

# CONSTITUTION

of the

## *SAN DIEGO FIELD HOCKEY OFFICIALS ASSOCIATION*

### ARTICLE I: NAME

This organization shall be known as the San Diego Field Hockey Officials Association (S.D.F.H.O.A.), a not-for-profit association, and shall be referred to in this Constitution and By Laws hereafter as the “*Association*.”

### ARTICLE II: PURPOSE

The purpose of the Association shall be to provide quality field hockey officiating services; to maintain and strive to improve the services through an education and training program; to promote fair play and sportsmanship among people involved in field hockey contests; and, to encourage good fellowship among members of the Association and others interested in field hockey.

### ARTICLE III: MEMBERSHIP

#### A. Eligibility

Membership shall be available to any person interested in field hockey officiating provided he/she agrees to abide by the Constitution and By Laws, Policies, Rules and Regulations, Ethical Standards, and Requirements of the Association.

#### B. Membership Classification

Members shall be classified as follows:

1. Apprentice: Application for membership shall be made in accordance with procedures and requirements as outlined by the Board. On approval by said Board, the applicant becomes an apprentice member, with neither office-holding nor voting privileges.
2. Certified: Certified membership may be voted a Apprentice member by a majority vote of the Board provided: (1) He/She has served at least one year as a Apprentice member, (2) He/She has met all the requirements stipulated by said Board, and (3) He/She has the recommendation of the Instructional/Rating Chairperson.
3. Probationary: Members may be placed by the Board on probationary status for failure to abide by the Constitution and By Laws, Policies, Rules and Regulations, Ethical Standards, and Requirements of the Association. The term of each such probation shall be determined on a case-by-case basis. Probationary members shall have neither office-holding nor voting privileges. Upon written request, signed by a probationary member and filed with the Secretary, the Board may, by vote of a majority of the Directors, rescind the probation of such member prior to the expiration of their probation.

4. Transfer: Transfer membership status will be acknowledged by the Board on receipt of a letter of recommendation from another recognized and accredited field hockey Officials Association.

A transfer member must apply for membership as do new Apprentice applicants. He/she will then be eligible for Certified membership provided he/she has met all association requirements and has received the recommendation of the Instructional/ Rating Chairperson.

5. Associate: Associate members are non-officiating members. Requests for Associate membership must be made to the Board in writing. An Associate member shall pay dues in an amount determined by the Board, but he/she may neither hold office nor vote. Associate members may be restored to officiating status on written request to the Board. The Board shall determine the status, Apprentice or Certified, when an Associate member resumes officiating.
6. Honorary: Honorary members are those people who have been so identified by the Board because of their service to the Association. Included are those people who wish membership in the Association, but do not elect to participate in the activities of the organization. An honorary member shall be exempt from payment of dues, and he/she shall not be eligible to hold office or vote.

C. Membership Resignation

Any member may resign by filing a written resignation with the Secretary, which resignation shall be presented to the Board by the Secretary at the first meeting after receipt; but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments or other charges previously accrued and unpaid prior to the receipt of such resignation.

D. Membership Reinstatements

Upon written request, signed by a former member and filed with the Secretary, the Board may, by the affirmative vote of a majority of the Board, reinstate such former member to membership upon such terms as the Board may deem appropriate.

## ARTICLE IV: GOVERNING BODY

A. Structure

A Board of Directors of five (5) members shall be the governing body of the Association and shall be referred to in this Constitution and By Laws as the “*Board*.” A portion of the Board shall be elected each year on a rotational basis – three Directors, two Directors (this sequence shall repeat) – with the President, Secretary, and Member-at-Large offices elected in even numbered years. The Secretary and Treasurer offices may be combined, with Board approval; should this occur, a second Member-at-Large shall be elected. The Directors shall not receive compensation.

B. Board Powers and Duties

The Board shall:

1. Control and be responsible for all property and funds of the Association.
2. Fix membership dues, initiation fees, and assessments.
3. Determine requirements of membership.
4. Determine qualifications and policies for assigning officials.
5. Initiate education and training programs.
6. Have the authority to interpret and execute the various provisions of this Constitution and By Laws and other matters related to the Association not specifically provided for in this Constitution or in the By Laws.
7. Be empowered to contract for goods or services on the Association's behalf.

ARTICLE V: ELECTION OF DIRECTORS AND OFFICERS

A. Procedures for Nominating Directors

At a previously publicized general meeting, the Secretary shall make available a list of all Certified members in good standing except the Directors continuing in office beyond the date of the election.

A committee appointed by the President, the Nomination Committee, shall generate a list of qualified nominees, as well as solicit nominations from the floor, for each position open for election that year, in office order. Each nominee shall be asked to accept or refuse nomination. There shall be a minimum of one (1) nominee, with no maximum, for each open position.

B. Election of Directors

1. At a previously publicized general meeting, the Secretary shall deliver an election ballot to each certified member present; the time, date, and place of the election shall be determined by the Board. Written notice of the Election Meeting shall be mailed or emailed to each member at such address as appears on the books of the Association not less than fourteen (14) days prior to such meeting.

This ballot shall list the nominated candidates in office order, and shall direct that any ballot carrying more than one (1) mark for each open position be declared invalid. A committee appointed by the President, the Election Committee, shall tally each ballot and report the results to the Board. Ties shall be recorded and broken by a run-off vote.

All election results shall be recorded, published and retained as part of the Association records; returned ballots shall be retained by the Secretary and shall be available to the

Board at the next Board meeting, prior to being disposed of.

2. Elected Directors shall serve a term of office of two (2) years.

## ARTICLE VI: OFFICERS

### A. President

The President shall be the presiding officer of Association meetings and shall be Chair of the Board. The duties and powers of the President shall be the same as are usually attached to such office, and other duties as this Constitution or By Laws, or the Board directs.

### B. Vice President

The duties and powers of the Vice-President shall be the same as are usually attached to such office, and other duties as this Constitution or By Laws, or the Board directs. In the absence of the President, the Vice-President shall assume the duties and responsibilities of the President.

### C. Secretary

The duties and powers of the Secretary shall be the same as are usually attached to such office, and other duties as this Constitution or By Laws, or the Board, directs. He/She shall be responsible to the Board for the conduct of Association business.

### D. Treasurer

The duties and powers of the Treasurer shall be the same as are usually attached to such office, and other duties as this Constitution or By Laws, or the Board, directs. He/She shall be responsible for the safekeeping and accounting of Association funds.

### E. Director(s)-at-Large

The Board shall outline the duties and responsibilities of this office, and these officers shall be responsible to the Board for their performance in such duties and responsibilities.

In the event of vacancies on the Board within 90 days of the resigned Director's election, the nominee receiving the next highest number of votes cast in the Board election shall be appointed to the unexpired term of the resigned Director. If no other nominee exists, or the nominee declines, or the vacancy occurs more than 90 days after the resigned Director's election, the Board shall be empowered to appoint a replacement. Positions shall be advertised at a time, place and method as determined by the Board. Interested applicants shall be considered by the Board and ensuing appointments shall be until the next election. A new Director shall be elected to serve the unexpired term of the resigned Director.

Officers may, with Board approval, appoint subordinates to assist them in their duties. Subordinates will serve as ex-officio non-voting members of the Board.

## ARTICLE VII: AMENDING THE CONSTITUTION

This Constitution shall be ratified by a two-thirds ( $\frac{2}{3}$ ) vote of the members in good standing present at a regular meeting of the Association duly called and held, notice of such vote having been sent to the membership at least thirty (30) days before such meeting.

This Constitution may be amended or repealed by a two-thirds ( $\frac{2}{3}$ ) vote of the Certified members in good standing present at any general or special meeting of the Association duly called and held, notice of such vote having been sent to the Certified members at least thirty (30) days before such meeting. Amendments may be proposed by the Board on its own initiative, or upon petition of any five (5) Certified members, which shall be signed by all 5 and addressed and delivered in writing to the Secretary. All such proposed amendments shall be presented by the Board to the membership with or without recommendation. Upon consideration of a proposed amendment to this Constitution at any general meeting, modifications on the same subject may be offered, voted on, and adopted at the same meeting without prior notice.

## ARTICLE VIII: EXISTENCE AND ASSETS ON DISSOLUTION

### A. Existence

This Association shall continue in perpetuity unless terminated by a vote of two-thirds ( $\frac{2}{3}$ ) of its Certified members.

### B. Assets on Dissolution

Upon dissolution, any assets of the Association shall be liquidated by paying expenses of termination of its affairs; current year dues paid shall be refunded; any balance shall be distributed as provided by statute.

**BY LAWS**  
of the  
***SAN DIEGO FIELD HOCKEY OFFICIALS ASSOCIATION***

**ARTICLE I: RULES OF PROCEDURE**

Roberts' Rules of Order, Revised, shall govern all sessions of this Association, the Board, and the Committees wherever applicable, except when such rules conflict with the Constitution or By Laws of the Association.

**ARTICLE II: QUORUMS**

A quorum for conducting business in Association meetings shall be fifty-one percent (51%) of the Certified membership. A quorum for Board meetings shall be three (3) of the Directors.

**ARTICLE III: VOTING**

- A. There shall be no proxy voting nor mail voting.
- B. Resolutions shall be passed by a simple majority unless contrary to the Constitution or By Laws.
- C. Resolutions shall be passed by a simple majority unless contrary to the Constitution or By Laws.
- D. Board resolutions may include voting by email – to any then-current Board member – provided the email is system-dated prior to the vote.

**ARTICLE IV: LIABILITY**

No Member, Director, or Officer shall have authority to bind or obligate the Association unless specifically authorized by a majority of the Board.

**ARTICLE V: REGULAR ASSOCIATION MEETINGS**

The time, date, place and agenda for meetings shall be fixed by the Board. Meetings may be canceled by a majority vote of the Board. Notice of regular Association meetings shall be delivered to each member at such address as appears on the books of the Association not less than 14 days prior to the first such meeting of each season. Meetings shall be open unless the President recommends a closed session, having the approval of a majority of the Board.

## ARTICLE VI: SPECIAL ASSOCIATION MEETINGS

A special meeting of the members may be called at any time by the President and shall be called at any time on written request of one-third ( $\frac{1}{3}$ ) of the Board or one-third ( $\frac{1}{3}$ ) of the Certified members. Said requests are to be filed with the Secretary, stating the purpose of the meeting. Notice of special Association meetings shall be delivered to each member at such address as appears on the books of the Association not less than 14 days prior to such meeting. Meetings shall be open unless the President recommends a closed session, having the approval of a majority of the Board.

## ARTICLE VII: BOARD MEETINGS

The Board shall meet at such time and place as it may determine; or on call by the President, or on petition of two (2) of the members of the Board. Meetings shall be open unless the President recommends a closed executive session, having the approval of a majority of the Board.

## ARTICLE VIII: COMMITTEES

The President, with Board approval, shall appoint and dissolve Committees. Committees shall perform such duties and responsibilities as outlined by the Board and shall be responsible to the Board for their performance in such duties and responsibilities. Committees shall serve during the term of the President.

Such Committees shall include, but are not limited to: Nomination; Election; Instructional; Rating; Audit.

## ARTICLE IX: COMMITTEE MEETINGS

Committees shall meet at such time and place as they may determine; or on call by the President; or on petition of two (2) of the members of the Board.

## ARTICLE X: FISCAL YEAR

The fiscal year shall be January 1 through December 31.

## ARTICLE XI: DUES, INITIATION FEES AND ASSESSMENTS

Dues, initiation fees and assessments shall be determined by the Board and are non-refundable unless attaining majority Board approval.

## ARTICLE XII: REPORTS

A term report shall be made to the membership by the ongoing officers at the Election Meeting each season. Other reports shall be made when deemed necessary by the Board. Prior to each officiating

season all Association policies shall be available for review by the membership.

### ARTICLE XIII: ASSOCIATION APPOINTMENTS

#### A. Instructional Chair

The Instructional Chair shall be appointed by the Board for a term of one year. He/She shall assume duties and powers as are usually attached to such position, and other duties as this Constitution or By Laws, or the Board, directs. He/She shall be responsible for the Association's instructional and rating programs. With Board approval he/she may appoint subordinates to assist in his/her duties. He/She shall be compensated for services as determined by the Board.

#### B. Rules Interpreter

The Rules Interpreter shall be appointed by the Board for a term of one year. He/She shall assume duties and powers as are usually attached to such position, and other duties as this Constitution or By Laws, or the Board, directs. He/She shall be responsible for issuing rulings regarding on-field situations, and the application of playing rules. He/She shall not be compensated for this service.

### ARTICLE XIV: OFFICIATING FEES

S.D.F.H.O.A. members shall accept fees for officiating services as set by the Board. No official shall work for less than the established fee without Board approval.

### ARTICLE XV: ASSIGNMENTS

#### A. Assigner

The Assigner shall be contracted by the Board for a term of not more than one year. He/She shall assume duties and powers as this Constitution or By Laws, or the Board, directs. He/She shall be responsible to the board for the conduct of the assignment service. He/She shall be contracted and compensated for services as determined by the Board. The Assigner and any Assistants shall not be members of the Board.

#### B. Members may not accept assignments for any game, clinic, or practice session under the jurisdiction of the Association, or in any manner represent the Association, unless authorized by the Board or the Assigner, except as an employment-related obligation.

Game contract assignments received shall be considered accepted and honored; any accepted assignment that is turned back within 72 hours of the scheduled game time may be assessed a fee by the assigner.

### ARTICLE XVI: CONDUCT OF MEMBERS AND DISCIPLINARY MEASURES

All members of the Association shall abide by the Constitution and By Laws, Policies, Rules and



Regulations, Ethical Standards, and Requirements of the Association. Failure to comply with these provisions will subject the member to disciplinary action by the Board.

Disciplinary measures that may be employed by the Board include:

- A. Censoring
- B. Fining
- C. Placement on Probationary or special status
- D. Change in membership classification
- E. Suspension
- F. Expulsion

Members suspected of violation of any of these provisions may be required by the Board to appear before the Board to state their case relative to circumstances.

Any member suspected of committing an offense, or any witness, has the right to appear before the Board to explain or clarify a case.

The following procedures shall govern all grievances:

1. Any member may submit a grievance, of any type, in writing to the Secretary. Such submission must state the date, circumstances, and parties involved, and must be signed by the submitting member.
2. The Board shall review, and respond to the submitting member, in writing, within ten (10) days of receipt of the grievance.
3. The submitting member may publish, at the member's option, the grievance and Board response.

## ARTICLE XVII: AMENDING THE BY LAWS

These By Laws shall be ratified along with the Constitution.

By Laws may be amended or repealed by a majority vote of the Certified members in good standing present at any general or special meeting of the Association duly called and held, notice of such vote having been sent to the Certified members at least ten (10) days before such meeting. Amendments may be proposed by the Board on its own initiative, or upon petition of any five (5) Certified members, which shall be signed by all 5 and addressed and delivered in writing to the Secretary. All such proposed amendments shall be presented by the Board to the membership with or without recommendation. Upon consideration of a proposed amendment to these By Laws at any general meeting, modifications on the same subject may be offered, voted on, and adopted at the same meeting without prior notice.

## ARTICLE XVIII: MISCELLANEOUS PROVISIONS

- A. Depositories: The Board shall appoint a bank, trust company, or other depository in which shall be deposited from time to time the money or securities of the Association. All deposits shall be maintain under a single master account.
- B. Checks, Drafts, and Notes: All checks, drafts, or other orders for the payment of money and all notes or other evidence of indebtedness issued in the name of the Association shall be assigned by the Treasurer, or agent(s) as shall from time to time be designated by resolution of the Board. All such checks, drafts, notes and orders shall require the signature of any Director other than the Treasurer, as specified by the issuing authority. Amounts in excess of \$500, excepting regular member game fees, require the unanimous approval of the Board, or Association resolution.
- C. Books and Records: The Association shall maintain offices and records at such places as the Board may from time to time determine. The books, accounts, and records of the Association shall be open to inspection by any member of the Board at all times, and open to inspection by the Association membership at such times, and subject to such regulations, as provided by statute.
- D. Audits: The accounts of the Association shall be audited not less than annually by a committee (Audit Committee) consisting of three (3) Certified members who shall be appointed by the President, with the approval of a majority of the Board. The Audit Committee shall provide a report to the Board, and such report shall also be available to the membership at the next Election Meeting.
- E. Training: Member training and certification requirements shall be established by the Instructional Chair and approved by the Board. It is the resolve of this Association that all Apprentice, Certified, Probationary, and Transfer members be part of a continuing training and education program, and that all members shall strive to provide the most capable officiating body possible.
- F. Agreement to Provide Services: All Apprentice, Certified, Probationary, and Transfer members shall be required to complete and sign at the beginning of each season, and prior to their first assignment, an Agreement to Provide Services, to be in effect for a term of one (1) year. The Agreement shall include, but is not limited to, the following:
1. Members are independent contractors in their officiating capacities and not employees of the Association, or of any Officer of the Association. All members of the Association recognize this status and understand that the Association, and its Officers, are not employers, and therefore the members may not collect Worker's Compensation from the Association or any person or entity for injuries sustained while officiating Association assignments.
  2. Because members are independent contractors in their officiating capacities, they are solely responsible for any and all Federal, State, and local taxes and payments owed by the member, and that the Association, and its Officers, will not participate in any said payments or withholding, nor the filing of the corresponding reporting documents.
  3. Because members are independent contractors in their officiating capacities, and recognize this status, they are solely responsible for any and all medical insurance they may deem necessary.

4. Because members are independent contractors in their officiating capacities, and recognize this status, they shall provide, at their own expense, evidence of liability insurance in their name, in an amount of at least one million dollars (\$1,000,000.00). The Secretary shall keep such evidence with the Agreement in the Association records.
  5. Because members are independent contractors in their officiating capacities, and recognize this status, they shall indemnify and hold harmless the Association and its Officers.
  6. Because members are independent contractors in their officiating capacities, and recognize this status, acceptance of assignments constitutes a contract between the member and the teams, schools, or leagues to provide officiating services at the scheduled date, time, and location.
- G. Conflict of Interest: The Board shall develop policies to deal with a conflict of interest between the Association and teams, schools, or leagues; the Board and teams, schools, or leagues; members and teams, schools, or leagues.