

Bylaws of the North Texas Chapter, Texas Association of Sports Officials - Football

Article I: Name

This organization shall be known as the North Texas Chapter, Texas Association of Sports Officials - Football, herein after referred to as TASO. The Chapter is a Texas Non-Profit corporation under the laws of the State of Texas, and its registered office shall be at such address the Board of Directors (Board) establishes from time to time.

Article II: Purpose

The purpose of the Chapter shall be to foster and promote amateur sports competition in the game of football by:

- a. Providing football officials for high school varsity, sub-varsity, and junior high football games.
- b. Fostering a high standard of ethics, encouraging fair play, sportsmanship, safety, cooperation and understanding among players, coaches, fans, and the media.
- c. Providing educational programs to improve the skills of officials at all levels of competition.
- d. Developing and maintaining a membership consisting of experienced and capable football officials whose integrity is above reproach and who are actively engaged each year in officiating games.
- e. The members of the Chapter shall be independent contractors for the schools, as assigned, and are not employees of the Chapter.

Article III: Geographical Area

- a. The Chapter will primarily provide officials for the North Texas Area, and in other areas as requested.
- b. It will be associated with the TASO District 3.

Article IV: Officers - Board of Directors

- a. The Officers of the Chapter, elected by the membership, shall be President, Vice-President/Treasurer, five Directors and an Executive Secretary, and an Assistant Executive Secretary, and shall hold office as provided in these Bylaws.
- b. The Board of Directors shall consist of three officers and five directors. The directors shall represent chapter members based on Division of the TASO membership as established by the state TASO board of directors. The divisions represented may, from time to time, be altered by the state board of directors at which time the Bylaws will automatically adhere to any state appointed mandates. The current divisions from the state board of directors are as follows:

Division 5	0-59 Total accumulated points
Division 4	60-179 Total accumulated points
Division 3	180-359 Total accumulated points
Division 2	360-659 Total accumulated points
Division 1	660 and over

Divisions 1, 2, and 3 shall be represented by one director each. A fourth director shall represent the combined membership in Divisions 4 and 5. The fifth director shall be an at-large director, representing the full chapter membership. The at-large director shall have completed seven seasons as a member in good standing of TASO-Football, including the last four as a member in good standing of the North Texas Football Chapter.

For upcoming elections, members may run for the Division Representative in the division they will be in at the end of the year when the election is held and shall remain on the board until the next division election or until they have met the point totals required to move to the next division at the end of the following season. A prospective Division Representative should consider the possibility of advancement out of that division during his term prior to the election. However, in the event that points are accumulated to move the Representative to the next division during a term, that member will be replaced by appointment of the Chapter Board of Directors from the current members in good standing who meet the criteria for that division's membership.

Article V: Election of Officers and Directors

- a. All chapter members elected or appointed to hold office must be members in good standing and must have completed a minimum of two football seasons (or one football season for Division 5 members) as a chapter official prior to the election or appointment. This includes the season ending during the meeting for regularly scheduled elections. Members elected or appointed must remain members in good standing during their term or terms in office.
- b. A nominating committee shall be appointed by the President and announced to the Chapter membership at least four (4) weeks prior to the scheduled election.
- c. The Nomination Committee must receive any nominations from the membership no less than one (1) week prior to the election. The Nominating Committee shall consider qualifications, standing of the nominee, secure consent from the nominee and prepare a slate of nominees to be presented to the Chapter.
- d. The Nominating Committee shall report its nominations to the membership at the regular meeting prior to the meeting in which the election will be held.
- e. Nominations for the Board of Directors, Executive Secretary, and Assistant Executive Secretary may be made from the floor prior to the vote. The Executive Secretary shall verify potential nominees as members in good standing prior to the vote.
- f. The election for Directors, Executive Secretary, and Assistant Executive Secretary shall be by secret ballot at the last regularly scheduled meeting of the current season. The Nominating Committee shall preside over the elections. The Nominee who receives the most votes cast shall be declared the winner, in case of a tie, there shall be an immediate run-off between the candidates receiving the most votes. If, after three (3) run-off ballots, a tie remains, the candidate with the most years as a member of TASO will be declared the winner.
- g. Only members in good standing prior to the election may vote. A member in good standing for election purposes is defined as one who has paid the current year's state dues and the next chapter dues for the following year.
- h. Absentee votes are acceptable under the following conditions: (1) a member must be in good standing; (2) may appear in person in the office of the Executive Secretary and, in his own handwriting, vote for candidate(s) of his choice; (3) may mail a hand written and signed vote to the Executive Secretary who shall deliver it unopened to the Nominating Committee chairman prior to the vote. The absentee vote will be valid for any run-off votes. Absentee votes must be received no later than 12:00 noon on the date of the election.
- i. Members of the Board shall hold office for a term of two (2) years with further provision that elected board members may not succeed themselves after having served two (2) consecutive terms in office. The office of Executive Secretary and Assistant Executive Secretary is excluded from the two (2) year succession term limitation; therefore, an individual elected to the office of Executive Secretary and Assistant Executive Secretary may serve multiple consecutive terms in office, if duly re-elected by the chapter membership in multiple consecutive elections. In the event of a vacancy, that vacancy shall be filled for the remainder of said term or, for the entire term by a majority vote of the remaining Directors, with the person selected being a member in good standing. NOTE: An exception for the first term for the Assistant Executive Secretary will be 1 year with the election being made at the end of the 2023 season with the term beginning in 2024. After the first term, this note will be removed, and each term will be 2 years after the first one is complete.
- j. Election Cycles (Elections take place at the end of each season with the term beginning on January 1 in the year following the election)

- 1) President – Odd number years
- 2) Vice -President – Even number years
- 3) Executive Secretary – Odd number years
- 4) Assistant Executive Secretary – Even number years
- 5) At-Large Director - Odd number years
- 6) Division 1 Board Member – Even number years
- 7) Division 2 Board Member – Odd number years
- 8) Division 3 Board Member – Even number years
- 9) Division 4/5 Board Member – Odd number years

Article VI: General

The qualifications for membership, the duties of Officers and Directors and any such regulations as may be necessary and proper for the conduct of business and affairs of the Chapter, shall be provided for in the Bylaws.

Article VII: Amendments to the Bylaws

The Bylaws may be amended at any regular or special called meeting, provided a quorum is present, by an affirmative vote of seventy-five percent (75%) of the votes cast by members in good standing. A copy of the proposed amendment(s) shall be made available to each member no less than seven (7) days prior to the regular or special meeting when the vote is to be taken. Each even-numbered year, the President shall appoint a committee to review and recommend revisions to the Bylaws.

Article VIII: President

The President shall be the Chief Executive Officer and will preside at all Chapter and Board meetings. He shall conduct all meetings in accordance with *The Modified Roberts Rules of Order*, shall comply with the policies adopted by the Chapter, and shall appoint committees to assist him in discharging his duties.

Article IX: Vice President/Treasurer

- a. The Vice President/Treasurer shall assume the responsibilities of the President in the absence or disqualification of the President,
- b. Shall maintain accurate and complete records of dues, assessments, and expenses,
- c. Shall collect and deposit dues, assessments, and scrimmage fees in an account at a financial institution as determined by the Board,
- d. Secure Board approval for all disbursements in excess of \$100.00,
- e. Co-sign all checks with either the President or Executive Secretary,
- f. Provide a written financial statement to the chapter membership on the second Monday in September and provide written financial statements to the Board upon request.
- g. The Vice President will be responsible for submitting form 990-N to the IRS no later than May 15 after the close of each tax year (December 31). The official name of the organization filed with the IRS is the North Texas Chapter of the Texas Association of Sports Officials, and the employer ID number is 75-2882337.

Article X: Executive Secretary

- a. The Executive Secretary shall have no vote on the Board.
- b. Shall act in accordance with the Bylaws and policies adopted by the Chapter at the discretion and desire of the majority of the members and on the advice and assistance of the Board.

- c. Shall receive all applications for membership in the Chapter and shall turn them over to the President for review by the Board.
- d. Shall receive all requests for officials from schools and maintain the information on file along with all correspondence relating to assignments, post the assignments on the website and make the file open to any member upon request. Only the current year's correspondence shall be required to be on file.
- e. Ensure that Chapter attendance is taken and maintain a record of each member's attendance record.
- f. Shall maintain a complete and up-to-date chapter membership roster. This roster will be printed and distributed to the members and shall contain the name, address, home and work telephone numbers and any additional information directed by the Board.
- g. Shall be the custodian of all equipment belonging to the Chapter.
- h. Shall maintain all Chapter personnel records. These records shall be open for inspection by the Board at any time. Any member may view his personal record upon request.
- i. Make all game assignments in accordance with policies set forth by the Board.

Article XI: Assistant Executive Secretary

- a. The Assistant Executive Secretary shall have no vote on the Board.
- b. Shall act in accordance with the Bylaws and policies adopted by the Chapter at the discretion and desire of the majority of the members and on the advice and assistance of the Board.
- c. Shall post sub-varsity assignments on the assignment platform and make the file open to any member upon request. Only the current year's correspondence shall be required to be on file.
- d. Make all sub-varsity assignments in accordance with the policies set forth by the board and under the supervision of the Executive Secretary.
- e. In the event that the Executive Secretary is unable to fulfill duties, the Assistant Executive Secretary will assume Executive Secretary duties as set forth in Article X.

Article XII: Board of Directors

- a. Make available to membership a report on all meetings of the Board.
- b. Enforce payment of dues, assessments, and fines.
- c. Enforce the attendance regulations.
- d. Enforce regulations regarding uniform and officiating equipment.
- e. Make sure each member receives a current copy of the Bylaws, current Board Policies, standards of conduct and the TASO Code of Ethics.
- f. Propose ideas designed to improve the operation of the Chapter.
- g. Designate the time, location and frequency of regular meetings.
- h. Evaluate all applications of prospective members and determine acceptability.
- i. Evaluate and approve applications for transfer from personnel with current membership in other TASO or out of state chapters.
- j. Enact, revise, and maintain up-to-date policies of the Chapter.
- k. Maintain discipline and order at all meetings.
- l. Receive all complaints made by chapter members accusing non-board members of committing a violation of TASO and Chapter Bylaws and Policies. The board will then follow the procedures outlined in the chapter Code of Ethics and Due Process Policy. Any complaint to be made against a board member must be made directly to TASO.
- m. If a fine is recommended by the Board, the amount of the recommended fine shall be presented to the membership for approval with a majority vote of the members present. Only members in good standing may participate in the vote.
- n. Each Board member shall have one vote. If the board is not meeting in person, the vote may be made electronically by email or text messaging. The chapter recording secretary will include the vote in the minutes.
- o. Consider the appointment of a Certified Public Accountant, or other qualified individual to maintain the financial books and records of the Chapter. If deemed necessary by the Board, the person or entity appointed will prepare tax information as may be required by local, state, or federal authorities.

- p. The Board may establish policies to aid administration provided they are not in conflict with Chapter Bylaws.

Article XIII: Membership

- a. All members who have registered and been approved by TASO are subject to their membership being reviewed by the chapter Board of Directors to determine membership within the chapter.
- b. All members must meet the educational requirements as set forth by TASO.
- c. Members shall be classified according to the requirements established by TASO. All members in good standing as of the date the election is scheduled are eligible to vote that year.
- d. The Board has full authority to change any member's classification if it is not in conflict with TASO regulations.
- e. It is recommended that each member have a physical examination annually.
- f. Inactive members are those who have paid one-half (1/2) the dues of a regular member. To become inactive, the member must notify the Board in writing prior to September 1st of the year such member desires to be inactive. They may waive this provision on a case-by-case basis. Inactive members shall not be assigned to varsity games without approval from the Board nor be required to attend Chapter meetings.
- g. Honorary Membership may be awarded to officials that the Board approves of. Honorary Members shall not be required to pay dues, attend meetings, and shall not be assigned varsity games.
- h. Upon the death of a member or termination of membership for any reason, that person's membership in the Chapter and any interest or rights thereof shall cease ipso facto.

Article XIV: Registration and Dues

- a. The membership year begins on January 1st and ends on December 31st of each year.
- b. The fiscal year of the Chapter shall run from September 1st to August 31st.
- c. The Board shall determine the annual Chapter dues and any assessments. Chapter dues for the upcoming season which shall be paid on or before the date set by the chapter board in order to be a qualified voter in all Chapter elections.
- d. The TASO Board shall determine annual state dues.
- e. Failure to comply with the provisions of Article XIII (c) and (d) will cause membership to expire at the end of the current membership year.
- f. The Board may establish requirements to approve the reinstatement of any expired membership.

Article XV: Uniforms

- a. The members of the Chapter shall adhere to the regulation uniform as prescribed by TASO.
- b. Members shall be required to wear the regulation uniform when officiating in any game assigned by the Chapter.
- c. No member shall be considered in good standing that fails to comply with the provisions of Article XIV (a) and (b) above.

Article XVI: Officiating Fees and Travel Allowance

- a. Officiating fees, travel allowance and expenses for any game will conform to the fees and allowances as prescribed by TASO and the University Interscholastic League (UIL).
- b. Officiating fees for games below the varsity level shall be in compliance with the UIL Football Manual that is in force for each year.
- c. For charity, intersectional, post season and other games involving unusual circumstances, exceptions to standard fees and travel allowances may be requested through the TASO Executive Director as required by TASO.

Article XVII: Officiating Procedures

All members shall conform to the mechanics and procedures prescribed by TASO.

Article XVIII: Meetings and Attendance

- a. The Board shall set all meetings for the football season by June 30th of each year and make the schedule available to all members by July 15th by either mailing, emailing, or posting online to either the chapter website or chapter assigning platform. These meetings shall be held to discuss and interpret football rules and mechanics and to conduct business related to the Chapter. The Board shall establish regular meeting arrangements such as time and location and give notice to the members no less than fifteen (15) days in advance of the first regular meeting.
- b. Special meetings may be called by the President, Vice President/Treasurer, a majority of the Board convened in regular or special Board meeting, or upon written petition of twenty-five percent (25%) of the Chapter membership.
- c. Special meetings and the purpose of the meetings shall be communicated to all members by either mailing, emailing, or posting online to either the chapter website or chapter assigning platform at least forty-eight (48) hours before the scheduled time of the meeting.
- d. All members shall not miss more than 3 regular or special meetings. A method of taking attendance shall be established by the Board and adhered to by the members. A member who is assigned to a game that conflicts with a regular / special meeting shall receive credit for attending that meeting. A member who contacts their rep with an illness or work-related reason for not being able to attend the regular / special meeting will also be credited for attending that meeting. No member shall be considered in good standing who fails with the provisions of this article.
- e. The Board shall determine the attendance requirements for new member training meetings.

Article XIX: Committees

- a. The President shall appoint committees as necessary to enhance the effectiveness of the Chapter.
- b. A member of the Board shall be appointed by the President to serve as an "ex-officio" member of each committee.
- c. The President may appoint any committee but must include the following:
 1. Ethics and Due Process
 2. Training
 3. Bylaws (even numbered years)

Article XX: Vote and Quorum

- a. Forty percent (40%) of the membership who are not members of the Board, shall constitute a quorum of any regular or special meetings of the Chapter in which action is to be taken by the membership in the form of a vote or election except for a motion to adjourn. Any member may make a privileged motion to adjourn, which requires a second which is not debatable, cannot be amended and requires a majority vote of the members present and voting.
- b. All business meetings of the Chapter shall be conducted according to *The Modified Robert's Rules of Order Newly Revised*.

Article XXI: Administrative

- a. Communications from the Board to a member must be answered promptly or deliver a statement of reason for a delay that contains a realistic date for completion.
- b. Members who fail to comply with Article XX (a) above through negligence or any reason within their control shall be regarded as obstructing the best interest of the Chapter. These members may have their membership canceled by the Board.
- c. Members who violate the Bylaws, fail to cooperate with the officers and Board in maintaining the purposes of the Chapter and the TASO Code of Ethics or violate the established solicitation policy, may, after due

notice and hearing in accordance with the TASO Ethics and Due Process Procedures, have their membership canceled by the Board.

- d. For due cause, in accordance with the TASO Ethics and Due Process Procedures, a member who has failed or refused to comply with the requirements of the Bylaws or who has been charged with conduct contrary to the ethical standards of the organization, may be suspended from membership pending a final hearing and decision as to reinstatement or cancellation of membership.

Article XXII: Expenses

Reasonable expenses incurred by the Officers and Directors in performing duties of the Chapter shall be paid by the Chapter upon approval of the Board.

Article XXIII: Miscellaneous

- a. The Chapter will conduct its business in accordance with the purposes set forth in Article I and Article II of these Bylaws and complying with all rules and regulations set forth under Section 501c(3) of the Internal Revenue Code to maintain its status as a non-profit corporation.
- b. Upon the dissolution of the organization, the Board shall, after paying or making provision for the payment of all liabilities of the Chapter, dispose of all the assets of the Chapter exclusively for the purposes of the Chapter in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, humanitarian, or scientific purposes as shall, at the time, qualify as an exempt organization under Section 501c(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Revenue Code or Regulation), as the Board shall determine. Any such assets not so disposed shall be disposed of by the District Court of the county in which the principal office of the Association is then located, exclusively for such purposes or such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.
- c. No part of the net earnings of the Chapter shall be used for the benefit of any private individual member or officer of the Chapter (except that reasonable compensation, as approved by the Board, may be paid for services rendered to or for the Chapter affecting one or more of its purposes) and no private individual, member or officer of the Chapter shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Chapter.
- d. No substantial part of the activities of the Chapter shall involve the issuance of propaganda or the influence of legislation and the Chapter shall not participate in or intervene in the political campaign of any candidate for public office.