submitted to the Executive Committee for final approval for disbursement of funds. A written summary of expenses, along with register receipts for all expenses except mileage, must be submitted for reimbursement to occur.
3. Expenses which can be submitted for reimbursement are defined as:
- a. Expenses that meet the criteria set forth in SECTION IX, Paragraph 1.
 - b. Expenses that meet the criteria set forth in SECTION IX, Paragraph 2.
 - c. Being limited to the following list:
 - i. Mileage at the current IRS written rate.
 - ii. Lodging for one night based on the standard room rate (per Executive Committee approval). One (1) night maximum.
 - iii. Registration fees.
 - iv. Football clinicians and basketball clinicians that provided services at an ASSOCIATION sponsored clinic.
 - v. .
4. Any other expenses to be incurred on behalf of the ASSOCIATION must be submitted in writing to the Executive Committee before incurring the expense, unless such expenses are made under the annual budget approved by the Executive Committee. Once approved, a written summary of expenses, along with register receipts for all expenses except mileage, must be submitted for reimbursement to occur.
5. All members, including Executive Committee members, are to adhere to this procedure.

SECTION IX. ELECTION OF EXECUTIVE COMMITTEE

In order to prevent a “complete turnover” of the governing body of the ASSOCIATION at any given time and to ensure a smoother transition, the elected members of the Executive Committee will staggered as follows beginning with the election for the 2018-2019 Fiscal Year.

For the 2018-2019 Fiscal Year, the following will be elected for the above specified three (3) year terms: VICE PRESIDENT – BASKETBALL, VICE PRESIDENT – FOOTBALL, and SECRETARY. The following elected positions will continue for an additional one year term and be elected for three (3) year terms beginning with the 2019-2020 Fiscal Year: PRESIDENT, TREASURER, AVAILABILITY CHAIRMAN BASKETBALL, and AVAILABILITY CHAIRMAN FOOTBALL.

Subsequent elections for each of these positions will be held at the end of their respective terms.