

South Central Officials Association Constitution and By-Laws

Article I – Name:

The name of this organization shall be known as *South Central Officials Association (SCOA)*.
Access to SCOA website is scaaonline.com

Article II – Purpose:

- A) Educate SCOA members through classes, programs, meetings and clinics designed to improve the quality of respective sports that they are officiating.
- B) Provide a high level of officiating for interscholastic contests between the Michigan High School Athletic Association (MHSAA) affiliated schools and for MHSAA sponsored tournaments.
- C) Maintain the status of an “*enrolled association*” as defined by the MHSAA, or to maintain the status of a “*approved association*” as defined by the MHSAA.
- D) Provide mutual support, and or instruction to SCOA members through a professional approach in the officiating of interscholastic athletics.
- E) Promote the MHSAA “Code of Ethics for Officials.”

Article III – Membership:

- A) Membership in the SCOA shall be extended to all individual who understand and support the purpose of the SCOA, upon application and acceptance according to the said association’s constitution and by-laws.
- B) Membership shall be of the following types:
 - 1) **Active:** An active member is one who is properly registered with the MHSAA prior to its July 1st respective year deadline; who is current in his/her SCOA dues, who meets requirements set forth here and elsewhere in this constitution; and, who can provide proof of current MHSAA registered membership to the SCOA Board of Directors. Application for membership shall be complete with payment (*exception first year officials*) of annual dues (\$25) received no later than July 30 of the respective fall season and dues paid afterwards until August 15 will be \$30; and after August 15 membership will be terminated; name in full, mailing address, email address and proof of applicants MHSAA registration.
 - 2) **Honorary:** An honorary member is one who is nominated for membership in the SCOA by virtue of his/her support of the SCOA and evidence of commitment to officiating. An honorary member shall meet all membership requirements, except MHSAA registration and SCOA dues obligation. Nominations for honorary members shall be made from the membership and will be confirmed by a vote of two-thirds (2/3rds) majority of SCOA membership.
 - 3) **Inactive:** An inactive member is one who does not meet the requirement(s) as described by the MHSAA as a member in good standing.
- C) Membership privileges:
 - 1) Active members are entitled to one vote in the conduct of SCOA business and are eligible to hold office, i.e. President, Secretary, Treasurer, Board of Trustees (respective sport trainers and assignors are automatically on the Board of Trustees, and a Member Representative.)
 - 2) Honorary members may not vote or hold elected office, but may serve in any capacity to which the President and Board of Directors appoints.
 - 3) Inactive members may not vote or hold elected or appointed office.
- D) Membership obligations:
 - 1) Maintain current registration with the MHSAA, except in the case of honorary member.
 - 2) See MIGS System.
 - 3) Follow MHSAA “*Code of Conduct for Officials.*”
 - 4) Maintain a conduct which reflects professionalism.
 - 5) Attend meetings and training programs, clinics and camps.
 - 6) Continually develop officiating skills to the highest level.

- E) Resignation: A member, not in default of dues and who in all other ways is a member in good standing may at any time file a written letter of resignation with the SCOA and it shall be effective as of the date filed.
- F) Expulsion, suspension, reinstatement:
 - 1) The SCOA Board of Directors shall have the power to censor, suspend or expel any member for violation of the MHSAA *Code of Ethics*.”
 - 2) The respective member shall receive written notice of any, and all charges against him/her, via certified mail. After receiving such notice, a member shall have a right to a hearing before the Board of Directors before any disciplinary action is taken. The said Board of Directors shall issue a written decision regarding the disciplinary action taken against the member and shall send a copy of said decision to the member via certified mail.
 - 3) If the member waives his/her rights to a hearing, then the decision of the Board shall be final. Further, the member shall lose all rights of appeal as provided.
 - 4) If the member disagrees with Board decision, regarding any and all disciplinary action(s) taken against him/her there shall be a right to appeal through association’s grievance as provided herein.

Article IV – Elections:

- A) Elections of offices – President, Secretary and Treasurer – shall take place every two (2) years. The election of member(s) to the Board of Directors shall be conducted at annual (even years) meetings.
- B) The president shall appoint a nominating committee prior to the nomination of officers to secure a slate of perspective candidates. The nominating committee shall conduct the election, count the ballots and announce the results. The newly elected officers shall take office immediately following the annual meeting.
 - 1) Exception to election when no members have come forward to be elected to an office then a vote of affirmation by attendees at a general meeting will be held.
 - 2) Voting can be done by secret ballot with a simple majority of the vote of the active members present sufficient to elect. Only members in good standing can vote.
 - 3) Special elections, as deemed necessary, by a majority vote of the Board of Directors may be held at any time.

Article V – Meetings:

- A) There shall be a minimum of one (1) General Membership meeting each school year between July 1 and June 30. The date, location and time of all meetings (general and training) shall be determined by the Board of Trustees, respective trainers and announced annually each August to membership via writing and online.
- B) Only a General Membership meeting can be used on voting matters, relative to SCOA.
- C) There shall be a minimum of three instructional meetings each season in those sports which members are registered. One instructional meeting each season shall provide instruction in officiating mechanics. Experienced officials may be expected to aid in one instructional meeting every two years.
- D) A General Meeting shall be held by the SCOA President, or by a majority of the Board of Directors.
- E) *Roberts Rules of Order* shall govern the general, special meetings in all cases which they are applicable, and in which they are not inconsistent with these by-laws, or any special rules that have been made by the Board of Director

Article VI – Board of Directors:

- A) Eligibility: A person shall be eligible to serve on the Board of Directors for at least one year if they are a respective sports trainer and member in good standing.
- B) The President shall preside over the Board, assisted by the Treasurer and Secretary.
- C) Attendance: Directors are expected to attend meetings. Failure to attend will constitute replacement on an annual basis. Any exception shall be considered on an individual basis at the direction of the Board of Directors.

- D) **Powers:** The executive power of the Board of Directors shall be in charge of the property, control and management of the funds of said association. The board shall have the power and authority to do and perform all acts and functions consistent with the by-laws of the SCOA. The Board shall designate which said association programs are dues supported and which are non dues supported.

Article VII – Officers:

- A) **President:** Shall preside over general business meetings and meeting of the Board of Directors, The President shall assume any other responsibilities delegated by the Board of Directors, including being the liaison within the MHSAA and other school officials.
- B) **Secretary:** Shall maintain records on membership, including personal and officiating information of each member and coordinate game assignment procedure consistent with guidelines of the SCOA. The Secretary or designated representative will keep minutes of general business meetings and Board of Director meetings and present minutes of SCOA meetings to record. The Secretary shall be responsible for SCOA correspondence to, and from members, schools, individuals and other groups.
- C) **Treasurer:** Shall be prepared to present a financial report at any general meeting and annually in June an audited report to be submitted to the MHSAA. The treasurer shall keep records of assets, bills, income and disbursement of the funds by the SCOA and coordinate with the Secretary annual dues collections. All bills of the SCOA will be paid by the Treasurer and a budget report will be submitted at the annual meeting.
- D) **Trainer(s):** Shall be recommended by the SCOA, per sports sponsored, to the MHSAA. Trainer is responsible to attend meetings generated by the MHSAA, “*Train the Trainer*” and conduct at least three meetings pertinent to specific sport. The trainers are automatically members of the Board of Directors. At meetings mechanics and rules should be reviewed. Dates for said meetings, three or more, should be established with the President and placed on the online SCOA website.
- E) **Member In Good Standing System:**
In an effort to qualify for post-season status a 6 point system (per sport) and being current in SCOA dues is effectuated for trainers:
- 1) Attending General Meeting – 1 point;
 - 2) Attending sports specific meeting – 2 points;
 - 3) Attending another association meeting (one allowed per sport) – 1 point;
 - 4) Attending an instructional scrimmage – 2 points;
 - 5) Attending Michigan High School Athletic Association, or other sanctioned sports specific camp/clinic (proof of attendance – official’s responsibility) – 2 points.

Article VIII – Committees:

- A) The Board of Trustees shall make committee appointments
- B) Committees may include, but are not limited to the following:
- 1) Membership (Retention and New)
 - 2) Awards
 - 3) Instruction
 - 4) Evaluation

Article IX – Assessments:

- A) Membership year begins August of each year and runs through July 1 – dues are used to promote the SCOA and activities selected by the Board of Directors.
- B) Honorary members, President, Secretary and Treasurer; Board of Directors – Trainers; and first-year members shall be excused of paying dues.
- C) Dissolution of the SCOA shall result in assets disbursed to charitable organization(s).

Article X – Amendments:

- A) The SCOA constitution and by-laws can be amended by Board of Directors, Officers with a quorum or 50% of the membership at a General Meeting. Amendments must be presented in written format.