

## Article I. Association Documents

### Section 1.01 Guidance

- (a) All official documents will be forwarded to the Secretary for electronic storage after issue and signing. (Contracts, Discipline, Invoices, Bids, etc) [Approved 1OCT06]
- (b) All EOA owned property will be issued by Property Pass to responsible individuals. Property Pass will document the value of the item should it not be returned in good condition. Assigned individual will be liable for replacement value as stated on the pass. [Approved 10FEB08]
- (c) All Commissioners will be responsible for ensuring all scheduled officials meet association requirements of dues and documentation (W9, ICF, Dues, VHSL Registration, Professionalism Training) [Approved 29APR07][Modified 7OCT12]
- (d) Pre-Paid Legal authorized users include the President and Secretary only. Should the President need additional support, board members may be appointed in writing. [Approved 1OCT06]
- (e) Commissioner Reports should be submitted 48 hours prior to the scheduled meeting of the Board of Directors and should be distributed through the BOD@evoa.com email list. [Approved 16Nov14]
- (f) Commission Reports shall conform to the approved template which ensures the Constitutional reporting requirements are properly met and recorded by the Secretary. Completion and submission to the Board is a requirement before the Commissioner Expenses will be paid by the Treasurer. [Approved 16Nov14]

### Section 1.02 Contracts

- (a) Written contracts are required for all customers serviced beginning Jan 12, 2007. [Approved 12JAN07]
- (b) Booking Fee standards for contracts written after Feb 2009 will be 12%. [Approved Feb 01,2009]
- (c) ~~Contracts in place currently will be billed at 15% with the Sport Commissioner having the option of crediting the customer for 3%. [Approved Feb 01,2009][Deleted Oct 7,2012]~~

**Section 1.03 Invoicing Procedures** [Approved Dec 14, 2008]

- (a) Commissioners shall invoice customers not later than 14 days after a customer's season has ended or as directed by the Board.
- (b) Customer may be provided the invoice by electronic mail
- (c) Commissioners shall provide Treasurer a copy by electronic mail
- (d) Commissioner shall not delete ARBITER invoice unless Treasurer is notified and supplied with replacement invoice
- (e) Invoice shall indicate all amounts due are payable to Eastern Officials Association ONLY and shall be sent to Association corporate address ONLY.
- (f) Treasurer shall create invoice in official books of the Association
- (g) Treasurer shall report on invoices at each meeting

**Section 1.04 Collection Procedures** [Approved Dec 14, 2008]

- (a) Treasurer shall collect incoming invoices from PO Box at least every 7 days from November 1 through January 15 and May 1 through July 15; and at least every 15 days throughout the remainder of the year.
- (b) Treasurer shall post payment to the official books of the Association and email commissioners upon completion. Should a payment be encountered without an invoice or an overpayment occurs, the Treasurer will notify the respective Commissioner before a refund is posted. [Approved 06APR2014]
- (c) Customer payments shall be deposited in an Association Federally Insured Account within 30 days of receipt
- (d) Treasurer shall post a receipt to ARBITER for all payments within 7 days of receipt of payment.
- (e) Commissioners are prohibited from depositing any funds received directly from the customer and shall turn over any such funds received to the Treasurer within five days of receiving such funds.
- (f) Commissioners shall follow up all delinquent accounts until collection at 30 days and then every 15 days thereafter until payment is received.
- (g) Treasurer becomes the lead collections person on all invoices reaching the 90 day late threshold. Finance charges shall be applied to all customers who have debts 90 days overdue. [Approved 13Nov2011]
- (h) Treasurer or Commissioner shall provide a statement for the customer at the request of the customer

**Section 1.05 Officials Payment** [Approved Jun 5, 2011]

- (a) All Officials payment will be made through REFPAY beginning with the 2011-2012 School Year.

## Article II. Meeting Attendance

### Section 2.01 BoD Meetings

- (a) Members of Executive Board to notify the President of their intended absence according to Constitution. Minutes to be annotated as members “present”, “excused”, or “absent”. The Constitution is to be followed for further absenteeism [Approved 1OCT06]

## Article III. Software

### Section 3.01 Scheduling Software

- (a) The standard scheduling computer program will be paid for by EOA ensuring the President , Treasurer, and Sport Delegates shall have access to all elements of contact, scheduling, and financial information. [Approved 1OCT06] [Modified 12JAN07]
- (b) The ASSOCIATION assigning software standard is ARBITER , any commissioner utilizing another software product does so at his / her own expense. [Approved 12JAN07]

## Article IV. Expenses

### Section 4.01 Secretary

- (a) Secretary to be paid \$200 per year to attend and certify elections for commissions and delegates in all sports. [Approved 1OCT06]
- (b) Secretary to be reimbursed the documented (receipt) cost associated with maintaining a separate FAX line for the organization.

### Section 4.02 President

- (a) President is authorized \$600 in expense reimbursement annually [Approved 12NOV06]

Section 4.03 Commissioners

- (a) Commissioners Monthly Expense will be paid on the following table:  
[Approved 02DEC07]
- (b) Expense Table increased 5% for CY2009 [Approved 1FEB09]  
 Increased 5% for CY2012 [approved 13NOV11]  
 Increased 4% for CY 2017 (approved 18DEC16)

Fees	Reimb
\$1,200.00	\$5.73
\$2,400.00	\$11.46
\$3,600.00	\$17.19
\$4,800.00	\$26.87
\$6,000.00	\$35.83
\$7,200.00	\$44.78
\$8,400.00	\$53.75
\$9,600.00	\$62.70
\$10,800.00	\$71.67
\$12,000.00	\$80.62
\$13,200.00	\$89.59
\$14,400.00	\$98.54
\$16,800.00	\$116.45
\$18,000.00	\$125.41
\$19,200.00	\$134.37
\$24,000.00	\$136.66
\$30,000.00	\$138.95
\$36,000.00	\$141.24
\$42,000.00	\$143.54
\$48,000.00	\$145.83
\$54,000.00	\$148.13
\$60,000.00	\$150.42

- (c) \$3600 and under became the minimal level in 2009 [Approved 1FEB09]
- (d) Sport Commissioners will be reimbursed for travel to State Semi Final and Final level events in accordance with Pub 1542 when representing the Association at these events. [Approved 28JUN09]
- (e) Sport Commissioners will be paid as a percentage of the game / match fee. On contracts with a Booking Fee of 10%, commission is 8%. On Contracts with a Booking Fee of 12%, commission is 9%, and on contracts with Booking Fee of 15% the commission is 10% [Approved 14DEC08]
- (f) Sport Commissioners shall be paid 9% commission on assignments made for the VHSL payoffs, such funds to be paid from the Association general funds. [Approved Dec 14, 2008]
- (g) All requests for reimbursements from the General Fund will be submitted on the approved form for proper audit and record keeping. [Approved Nov18,2013]

#### Section 4.04 Fees

- (a) The Admin Fee payable by customers wishing to prepay will be distributed according to the following: Treasurer 50%, Association 30%, Commissioners 20% [Approved 07APR08][Amended 23AUG09][ Amended 06JAN13]
- (b) Reschedule Fees will be paid by percentage of the fee charged in the following manner: 90% Commissioner, 5% Treasurer, and 5% Association effective 2009-2010 school year.[Approved 28JUN09]
- (c) Turnback / declination fines for assignments shall be paid to the Sport Commissioner [Approved 27JUN10]

#### Section 4.05 Officials

- (a) All officials receiving playoff assignments outside of the Hampton Roads area shall receive Association funded per diem
- (b) All officials who choose to work an EOA assignment without paying their dues will be fined \$50 by the Association [Approved 11APR2010]
- (c) Per Diem rate beginning with the 2008-2009 school year until modified is \$15 [Approved Dec 14, 2008] \$20[Amended July 29,2012] \$25[Amended Jun 02,2013]

## Section 4.06 Sport Social

- (a) The amount sports will receive to conduct a “social” each year will be determined by multiplying \$4 by the number of officials registered. This policy is effective immediately and reimbursement is by receipt only.  
[Approved Nov 17,2009]

## Section 4.07 Association Dues

- (a) Association Membership dues are ~~\$35~~ \$45 regardless of the number of sports worked. [Modified 21Jun17]
- (b) High School and College students have reduced membership dues of \$10 beginning in 2010.
- (c) ~~VHSL insurance dues \$15~~ [Modified 11APR10] [Deleted 12July2015]
- (d) ~~Sports Dues are \$25 for each sport.~~ [Modified 11APR10] [Deleted 12July2015]
- (e) Late Fee of \$25 to be assessed for all dues not paid by Dec 1st for the following year. [Approved 1OCT06] [Modified 07APR08] [Modified 18OCT09] [Modified 8AUG10] [Modified 12July2015]
- (f) Sport award winners shall have their dues (\$45) paid by the association, receive an award plaque, and receive a \$100 cash award in recognition of their accomplishment. [Approved 27JUN2010] [Modified 15May16] [Modified 21Jun17]
- (g) Sport Committee members may be relieved of their responsibility to pay the EOA dues portion of their annual dues by discretion of their commissioner. [Approved 14DEC08]
- (h) Members experiencing a financial hardship may petition the Treasurer for the release of their dues withheld for the upcoming scholastic year. Decision on the petition is solely the Treasurer's responsibility which is reviewable by the appellate process defined within the By-Laws for fines and suspensions. In the case of multi-sport officials, the case will go directly to the judicial committee. Once refunded the official assumes all responsibility to repay the Association prior to the dues deadline or incur the late penalty. [Approved 06APR14]

## Article V. Positions and Appointments

### Section 5.01 Contract Lead

- (a) The Parliamentarian or Board appointed person will be the coordinating contracts person for all multi-sport contracts. [Approved 12JAN07] [Modified 20MAY07]