

CONSTITUTION

LAKELAND OFFICIALS ASSOCIATION

(Revised & Approved 11-2-2017)

ARTICLE I – NAME

- 1.01** The name of this organization shall be the Lakeland Officials Association.

ARTICLE II – PURPOSE

- 2.01** The purpose of the Association shall be to foster an environment that enhances knowledge, education, training and promotes social interaction of officials in their respective sports to obtain uniform interpretation of sports rules, improve the caliber of officiating techniques by means of rule interpretation meetings, and to foster high standards of officiating.

ARTICLE III – MEMBERSHIP

- 3.01** **Limitation:** Membership in this Association shall be limited to registered WIAA officials.

- 3.02** **Trial Member:** Upon acceptance as a Trial Member, the applicant shall be subject to all membership conditions of the Association. The Trial Member shall complete one (1) full year in the sport(s) for which he/she is active prior to consideration as an Associate Member.

Trial Members may not vote, nor hold office.

- 3.03** **Associate Member:** An Associate Member shall complete two (2) years and fulfill all other obligations before being considered for Regular Membership.

Upon completion of two (2) years as an Associate Member and meeting all obligations, he/she shall advance to Regular Membership status.

Associate Members may vote but cannot hold office.

- 3.04** **Regular Members:** Regular Members shall have fulfilled the prerequisites of Regular Membership and shall have full voting privileges and the right to hold office.

- 3.05** **Inactive Members:** A member who desires to temporarily relinquish Regular Membership status may be placed on the Inactive List by requesting such action in writing and receive favorable approval by a majority of the membership. Only

Regular members in good standing are eligible for inactive status. Inactive Members may become active after paying their annual dues. Those persons on the Inactive List for more than two (2) years shall relinquish Association membership.

3.06 Student Member: Any individual attending a high school or college full time may apply for Student Membership. Student members may not vote or hold office.

3.07 Honorary Member: Members who no longer are active in the Association may be nominated for Honorary membership, subject to the following requirements:

1. Must have held at least one office in the Association.
2. Must have made significant contributions to the advancement and welfare of the Association.
3. Must have retired from active officiating.
4. Must be approved as an Honorary Member by a majority of the voting membership.

Honorary Members will have the following rights and privileges:

1. Will not be required to pay annual dues.
2. Permitted to attend all meetings and social affairs of the Association, but not eligible to vote.
3. Will receive a certificate attesting to this membership.

ARTICLE IV - OFFICERS AND TERMS

4.01 The officers of the Association shall be President and Vice-President.

4.02 The President and Vice-President shall serve a term of two years each. Newly elected officers shall take office on January 1 of the next year following their election.

4.03 The newly elected Vice-President shall automatically become President upon completion of his/her two-year term.

ARTICLE V - DUTIES OF OFFICERS & BOARD MEMBERS

5.01 The President shall:

1. oversee the operations and functions of the Association
2. work with the Executive Secretary to ensure the functionality of the Association
3. mentor the Vice President
4. conduct all business meetings
5. appoint all committees, sport chairs, board sport liaisons and other

positions that may arise

6. have the authority to call special Association meetings of its Executive Board, as deemed necessary.

5.02 The Vice-President shall:

1. preside in the absence of the President.
2. work closely with the President to understand the operation of the Association in preparation for assuming the role of President
3. oversee the Web Site Administrator and associated activities
4. assume web site administration duties in the absence of a Web Site Administrator
5. attend and participate in business and annual meetings
6. act as board sport liaison as assigned
7. serve on Committees as assigned

5.03 The At-Large Board Members shall:

1. provide support and assistance to the Officers and other Board Members as needed
2. attend and participate in business and annual meetings
3. act as board sport liaison as assigned
4. serve on Committees as assigned

ARTICLE VI - EXECUTIVE BOARD

6.01 The Executive Board shall be comprised of Association officers, and three 3 members elected at-large. One Board Member at-large shall be elected annually for a term of three (3) years. Officers and Board Members shall be the only voting members of the Executive Board.

6.02 Officers of the Association may serve as a Sport Chairperson.

6.03 In the event an Executive Board Member is unable to complete a term of office, the President shall appoint a Regular Member to fill the vacated position until the next regular election at which time the position will be filled for the remaining portion of the original term.

6.04 Members shall not be eligible to serve more than four (4) consecutive years on the Executive Board.

6.05 The Executive Board shall meet at least three times annually, excluding the annual meeting, and more often as necessary, for the purpose of transacting Association business as prescribed by the Constitution.

ARTICLE VII - ELECTION OF OFFICERS AND BOARD

- 7.01** The Nominating Committee shall submit a slate of at least one (1) nominee, preferably two (2), each for the offices of Vice-President and Executive Board. Additional nominations may be made from the floor at the Annual Meeting.
- 7.02** Elections shall take place at the Annual Meeting. Voting shall be conducted separately for each position. Nominations may be made from the floor for any vacant position.
- 7.03** The Nominating Committee shall consist of the out-going officers. The final obligation for out-going officers includes the nomination of qualified association members to be placed upon the voting ballot at the annual meeting.

ARTICLE VIII – MEETINGS

- 8.01** The Annual Meeting will be held in November.
- 8.02** An Executive Board meeting quorum shall be one-half of its membership. An Association quorum shall be twenty-five (25) percent of the **eligible** voting membership. No regular business shall be conducted unless a quorum is declared present.
- 8.03** Robert's Rules of Order - Revised Edition shall govern the conduct of all meetings.

ARTICLE IX - APPOINTED POSITIONS

- 9.01** The Association may have the following:
 - 1. Nominating Committee
 - 2. Constitution Committee
 - 3. Sport Chairperson(s)
 - 4. Honorary Membership Committee
 - 5. Historical Committee
 - 6. Public Relations Committee
 - 7. Audit Committee
 - 8. Social Committee
 - 9. Web Site Administrator
- 9.02** The chairperson for each committee, sport chairperson and the web site administrator will be appointed by the President.

9.03 The primary responsibilities of the Sport Chairperson will be to:

1. **Schedule meetings, programs, rule topics, WIAA testing reviews and conduct educational training in the respective sports.**
 2. **Maintain Association members progress reports for specific sports.**
 3. **Attend Executive Board meetings during individual sport season as requested by the Executive Board.**
 4. **Administer allocated dollars for respective sport for the benefit, education and training of sport members ***
- **Note: At no time will individual chairpersons make specific sport program decisions without approval of the Executive Board, including expenditures.**

9.04 **Special appointments, including the Arbiter Administrator, shall be made by the President, with approval of a majority vote of the Executive Board.**

9.05 **The President, with the approval of the Executive Board, may terminate any appointed position(s) as is deemed necessary for the welfare of the Association.**

9.06 The Sport Chairpersons, the Arbiter Administrator, and the Web Site Administrator may receive an annual stipend, to be established by the Executive Board

ARTICLE X - DISQUALIFICATION OF MEMBERS

10.01 A member may be disqualified for any one of the following:

1. Non-payment of annual dues and/or assessments.
2. Conduct detrimental to the purposes of the Association

10.02 **Charges against a member must be in writing and be presented to the Executive Board through the Executive Secretary. The charged member must appear before the Executive Board for a hearing along with the member presenting the charge. The Executive Board shall notify the membership of their decision at a regular Association meeting.**

10.03 **Alleged detrimental conduct charges coming from outside the Association shall be investigated by the Executive Board and discussed with the charged member. The Executive Board shall make a decision regarding the charges and notify the membership at a regular Association meeting.**

10.04 **Upon presentation to the Regular membership, said members shall have the opportunity to discuss the issue and express their opinions to the Board for additional review.**

10.05 A member found in violation of Association requirements on dues is eligible to rejoin the Association by paying past and current dues, as described in 11.02.

10.06 A member dropped for conduct detrimental to the purposes of the Association shall be barred from membership for a period of at least one (1) year. The individual may subsequently reapply for membership to the Executive Board. Upon Executive Board approval, the individual is eligible to rejoin the Association.

ARTICLE XI - DUES AND FEES

11.01 The annual dues of the Association shall be set by the Executive Board subject to the approval of a majority vote of the membership.

11.02 Dues shall be assessable from July 1 of each calendar year. Members not paying their dues by the beginning of first sport after July 1 of each calendar year may be assessed an additional fee, as determined by the Executive Board.

11.03 The cost to use electronic assignment software shall be included in the annual dues amount for each member. The cost to use the assignment software by non-members and Student members will be established by the Executive Board and reviewed each year.

11.04 The Executive Board must approve and may charge for any costs associated with the use of the electronic assignment software.

11.05 Any and all expenditures must be approved by the Executive Board.

ARTICLE XII -AMENDMENTS

12.01 Proposals for amending the Constitution and By-Laws shall be presented to the President **or the Constitution Committee in writing for review, discussion and approval.**

12.02 The President shall refer the proposal to the Constitution Committee for editing, recommendations, and presentation to the membership at the next regularly scheduled Executive Board meeting. At this meeting, the attendees shall determine, by a majority vote, whether the proposal should be presented to the entire membership.

12.03 If the proposal receives an affirmative vote, one of the following procedures shall be followed:

Procedure 1:

1. The Executive Secretary shall e-mail/mail the proposal to all Regular and Associate Members within 21 days of such action.
2. **The proposal shall include a ballot for the member to vote, and return to the Executive Secretary.**
3. A majority vote of eligible members returning a properly executed ballot within 14 days from the original mailing date is required to amend the Constitution.

Procedure 2:

1. The Executive Secretary shall email/mail the proposal to all Regular and Associate Members within 21 days of such action with a notification that the proposal shall be voted on at the Annual Meeting,
2. A proposal ballot shall be provided to all eligible voting members of the Association at the Annual Meeting.
3. A majority vote of eligible voting members present and voting at the Annual Meeting is required to amend the Constitution.

12.04 The Executive Secretary will present the returned ballots to the President for tabulation at the next regular Board meeting. The Executive Board will verify the results and the acceptance or rejection of the proposed amendment(s).

ARTICLE XIII - EXECUTIVE SECRETARY

13.01 The Executive Secretary shall be selected by the Executive Board, shall hold the office on a yearly basis and be annually reviewed for reappointment by the Executive Board.

13.02 The duties and responsibilities of the Executive Secretary shall be:

1. To maintain records of all members including dues, attendance, classifications and all other information deemed necessary by the Executive Board.
2. To review the status of new members with the Sport Chairpersons.
3. To advise the President or presiding officer relative to the need for special meetings.
4. To conduct all correspondence as necessary for Association business.
5. To assume all duties of Treasurer, including preparing an annual budget, monthly financial reports and accounting for all Association dues, assessments and expenses.
6. To maintain a Journal of Minutes for all Association meetings.

13.03 The Executive Secretary shall be reimbursed for all costs incurred in the name of the Association, subject to the approval by the Executive Board. The Executive Secretary may receive an annual stipend, to be established by the Executive Board.

13.04 If the Executive Secretary position becomes vacant, the Executive Board may appoint any member as a temporary replacement to serve until a permanent replacement is appointed

ARTICLE XIV - OMNIBUS CLAUSE

14.01 All matters not specially covered by the foregoing Articles may be submitted to the Executive Board for recommendation to the general membership. Voting on these matters will be by mail or email ballot with a majority of eligible voters needed for passage.

Previous amendments have been accepted on the following dates:

- November 10, 1960
- October 23, 1961
- October 8, 1970
- March 6, 1972
- April 5, 1973
- January 1, 1975
- July 15, 1975
- January 1, 1976
- November 8, 1976
- May 7, 1978
- June 11, 1979
- November 13, 1979
- February 21, 1982
- November 3, 1983
- April 24, 1985
- March 23, 1987
- November 1, 1989
- November 1, 1994
- November 12, 1996
- July 17, 1997
- November 3, 1999
- March 31, 2004
- July 27, 2011
- November 2, 2017

Upon request of Regular members, the Executive Secretary will provide specific details about the preceding amendments.