

WEST SUBURBAN OFFICIALS ASSOCIATION

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CONSTITUTION

ARTICLE I NAME

Section I

The name of the association shall be the WEST SUBURBAN Officials Association (hereafter referred to as the Association), a 503(c) non-profit corporation of the State of Minnesota.

Section 2

Office- The Association may have offices at such places as determined by the board directors.

ARTICLE II PURPOSE

1. To promote, carry on, conduct and foster amateur hockey officiating, education, training and publication related to the sport, enjoyment, appreciation and improvement of hockey officials.
2. To establish education and provide leadership to hockey officials as guided by USA Hockey.
3. To establish and regulate training for new and experienced officials, to improve the game of hockey consistent with USA Hockey.
4. To establish and regulate a mentoring program consistent with USA Hockey.
5. To establish and regulate an evaluation program for new and experienced officials consistent with USA Hockey.
6. Schedule appropriate officials at district league games, scrimmages and tournaments.
7. To establish consistent and equitable fees for officiating amateur hockey games, scrimmages and tournaments.

ARTICLE III MEMBERSHIP

Section I

Active membership in the Association shall consist of members who subscribe to and fully support the objectives and goals as set forth in the constitution and by-laws; who are fully registered and in good standing with the USA Hockey Officials program.

Section II

The Association does not discriminate because of age, race, religion, national origin or gender.

Section III

Non-members may be allowed to officiate contests scheduled by the Association provided they are in good standing with USA Hockey **if no other member is available to officiate**. A per game non-member fee may be applied to any games officiated by a non-member.

Section IV

Inactive members are former active members, qualified hockey officials, who chose to remain involved in officiating in an off-ice capacity.

ARTICLE IV

ORGANIZATION

Section I

The scope of activity of the Association will consist of a region where boundaries and divisions shall be determined by the Officers and Board of Directors of the Association.

Section II

All financial documentation shall be available for review by the membership upon written request and in due time.

ARTICLE V OFFICERS

Section I

- A. Officers of the Association shall consist of a president, vice-president, secretary, and treasurer.
- B. The terms of office and election of the president and vice president shall occur every two (2) years starting with the 2008 – 2009 season.
- C. The president and vice president shall be nominated and elected in accordance with the following:
 - 1. During election years for association officers and not later than March 31 of those years, the Association Secretary shall call an Annual Meeting of all members of the Association. At that time nominations will be taken and elections determined by a majority count of members present.
 - 2. The nominees for Association office shall be selected as follows:
 - a) All Association officers desiring re-election shall be placed on the ballot.
 - b) All Association members desiring election shall be placed on the ballot.
 - c) Nominated members need not be present but if not present give written acceptance of the nomination available at the meeting. If no written acceptance of the nomination, the nominee will not be placed on the ballot.
- D. The office of president shall be limited to two (2) consecutive terms (a term to consist of two (2) years.) with no lifetime limit.
- E. In case of a vacancy in the office of the president, the vice-president automatically becomes president.
- F. In case of a vacancy in the office of vice-president, secretary or treasurer, the president shall appoint a replacement to serve the remainder of the term. The appointee will be subject to approval by the Board of Directors if there is one year or more remaining in the term.
- G. The president, upon election, shall appoint the secretary, treasurer, and scheduler pending approval of the Board of Directors.

ARTICLE VI BOARD OF DIRECTORS

Section I

Elected members of the Board of Directors shall be elected by the general membership at the annual meeting.

Section II

The Board of Directors shall consist of the current Association Officers, the district Supervisor of Officials, the scheduler and three to four (3-4) at large members. The current District 5 Supervisor of officials may not hold any other board position. The at large members will be elected for a three (3) year term.

ARTICLE VII
AMENDMENTS

Section I

A. Amendments of this constitution will be adopted upon presentation of any proposed amendment, pre-approved by the Board of Directors and ratified by the general membership at the annual meeting with a simple majority vote of the quorum present.

B. A proposal for amendment may be presented by any member at the annual meeting for ratification by the general membership with a majority vote of seventy percent (70%) of the quorum present.

Section II - Adopted Amendments

WEST SUBURBAN OFFICIALS ASSOCIATION

BY-LAWS

ARTICLE I MEMBERSHIP

Section I

Membership in the West Suburban Officials Association shall consist of members who subscribe to and fully support the objectives and goals as set forth in the constitution and by-laws of the Association. Who are fully registered and in good standing with the USA Hockey Officials program.

Section II

Membership into the Association shall be granted to any individual meeting membership requirements, including current dues/fees.

Section III

Any member proven to be guilty of practicing or using unfair or dishonest methods of officiating, or who knowingly commits an intentional act which shall tend to injure the honest character or reputation of a fellow member, or to disturb the harmony or function of the Association, shall be automatically expelled from all Association activities for a period of one year. A second offense shall result in lifetime expulsion from the Association. This disciplinary action may be initiated by the Association or on a national level as seen fit by USA Hockey. All Association disciplinary action must be coordinated and approved by the Association Officers and Board of Directors, all national disciplinary action must be coordinated and approved by USA Hockey. In all cases, the accused shall be given the opportunity to defend themselves at all levels. The Association will honor any USA Hockey disciplinary actions.

Section IV

Section V

In order to officiate amateur hockey contests the official shall be fully registered and in good standing with USA Hockey. He/she shall not be under suspension by the Association. He/she shall be up to date with dues of the Association. Any non-member asked to officiate contests for the Association must be fully registered with USA Hockey. A per game fee will be assessed.

Section VI

All members must maintain proper decorum fitting a hockey official. This includes on and off the ice actions. No member shall officiate while under the influence of alcohol, illegal drugs or legal drugs used in an illegal manner.

Section VII

Any member may resign by notifying the Secretary, which resignation shall be presented to the board of directors by the Secretary at the first meeting following receipt of the resignation. Such resignation shall not relieve the resigning member of any dues/fees, assessments or other charges previously accrued and unpaid prior to receipt of the resignation.

Section VIII

Upon written request submitted to the Secretary signed by the former member, reinstatement of a former member will be considered by the board of directors. The Board may by affirmative vote of a majority of the Directors, reinstate such a former member to active membership upon terms as the Board may deem appropriate.

Section IX

All disciplinary action shall be governed by the policies and procedures as set forth by the Board of Directors.

ARTICLE II MEETINGS

Section I

Meetings shall be scheduled as determined by the Officers and Board of Directors. Two general meetings of the membership shall be called, the first prior to March 31 and the second prior to October 31 of each year. Written, vocal or electronic notice of time, place and object of the meeting shall be given to all active members no less than two weeks prior to the scheduled meeting.

Section II

Voting- The presence of twenty percent (20%) of the active membership constitutes a quorum. A simple majority vote of such members where a quorum is present is necessary to make a decision, except where it is overruled by law or by these by-laws. Neither proxy voting nor mail in voting is permitted.

ARTICLE III FINANCE

Section I

The annual membership dues/fees will be payable to the Association. The dues/fees shall be recommended by the Officers and Board of Directors and approved by the membership.

Section II

The Officers and the Board of Directors will set scheduling fees.

ARTICLE IV DUTIES OF MEMBERS

Section I

All members will be required to submit to the Association Secretary proof of certification with USA Hockey Officiating program each year. The Association shall be notified of any changes in personal information. **All members of the Association will be required to sign an independent contractor agreement and have a W-9 on file with the secretary, to be eligible to officiate any games assigned by the Association.**

Section II

Attend Association meetings; the annual general membership meetings are mandatory.

Section III

Serve on committees as requested.

Section IV

Once an assignment has been accepted the accepting official will be expected to officiate the accepted game, unless turned back by due process established by the policies and procedures of the board of Directors. Each official will be responsible for keeping his or her scheduling calendar up to date. If an official is assigned a game that official will be expected to accept the assignment.

Section V

When an official misses an assignment (other than extenuating circumstances) the Board of Directors of the Association will take disciplinary action based on the policies and procedures set forth by said Board.

ARTICLE VI

DUTIES OF OFFICERS

Section I - Duties of President

- A. Preside at all meetings of the Association.
- B. Appoint committees as needed.
- C. Monitor, coordinate, and review functions of the Association.
- D. Appoint the positions of Secretary, Treasurer, Scheduler,, and the Director of Official Development.
- E. Assign an Official Development Coordinator.
- F. Attend District 5 Board meeting each month.

Section II - Duties of Vice-President

- A. The vice-president assumes the duties of the president in his absence.
- B. Perform special duties as assigned by the president.

Section III - Duties of Secretary

- A. Keep the minutes of all meetings.
- B. Issue correspondence.
- C. Maintain an association membership roster which includes the address, telephone number, e-mail address and a current copy of the official's USA Hockey Officiating membership card.
- D. Assume the duties of the president in the absence of the president and vice-president.
- E. Maintain necessary and appropriate files of the current information as well as the historical reference.

Section IV - Duties of Treasurer

- A. Receive and deposit funds of the Association giving receipt thereof.
- B. Keep an itemized record of all receipts and expenditures.
- C. Report on financial matters at Association meetings.
- D. Submit records to an audit committee as required.
- E. Prepare, submit, and mail all payroll.

Section V - General

- A. The officers shall provide assistance to the members.
- B. The officers and Board of Directors shall receive and decide on grievances.
- C. The officers shall attend board meetings as required.
- D. The officers shall manage the hiring and employment of all paid employees of the Association.

ARTICLE VII

DUTIES OF THE BOARD OF DIRECTORS

Section I

Assist the officers in the operation and management of the Association.

Section II

Attend Board meetings as required.

Section III

Receive and decide on grievances, with the officers.

Section IV - Scheduler

The scheduler shall schedule all contests that fall under the Association's jurisdiction in a fair and equitable manner to the ability and availability of all member officials. All schedules are to be approved by the president or the secretary in the absence of the president.

Section V - District 5 Supervisor of Officials

Assume the duties of District Supervisor of Officials as assigned by District 5 board of directors which may include (but not limited to) fulfilling all requirements of USA Hockey.

Section VI - Members at Large

Members at large shall, when asked, represent the Association to the local hockey associations that we serve or wish to serve.

**ARTICLE VIII
INDEMNIFICATION**

Section I

The association shall indemnify every officer and director, his heirs, executors, administrators and assigns, against expenses reasonably incurred by him/her in connection with any action, suit or proceeding to which he may be made a party by reason of his being or having been a director or officers of the corporation, or, at its request, of any other corporation of which it is a stockholder or creditor and from which he is not entitled to be indemnified, except in relation to matters as to which he shall be finally adjudged in such action, suit or proceeding to be liable from misconduct; in the event of a settlement, indemnification shall be provided only in connection with such matters covered by the settlement as to which the corporation is advised by counsel that the person to be indemnified did not commit such a breach of duty. The foregoing right of indemnification shall not be exclusive of other rights to which he/she may be entitled.

**ARTICLE IX
AMENDMENTS**

Section I

- A. Amendments of these by-laws will be adopted upon presentation of any proposed amendment, pre-approved by the Board of Directors and ratified by the general membership at the annual meeting with a simple majority vote of the quorum present.
- B. A proposal for amendment may be presented by any member at the annual meeting for ratification by the general membership with a majority vote of seventy percent (70%) of the quorum present.

Section II - Adopted Amendments

Changes – Voted and passed on 10/22/2007,