

**WEST CHAPTER #5 Field Hockey Officials Association, Inc.**

**BY-LAWS**

**Article I - Name**

Section Reserved.

**Article II - Purpose**

Section Reserved

**Article III – Limits on the Association**

Section Reserved

**Article IV – Membership.**

***Section I-Membership classifications:***

- A. Active** - An active member must officiate during the season, shall have passed the written and evaluation procedure requirements and shall have fulfilled all financial obligations to WC#5 and NJSIAA.
- B. Inactive** - This status can only be granted to a person who has been an active member for at least one year and is prevented from remaining on active status. An inactive status may be held for a period of one year. The Executive Board must review any exception of inactive status. In order to protect the interest of all parties concerned, it is recommended that the official contact a member of the Executive Board to review her/his active status.
- C. Cadet** - An official in training who has made proper application to the Association and anticipates meeting the certification requirements. To become an active member the following requirements must be completed:
  - 1. Attend and successfully complete the two year cadet program.
  - 2. Take and pass the National Federation field hockey rules test with a minimum score of 86%.
  - 3. Evaluation procedures of field performance.
  - 4. Shall attend all scheduled Association meetings
  - 5. **First year Cadets**, active or inactive, are ineligible to vote in elections or any business that comes before the Association.
- D. Transfer** - A person producing a current identification card and in good standing with her/his previous hockey board, will be exempted from the cadet program **pending a practical evaluation**.
- E. Lapsed Membership** - A member who has allowed membership to lapse for one year shall no longer be considered as a member and must follow the procedure to reinstate as stated in Rules and Policies.
- F. Associated Certified Official**

An out-of-state official, who meets certification requirements in their state, may be registered with the Association as long as the following criteria are met:

  - 1. The Secretary from said official's Association will certify, in writing, the status of each official requesting certification. This means that the official has met all Association and state requirements.
  - 2. Fees will be assessed to each Associated Certified Official for:
    - a. NJSIAA registration
    - b. Our Association membership fees

**Section 2-Requirements for Membership:**

1. Every active member shall take a written examination on National Federation Field Hockey Rules and pass with a minimum score of 86% prior to the start of the official field hockey season. Any member who fails to take the test within a predetermined time frame or fails the test after 3 attempts will be placed on probation for that season.
2. Meet all requirements as stated in **Article IV Section 4** of the Constitution.

**Section 3 - Duties of a member:**

**It shall be the duty of all members to:**

1. Never reveal any of the Association's workings or deliberations to anyone not entitled to know the same.
2. Develop and maintain respect for the Association and all members.
3. Perform and behave in the best interest of the Association.
4. Work to further the interests of the Association and assist the officers whenever possible.

**Article V – Officers, Elections and the Board**

**Section 1- Duties of Officers – In order to ensure effective daily operations officers shall communicate pertinent information to all Executive Board members in a timely manner.**

**A. President shall:**

1. Be Chairperson of the Board and presiding officer of the Association meetings
2. Have signing authority for the Association in all matters
3. Have the authority to call special meetings and appoint committees
4. Cast the deciding vote in the case of a tie

**B. 1st Vice President shall:**

1. Assume the duties of the President in the absence of the President or at the President's request
2. Assume the duties of Cadet Supervisor which includes training and instruction of all Cadets in accordance with the requirements of NFHS and NJSIAA rules and mechanics
3. Be a signing authority for the Association in all matters
4. Evaluate cadets and certify that they are qualified and prepared to officiate games
5. Perform duties as assigned by the Board

**C. 2nd Vice President shall:**

1. Be responsible for keeping all records of all members belonging to the Association
2. Be responsible for overseeing evaluation processes and testing of the membership
3. Administer the required annual officials' test
4. Perform duties as assigned by the Board

**D. Secretary shall:**

1. Keep minutes of the Executive meetings and all meetings of the chapter
2. Distribute minutes from chapter meetings prior to the next scheduled chapter meeting
3. Be responsible for duly processing any correspondence necessary for transmitting any action taken by the chapter

**E. Treasurer shall:**

1. Account for monies received and disbursed by the Association
2. Prepare an annual financial report and budget for the Association
3. Investigate over-expenditures and bring recommendations to the Board
4. Ensure that the Association's monies are deposited in a duly accredited financial institution

5. Provide financial updates to the Board and Association members on a regular basis
6. Serve as a signing authority for the Association in all matters
7. Submit all books and records to be audited annually or whenever there is a change of signing authority or objection to the financial report
8. Perform duties as assigned by the Board.

**F. Assignor shall:**

1. Request all schedules for NJSIAA members' schools within the jurisdiction of the Association prior to each season. No games should be solicited by an official
2. Assign only members of this Association to games within the Association's jurisdiction whenever possible
3. Assign available officials in the following order:
  - a. Members of the Association
  - b. Registered Cadets of the Association
4. Have an obligation to the schools first.
5. Have the authority to reassign or remove an official from a game without monetary compensation in order to service the schools in the event of an emergency.
- 6.

**G. Lower Level Assignor shall:**

1. Be responsible for assigning middle school/**Freshman** games
2. Assist the Varsity assignor whenever necessary

**H. Interpreter shall:**

1. Be appointed by the President with approval from the Executive Board
2. Attend the annual meeting for official interpreters held under the jurisdiction of the NJSIAA
3. Be responsible to review the rules at the Interpretation Meeting and answer any questions from officials during the regular season
4. Hold meetings in the interest of uniformity and strict interpretation of the rules, mechanics, and techniques of good officiating before and during the field hockey season as a means of educating officials, coaches, players and others interested in the fundamentals of good officiating

**I. Supervisor of Officials shall:**

1. **Address Answer** issues from the membership, excluding schedule assignments or rule interpretation
2. Under consultation with the Board, handle unethical behavior of members
3. Collect and file reports dealing with official/coach problems and take any necessary actions
4. Handle public relations between the Association and athletic directors while working in conjunction with the assignor, if needed.

**J. Auditing Committee:**

Shall be appointed by the President with approval from the Executive Board

**K. Authorized Representative:**

Shall provide representation to any government agency, financial agency and/or institutions

**Section 2- Elections**

- A. Nominations:** The President shall appoint a nominating committee consisting of three active members. The Executive Board shall approve this committee. The committee shall present a slate at the mid-season meeting. Additional nominations from the floor may be made at this meeting. Elections will take place in accordance with **Article V section 2** of the constitution
- B. Eligibility of Officers** – Only members who are in good standing with the Association may hold or run for office
- C. Eligibility of Voters** – Only active members in good standing and present at the final business meeting are eligible to vote
- D. Candidates may address the chapter by stating their platforms when running for office via email or live at the appropriate meeting, before votes are cast.**

**Section 3-The Board – refer to Article V, section 1, Letters A-E of the Constitution**

**Article VI – Meetings**

Section Reserved

**Article VII – Financial Responsibilities**

**Section 1- Reserved**

**Section 2 – Association Fees and Fines**

- 1. Membership dues will be established and approved by the Executive Board yearly
- 2. Dues shall be paid annually, no later than the second annual membership meeting. Dues are nonrefundable.
- 3. Dues shall be determined for the below classifications:
  - A. Membership Fees**
    - 1. Active
    - 2. Inactive
    - 3. Cadet
    - 4. Transfer
    - 5. Associated Certified Official
  - B. Assignors' Fees**
    - 1. Each official will pay the assignor fees no later than the date established by the Executive Board
    - 2. If the assignors' fees are not paid by the established date, penalties will be assessed according to the constitution's rules and policies

**Article VIII – New Chapters**

Section Reserved

**Article IX – Amendments to the Constitution**

Section Reserved

**Article X - Parliamentary Authority**

*Section 1-* Robert's Rules of Order, Revised, shall be the authority on parliamentary procedure on all matters not covered in the constitution and by-laws of the Association

*Section 2* – The order of business shall be as follows (unless it is suspended by two-thirds vote of members present at the meeting):

- A. Call to order
- B. Reading, correction and adoption of minutes of the previous meetings
- C. Rules interpretation and techniques
- D. Reading of correspondence
- E. Reports of Treasurer
- F. Reports of special committees
- G. Unfinished business
- H. New business
- I. Adjournment

**Article XI – Quorum and Ratification of Amendments**

Section Reserved

**Article XII – Petition and Grievance**

*Section 1-* Any Association member may petition the Board in writing for a hearing.

- A. Upon receipt of the petition, the Secretary shall notify the petitioner of the date, place, and time for the purpose of hearing the petition.
- B. The petitioner shall be afforded a maximum of ten minutes (uninterrupted) to present his/her petition

*Section 2-* All proceedings of this nature may take place at a general membership meeting and all subsequent discussion of these matters will take place in Executive Session

*Section 3-* The Board shall notify the petitioner of the results in writing within ten days after the hearing

**Article XIII – Dissolution Policy**

Section Reserved

**Article XIV – Conflict of Interest Policy**

*Section 1-* The purpose of the Conflict of Interest Policy is to ensure that the deliberations and decisions of the Association are made in the interests of the community as a whole, and to protect the interests of the Association

*Section 2* – No person in a position of authority may benefit personally from a decision he or she could make with regard to any transactions made by the Association

*Section 3* – This policy is intended to supplement but not replace any applicable laws governing conflicts of interest in nonprofit and charitable corporations

**Article XV – Committees**

**Section 1** - Ad hoc committees or special committees may be established from time to time by the President at a general meeting. Such committees shall have terms of reference established by the President.

**Section 2** - Committees will be deemed to no longer exist when their mandate has been completed and the length of the mandate of such committees shall not normally exceed one year.