



CONSTITUTION

Capital Area Officials Association Constitution

ARTICLE I - NAME

The name of this organization shall be designated and known as Capital Area Officials Association

ARTICLE II - PURPOSE

- A. Educate our members through classes, programs, meetings and clinics designed to improve the quality of officiating.
- B. Provide a high caliber of officiating for interscholastic contests between MHSAA member schools and for MHSAA tournament contests to which we are assigned.
- C. Maintain the status of an "APPROVED ASSOCIATION" as defined by the MHSAA.
- D. Provide mutual support to Association members through a professional approach to athletic officiating in the sports of Football, Girls and Boys Basketball
- E. Promote the MHSAA "Code For Athletic Officials".

ARTICLE III - MEMBERSHIP

A. Membership in this Association shall be extended to all individuals who understand and support the purpose of the Capital Area Officials Association, upon application and acceptance according to the Association constitution.

B. Membership shall be of the following types.

- 1. Active. An active member is one who was properly registered with the MHSAA prior to the July 1 deadline; who is current in his/her Association dues; who meets the membership requirements set forth here and elsewhere in this constitution; and who annually submits a copy of his/her MHSAA officials ID card to the Association Secretary.
- 2. Honorary. An honorary member is one who is nominated for membership in the Association by virtue of his/her support of the purpose of the Association and evidence of commitment to officiating. An honorary member shall meet all membership requirements except MHSAA registration and the local dues obligation.
- 3. Inactive. An inactive member is one who is registered with the MHSAA, is current in his/her Association dues and fails to participate in at least 60% of the Association general meetings during the year.

C. Application for Membership.

- 1. Active. Application for membership shall be made to a designated Association representative on an Association application form and shall be accompanied with the dues for that fiscal year and a copy of the applicant's MHSAA official's ID card.
- 2. Honorary. Nominations for honorary members shall be made from the membership and will be confirmed by a vote of a two-thirds majority of Association membership.

D. Membership Privileges.

- 1. Active members are entitled to one vote in the conduct of Association business and are eligible to hold an office.
- 2. Honorary members may not vote or hold elected office but may serve in any capacity to which they are appointed by the President.
- 3. Inactive members may not vote or hold elected or appointed offices.

E. Membership Obligations.

1. Maintain current registration with the MHSAA except in the case of honorary members.
2. Follow the MHSAA "Code of Conduct for Officials.
3. Maintain conduct which reflects professionalism as an official and which will bring credit to the Association and its members.
4. Attend meetings and training programs.
5. Develop officiating skills to the highest possible level of competency.

F. Resignation.

1. A member not in default of dues and who in all other ways is a member in good standing may at any time file for resignation in writing with the Association and it shall be effective as of the date it was filed.

G. Expulsion. Suspension and Reinstatement.

1. The Executive Board of the Association shall have the power to censor, suspend or expel any member for violation of the Michigan High School Athletic Association's "Code of Conduct for Officials".
2. The member shall receive written notice of any and all charges against him or her and shall receive such notice by certified mail. After receiving such notice, a member shall have a right to a hearing before the Executive Board before any disciplinary action is taken.

The Executive Board shall issue a written decision regarding the disciplinary action taken against the member and shall send a copy of said decision to the member by certified mail.

3. If the member waives his or her right to a hearing, then the decision of the Board shall be final. Further, the member shall lose all rights of appeal as provided herein.
4. If the member disagrees with the decision of the Executive Board regarding any and all disciplinary actions taken against him or her, then there shall be a right to appeal through the Association's grievance procedure as provided herein.

ARTICLE IV - ELECTIONS

A. The election of the executive officers, and the Executive Board, shall take place every five (5) years at the April meeting of the even numbered years.

B. The President shall appoint a nominating committee in February to secure a slate of candidates for the offices of the Association. The nominating committee shall conduct the election, count the ballots, and announce the results. The newly elected officers shall take office immediately following the meeting.

C. The voting shall be by secret ballot with a simple majority of the vote of the members present sufficient to elect. Only members in good standing may cast a ballot.

D. Special elections as deemed necessary by a majority vote of the Executive Board may be held at any time.

ARTICLE V - MEETINGS

A. There shall be a minimum of four general meetings each school year between September and June.

1. The date, location and time of all meetings (general and training) shall be determined by the Executive Board and be announced annually each August, to the membership, in writing.
2. Only at general meetings may voting matters relative to the Association be considered.

B. There shall be a minimum of four instructional meetings each season in those sports in which members are registered.

1. One instructional meeting each season shall provide instruction in officiating mechanics.

2. Experienced officials will be expected to aid in one instructional meeting every two years.

C. A general meeting may be called by the Association President or by a majority of the Executive Board.

D. Roberts' Rules of Order shall govern the general meetings in all cases to which they are applicable and in which they are not inconsistent with these bylaws or any special rules that have been made by the Executive Board. .

ARTICLE VI - EXECUTIVE BOARD

A. Eligibility.

1. A person shall be eligible to be a member of the Executive Board who is currently a member of the Association and who has been a member of the Association for at least one year prior to the date of the election or appointment.

B. Board Composition.

1. There shall be seven members of the Executive Board which will consist of the President, Vice President, Treasurer, Secretary, Football Director, Girls Basketball Director and Boys Basketball Director. Each member shall have the power to vote as provided in this constitution.

C. Election.

1. The membership shall elect the persons to serve on the Executive Board.

2. The length of service for one term shall be five years.

3. Election will be held during the April general meeting of correct year. During odd numbered years, the membership will elect three members to serve on the Executive Board. During even numbered years, the membership will elect four members to serve on the Executive Board.

4. Each eligible member may vote for any number of candidates, but is limited to the number of positions up for election.

5. The candidates with the most votes will be elected to the Executive Board and will take office following the Spring general meeting of the year of said election.

6. If there is a tie between any numbers of candidates which would elect more persons than there are positions, then those candidates will be in a run off election until the tie is broken.

D. Vacancies.

1. The Executive Board shall fill any vacancy for unexpired-terms of members of the Executive Board who either resign or are expelled from their position.

E. Quorum.

1. A majority of the Executive Board shall constitute a quorum.

F. Attendance.

1. Any member of the Executive Board who fails to attend four meetings of said Board during any one fiscal year will be replaced according to the provisions set forth in these bylaws, any exceptions to this section will be considered on an individual basis solely by the discretion of the Executive Board.

G. Powers.

1. The executive power of the Association shall be vested in the Executive Board who shall have charge of the property, control and management of the affairs and funds of the Association, and shall have the power and authority to do and perform all acts and functions consistent with the bylaws of the Association.
2. The Executive Board shall designate which Association programs are to be dues supported and which are to be non-dues supported. All non-dues supported programs shall be for non-profit purposes. Any dues subsidy for programs designated as non-dues supported must be approved by the membership.
3. The Executive Board shall, in its approval of the Association's annual fiscal report, approve the expenses of the Association.

ARTICLE VII - OFFICERS

A. Election.

1. The Executive Board shall elect the following officers: President, Vice President, Secretary, Treasurer, A majority vote by the Executive Board will decide each officer position.

B. President.

1. The President shall preside over general business meetings and meetings of the Executive Board.
2. The President shall serve as a liaison within the Michigan High School Athletic Association and other school officials.
3. The President shall assume any other responsibility as delegated by the Executive Board.

C. Vice President.

1. The Vice President shall assume any responsibilities that cannot be fulfilled by the President.
2. This person shall be knowledgeable in Robert's Rules of Order Revised.

D. Secretary.

1. The Secretary or designated representatives shall keep minutes of general business meetings and Executive Board meetings and present such at the next meeting and keep copies of minutes for Association records.
2. The Secretary shall coordinate budgeting concerns affecting the office with the Treasurer.
3. The Secretary shall make a secretarial report of each general business meeting.
4. The Secretary shall make and maintain a mailing list of schools and other local sponsors of athletic contests.
5. The Secretary shall assume any other responsibility as delegated by the Executive Board.

E. Treasurer.

1. The Treasurer shall make a financial report at each general business meeting.
2. The Treasurer shall keep records of assets, liabilities, income and disbursements of the Association.
3. The Treasurer shall coordinate annual dues collection with the secretary.
4. The Treasurer shall pay all bills for the Association through Association accounts.
5. The Treasurer shall provide an annual budget report and income statement to the president and Executive Board and assume any other responsibility as delegated by the Executive Board.

G. Sport Directors (one each Football, Girls Basketball and Boys Basketball).

1. These individuals shall recommend policy to the membership and Executive Board and any other duties assigned by the Executive Board.

2. This person shall be knowledgeable and an experienced official in his or her respective sport. The sports director shall preside over instructional meetings held for the respective sport. There shall be a sports director for each sport of which the Association has member officials.

ARTICLE VIII- EXECUTIVE DIRECTOR

A. The Executive Director will be appointed by the Executive Board.

1. The Executive Director shall be responsible for the daily operation of the association.

2. The Executive Director shall maintain records on membership including personal and officiating information of each member and coordinate game assignment procedure consistent with guidelines of the Association.

3. The Executive Director shall be responsible for Association correspondence to and from members, schools, individuals and groups

4. The Executive Director shall promote membership within the association and provide leadership in the recruitment of new individuals.

5. The Executive Director shall coordinate the planning of all instructional meetings and the development of all instructional components.

6. The Executive Director shall schedule and coordinate all programs for general and instruction meetings.

7. The Executive Director shall coordinate local evaluation of all member officials. The evaluation shall involve an observation, a written critique and when necessary a plan for improvement.

ARTICLE IX- Membership Assessments

A. Dues for the following year will be determined prior to the April general meeting at which elections occur and shall apply to the Association membership year which begins May 1 and ends April 30.

B. Dues will be used to promote the Association and its activities and are to remain a part of the Association's financial accounts.

C. Failure to pay annual dues 30 days after the due date will result in the assessment of a late fee and all privileges of membership shall be suspended until all arrears are paid in full.

D. Honorary members are excluded from payment of dues.

E. The Executive Board, upon receipt of written application may waive, suspend or reduce the dues of any member for the fiscal year for good reason.

ARTICLE X - AMENDMENTS

A. These bylaws of the Association may be amended by a two-thirds vote of the members of the Association during any general business meeting, at which at least 50% of the membership are present and voting.

B. A proposed amendment must be in writing and read to the membership prior to voting on the amendment.

ARTICLE XI - DISSOLUTION

A. If for any reason this Association fails to exist in the future, the assets of the Association shall be donated to Cystic Fibrosis Foundation, a Michigan charity.