

# Decatur Area Officials Association Bylaws

## Table of Contents

Article I: General .....	2
Section 1: Organization’s Name.....	2
Section 2: Principal Location .....	2
Section 3: Organization’s Form.....	2
Section 4: Purpose and Mission.....	3
Section 5: Recognized Sports .....	3
Article II: Membership .....	3
Section 1: Active Member.....	3
Section 2: Honorary Membership.....	3
Section 3: Dues and Special Assessments.....	3
Article III: Association Meetings.....	4
Section 1: Business Meetings.....	4
Section 2: Sports Meetings .....	4
Article IV: Executive Board.....	4
Section 1: General.....	4
Section 2: Nominations.....	5
Section 3: Elections .....	5
Section 4: Terms of Office.....	5
Section 5: Vacancies.....	5
Section 6: Duties of the Executive Board.....	5
Section 7: Duties of the Individual Members of the Board.....	6
President .....	6
Vice President .....	6
Secretary .....	6
Treasurer.....	6
Trustees.....	7
Sports Coordinators .....	7
Section 8: Executive Board Meetings.....	7

Article V: Committees ..... 7  
     Section 1: Nominating Committee..... 7  
     Section 2: Audit Committee ..... 7  
     Section 3: Other Committees..... 8  
 Article VI: Governing Process ..... 8  
     Section 1: Proposals ..... 8  
     Section 2: Adoptions ..... 8  
     Section 3: Resolutions ..... 8  
     Section 4: Amendments ..... 8  
     Section 5: Issues ..... 9  
     Section 6: Bylaw Revisions ..... 9  
 Article VII: Discipline Process ..... 9  
     Section 1: Grounds for Discipline ..... 9  
     Section 2: Notification of Charges..... 9  
     Section 3: Right of Hearing..... 9  
     Section 4: Discipline Notice..... 10  
     Section 5: Penalties and Fines..... 10  
     Section 6: Reinstatement of Disciplined Members..... 10  
 Article VIII: Observers’ Program..... 10  
 Article IX: Date of Bylaws Revision..... 11

## Article I: General

### Section 1: Organization’s Name

The name of the organization shall be the “Decatur Area Officials Association” and will henceforth be referred to in these bylaws as “the association” or by the acronym “DAOA”.

### Section 2: Principal Location

The principal location of the DAOA is Decatur, IL. The mailing address of the association will be determined by the currently elected Executive Board.

### Section 3: Organization’s Form

The DAOA is a non-profit, unincorporated, voluntary association of active or retired sports officials.

#### Section 4: Purpose and Mission

The purpose of the DAOA is to provide an organization whereby area officials of any of the recognized sports of the association may periodically assemble for fellowship, communication, and furtherance of the image of the officiating avocation.

The association's mission is to improve and promote uniformity in officiating mechanics and procedures in order to produce a better understanding of the game rules among coaches, players, spectators and fellow officials.

#### Section 5: Recognized Sports

The currently recognized sports of the association are Football, Basketball (both boys and girls), Baseball, Softball and Volleyball. Additional sports that are recognized by the Illinois High School Association (IHSA) may be added following the procedures under bylaw revisions (Article VI, Section 6).

### Article II: Membership

#### Section 1: Active Member

An active member is a person who has completed a membership information form and is considered in good standing if he or she continues to meet the following obligations of membership:

- a. Complies fully with the bylaws and Code of Ethics of the National Federation of Interscholastic Officials Association.
- b. Maintains a membership in good standing with the IHSA or similar organization.
- c. Has paid any association dues and special assessments which have been levied as provided in these bylaws.

Active members who are in good standing have the right and responsibility to vote, hold office and serve on committees.

#### Section 2: Honorary Membership

An honorary member is a person who, at their request, has been granted honorary membership by the current Executive Board after meeting the following requirements:

- a. Was an active member in good standing for at least ten years.
- b. Has retired and remains retired from active officiating.

Honorary members are not required to pay association dues. However, honorary members will be required to pay special assessments as determined by the Executive Board.

Honorary Members may not hold any office of the association but may serve on any committee.

#### Section 3: Dues and Special Assessments

The annual dues of the association shall be \$25 per year due at the beginning of the fiscal year. The fiscal year shall be from July 1 through June 30. A sixty day grace period

shall be allowed for payment of dues before a member is no longer considered in good standing. Dues for new members will be \$10 for the first year.

Active members serving as association officers and those on the Executive Board are exempt from the payment of dues during their terms of office.

Special assessments to cover specific association expenses may be proposed and adopted by the Executive Board.

## Article III: Association Meetings

### Section 1: Business Meetings

At least two business meetings of the association shall be held each year. The meetings will be referred to by the appropriate sport season which they proceed (Fall, Winter & Spring). The meetings may be combined with other meetings or functions, however, current association business must be conducted.

Meeting dates, times and locations shall be determined by the Executive Board. Notice of all business meetings shall be forwarded to the association.

In the absence of any provisions in these bylaws to the contrary, all business meetings shall be governed by parliamentary rules and usage contained in the current edition of Robert's Rules of Order Revised.

One fifth (20%) of the total active members shall constitute a quorum for the transaction of association business.

### Section 2: Sports Meetings

The Executive Board shall schedule and arrange for at least one meeting each year in each recognized sport for the purpose of rule and mechanic instructions, interpretations, discussions, examinations, etc.

## Article IV: Executive Board

### Section 1: General

The association shall be governed by an Executive Board, herein referred to as "the Board". The Board shall be comprised of the association officers as defined in the following section.

The association officers to be elected by the association membership are:

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. 2 Trustees elected in odd numbered years
- f. 2 Trustees elected in even numbered years

Sports Coordinators shall be selected and named each year by action of the current board from volunteers for each recognized sport. One person may serve as the sports coordinator for more than one sport.

### Section 2: Nominations

A nominating committee of at least three active members will be selected by the President of the association. The nominating committee shall present a slate of one or more names for each of the elective Executive Board positions to be voted on at the spring meeting. The president, vice president, secretary, treasurer and two trustees shall be up for election in odd numbered years. The other two trustees shall be elected in even numbered years.

Further nominations may be made from the floor at the spring business meeting. Only those members consenting to serve, if elected, shall be nominated.

### Section 3: Elections

Any election of a contested position shall be by secret ballot. Candidates receiving the majority of the votes cast for the individual offices shall be elected.

### Section 4: Terms of Office

The term of office for each elected officer shall be for two years beginning July 1 following the election.

The term of office for the sports coordinators will be indefinite but reviewed annually by the Executive Board. The Executive Board has the sole authority to replace any sports coordinator at any time.

### Section 5: Vacancies

If the president cannot for any reason complete the term of office, the vice president shall succeed to the office vacated for the unexpired portion of the term.

Vacancies created for any reason in any other board position shall be filled by appointment by the remaining Executive Board members for the remainder of the unexpired term.

### Section 6: Duties of the Executive Board

The Executive Board shall carry out the mandates and policies of the association as determined by the membership. Subject to the provisions of these bylaws and all resolutions of the association membership, the Board has full power and complete authority to perform all acts and to transact all business for and on behalf of the association.

The Board shall determine the dates, times and locations of all association meetings.

The Board shall create, appoint and direct the activities of all committees except the nominating committee.

The Board shall review, act on and respond to all proposals submitted to the Board.

The Board shall resolve all issues brought before the Board for cognizance and/or deliberation (see Article VI, Section 5).

The Board shall review and act upon applications for honorary membership.

The Board shall appoint an individual to fill the vacancy of an elected officer as set forth in Article IV, Section 5 of these bylaws.

The Board shall select and name the sports coordinators as set forth in Article IV, Section 1 of these bylaws.

The Board shall determine the procedure for reinstatement once a member is no longer in "good standing".

The Board shall review and revise the association bylaws as set forth in Article VI, Section 6 of these bylaws.

## Section 7: Duties of the Individual Members of the Board

### President

- a. Preside over all business meetings of the association
- b. Preside at meetings of the Executive Board
- c. Ensure the business of the association is conducted in accordance with the provisions of these bylaws
- d. Execute contracts and obligations of the association. Authorize disbursements of association funds as endorsed by the board. Only one signature is required on checks, either the President or Treasurer.
- e. Maintain the association membership on the DAOA website

### Vice President

- a. Assume the duties and responsibilities of the President in his/her absence
- b. Assume other duties as deemed necessary by the President and the Board

### Secretary

- a. Record the minutes of all association business meetings and meetings of the Executive Board
- b. Provide notification of all business meetings to association membership.

### Treasurer

- a. Serve as the custodian of all funds of the association. Make deposits and withdrawals from the association bank accounts
- b. Collect all dues and special assessments as set forth in these bylaws
- c. Maintain the association roster of paid & past due members on the DAOA website
- d. Make disbursements from association funds only when authorized by the president and endorsed by the Executive Board. Only one signature is required on checks, either the President or the Treasurer

- e. Maintain complete updated financial records of the association and make periodic reports on the financial status to other officers, Executive Board and the entire association membership

#### Trustees

- a. Assist the association officers in the performance of their duties
- b. Provide guidance and assistance to the sports coordinators in organizing and conducting sports meetings and training of officials

#### Sports Coordinators

For each assigned sport:

- a. Organize and conduct sports meetings
- b. Organize and conduct training programs for officials
- c. Organize and conduct any other task or activity that aids officials
- d. Maintain a listing of open dates for officials
- e. Assist principals, athletic directors and coaches in scheduling officials
- f. Both d and e can be accomplished by encouraging members to keep their open dates posted on the DAOA website along with the sports coordinators informing schools that this information is available on the DAOA website.
- g. Notify association members of special officiating opportunities when requested

### Section 8: Executive Board Meetings

The Executive Board shall meet as necessary to carry out their duties and responsibilities. Meetings may be called and scheduled by any of the association officers. A meeting may consist of an in-person, conference call or group emails.

One half of the total voting board membership shall constitute a quorum for the transaction of association business. Each member of the Board has only one vote; i.e. members serving in dual capacities are limited to one vote.

## Article V: Committees

### Section 1: Nominating Committee

A nominating committee of at least three active association members shall be selected and appointed by the association president as set forth in Article IV, Section 2 of these bylaws. The nominating committee shall arrange for and conduct the election of association officers as set forth in Article IV, Section 2 of these bylaws. The term for members of the nominating committee shall begin with their appointment and will conclude with the elections held at the following spring business meeting.

### Section 2: Audit Committee

An audit committee shall be named by the board each year to audit the association's financial records maintained by the treasurer. The president and the treasurer shall not be involved in the selection of the audit committee's membership. The audit committee shall be comprised of no less than two and no more than five members. Less than one

half of the audit committee may currently be serving on the board. Neither the president nor the treasurer may be on the audit committee. The audit committee shall report the results of their audit to the association membership at any business meeting. If the audit report is accepted with no further action required by the audit committee, the committee may be dissolved for that year.

### Section 3: Other Committees

Other committees may be created and appointed by the Board as necessary to accomplish the purpose and mission of the association. The Board shall identify the committee's objectives and provide direction and guidance to any committee created. The Board shall determine when these other committees have completed their objectives and dissolve the committees.

## Article VI: Governing Process

In the course of its duties of governing the association, the Board shall concern itself with proposals, adoptions, resolutions, amendments and issues as herein defined.

### Section 1: Proposals

Any member may bring before the Board any proposal. The Board shall consider all proposals as to content and merit. If a proposal is submitted in writing, the Board shall reply in writing to the originator(s) of the proposal within a period of time appropriate to the nature of the proposal. Such a reply shall state:

- a. That the proposal has been considered by the Board to have no merit, stating the reason(s); or
- b. That the proposal has merit and will be adopted either in its original form or in modified form, and if modified, how so modified and reasons.

### Section 2: Adoptions

Any adoption is a proposal accepted by a quorum of the Board.

### Section 3: Resolutions

A resolution is a proposal that has been adopted and accepted by the association membership at a regular or specially called business meeting. A resolution, although not reduced in writing as an amendment, nevertheless carries the same force and meaning as a bylaw of the association provided that said resolution is included as a part of the written minutes of the business meeting at which it was resolved and that those minutes include the names of the association members present at the meeting. Thus, resolutions are enforceable although they may not be incorporated into the bylaws. Resolutions that have great importance or impact on the association, or its members, functions or policies must be promulgated as amendments with minimum delay.

### Section 4: Amendments

Amendments are resolutions that have been reduced in writing and duly incorporated in and promulgated as appendages to the current bylaws. Amendments change by adding, deleting or modifying certain words or language in an article or articles of the bylaws.



Since the idea of pen and ink changes, marginal notations, and the difficulty of distribution of amendments to all existing copies of the bylaws is an undesirable burden, only in the most demanding circumstances should an amendment be considered.

#### Section 5: Issues

All other matters, such as those pertaining to bylaws interpretations, dispensations, rulings, grievances or any other decision requiring cognizance and/or deliberation by the Board shall be called an issue. An issue may be resolved by a quorum of the board. However, if in the opinion of that quorum, the issue is of such magnitude or importance that a mere quorum is not sufficient to resolve it, the issue may be tabled or held in abeyance for consideration by a larger board representation.

Issues initially resolved, and of an appealable nature, may be the subject of written appeal to the president.

#### Section 6: Bylaw Revisions

Once every four years, following installation of the new board, the president shall call for a thorough review of the bylaws. The bylaws shall be revised, rewritten, and if necessary, reprinted. The president shall ensure that members of the Board share in reviewing, revising and rewriting the bylaws.

### Article VII: Discipline Process

#### Section 1: Grounds for Discipline

For failure to comply with these bylaws, for delinquency in payment of dues or special assessments or for conduct conclusively established to be contrary to the best interests of the association, a member may be fined, placed on probation, suspended or expelled from the association.

#### Section 2: Notification of Charges

A charged member shall receive written by certified mail, return receipt requested, of the charges against him or her, indicating the alleged violation with specific reference to the bylaw provision, the violation conduct, where the alleged violation occurred and the name(s) of the person(s) or entity who filed the charges. Such member shall also be provided at that time with copies of all documents related to the charges which may be used in prosecuting the charges. The notice shall also include reference to these bylaws regarding the member's procedural rights.

#### Section 3: Right of Hearing

A member charged with any violation shall have the right to be heard in person or by written statement made by him or her in their own defense before the Executive Board. Such right shall be afforded prior to the imposition of any fines, penalty or any other disciplinary action. The member may be granted a personal hearing if it is requested within fourteen days of the date of the receipt of the notification of charges and the request is made in writing to the member who sent the notification.

The member may appeal the determination of the Executive Board by giving written notice within seven days of the receipt of the determination. The Executive Board may then decide the matter on the facts and determination previously made or by asking the member to personally appear.

#### Section 4: Discipline Notice

The decision of the Executive Board shall be communicated in writing, in person with signed receipt, or by certified mail with return receipt requested.

#### Section 5: Penalties and Fines

The following standard penalties and/or fines are established:

- a. For late payment of annual dues (Article II, Section 3) - \$10 fine
- b. For non-payment of dues (Article II, Sections 1 and 3) – Forfeiture of membership status until dues and the fine for late payment is received by the association treasurer
- c. For non-payment of any special assessments adopted by the executive board (Article II, Sections 1 and 3) – Forfeiture of the right to participate in or benefit from the item or event for which the executive board adopted the assessment.

Penalties and fines for other violations of these bylaws or for conduct contrary to the best interests of the association shall be determined by the Executive Board.

#### Section 6: Reinstatement of Disciplined Members

A member may be placed on probation for only one year. To be reinstated as a “member in good standing”, the member must pay any and all fines imposed and meet all the obligations of membership as stated in Article II, Section 1 of these bylaws during the year of probation.

A suspended member may not participate in any association activities during the period of suspension. A suspended member may apply to the Executive Board for reinstatement after one year.

A member who has been expelled from the association may be eligible for reinstatement after two years.

### Article VIII: Observers’ Program

Any Recognized (R) or Certified (C) member of the association shall be qualified to observe other officials. The observer should be familiar with any guidelines and requirements of the IHSA. The observer should notify the official(s) of the observation and submit to him or her the results. This notification may be either in writing or verbal. Any member may request an observation. The association should keep track of those who have been observed so that this opportunity can be most advantageous to all of the membership of the association. No record of the observation needs to be submitted to the IHSA.

## Article IX: Date of Bylaws Revision

These bylaws were revised and rewritten on June 17, 2009. A quorum of the Executive Board reviewed these bylaws on June 17, 2009. The bylaws are the current version in place for the Decatur Area Officials Association and supersede all previous versions.