

BYLAWS  
TYLER LONE STAR CHAPTER  
TEXAS ASSOCIATION OF SPORTS OFFICIALS  
Updated October 2006

ARTICLE

Name and Chapter

The name of this organization shall be the Tyler Lone Star Chapter of the Texas Association of Sports Officials, hereinafter referred to as the Chapter.

ARTICLE II

Purpose

Develop and maintain the highest possible standard of football officiating, to foster cordial relationships among area schools, and to render the greatest possible service to all schools. To have effective and educational meetings, to further the fair, impartial, and uniform enforcement of the rules of football.

ARTICLE III

Membership

Section 1. There shall be two classes of membership

A. Member

Those persons in good standing with the TASO and who are current in their Chapter dues and requirements as specified in Article VI of the Bylaws. Persons in this category shall be entitled to vote in all elections and issues brought before the Chapter.

B. Honorary Life Member

Any member, or former member, recommended by the Board of Directors and approved by a majority of the membership entitled to vote. Persons in this category have no voting rights.

ARTICLE IV

Officers

Section 1.

The elective officers of this organization shall be the President, 1st Vice-President, 2nd Vice-President, Varsity Secretary, Sub-Varsity Secretary, Recording Secretary, Treasurer and Division representatives.

Section 2.

The appointive officers of this organization shall be the Sergeant-at-Arms and Web Master. (These positions have no voting power on the Board of Directors.)

### Section 3.

The duties for each office shall be:

#### A. President

1. President or his designee shall preside at all meetings.
2. Appoint all standing committees
3. Appoint a nominating committee with the Board of Directors approval
4. Appoint all non-elective officers and committees
5. Service as ex-officio member of all committees, except the nominating committee
6. Vote only on issues that end in a tie, except the election of officers
7. Serve as Chairman of the Executive Committee of the Board of Directors
8. Countersign checks as necessary
9. Attend annual TASO State Convention

#### B. 1st Vice-President

1. Preside over meetings when the President is absent
2. Schedule and plan programs for weekly meetings
3. Serve as Vice-Chairman of the Executive Committee of the Board of Directors
4. Serve as coordinator of the training program for Chapter TASO members
5. Attend annual TASO state convention

#### C. 2nd Vice-President

1. Serve as assistant coordinator of the training program for Chapter TASO members
2. Responsible for the registration, training and education of all new officials to the Tyler Lone Star football chapter.

#### D. Varsity Secretary

1. Perform all duties as prescribed by TASO BYLAWS
2. Keep records of all correspondence concerning the TASO and place same in file for future reference
3. Assign and maintain varsity game schedules subject to review and approval by the Board of Directors.
4. Countersign checks as necessary
5. Attend annual TASO state convention
7. Assign all officials for scrimmages

#### E. Treasurer

1. Keep an accurate record of all income and expenditure of funds
2. Make a report of the finances monthly
3. Serve as Chairman of the Budget and Finance Committee
4. Sign all checks drawn on the Chapter account as described in Article VI of the Bylaws
5. Shall be bonded

#### F. Recording Secretary

1. Record minutes of all chapters and board of directors meetings
2. In the absence of the Recording Secretary the President may appoint a Board Member to take the minutes of the Chapter and Board meetings.
- 3 Be required to keep typed minutes in a binder available for ready review
- 4 A duplicate copy will be given to the president each week

#### G. Sub-Varsity Secretary

1. Assign and maintain all non-varsity game schedules

#### H. Sergeant-at-Arms

1. Responsible for maintaining order at all meetings and carrying out all other duties as directed by the president

#### I. Division Representative and Alternate

1. Represent his/her respective division members to the Board of Directors.
2. Voting member of the Board of Directors
3. Alternate may vote only in the absence of the Representative.

#### J. Web Master

1. Responsible for maintaining the chapter Web site.

### ARTICLE V

#### Directors

The Board of Directors shall consist of the President, 1st Vice-President, 2nd Vice President, Varsity Secretary, Sub-Varsity Secretary, Recording Secretary, Treasurer, and the representative of each division.

#### Section 1.

The Board shall have the power to act for and have general charge of the affairs, policies, budgets, and finances for the Chapter. However, the actions of the Board shall not contravene the instructions of the Chapter, and its actions may at anytime be overruled by the Chapter. A majority of authorized membership of the Board shall constitute a quorum of all Board meetings. No member of the Board may be represented by proxy.

#### Section 2.

The Board of Directors shall have an Executive Committee, which shall consist of the 1st Vice-President, 2<sup>nd</sup> Vice President, Division I Representative, Division II Representative and Recording Secretary.

The duties of the Executive Committee shall be

1. Review and approve all varsity game assignments made the Secretary before such assignments are submitted to the coaches in the spring of each year

2. Review and approve all changes in game assignments on a weekly basis during the football season
3. Serve as the committee to hear and act on any grievance brought forth by any member
4. Make complete investigations of any alleged violations of the Constitution, Bylaws and policy by any member

## ARTICLE VI

### Finances

Funds for meeting the expenses of this organization shall be raised by annual dues, special assessments, and voluntary contributions.

#### Section 1.

Annual dues, recommended by the Board, shall be determined by a majority vote of the voting chapter members present

#### Section 2.

Annual dues for the ensuing year shall be paid by November 1st of each year. Members whose dues are not paid in full shall be assessed a penalty determined by chapter policy

#### Section 3.

Members whose dues and penalty are not paid in full by January 1st shall be dropped from the membership

#### Section 4.

Members dropped from the membership shall be required to pay any and all past indebtedness before being considered eligible for reinstatement

#### Section 5.

The officers designated to sign checks will be the President, Varsity Secretary, and Treasurer

## ARTICLE VII

### Meetings

#### Section 1.

The Chapter shall hold scheduled meetings during the football season. All meeting dates, times, and locations will be determined by the Board of Directors.

#### Section 2.

Failure to meet the attendance requirement will subject the member to review by the Executive Committee

## ARTICLE VIII

### Elections

The officers and directors of this organization shall be elected by the membership. All candidates must be voting members.

Members disciplined by the Board of Directors for ethics violations are not eligible to hold any elected office in the Tyler Lone Star Chapter.

#### Section 1.

The Nominating Committee shall be comprised of five members appointed by the President and approved by the Board of Directors. The Chairman will vote only to decide a tie vote

#### Section 2.

The Nominating Committee shall meet and present to the membership, no later than two weeks prior to the election date, a slate of candidates for the offices of President, 1st Vice-President, 2<sup>nd</sup> Vice President, Varsity Secretary, Sub-Varsity Secretary, Recording Secretary and Treasurer. There shall be only one candidate for each elective office in the slate.

#### Section 3.

Additional nominations from the floor for any elective office may be received from any voting member at the meeting in which the Nominating Committee presents the slate

#### Section 4.

Election of officers shall be by written ballot. A majority of the voting members shall elect the officers. The Election Judge shall appoint three tellers to canvas the votes

#### Section 5.

Absentee voting shall be permitted in the election of officers provided

1. The members submit his vote to the Election Judge prior to election night
2. The envelope containing the ballot is signed and sealed and enclosed in another envelope, which is addressed to the Election Judge
3. The tellers shall open the signed envelope containing the ballot when the votes are counted
4. Absentee ballots shall be counted first and only in the primary election.

Section 6. Voting by proxy shall not be allowed

Section 7. The term of office for all officers shall be two years, and the term shall commence on January 1

## Section 8. Election of Division Representatives and Alternate.

1. Annually the members of each division shall elect by written or voice vote, a representative and alternate to the Board of Directors
2. This election shall be held at the regular meeting prior to the last varsity game
3. Term of office shall commence January 1

Section 9. Any vacancy on the Board of Directors shall be filled for the remainder of the term by appointment by the President

Section 10. Any circumstances not covered by the election code shall be governed by Robert's Rules of Order

## ARTICLE IX

### Amendments

Any proposal to amend the Constitution or the Bylaws shall be submitted, in writing, to the Board of Directors. The Board of Directors shall notify the membership at least thirty (30) days prior to voting on such amendment. If upon receiving the vote of two-thirds (2/3) of the membership entitled to vote, the amendment shall become a part of the Constitution or Bylaws.

## ARTICLE X

### Game Assignments

#### Section 1.

Members shall receive preference in the assignment of games, provided however; the Varsity Secretary shall have the discretion to use officials classified as Division I or Division II members when in the best interests of the Chapter. Any member feeling that the Varsity Secretary has abused such discretion shall have the right to bring such grievance before the Executive Committee of the Board of Directors as described in Article V of the Bylaws, and he shall abide by its ruling

#### Section 2.

No person shall be assigned a ball game unless he or she is a member or member in good standing

#### Section 3.

All members are expected to work the games assigned by the Varsity Secretary or Sub-Varsity Secretary. No member shall cancel an assigned game, except in case of an emergency. A penalty will be determined by chapter policy for violation of this section

Section 4.

No member shall change game assignments with another official without approval from the Varsity Secretary or Sub-Varsity Secretary

ARTICLE XI

Salaries

Section 1.

The President, 1st Vice-President, 2nd Vice-President, Recording Secretary, Treasurer, Sergeant-at-Arms, Web Master and Division Representatives shall receive no salary for the performance of their duties

Section 2.

The Varsity and Sub-Varsity Secretary shall receive an annual salary to be determined by the Board of Directors and shall be paid December 1st

ARTICLE XII

Referendum

Upon written request signed by at least thirty percent (30%) of the voting members of this Chapter, a referendum ballot on any question not in conflict with the Bylaws shall be directed to the membership within thirty (30) days after filing the request. The Board of Directors may submit any question not in conflict with the Bylaws to a general referendum.

