



## **NORTHERN CALIFORNIA OFFICIALS ASSOCIATION SACRAMENTO SECTION - CONSTITUTION AND BYLAWS**

### **CONSTITUTION**

#### **Article 1 Name**

The organization shall be known as the Northern California Officials Association (NCOA), Sacramento Section.

#### **Article 2 Purpose**

The purpose of NCOA is to provide trained, competent Sports officials to serve all California Interscholastic Federation (CIF) schools located in the North Sac-Joaquin section and other schools as appropriate.

#### **Article 3 Objectives**

The Objectives of the NCOA are to:

- 3.1 Elevate the standards of officiating
- 3.2 Provide a means for the correct interpretation of the rules
- 3.3 Promote good fellowship among the member officials
- 3.4 Secure close cooperation and understanding between inter-school athletic officers, members of the press and officials
- 3.5 Encourage and assist in recruiting and developing new officials
- 3.6 Foster a high standard of ethics and professionalism
- 3.7 Further the interests of athletics generally by fostering a proper spirit of sportsmanship and fair play.
- 3.8 Certify officials for assignments to CIF schools

#### **Article 4 Membership**

There shall be no form of discrimination with regard to membership in the NCOA. Each Member of the NCOA is an independent contractor. Membership in the NCOA shall be of two types:

##### **4.1 Active Member**

- 4.1.1 Officials who have paid the current registration fee for the season of the specific Sport.
- 4.1.2 Meet the specific Sport Group's "Member in Good Standing" requirements.
- 4.1.3 New Members shall be eligible for assignments based on observations and required standards established by the Sport Group.

##### **4.2 Associate Member**

- 4.2.1 Those who have paid fifty percent (50%) of the registration fee for the specific season of the Sport, been certified by another CIF accredited association and meets the Sport Group's Member in Good Standing requirements.

4.2.2 Any member (Active or Associate) may take a one-year leave of absence without prejudice as approved by the Sport Group.

#### **4.3 Loss of Membership**

4.3.1 The Executive Board is empowered to suspend or expel from NCOA any member:

Whose conduct and/or ability as an official is such as to reflect unfavorably upon NCOA.

Who is officiating for any organization that is in direct competition or conflict with NCOA.

Who is soliciting games for themselves or other organizations in conflict with NCOA.

4.3.2 Any member who is suspended or expelled may appeal the Executive Board's decision.

The suspension or expulsion will remain in effect during the appeal process.

The member who is suspended or expelled may appeal the decision within 30 days of the suspension or expulsion.

This appeal must be in writing (email is acceptable) and is to be communicated directly to the Executive Board Secretary as well as the Executive Board President via "cc".

Upon receipt of the formal appeal, the Executive Board President will call a meeting of the Executive Board to discuss the merit of the appeal.

The suspended or expelled member is entitled to be present at this meeting to present facts and answer any questions relative to the original decision or the appeal itself.

At the conclusion of the meeting, the Executive Board will then vote in a closed session to either uphold or rescind the suspension or expulsion.

The Executive Board Secretary or Executive Board President will inform the affected member in writing (email is acceptable) of the Executive Board's decision within 7 days of the closed session vote results.

#### **4.4 Reinstatement**

4.4.1 Any individual suspended from membership may seek reinstatement after two years from the date of suspension. The individual shall present to the Executive Board a petition signed by ten (10) active members of the Sport Group requesting reinstatement. As a condition precedent to any reinstatement, the individual shall repay to NCOA any and all fees, costs, or expenses due or outstanding whether a result of levy, judgment, court order, or otherwise imposed. If the preceding conditions are satisfied and if favorably acted upon by the majority of the Executive Board, the condition of the reinstatement shall be determined by the Executive Board and shall not exceed one year, after which the Executive Board, shall consider any further action.

### **Article 5 Composition**

The NCOA shall be composed of the members, an Executive Board and the Leadership of the various Sports Groups.

## **5.1 Executive Board**

The Executive Board shall:

5.1.1 Consist of a President, Executive Secretary/Treasurer, and a Representative of each Sports Group. Each Board Member shall be a Member in Good Standing of the NCOA.

5.1.2 Meet at the discretion of the President or as the need arises, not less than one meeting during each Sport's season. A quorum shall consist of two-thirds (2/3) of the membership of the Executive Board.

5.1.3 Select the Group Leader from the candidate(s) the Sport Group presents by a plurality of the votes (greater number of votes of all candidates) of the Executive Board.

5.1.4 Remove the Group Leader per the Bylaws.

5.1.5 Determine the allocated amount for each Sport Group's budget from the registration fees of each member of that Group.

5.1.6 Have one (1) vote per member. The Secretary/Treasurer shall not vote on matters before the Executive Board.

5.1.7 Recommend to the Board of Managers, Sac-Joaquin Section, the schedule of fees for officials.

5.1.8 Review and act on complaints and grievances per the Bylaws.

## **5.2 The Executive Board President**

The Executive Board President shall:

5.2.1 Be elected by a vote of the members of the Executive Board and shall serve for a period of three (3) years. Said term of office may be terminated at any time by a vote of three-fourths (3/4) of the Executive Board.

5.2.2 Preside at all meetings of the Executive Board. In the event the President is not present, the Secretary/Treasurer will appoint a temporary chairman of the meeting.

5.2.3 Direct the activities of the Secretary/Treasurer.

5.2.4 Negotiate officials' fee schedule with the CIF Section Board of Managers Representatives along with any other selected representative.

5.2.5 Represent the NCOA, or select a representative, as appropriate for the occasion.

## **5.3 The Executive Board Secretary/Treasurer**

The Executive Board Secretary/Treasurer shall:

5.3.1 Be selected by the members of the Executive Board.

5.3.2 Serve for a period of five (5) years unless extended by a three-fourths (3/4) vote of the Executive Board. Said term may be terminated at any time by a vote of three-fourths (3/4) vote of the Executive Board.

- 5.3.3 Secure meeting locations for the Executive Board and the Sports Groups.
- 5.3.4 Maintain Executive Board meeting minutes and a record of all NCOA members.
- 5.3.5 Arrange for the necessary printing, publications, and other material as directed by the Executive Board.
- 5.3.6 As necessary, coordinate NCOA functions with the CIF or its related affiliates.
- 5.3.7 Manage the NCOA funds and maintain the NCOA Bank accounts.
- 5.3.8 Pay current operating expenses and make other disbursements as directed by the Executive Board.
- 5.3.9 Purchase liability insurance for NCOA members.
- 5.3.10 Furnish a financial statement annually to each Sports Group and to each member of the Executive Board.
- 5.3.11 Negotiate officials fee schedule with the CIF Section Board of Managers Representatives along with the President and any other selected representative.
- 5.3.12 Perform any other duties that may arise.

#### **5.4 Representatives of the Sports Groups**

The Representatives of the Sports Groups shall:

- 5.4.1 Be selected by the Sport Group based on the policies and procedures of each group.
- 5.4.2 Serve for a period of three (3) years, unless extended or terminated by the Sport Group.
- 5.4.3 Attend all Executive Board meetings and relay any information of the Executive Board to the Group membership. In the event of a vacancy or resignation, the Group Leader shall fill the vacancy until another Representative is elected.
- 5.4.4 Be considered for removal by the Executive Board should the Representative or his / her substitute (Group Leader) miss two consecutive meetings.

#### **5.5 Compensation for Services Rendered:**

- 5.5.1 The President and Secretary/Treasurer shall receive compensation at a sum determined by the Board.
- 5.5.2 The Representatives of the Sports Group shall receive compensation for their Board Meeting attendance at a sum determined by the Board.
- 5.5.3 The sums determined above shall be listed in Appendix A.

## **5.6 Sports Groups**

5.6.1 The Sports Groups are: Baseball, Basketball, Football, Softball, Volleyball, Wrestling, and others as needed.

5.6.2 Each group shall consist of a Group Leader or Co-Group Leaders, an Executive Board Representative, an Instructional Committee, a Classification Committee and/or others as the Group deems necessary.

## **5.7 Governance**

5.7.1 The NCOA shall be governed in accordance with the Constitution and Bylaws.

5.7.2 Each Group shall develop, adopt, and publish its own policies and procedures which cover, at a minimum:

5.7.2.1 The organizational structure of the Group including the composition, terms, duties, and voting of the membership.

5.7.2.2 Selection of the candidate for the Group Leader for presentation to the Executive Board. (Should the group not be able to make a single nomination, a maximum of three candidates may be submitted to the Executive Board for the selection of the Group Leader.)

5.7.2.3 Selection and termination process of the Executive Board Representative.

5.7.2.4 Member in Good Standing Requirements.

5.7.2.5 Conduct and discipline for the members of the Group.

5.7.2.6 Establish certification and testing requirements which, at a minimum, include both written and on-field / on-court / on-mat observations as appropriate for the specific Sport's training guidelines set by NCOA, CIF, and NFHS.

## **5.8 The Group Leader(s):**

5.8.1 Is / are the director(s) and primary administrative position(s) for the respective Sports Group.

5.8.2 Is / are selected by the Executive Board per 5.1.3.

5.8.3 Serves a term of office of three (3) years and not to exceed two (2) consecutive terms.

5.8.4 Reports directly to the Executive Board.

5.8.5 Provide(s) day-to-day administrative decisions as directed by the Executive Secretary and/or the Executive Board President.

5.8.6 Shall receive compensation for services rendered during the season of the Group at a sum determined by the Board and listed on Appendix A.

5.8.7 May attend meetings of the Executive Board and, in the absence of the Executive Board Representative, represent the Sport.

5.8.8 Maintains Group records per the Bylaws.

## **5.9 Group Meetings**

5.9.1 The Group meetings shall be held at the time, place, and discretion of the Group Leader.

5.9.2 All active members shall attend a minimum of 18 hours of Instructional meetings annually for each Sports Group.

5.9.3 Any active member who fails to attend the 18 hours of Instructional meetings shall not be eligible for game assignments.

5.9.4 Illness or Play-Off assignments for another NCOA Sport Group shall be the only exceptions and must be conveyed to the Group Leader(s) at the first opportunity.

5.9.5 Associate members shall attend all of the scheduled pre-season instructional meetings.

## **Article 6 Registration Fees**

6.1 Registration fees for active and associate membership shall be set by the Executive Board and listed in the Appendix A.

6.2 Applicants for membership shall pay the registration fees and other fees prior to taking examinations or receiving instructional materials from the respective Group.

6.3 A penalty fee shall be assessed to any member whose payments are rejected for any reason.

6.4 A partial refund of the registration fee may be made per the Bylaws.

6.5 Executive Board Representatives shall be exempt from paying the registration fees for their represented Sport.

6.6 Officers of each Sports Group, as designated by the Group Leader and with the approval of the Executive Board, may be exempt from paying the full registration fees.

## **Article 7 Voting and Order of Business**

7.1 All voting shall be by verbal or written ballot. There will be no voting by proxy.

7.2 Order of business and procedures shall be by Robert's Rules of Order.

## **Article 8 Amendment of the Constitution**

This Constitution may be amended at any meeting of the Executive Board by a two-thirds majority of the membership of the Executive Board.

Amended June 2013, Effective June 30, 2013.

## **Bylaws**

### **Article 1 Assignments**

- 1.1 All assignments, regular and post-season, are the responsibility of the Section Contract assignor.
- 1.2 Each Group Leader will consult with the Section Contract assignor to ensure the assigned officials are competent commensurate with the level of the games.
- 1.3 Post-season assignments will be made from the most competent officials who are in Good Standing in the Sport Group as identified by the Group leader.
- 1.4 Competency is an assessment based upon game performance, evaluations, test scores, attendance and participation in training programs.

### **Article 2 Complaints**

- 2.1 The Executive Board shall consider complaints relative to any member when such complaint is presented in writing.
- 2.2 Any action by the Executive Board shall be final.
- 2.3 If the action is the suspension of a member from NCOA, reinstatement may be accomplished as set forth in 4.4.1 of the Constitution.

### **Article 3 Grievances**

- 3.1 Each grievance shall be presented in writing to the Group Leader. The Group leader may convene committees or consult with others to resolve the grievance quickly within the Sport Group.
- 3.2 The decision of the Group Leader may be appealed in writing, to the Executive Board as provided in these Bylaws.

### **Article 4 Removal of the Group Leader**

- 4.1 The Group Leader may be removed by a majority vote (50% plus one) of the Executive Board as follows:

4.2 The Executive Board Representative of the Sport Group will submit a signed petition to the Executive Secretary, the Executive Board President, and to the Executive Board to remove the Group Leader consisting of:

4.2.1 A statement of reasons for the removal of the Group Leader

4.2.2 The signatures of two-thirds (2/3) of the active members of the Sport Group for the current season in progress or the season just ended.

4.3 The Executive Board may establish additional processes and obtain additional information it deems necessary for the consideration prior to voting.

#### **Article 5 Refund of the Registration Fee**

5.1 A refund of the registration fee will be issued if requested prior to the Sport's 1<sup>st</sup> contest date.

5.2 Fees for insurance and books shall not be returned and will be deducted from the refund as well as any other Arbiter Hub fee or administrative expense.

5.3 Those receiving a refund that are non-exempt will be removed from the Sport's Membership.

#### **Article 6 Record Keeping**

6.1 Group records with respect to training, attendance, meetings, testing scores, and other pertinent information including rating criteria shall be maintained by the Group Leader or designee.

6.2 An electronic copy of the group records shall be sent at the end of the Sport season to the Secretary/Treasurer for archiving.

#### **Article 7 Amendment of the Bylaws**

These Bylaws may be amended by the Executive Board at any meeting by a two-thirds (2/3) vote of the membership of the Executive Board.

Amended June 2013, Effective June 30, 2013.

Amended Feb 2014, Effective Feb 2014

Amended May 2014, Effective May 2014



## **Appendix A**

As of January 2013:

The Executive Board has determined the following:

### **Registration Fees for Active and Associate Members**

The registration fees for the first Sport in the school year (July-June) is \$75.

The registration fee for the second and each succeeding Sport is \$50.

### **Current Compensation for Services Rendered:**

The President: \$1,500 per year

The Secretary/Treasurer: \$15,600 per year.

The Representatives of the Sports Groups: \$50 per Board Meeting attended, with \$200 maximum per year.

The Group Leader(s): \$400 per year.

**The Executive Board Members and their terms are located in “Attachment To The Bylaws – Attachment One.”**

Amended June 2013, Effective June 30, 2013.