

EASTERN OFFICIALS' ASSOCIATION, INCORPORATED

By-Laws

ARTICLE 1 - QUALIFICATIONS FOR MEMBERSHIP

1.1. Membership in this Association shall be open to qualified and aspiring officials in the greater Eastern Virginia area regardless of their sex, race, religion, or national origin provided such individuals support the purposes of the Association.

1.2. An active member is a member who has worked one year in a sport and is in good standing.

1.3. A provisional member is a member who has not fully met the requirements to become an active member.

1.4. Provisional members shall become active members automatically after having been a provisional member one year unless a sport Commissioner otherwise notifies the member and the Association's Board of Directors (Board).

ARTICLE 2 - DISCIPLINE OF MEMBERS

2.1. Grounds for Discipline.

2.1.1. Improper or negligent conduct shall be grounds for discipline and/or fines as determined by the Constitution and By-laws.

2.1.2. Any and all items not specifically covered by the Constitution and By-laws may be acted on, as the Board deems appropriate, up to and including the removal of Board members from office.

2.1.3. The President or the President's designee shall notify a member in writing when the Board takes any action to fine, suspend, or otherwise discipline any member or Board member. The letter shall inform the member or Board member of his or her right to appeal in accordance with these By-Laws.

2.1.4. Any disciplinary action against a Board member requires a two-thirds majority vote of all Board members present at the meeting considering the action. For such votes, the President shall be entitled to vote.

2.2. Fines to Members.

2.2.1. Any member who misses an assignment may be fined an amount equal to the contest fee. One half of the fine shall go to the official who worked the assignment alone. The other half shall become funds of the Association.

2.2.2. The Commissioner may assess a member a fine of up to ten dollars (\$10.00) if a member cancels an assignment less than twenty-four hours before that assignment's start time.

2.2.3. The Commissioner may fine a member up to twenty-five dollars (\$25.00) for each clinic missed without proper excuse. Such fine shall be deposited in the Association's general fund.

2.2.4. If a member fails to appear by the time a contest is scheduled to start, he or she may be fined an amount equal to one-half of the contest fee.

2.2.5. A member may be fined amounts for offenses contained in each sport Commissioner's Fine Schedule approved each year.

2.2.6. A Commissioner shall notify a member and the Secretary/Treasurer in writing when the Commissioner fines, suspends, or otherwise disciplines a member. The letter shall inform the member of his or her right to appeal in accordance with these By-Laws.

2.2.7 Any fine not specifically provided a destination by Section 2.2 shall be deposited by the Treasurer in the Association General Fund unless specific guidance is provided by the Board of Directors (BoD). Such guidance should be made a permanent record by inclusion in the Policy and Procedures document.

2.3. Payment of Fines.

2.3.1. If a member fails to pay a fine within thirty days of the date of the fine, a late payment equal to the amount of the fine will be added to the fine.

2.3.2. If the total amount due including the late payment is not paid within sixty days of the fine, the member will automatically be suspended from the Association.

2.3.3. Suspended members must petition the Board for re-admission to the Association.

2.3.4. Any member suspended from the Association for failure to pay fines must pay all delinquent amounts before the member will be considered for re-admission to the Association.

2.3.5. A timely appeal submitted within ten calendar days from the date of the notification letter shall delay imposition of any fine or penalty until the appeal has been decided.

2.4. Suspensions.

2.4.1. A sport Commissioner may suspend any member of the sport when the member's conduct is deemed improper or unprofessional, or when the member willfully violates the Constitution or these By-Laws.

2.4.2. The period of suspension shall be determined by the Commissioner, shall not exceed twelve months, and shall not become effective until the member has had the opportunity to take advantage of all appeals available to the member.

2.5. Expulsion.

2.5.1. Any member whose conduct is deemed grossly unprofessional or detrimental to the Association or who willfully or repeatedly violates the Constitution or these By-Laws may be recommended for expulsion.

2.5.2. Expulsion from the Association requires a two-thirds majority vote of all active members in good standing present at the meeting called to consider the expulsion.

2.5.3. The President or the President's designee shall notify the member in writing when the member is expelled.

2.5.4. The President or President's designee shall notify the entire Association membership when a member is expelled.

ARTICLE 3 – APPEALS AND DUE PROCESS PROCEEDINGS

3.1. Any member who has been fined or suspended by a commissioner has the right to appeal the punishment imposed.

3.2. The member may submit a timely appeal in writing to the Commissioner imposing the fine or suspension within ten days of the date of the notification letter announcing the fine or suspension.

3.3. The sport committee of the sport involved shall schedule and convene a meeting to hear a timely appeal within fourteen days of receipt of the member's appeal.

3.4. The Chairperson of the sport committee shall preside at the meeting scheduled to hear the appeal.

3.5. The Commissioner shall present the basis for the action taken to include any evidence, arguments, and witnesses.

3.6. The member may then present any evidence, arguments, and witnesses plus any matters in extenuation or mitigation the member desires the sport committee to consider. Matters in extenuation are those factors that relate to why the member did what he or she did. Matters in mitigation are those things regarding the member that he or she wants the sport committee to consider.

3.7. The member may bring an individual with him or her to serve as the member's spokesperson.

3.8. The Commissioner, member, and any witnesses will then be excused from the meeting room while the sport committee discusses the appeal.

3.9. The sport committee, by majority vote, may uphold the fine or suspension thereby denying the appeal; it may overturn the fine or suspension; or it may decrease the severity of the punishment.

3.10. The sport committee Chairperson will announce the committee's decision on the appeal to the Commissioner and the member immediately after the meeting ends.

- 3.11.** If the member accepts the sport committee's ruling on the appeal, the Commissioner will report the punishment to the Board.
- 3.12.** If the member wishes to appeal the sport committee's action, the member may appeal in writing within ten days from the sport committee meeting to the Board at the Association business address.
- 3.13.** The Judicial Committee will convene to hear the appeal within fourteen days of receipt of the member's appeal to the Board using the same procedures used by the sport committee.
- 3.14.** The Board will review all appeals heard by the Judicial Committee and may overturn any Judicial Committee action only by a two-thirds majority vote of the Board members present at the Board meeting.
- 3.15.** For actions taken against a Board member by the Board, the Board member may appeal in writing within ten days directly to the Board who will meet to hear the appeal within fourteen days of receipt of the Board member's desire to appeal.
- 3.16.** Fines, suspensions, and other disciplinary actions shall not become effective until the member has had the opportunity to take advantage of all appeals available to him or her.
- 3.17.** All computation of days in this Article shall be calendar days. The failure of a Committee or Board to meet and take action within the time frames set forth shall not invalidate an otherwise valid disciplinary action.

ARTICLE 4 - DUES AND ASSESSMENTS

4.1. Dues.

- 4.1.1. The amount of Association dues shall be determined by the Board and shall include banquet fees, clinic fees, plus any other fees deemed necessary for an individual sport.
- 4.1.2. New members shall pay an additional five-dollar (\$5.00) initiation fee and will be issued an Association emblem.
- 4.1.3. The dues year effective January 2016 is established as Jan 1 through Dec 31.
- 4.1.4. Members shall pay Association dues in advance for the following dues year no later than Dec 1 of each year.
- 4.1.4.1 Members receiving officiating related fees from the Association General Fund in a current dues year will have their dues for the immediate subsequent dues year withheld upon first opportunity of earnings.
- 4.1.4.2 Members not receiving officiating related fees through the Association will be responsible for meeting their dues obligation by sending payment to the Treasurer prior to the dues year deadline without notice from the Association.
- 4.1.5. Members who do not pay dues by the due date will no longer be considered in good standing.
- 4.1.6. Refund of Dues
- 4.1.6.1 Members who pay dues but do not work ANY sport contests and do not attend the Annual Meeting or Awards Banquet may apply to the Board for a refund of the Association dues portion of the total dues.

4.2. Assessments.

- 4.2.1. Members shall pay an assessment fee of ten percent of all contest fees received from those customers whose contracts do not include a booking fee charged to the customer.
- 4.2.2. These fees shall be apportioned between the Commissioner, the Secretary/Treasurer, and the Association as determined by the Board.
- 4.2.3. Apportionment of booking fees charged to customers shall be determined by the Board.

ARTICLE 5 - RULES OF PROCEDURE

5.1. Quorums.

5.1.1. A quorum for a Board of Directors meeting shall be one-half of the total number of individual members of the Board.

5.1.2. An Association quorum shall consist of the number of active members in good standing in attendance at an Association meeting.

5.2. Parliamentary Guide. Robert's Rules of Order shall be the parliamentary guide.

5.3. Designated Authority. The Parliamentarian, if one has been appointed, shall be the designated authority for interpretation of the Constitution and these By-Laws.

5.4. Association Meeting Special Rules of Order. Special Rules of Order for the annual meeting and for all Board meetings are contained in Appendix A to these By-Laws.

ARTICLE 6 – TERMS OF OFFICE

6.1 Terms of the Sports Commissioners

6.1.1 The two year term of the Softball and Baseball Commissioners shall run from January 1st through December 31st.

6.1.2 The two year term of the Volleyball Commissioner shall run from May 1st through April 30th.

6.1.3 The two year term of the Swimming Commissioner shall run from April 1st through March 31st.

6.1.4 The two year term of the Football Commissioner shall run from July 1st through June 30th.

ARTICLE 7 - AMENDMENTS

These By-Laws may be amended by a two-thirds majority vote of the Board members present and voting at any Board of Directors meeting provided that the proposed amendment has been distributed to Board members in writing at least fourteen days in advance of the Board meeting. Notice and distribution of amendments may be provided by electronic mail.

Eastern Officials Association, Incorporated

By-Laws

Appendix A: Association Meeting Special Rules of Order

These special rules of order shall apply to the conduct of all annual meetings and Board meetings of Eastern Officials Association, Incorporated (EOA).

1. **Agenda.** The President or his designated representative shall submit an agenda as the first order of business of the meeting. Prior to approval of the agenda, the President or his designated representative may request the members permit flexibility in the order of conducting business in the published agenda.
2. **Reports.** Reports submitted by the officers, Commissioners, or standing or special committees may be written or oral, shall be limited to ten minutes, and shall be immediately followed by a question and answer period of five minutes.
3. **Action Items.** Any action item generated from a written or oral report of an officer, Commissioner, or standing or special committee may be placed on the table immediately. Action items resulting from proposals and/or discussions at the meeting require a written motion with the signature of the member submitting the motion and the person making the second. A copy of this motion shall be given to the President or his designated representative prior to placing it on the floor.
4. **Amendment of Motions.** If agreed to by the maker of the motion, “friendly amendments” may be entertained by the President or his designated representative.
5. **Debate.** Debate on all motions shall be limited to 10 minutes. Members in good standing may move to extend debate, indicating the amount of time of extension requested. Approval of the motion to extend debate requires a two-thirds (2/3) majority vote of the active members in good standing present.
6. **Rules of Order.** The rules contained in Robert’s Rules of Order Newly Revised shall govern the Association meeting except when they are contrary to the Constitution, the By-Laws, or any other governing document of EOA. The President may appoint a Parliamentarian, who shall interpret such Rules of Order.
7. **Quorum.** In order to conduct business, there shall be a quorum present. A quorum shall consist of the number of EOA members in good standing eligible to attend the meeting. The majority of votes cast on any action item with a quorum present shall determine its disposition. Although the President is a voting member of EOA, on voice, rising, roll call, or show of hands votes, the President generally shall not vote in order to maintain impartiality. The exceptions are to cast an affirmative vote to break a tie or to cast a negative vote to create a tie. A tie shall result in the defeat of the action item. The President may cast a vote on written ballots.
8. **Presence Required.** Neither proxy nor absentee balloting shall be permitted at any EOA meeting.
9. **Majority.** For the purpose of the meetings, a majority refers to a simple majority (i.e., 50% plus one). In the transaction of business, a 2/3 majority is required to approve the following parliamentary rules: suspension or modification of a rule of order; prevention of the introduction of a question for consideration; close, limit, or extend debate; close nominations; or take away membership or office.
10. **Elections.** Elections shall be conducted in accordance with the EOA By-Laws. Any nomination submitted requires a second. Each nominee, or his or her spokesperson, may speak on the nominee’s behalf for not more than five minutes. All voting shall be conducted using the secret ballot method.

CHANGE HISTORY

27Jun2010 – [2010 BoD 11-0] Added 2.2.7 - *Any fine not specifically provided a destination by Section 2.2 shall be deposited by the Treasurer in the Association General Fund unless specific guidance is provided by the Board of Directors (BoD). Such guidance should be made a permanent record by inclusion in the Policy and Procedures document.*

27Jun2010 – [2010 BoD 11-0] Amended 2.2.3 - *The Commissioner may fine a member up to twenty-five dollars (\$25.00) for each clinic missed without proper excuse. Such fine shall be deposited in the Association's general fund.*

8Aug2010 – [2010 BoD 12-0] Amended 4.1.3 - *The dues year effective January 2011 is established as July 1 through Jun 30*

8Aug2010 – [2010 BoD 12-0] Amended 4.1.4 - *Members shall pay Association dues in advance for the following dues year no later than Jun 1 of each year*

07Oct2012 – [2012 BoD 12-0] Added 4.1.4.1 - *Members receiving officiating related fees from the Association General Fund in a current dues year will have their dues for the immediate subsequent dues year withheld upon first opportunity of earnings.*

07Oct2012 – [2012 BoD 12-0] Added 4.1.4.2 - *Members not receiving officiating related fees through the Association will be responsible for meeting their dues obligation by sending payment to the Treasurer prior to the dues year deadline without notice from the Association.*

07Oct2012 – [2012 BoD 12-0] Amended 4.1.6 to read: *Refund of Dues*

07Oct2012 – [2012 BoD 12-0] Added 4.1.6.1 - *Members who pay dues but decide not to officiate an individual sport or sports prior to July 15th of the dues year may be refunded their VHSL Sport dues, their VHSL Insurance fees, and their Recreation Registrations provided the Association has not paid those fees to an outside registering entity.*

07Oct2012 – [2012 BoD 12-0] Added 4.1.6.2 - *Members who pay dues but do not work ANY sport contests and do not attend the Annual Meeting or Awards Banquet may apply to the Board for a refund of the Association dues portion of the total dues.*

02Feb2014 – [2014 BoD 12-0] Renamed Article 6 to Article 7

02Feb2014 – [2014 BoD 12-0] Added - *Article 6 Terms of Office*

02Feb2014 – [2014 BoD 12-0] Added 6.1.1 - *The two year term of the Softball and Baseball Commissioners shall run from January 1st through December 31st.*

02Feb2014 – [2014 BoD 12-0] Added 6.1.2 - *The two year term of the Volleyball Commissioner shall run from May 1st through April 30th.*

02Feb2014 – [2014 BoD 12-0] Added 6.1.3- *The two year term of the Swimming and Diving Commissioner shall run from April 1st through March 31st.*

02Feb2014 – [2014 BoD 12-0] Added 6.1.4 - *The two year term of the Football Commissioner shall run from July 1st through June 30th.*

12July2015 – [2015 BoD 11-0] Amended 4.1.3- *The dues year effective January 2016 is established as Jan 1 through Dec 31.*

12July2015 – [2015 BoD 11-0] Amended 4.1.4- *Members shall pay Association dues in advance for the following dues year no later than Dec 1 of each year.*

12July2015 – [2015 BoD 11-0] Deleted 4.1.6.1 –*Members who pay dues but decide not to officiate an individual sport or sports prior to July 15th of the dues year may be refunded their VHSL Sport dues, their VHSL Insurance fees, and their Recreation Registrations provided the Association has not paid those fees to an outside registering entity.*

12July2015 – [2015 BoD 11-0] Amended 4.1.6.2 – *4.1.6.1*

26March2017-[2017 BoD 10-1] Amended 4.1.1 to read: *4.1.1. The amount of Association dues shall be determined by the Board and shall include banquet fees, clinic fees, plus any other fees deemed necessary for an individual sport.*