

San Angelo Football Officials Association By-Laws

ARTICLE I - Name, Office, Purpose

Section 1. Name

This organization shall be known as the San Angelo Football Officials' Association ("SAFOA"), a chapter of the Texas Association of Sports Officials - Football ("TASO-Football"). In the event the TASO ever undergoes a name change, the SAFOA will remain affiliated with those bodies with whatever names they are changed to.

Section 2. Office

The SAFOA is an association and its registered office shall be at such address as the Board may establish from time to time.

Section 3. Purpose

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

- a. Advancing the ideals of good sportsmanship and fair play through qualified officiating in football and respect for the authority of football officials at all levels of competition.
- b. Providing educational programs to advance the skills of football officials at all levels of competition.
- c. Conducting public information programs that will encourage appreciation for the skill and competence of football officials.
- d. Placing special emphasis on developing concepts of good sportsmanship among the youth of the nation, both as competitors and as spectators.
- e. Working through individual and group contributions and to promote excellence on the field by sharing ideas, interpretation of rules and expertise in all applications pertaining to officiating football.
- f. Conducting studies and analysis of football rules to identify sources of officiating problems and seek solutions in cooperation with appropriate rule making bodies.
- g. Develop and maintain a membership consisting of experienced and capable football officials whose integrity is above reproach and who are actively engaged each year in officiating games.
- h. Fostering a high standard of ethics encouraging fair play, sportsmanship, closer cooperation and better understanding among officials, athletic representatives, coaches, players, athletic directors, the press and spectators.

ARTICLE II - Geographical Area

The SAFOA serves primarily the San Angelo and Central West Texas area and may also serve other areas within the State of Texas as may be required from time to time at the request of the participants/coaches.

ARTICLE III - Membership

Section 1. Regular Membership

a. Regular members (hereinafter referred to as "Member") shall be those officials:

- (i) Whose application is approved by the Board,
- (ii) Who have paid their TASO - Football and SAFOA dues (hereinafter referred to as "Dues") for the current year, and
- (iii) Who are not on suspension by the TASO - Football or the SAFOA.

b. To become a new Member of the SAFOA, a person must have attained the age of eighteen (18) at the time the application is submitted and must submit an application on a form to be prescribed by the Board. Payment for all dues and fees must accompany the application for that year. All applicants shall meet all requirements as prescribed by the TASO - Football and the SAFOA with regard to examination of football rules and mechanics and other requirements as prescribed from time to time. A physical exam is recommended. By completing an application, the individual gives permission to the Board to conduct a criminal records check to ensure the applicant has no felony or serious misdemeanor convictions.

c. A Member, to be in good standing, must be in full compliance with and meet all requirements of a Member in good standing ("Good Standing") of the TASO - Football and SAFOA, including, but not limited to, the By-Laws, ethics, Chapter Policies of each organization thus permitting the Member the privilege of being assigned to any and all game assignments.

d. Board members shall, at all times, be a Member in Good Standing of the TASO - Football and SAFOA as set out in Section b. above.

e. Everyone who is a Member in Good Standing of the TASO - Football or a transfer from another TASO - Football chapter and desires membership in the SAFOA shall be classified in accordance with their classification of membership in the TASO - Football.

f. A person who is a member of a football officials' association other than the SAFOA shall submit an application on a form prescribed by the Board, along with a letter from the secretary of the association from which they are transferring, that they are a member of that association in good standing. The letter shall also state the applicant's experience and classification. The Board shall use its best efforts to get the TASO - Football to classify such applicant, which corresponds with his experience and classification in such other association.

g. Membership shall be classified as specified by the TASO - Football. All Members in Good Standing as of two (2) weeks prior to any vote are eligible to vote in such election, if still in Good Standing at the time of the vote.

Section 2. Honorary Membership

Honorary members ("Honorary Member") shall be those football officials who, because of retirement, infirmities, advanced age, or whose service and commitment to the profession of football officiating merits this honor, may be retired from active responsibility, these to be known as Honorary Members as approved by the Board. Such Honorary Members shall not be required to pay dues, attend chapter meetings, and shall not be assigned games.

Section 3. Termination

Upon the death of a Member, or upon the termination of their membership by resignation, expulsion, or permanent inactivity, their membership in the SAFOA and any interest or rights thereunder shall cease ipso facto.

Section 4. Assignment and Property Rights

Membership in the SAFOA shall not be assignable and any purported assignment thereof shall be void. No Member, Officer, or employee of the SAFOA shall have any right, title, or interest in or to any property of any kind owned by the SAFOA or used by it in connection with the performance of its functions, nor in or to any income or other funds received by it, or the right to be assigned any game. No part of the funds of the SAFOA shall ensure to the benefit of any Member.

ARTICLE IV - Board of Directors and Officers

The SAFOA shall be governed by a Board of Directors that shall be composed and with the duties as outlined in this Article.

Section 1. Board of Directors Membership/Responsibilities

Board Members shall be elected by the Members of the SAFOA at the regular SAFOA meeting at which elections are held for the terms as designated for each Board position or until such time as a successor is appointed or elected or assumes office. The duly elected Board Members shall make up the governing board ("Board") of the SAFOA. The President, upon majority vote of the Board, may appoint up to two (2) ex officio members to serve on the Board. Such ex officio members shall have no vote.

All Members in Good Standing are eligible for election to the Board of Directors for any position as an officer (President, Vice-President, Secretary, Treasurer) or director. Members must have been in Good Standing with the SAFOA for at least five consecutive years immediately prior to their election to be eligible for an officer position and three consecutive years immediately prior to their election to be eligible for a director position. Any Board member may receive as remuneration for services performed an annual fee to be determined by the Board, except for the initial fee, which shall be recommended by the Board and approved by a majority of the Members of the SAFOA. Any increase or decrease shall not exceed five percent (5%) from the previous year, unless approved by a majority of the membership of the SAFOA. Voting Board members ("Board Member"), not to exceed seven (7) in number, shall consist of the following with the noted duties:

a. President - The President shall preside at all meetings of the SAFOA. He shall call for any special meetings. He shall preside over and report to the SAFOA all meetings of the Board. He shall govern and make every possible effort to further the policies on behalf of the Board and SAFOA in accordance with the By-Laws of the SAFOA, the direction and desires of the majority of the members of the SAFOA, and the advice and assistance of the Board. The President shall have general and active management of the affairs of the SAFOA while the Board is not sitting, shall be responsible for the proper execution of all orders and resolutions of the Board, and in general shall perform all the duties usually incident to such office or which may be required by the Board. Except as otherwise provided in the By-Laws, he shall appoint, with the approval of the Board, committees necessary to conduct the business of the SAFOA, and he may

delegate responsibilities to other members of the Board or to other Chapter members.

b. Vice President - The Vice President shall preside at all meetings in the absence of the President and shall perform the duties of the President in his absence or inability to act, and generally perform all of the duties usually incident to the office of Vice President or which may be required by the President, the Board or other provisions of these By-Laws. He shall also be responsible for membership training and for seeing that programs are arranged for each meeting.

c. Secretary -

(i) The Secretary shall act in accordance with the By-Laws and polices adopted by the SAFOA, at the direction and desires of the majority of the Members of the SAFOA and on the advice and assistance of the Board. Shall ensure that minutes of all regular and special meetings of the SAFOA, serve as secretary of the Board, keep a record of all its regular and specially called meetings including a record of those present, be the custodian of any committee minutes and provide current committee chairman a copy of any past minutes, as requested, help in the organization of the SAFOA roster, have custody of the membership roster, which shall be available to the Members, notify SAFOA Members, Inactive Members, Honorary Members, and the Board Members of all scheduled meetings and shall be custodian of the SAFOA By-Laws and records, and shall perform such other duties as are usually incident to the office or which may be required by the President or the Board or other provisions of these By-Laws. He shall maintain a record of any and all polices adopted by the Board. He shall be in charge of the necessary printing and publications ordered by the SAFOA.

(ii) The Secretary will serve as an "assignment secretary" in the SAFOA. As the "assignment secretary", he or his designee will be the only SAFOA Board or regular member to accept requests from coaches, school officials, or the UIL, for officials to officiate games. He will also be the only SAFOA Board or regular member to contact the TASO - Football office concerning official chapter issues unless he delegates certain duties to another SAFOA Board member. He will then assign officials to the contests. All game assignments must be made from the SAFOA active member roster of members in Good Standing that has been reviewed and approved by the SAFOA Board of Directors. The SAFOA Board of Directors must review any additions or deletions to the roster before assignments may be made. The assignments must be presented to and approved by a majority of the SAFOA Board members before notification of schools, coaches, officials, or any other organization and prepare assignments notifying all officials of the games they are assigned to officiate. Any request by coaches for a particular official should be honored if possible. He may be assisted in this function, with approval of by the SAFOA Board majority, by one or more members who perform a similar function for sub-varsity contests. The Secretary will also serve as the SAFOA point of contact for coaches and school officials who wish to provide any type of feedback to the SAFOA regarding the performance of its members. Feedback from coaches or school officials should be made available to a member, of his own record.

d. Treasurer - Shall collect all moneys due the SAFOA including but not limited to the collection of membership dues, disbursement of funds as authorized by the Board through an annual budget and to keep accurate financial records subject to an annual audit by the Board. Shall have custody of all moneys of the SAFOA and shall deposit them in such bank, trust, or other fund as shall be designated by the Board. Shall have the right, together with such other member(s) designated

by the Board, to countersign all checks, drafts, notes, or order for the payment of money. Shall keep or supervise the keeping of accurate accounts of the finances of the SAFOA, which shall be open for inspection and examination by the Board. Shall cause to be prepared such returns as may be required by Federal, State, or local authorities and shall perform the usual duties incident to the office or which may be required by the President, the Board, or other provisions of these By-Laws. He shall present a financial report with written copies for each member at the first regular meeting in July of each year or as deemed necessary by the Board of Directors. Shall maintain a membership list of all Members in Good Standing and such list shall be checked with the records of the TASO - Football to determine that all Members are in Good Standing with the TASO - Football. No Member shall be on the list that has not fulfilled requirements of a Member in Good Standing. Such list shall classify Members in the same manner as the TASO - Football classification. Such member list shall be used in determining the active roster for assignment purposes.

e. At Large Board Member #1 - Participate in all deliberations undertaken by the Board. Shall bring forth issues to the Board as required.

f. At Large Board Member #2 - Participate in all deliberations undertaken by the Board. Shall bring forth issues to the Board as required.

g. At Large Board Member #3 - Participate in all deliberations undertaken by the Board. Shall bring forth issues to the Board as required.

h. Immediate Past President (Non-voting Board Member)- Shall serve as an advisor to the Board. He may be present at all Board meetings and make comments or recommendations on any issue before the Board. He shall not have a vote but may be present during any vote.

Section 2. Election of Board Members

a. The Board will review the membership for qualified candidates for election to the Board and for appointment to other SAFOA offices. Any Member who is on probation, suspension, or otherwise not in Good Standing is not a qualified candidate. An election committee ("Election Committee") shall administer the election of Board Members.

The objective will be to give true leadership to the membership of the SAFOA, including past or present outside administrative or managerial experience without regard for popularity or officiating experience. The timeline by which nominations and elections shall proceed is as follow:

1. At least four (4) weeks prior to the scheduled business meeting in which the election of Board members will be held. A nominating committee ("Nominating Committee") shall be appointed by the President, approved by the Board, and announced to the SAFOA membership.
2. At least three (3) weeks prior to the scheduled business meeting in which the election of Board Members will be held. Any suggestions from the SAFOA membership for nominees must be received by the Nominating Committee. The Nominating Committee shall consider qualifications, secure consent from each nominee, and prepare a slate of at least one (1) nominee for each position up for election each year.
3. At the regular SAFOA meeting two (2) weeks prior to the meeting in which elections will be held, but in no event less than fourteen (14) days prior to such meeting in which elections will be held. The Nominating Committee shall report its nominations to the SAFOA

membership. Nominations from the floor will be accepted at this meeting, provided the nominees have consented for their names to be placed in nomination. The President of the Board may appoint an Election Committee at least two (2) weeks prior to the meeting at which elections will be held, consisting of two members of the SAFOA membership, neither of which can be an elected, appointed, or hired Board Officer, or a candidate for one of the positions up for election.

4. At the regular SAFOA meeting one (1) week prior to the meeting in which elections will be held, but in no event less than seven (7) days prior to such meeting in which elections will be held. Each member nominated for an elected position will be allowed the opportunity to give a presentation or answer questions of the membership. Candidates may also distribute any printed material they believe to be appropriate. This presentation time shall not last more than 5 minutes and is under the control and guidance of the election committee.
5. The SAFOA will utilize on-line ballots for all types of voting. If on-line ballots are unavailable, then at the regular SAFOA meeting in which elections will be held, the voting and ballots will be administered by the election committee. The nominee who receives the "super-majority" (50% plus 1) of votes of those present and voting by secret ballot, or who have voted by absentee ballot, shall be declared elected. In the event of a tie between any number of candidates for a position, a runoff shall be held between such candidates. In the event no candidate for a position receives the "super-majority", a runoff shall be held between the candidates receiving the two greatest number of votes from the members present.

b. Any vacancy on the Board shall be filled for the unexpired term by appointment of the President of the Board as approved by the Board within thirty (30) days of such vacancy.

Any such appointment(s) shall be made from the candidates who were nominated for that position, but not elected, in the last election held, with priority being given to the individual or individuals who received the greatest number of votes, respectively; or lacking any such candidates, such vacancy or vacancies shall be filled by the President of the Board as approved by the Board from the membership for any vacancy.

c. All Members, as defined in Article III, Section 1, who have paid their dues by two (2) weeks preceding the election are eligible to vote. A membership list of those eligible to vote will be given to the election committee by the SAFOA Board of directors, if needed.

d. Each Member may cast no more than one (1) vote for each Director or Officer position up for election. The Election Committee shall not count any ballot in violation of this Section. Members shall cast their vote on-line; however, if on-line voting is unavailable, members who are unable to attend the meeting where the election will be held may be permitted to vote by absentee. The absentee voting will be done through a member of the Election Committee and in a manner to ensure the secrecy and integrity of the ballot. All absentee votes shall be placed with a member of the Election Committee at least 24 hours in advance of the scheduled election date in order to be valid. Write-in candidates are not valid and will not be considered during the election process.

Section 3. The Governing Board of Directors

It shall be the duty of the Board to:

- a. Make available to the SAFOA membership a report on all meetings of the Board.
- b. Enforce payment of dues and assessments on all Members.
- c. Enforce attendance regulations as deemed appropriate by the Board, such as but not limited to, placing first time offenders on one- (1) year probation or up to and including suspension. However, if the Member notifies the Secretary or Board designee in writing of a legitimate reason (excuse), the Board may at its sole discretion waive the requirement of this provision.
- d. Impeach by two-thirds (2/3) vote of the total Board, any Officer who fails in his duty to act in the best interest of the SAFOA and two-thirds (2/3) majority ratification by the membership.
- e. Make any and all recommendations and policies it feels necessary for the good of the SAFOA. Upon receiving a petition of at least thirty- percent (30%) of the Members in Good Standing in the SAFOA, the Board will review such policy or regulation for reconsideration prior to implementation. However, such policy or regulation can be overturned upon receiving a petition of the SAFOA membership. To overturn such policy or regulation by the SAFOA membership will require a petition signed by at least sixty percent (60%) of the Members in Good Standing.
- f. Approve a budget at the beginning of each Fiscal Year, which shall be reported to the SAFOA membership not later than the first regular SAFOA meeting.
- g. Create and maintain a Board Policy Manual, containing written policies or procedures adopted by the Board from time to time as necessary. The Board may create and adopt written policies and procedures on all matters referred to in the By-Laws, including, but not limited to, the crew concept, varsity and sub-varsity game assignments process, post season play-off game assignments, training, evaluation policies, attendance, and due process procedures. Any changes to the assignment process must be reported to the SAFOA membership. The Board may create and adopt such other written policies or procedures which it believes are necessary. All policies and procedures adopted by the Board shall be maintained by the Secretary and shall be made available to any Member upon request. Any policy or procedure adopted, modified, or otherwise amended by the Board relating to varsity game assignments and post season play-off game assignments must be approved by a two-thirds (2/3) vote of the Board.

ARTICLE V - Registration and Dues

Section 1. Fiscal Year

The membership year ("Fiscal Year") begins on January 1st and ends on December 31st of each year.

Section 2. Dues

a. The dues for the TASO - Football and SAFOA shall be determined by the TASO - Football and SAFOA's Board of Directors and shall be collected by the Board. They shall become payable during the month of October (for the following year), except that by special action of the Board. The due date may be extended in cases involving extenuating circumstances by approval of the Board. Any member who does not pay his Dues, fines, fees, or special assessments, may not be eligible to have his name listed on the local membership roster for the

following year if so determined by the Board. All Honorary Members are to be exempt from all membership dues.

b. From time to time, a schedule of Dues payable in advance by members of the SAFOA shall be set by the Board to adequately finance the SAFOA.

Section 3. Procedures

A Member who has not paid their Dues by the established Board deadline each year may be assessed a late fee(s) as established by the Board. The Board may, in its discretion, waive any late fee(s) on a case-by-case basis (i.e. late transfers, etc.). An official who has not paid their Dues each year may be ineligible for any game assignment for that Fiscal Year but may be utilized as a replacement official.

Section 4. Notification

A method of notification on the payment of and nonpayment of Dues shall be established by Board policy. Each Member will follow the prescribed policy.

Section 5. Expired Membership

The Board must approve by two-thirds (2/3) vote the reinstatement of any suspended or expelled member.

Section 6. Refund of Dues

If a Member withdraws their membership before January 1, that Member shall be refunded 100% of the local dues paid, less any late fee(s) assessed. No refund shall be paid if a Member withdraws after that date unless the Board, in its discretion on a case-by-case basis, waives this provision.

Section 7. Fines

a. Any member who is absent from a regular meeting or does not sign the membership attendance sheet, shall be fined \$2.00 for each time absent, regardless of circumstance. A Member who is assigned to work a game by the SAFOA that conflicts with a regular or special meeting shall receive credit for attending that meeting. The Board of Directors may waive this fine for job-related absences, or any situation it deems appropriate.

b. Members who have accepted games shall be levied the following fines for game turn-backs: (1) \$5.00 for a game turned back within 7 days of the scheduled game, (2) \$10.00 for a game turned back within 48 hours of the scheduled game, (3) \$20.00 for a game turned back within 24 hours of the scheduled game, or (4) An equivalent game fee(s) for no-shows. Exceptions can only be approved by the Board and shall only be approved for verifiable emergency situations. Only one fine for each turn-back shall be levied as the fines are not cumulative.

c. The Treasurer shall maintain a log of fines due and ensure the member is advised of any fines payable in addition to his annual dues each year. Fines must be paid prior to the playoffs in order to be eligible for playoffs for the current season or must be paid prior to the next season to be a member in Good Standing with the SAFOA.

ARTICLE VI - Uniforms

The Members of the SAFOA shall adhere to the regulation uniform as prescribed by the TASO - Football and the SAFOA. Members shall be required to wear the regulation uniform when officiating in any game, unless otherwise prescribed by the Board. No Member shall be considered in Good Standing who fails to comply with the provisions of this Article.

ARTICLE VII - Officiating Fees and Travel Allowance

Section 1. Officiating fees, travel allowance, and expenses

Officiating fees, travel allowance, and expenses for any game will conform to the fees and allowances as prescribed by the TASO - Football Board of Directors, UIL, SAFOA Board, and the districts the SAFOA serves.

Section 2. For charity, intersectional, post season, and other games

For charity, intersectional, post season, and other games involving unusual circumstances, exceptions to standard fees, travel allowance and expenses may be requested through the TASO - Football Executive Director or his designee.

ARTICLE VIII - Officiating Procedures

All Members shall conform to the mechanics and procedures prescribed by the TASO - Football Board of Directors or the office of the TASO - Football Executive Director or his designee.

ARTICLE IX - Selection and Assignment of Game Officials

Section 1. Game Assignments

a. In the absence of an Assignment Committee selected by the Board, the Chapter Secretary or another Board-designated member will serve as the "Assignment Secretary". The Assignment Secretary shall make all assignments, including post season play-off assignments, according to Article IV Section 1c and Article V Section 3.

b. The Assigning Secretary shall ensure that all officials in Good Standing with the SAFOA will be given equal opportunity to work game(s) based upon their performance, experience, availability, dependability, behavior, perceived conflict of interest, and the betterment of the SAFOA. Membership in TASO - Football or the SAFOA does not guarantee game assignments, and all game assignments received through the Chapter are subject to revocation, cancellation, or reassignment. In accepting game assignments from the SAFOA, the official is acting as an independent contractor and is not an employee of the SAFOA. Officials are not eligible for unemployment compensation, disability, or workman's compensation benefits. TASO - Football, the SAFOA, or the school districts are not liable for the independent contractor's actions.

ARTICLE X - Meetings and Attendance

Section 1. Meetings

- a. Optional monthly meetings shall be held starting in March of each year. Mandatory regular weekly meetings shall begin following the state meeting and continuing through the end of the regular season. These meetings will be held to discuss and interpret football rules, conduct business relating to the budget, dues, elections, and such other business of the SAFOA that may arise from time to time. Regular meeting arrangements, such as time and location(s), shall be established by the Board and notice given to the Members at least fifteen (15) days in advance of the first regular SAFOA meeting. The Board may arrange to hold meetings at one or more locations, but in no event shall a vote or election be held at more than one location.
- b. Special meetings of the SAFOA shall be held as required to be called by the President, Vice-President, majority vote of the Board convening in a regular or specially called Board meeting, or upon written petition of twenty-five percent (25%) or more Members of the SAFOA.
- c. Special meetings and their purpose are those meetings for which all Members shall have been e-mailed a meeting notice at least three (3) business days before the scheduled meeting time, or those which shall be announced at any regular SAFOA meeting in which a quorum is present.
- d. Guests of members, coaches, and school officials may attend the regular meetings. However, a majority vote of the Board may prevent them from attending any meeting when internal Chapter business is discussed.

Section 2. Quorum

Twenty-five percent (25%) of the membership, not including members of the Board, shall constitute a quorum of any regular or special meeting of the SAFOA 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, is not debatable, cannot be amended, and requires a majority vote of the membership present and voting.

Section 3. Rules of Order

All business meetings of the SAFOA shall be governed according to Robert's Rules of Order Newly Revised.

Section 4. Attendance

All Members shall attend the regularly called meetings. If a member would like the Board to consider waiving their absence, the member must notify the Secretary or Board designee in writing of their intent. A method of taking attendance shall be established by the Board and adhered to by the Members. A Member who is assigned to work a game by the SAFOA that conflicts with a regular or special meeting shall receive credit for attending that meeting. Members may not be considered in Good Standing who fail to comply with the provisions of this Article.

ARTICLE XI - Committees

a. The SAFOA shall form committees on an "as-needed basis". Committees that might be needed from time to time include:

- (i) Ethics and Due Process Committee
- (ii) Nominations Committee
- (iii) Assignment Committee
- (iv) Training Committee
- (v) New Members Committee
- (vi) By-Law Review Committee
- (vii) Elections Committee

b. Any such committee will exist for whatever term deemed appropriate by the President, with Board approval, but in no event for more than one year. The President, with Board approval, will designate members of such committees and designate a Chairman.

ARTICLE XII - Administration, Code of Ethics and Due Process

Section 1. Administration

a. Communications from the Board or a Board Officer must be answered in the time period requested with either a return of all the information requested or a statement of reason(s) why such information must be delayed or withheld.

b. Members who fail to comply with the provisions of the above paragraph, either through negligence or for any reason within their control, shall be regarded as obstructing the best interest of the SAFOA.

c. Members who violate the provisions of the By-Laws, or who fail to cooperate with the Board Officers or Board in maintaining the purposes of the SAFOA, its Code of Ethics, and established solicitation policy, may, after due notice and hearing in accordance with the due process procedures established by the Board, have their membership canceled.

d. For just cause, to be determined in accordance with due process procedures established by the Board, a member who has failed or refused to comply with the requirements of the By-Laws, or who has been charged with conduct contrary to the ethical standards of the TASO - Football, or SAFOA, may be disciplined as the Ethics Committee deems appropriate after a final hearing and decision.

e. In all cases due process as determined by the due process policy of the TASO - Football shall be followed.

Section 2. Code of Ethics

a. An official must conduct themselves professionally at all times.

b. Solicitation rules or guidelines, and any amendments thereto, adopted by the TASO - Football or SAFOA shall be deemed to be a part of the Code of Ethics of the SAFOA.

c. An official's conduct must be above reproach to fellow officials, athletic representatives, players, coaches, the press, and spectators.

d. Officials shall not cancel any accepted games except in case of dire emergency.

- e. An official shall not criticize or attempt to explain other officials' judgment on decisions to either coach, team, or affiliate thereof.
- f. An official shall give their best effort in every game officiated.
- g. An official shall comply with the Code of Ethics of the UIL, NCAA, and the TASO - Football.
- h. Upon occurrence of any incident involving players, coaches, fans, or safety, an official shall follow the reporting requirements established by the Board and TASO - Football.
- i. All members will comply with the "Chapter Policies" which are published from time to time by the Board.
- j. Actions, which may result in disciplinary action against Members, include:
 - (i) Non-payment of dues and assessments prior to the required deadlines.
 - (ii) Failure to cooperate fully with the Board in the investigation of any matter.
 - (iii) Consumption of alcohol or any other non-prescription drug while in uniform or within a twelve hour period prior to a game, or during any time frame if it affects one's ability, integrity, or sense of judgment while carrying out his officiating duties. Use of alcohol, tobacco, or any other non-prescription drug on property controlled by federal, state, or local authority that forbids the use or possession of such materials.
 - (iv) Abuse of any prescription drug while in uniform or within a twelve-hour period prior to a game, or during any time frame if it affects one's ability, integrity, or sense of judgment while carrying out his officiating duties.
 - (v) Grievances reported by coaches, school officials, or other Members of the Chapter.

Section 3. Due Process

- a. Ethics and Due Process Committee - As provided in these By-Laws, there may be at times an Ethics and Due Process Committee ("Ethics Committee"). The Ethics Committee shall be comprised of five (5) members, which shall include only one (1) member of the Board who shall act as chairman ("Chairman"). The Chairman shall be selected by a majority vote of the Board and shall not hold any officer position on the Board. The remaining four (4) members of the Ethics Committee shall be appointed by the President of the Board with the approval of a majority of the Board, and may consist of at least one (1) member from each Classification.
- b. Authority and Duties of the Ethics Committee -
It shall be the duty of the Ethics Committee to investigate any and all ethical matters or violations committed by any Member of the SAFOA. The Ethics Committee shall undertake any efforts it deems necessary to investigate all matters brought to its attention. The Ethics Committee shall make all disciplinary determinations. All appeals shall be made to the Board; the appeal decision of the Board is final. There will only be one investigation, one disciplinary hearing, and one appeal per case.
- c. Policies and procedures for due process are generally in the form set forth in the TASO - Football Due Process Memorandum dated May 1, 2000, and as it may

be amended or revised from time to time. However, the following requirements are minimal due process considerations:

1. A written report of the allegation against an official must be presented to the Board of Directors before a complete investigation and hearing will be held.
2. The Secretary shall notify the accused member immediately after the Board of Directors' meeting where the charges have been presented. Such notification shall be by certified mail unless the member was present at the Board meeting where the allegation was presented.
3. The Ethics Committee shall investigate the allegation.
4. Confidentiality of complainants and witnesses;
5. Time limits;
6. Appeals process.

d. The Ethics Committee, if it finds by a majority vote that a Member has violated the Code of Ethics, may recommend that the Board assess penalties against the Member. Any penalty may be assessed, which includes but not limited to, a private reprimand, public reprimand, probation, removal of game assignments, time-limited suspension, expulsion, or any combination of the above if deemed appropriate by the Board. The Chairman shall report the result of any hearing, regardless of whether a violation is found to have occurred, to the Board no later than the next regular Board meeting. Recommendations for periods of suspension in excess of one year and/or expulsions shall be presented to the Chapter Membership for approval. A vote of two-thirds of the Members present shall be required to uphold the suspension/expulsion. Such vote must be taken by the Membership at a meeting following the meeting wherein the charges and recommendations are made known to the Membership.

e. Any disciplinary action taken against a Member that results in a suspension exceeding one year or an expulsion shall be immediately reported to TASO - Football.

ARTICLE XIII - Order of Business

The order of business for any regular or scheduled business SAFOA meeting may be as follows or similar order of business, unless suspended by 3/4 vote of the membership while in session:

- a. Call meeting to order by presiding officer
- b. Reading and approval of minutes of previous meeting(s)
- c. Regular and special committee reports
- d. Unfinished business
- e. New business
- f. Adjournment

ARTICLE XIV - Revising or Amending By-Laws

a. These By-Laws, revised November 7, 2016, may be amended or revised at any regular or special meeting of the SAFOA by a two-thirds (2/3) vote of the eligible Members, provided that written notice of the proposed amendment or revision has been read at a regular or special meeting or e-mailed to Members at least two (2) weeks before the vote is taken.

b. All Members, as defined in Article III, Section 1, who have paid their dues by two (2) weeks preceding the vote date are eligible to vote on the amendment(s) or revision(s).

c. Members who are unable to attend the meeting where the vote will be held may be permitted to vote by absentee. The absentee voting will be done through a member of the By-Laws Committee and in a manner to ensure the secrecy and integrity of the ballot. All absentee votes shall be placed with a member of the By-Laws Committee at least 24 hours in advance of the scheduled election date in order to be valid.

d. Any problems or questions not specifically covered herein shall be decided by a two-thirds vote of the eligible members present at a regular meeting.

ARTICLE XV - Legality of By-Laws

In case any section of these By-Laws is ever declared to be in contradiction to the Constitution or By-Laws of the TASO - Football, that section and only that section shall be declared null and void, after full review and consent of the Board of Directors, and it shall not affect the validity of any other section. Interpretation or clarification of the By-Laws will be determined by the Board.