

# **BY-LAWS OF THE MANKATO AREA OFFICIALS ASSOCIATION**

## **ARTICLE 1 Name and Purposes**

### Section 1: Name

The name of this organization shall be the Mankato Area Officials Association (MAOA), herein known as the Association.

### Section 2: Purposes

The purposes of the Association shall be as follows:

1. To provide assistance and guidance to those who wish to become sports officials.
2. To improve the level of sports officiating in Mankato, MN and the surrounding area.

### Section 3: Affiliation

Upon approval by the Minnesota State High School League (MSHSL), the Association shall be recognized as a Charter Association in the sports of basketball, football, and volleyball.

## **ARTICLE II Membership**

### Section 1: Eligibility

Membership is open to any registered official of the MSHSL living in or near Mankato, MN in the sports listed in the By-Laws.

### Section 2: Exclusivity

With regards to the sports listed in the By-Laws, no Member shall belong to any other officials association than this Association.

### Section 3: Multiple Sports

Any Member who officiates more than one sport listed in the By-Laws shall be classified by the highest classification attained in any one sport and shall be encouraged to obtain the highest classification in all sports.

### Section 4: Ethical Behavior

All Members shall abide by the Code of Ethics set forth, as amended, by the MSHSL.

**ARTICLE III**  
**Membership Status**

Section 1: Classifications

Members shall be classified as Associate, Reserve, or Regular as set forth in the By-Laws.

Section 2: Voting Privileges

All Reserve and Regular Members shall have the right to vote on all Association matters.

EXCEPTION: Only Regular Members shall vote on change of status from Reserve to Regular.

Section 3: Associate Member

To be classified as an Associate Member, a new or returning Member shall complete their registration and payment of Membership Dues to the Association.

Section 4: Reserve Member

An Associate Member shall be automatically classified as a Reserve Member when, in the previous season, the following minimum number of varsity contests in any one (1) sport have been officiated:

- A. Basketball – 5 Games
- B. Football – 3 Games
- C. Volleyball – 5 Matches

Section 5: Regular Member

A. Admission

To be admitted as a Regular Member, a Reserve Member shall meet the following criteria:

1. Minimum two (2) years of varsity experience as defined in Section 4 of this Article.  
If the required experience comes from outside the Association, the Reserve member shall provide letters of experience and/or recommendation from the following people.
  - a. Two (2) high school athletic directors.
  - b. Two (2) high school coaches in the specific sport.
  - c. Two (2) officials in the specific sport.
  - d. The former officials association or a member thereof.
2. Evaluation through the Association's Mentor System. A written recommendation by the Reserve Member's mentor and two (2) other Regular Members shall be sent to the Vice President by March 15 (postmark).
3. Application using the Association's Application Form shall be sent to the Vice President by March 15 (postmark).
4. A written recommendation made by the Screening Board before the Annual Meeting.

5. Approval by Sixty Percent (60%) majority vote of those Regular Members present and voting at the Annual Meeting, provided a quorum of all Regular and Reserve Members are present.

B. Returning From Retirement

A retired Regular Member who has been out of officiating for one (1) or more seasons upon return to the Association shall be classified as a Reserve Member for a minimum of one (1) season. Criteria other than Section 5-A-1 shall be satisfied to return as a Regular Member.

Section 6: Resignation

Any Member may resign from the Association by sending written notice to the President or any member of the Executive Board.

**ARTICLE IV**  
**Positions and Duties**

Section 1: Positions

A. Elected Officers

The following Offices shall be filled by election:

1. President
2. Vice President
3. Recording Secretary-Treasurer
4. Assignment Secretary
5. Five (5) At-Large Members of the Executive Board, one (1) of who shall be a Reserve Member.

B. Charter Clinician(s)

The President, with approval of the Executive Board, shall appoint a Charter Clinician for each sport listed in the By-Laws.

Section 2: Eligibility

Only Regular Members are eligible to fill any Position. EXCEPTION: Reserve Members are eligible for their At-Large Position. A Member may only hold one position during any one term.

Section 3: Length of Term

The length of term for all Elected Officers is two (2) years. The length of term for the Charter Clinician(s) is one (1) year.

Section 4: Election/Appointment

The President, Vice President, Recording Secretary-Treasurer, and Assignment Secretary shall be elected at Annual Meetings held in odd-numbered years. The At-Large Members shall be elected at

Annual Meetings held in even-numbered years. The Charter Clinician(s) shall be appointed at the Annual Meeting.

#### Section 5: Re-Election/Re-Appointment

The President, Vice President, Recording Secretary-Treasurer, and At-Large Members may not be elected to a second consecutive term. The Assignment Secretary may be elected to a second, but not a third, consecutive term. The Charter Clinician(s) may serve any number of consecutive terms.

#### Section 6: Vacancies

If the office of President is vacated, the Vice President shall become the President. If any other office is vacated, the Executive Board shall appoint a replacement. Any replacement shall serve the remainder of the unserved term. If eligible, they may be re-elected to the position they filled.

#### Section 7: Duties of the President

The duties of the President shall be as follows:

- A. Preside at all Meetings when present.
- B. Exercise general supervision over the affairs and activities of the Association.
- C. Appoint committees as needed, subject to approval at a Regular Meeting, and serve as an ex-officio member of those committees.

#### Section 8: Duties of the Vice President

The duties of the Vice President shall be as follows:

- A. Assume the duties of the President during an absence of the President.
- B. Be responsible for programs and rule interpretations.

#### Section 9: Duties of the Recording Secretary-Treasurer

The duties of the Recording Secretary-Treasurer shall be as follows:

- A. Keep or cause to keep minutes of all meetings, which shall be an accurate record of all business transactions.
- B. Receive all Association funds, keep them in a bank selected by the Executive Board, and make all disbursements.
- C. Keep an accurate roster of Membership.
- D. Cause to be published a Membership Directory.

#### Section 10: Duties of the Assignment Secretary

The duties of the Assignment Secretary shall be as follows:

- A. Carry on correspondence with coaches, athletic directors, or conference officials when necessary.
- B. Maintain an assignment book detailing an accurate record concerning the date and place of contest assignments from coaches, athletic directors, conference officials, and/or Members of the Association.
- C. Maintain an accurate record of all contests assigned to Members of the Association.

- D. Present for inspection at Regular Meetings or any time requested by a Member any and all correspondence sent and received since the last inspection request.

Section 11: Duties of the At-Large Members

The duties of the At-Large Members shall be as follows:

- A. Attend all meetings of the Executive Board.
- B. Assist with the affairs and activities of the Association.

Section 12: Duties of the Charter Clinician(s)

The duties of the Charter Clinician(s) shall be as follows:

- A. Attend the Charter Clinician's meeting in their sport when hosted by the MSHSL.
- B. Conduct meetings and clinics as required by the Charter Association program of the MSHSL.

**ARTICLE V**  
**Permanent Boards**

Section 1: Executive Board

The Executive Board shall be composed of the Elected Officers listed in Article IV and the immediate past Assignment Secretary. Its duty shall be to consider, promote, and transact the business of the Association, subject to approval at a Regular Meeting.

Section 2: Auditing Board

The Auditing Board shall be composed of the Executive Board with the exception of the Recording Secretary-Treasurer. It shall certify the accuracy of the fiscal records of the Association.

Section 3: Screening Board

The Screening Board shall be composed of the Vice President, who shall be the chair, and three (3) other Regular Members who are not Elected Officers. It shall have the following responsibilities:

- A. Receive all requests or applications for membership or reclassification.
- B. Take those actions necessary to evaluate prospective or current Members for admission or reclassification; or if in the case of receipt of complaint(s), reclassification or removal.
- C. Conduct evaluations and examinations of prospective or current Members' officiating.
- D. May receive recommendations from coaches, school officials, contest officials, or Association members.
- E. Submit recommendations to the President prior to the Annual Meeting.

#### Section 4: Appeal Board

The Appeal Board, when constituted by the President, shall consist of the past President and the two (2) most recent past Assignment Secretaries, provided that no person shall sit on the Appeal Board who has previously considered the subject complaint(s) on the Screening Board or in any other substantial capacity.

### **ARTICLE VI Meetings**

#### Section 1: Regular Meetings

The following shall constitute Regular Meetings of the Association:

- A. A business meeting following a MSHSL Rules Interpretation Meeting.
- B. A meeting held to review the test in a specific sport.
- C. A mechanics clinic held in a specific sport.
- D. Any other meetings held during a season in a specific sport.

#### Section 2: Annual Meeting

The Annual Meeting for the Association shall be held in April, a date and place to be arranged by the Executive Board.

#### Section 3: Agenda

The Agenda for all Meetings shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Officer Reports
- E. Committee Reports
- F. Old Business
- G. New Business
- H. Program
- I. Adjournment

#### Section 4: Quorum

##### A. Regular Meetings

Twenty-Five Percent (25%) of the Reserve and Regular Members of the sport in season shall constitute a quorum for the transaction of business, subject to approval at the Annual Meeting.

##### B. Annual Meeting

Twenty-Five Percent (25%) of the Reserve and Regular Members of the Association shall constitute a quorum for the transaction of business.

Section 5: Parliamentary Authority

Robert's Rules of Order, Revised shall be the parliamentary authority for all Meetings of the Association.

**ARTICLE VII**

**Dues**

Section 1: Determination

Membership Dues shall be set at the Annual Meeting.

Section 2: Payable

Membership Dues are payable at the Annual Meeting and no later than April 30.

Section 3: Failure to Pay

Any Member who fails to pay Membership Dues by the due date shall not be included in the Membership Directory of the Association.

Section 4: Termination

Membership in the Association shall be considered terminated if Membership Dues for the previous year have not been paid on or before the Annual Meeting.

Section 5: Refunds

No cancellation or refund of Membership Dues shall be made if any Member resigns between Annual Meetings.

**ARTICLE VIII**

**Fees**

Section 1: Contest Fee(s)

The Contest Fee(s) for the sport(s) served by the Association shall be determined at the Annual Meeting.

Section 2: Mileage Fee

The Mileage Fee as determined by the current rate of the MSHSL is recommended.

Section 3: Assignment Secretary Fee

The Assignment Secretary, and any assistants, shall receive an annual Fee as determined at the Annual Meeting.

**ARTICLE IX**  
**Disciplinary Action**

Any Member may be reclassified or have Membership terminated for just cause. The following procedure shall be followed:

- A. A complaint from a coach, player, school official, game official, MSHSL official, or Member of the Association shall be received by the President, who then shall forward it to the Screening Board.
- B. The complaint shall be reviewed with the subject Member by the Screening Board.
- C. The Screening Board shall give its written recommendation to the subject Member and the President.
- D. If dissatisfied, the subject Member may, within ten (10) days of receipt of the Screening Board's recommendation, file a written appeal with the President.
- E. The President shall convene the Appeal Board within ten (10) days of the Appeal.
- F. The Appeal Board shall review the complaint and recommendation within twenty (20) days of the appeal and issue a determination within ten (10) days of their meeting.
- G. The recommendation and, if applicable, determination shall be submitted to the President for consideration at the next Annual Meeting.
- H. Consideration of the recommendation and/or determination shall be made at the Annual Meeting. Approval shall require a Sixty Percent (60%) majority vote of those Reserve and Regular members attending, provided a quorum is present.

**ARTICLE X**  
**Amendments**

Section 1: Proposal

Any Amendment(s) to the By-Laws shall be proposed at any Regular Meeting.

Section 2: Approval

Any Proposed Amendment(s) shall be approved by the Executive Board before being presented at the Annual Meeting.

Section 3: Ratification

Any Approved Amendment(s) shall be adopted by two-thirds (2/3) majority vote of all Reserve and Regular Members present and voting at the Annual Meeting.



The Undersigned, being respectively the President and Recording Secretary-Treasurer of the Mankato Area Officials Association, a Minnesota Non-Profit Corporation, do hereby certify that the foregoing By-Laws were duly adopted by the Membership at its Meeting on November 4, 1987.

Dated this 4<sup>th</sup> Day of November, 1987.

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President

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Recording Secretary-Treasurer

Consolidated By-Laws and current Amendments as of the 3<sup>rd</sup> Day of April, 2003.

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President

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Recording Secretary-Treasurer