

CONSTITUTION  
OF THE  
NORTH EAST  
OHIO TRACK  
OFFICIALS  
ASSOCIATION

**CONSTITUTION  
OF  
THE NORTH EAST OHIO  
TRACK OFFICIALS ASSOCIATION**

**ARTICLE I**

NAME

This organization shall be known as the North East Ohio Track and Officials Association.

**ARTICLE II**

PURPOSE

- Section 1. To promote uniformity in the officiating of track and field and cross country.
- Section 2. To aid officials, coaches and participants in track and field and cross country in acquiring a thorough knowledge and understanding of the rules.
- Section 3. To foster a high standard of officiating ethics.
- Section 4. To promote track and field and cross country.
- Section 5. To cooperate with, aid and assist the Ohio High School Athletic Association (OHSAA).
- Section 6. To train and develop officials.

**ARTICLE III**

OFFICERS

The officers shall be a President, President-Elect, Secretary-Treasurer and Rules Interpreter.

## **ARTICLE IV**

### **EXECUTIVE COUNCIL**

The Executive Council shall consist of the President, President-Elect, Secretary-Treasurer, Rules Interpreter, the Immediate past President and four (4) at-large members elected by the membership.

## **ARTICLE V**

### **AMENDMENTS**

This Constitution may be amended at any meeting by a majority of the votes cast provided the membership has been notified in writing and provided with the text of the amendment at least thirty (30) days prior to the vote.

**BYLAWS  
OF  
THE NORTH EAST OHIO  
TRACK OFFICIALS ASSOCIATION**

**ARTICLE I**

**PRESIDENT**

- Section 1. The President shall preside at all of the meetings of the Association and all meetings of the Executive Council.
- Section 2. The President shall appoint the members of the Standing Committees and shall appoint such other committees as directed by the Association and those deemed necessary to further the objectives of the Association.
- Section 3. The President shall vote on all issues and elections in accord with Robert's Rules of Order.
- Section 4. The term of office shall be two (2) years. The term begins at the conclusion of the annual meeting.
- Section 5. In the event the office of President is vacated due to any reason, the President-Elect will immediately assume the office of the President.
- Section 6. The President will serve as Chairperson of the Executive Council.

**ARTICLE II**

**PRESIDENT-ELECT**

- Section 1. The President-Elect shall serve in that position for a term of two (2) years and will automatically become President at the conclusion of the meeting following the year as President-Elect.
- Section 2. The President-Elect shall preside at those meetings of the Association and Executive Council when the President is unable to do so or when so requested by the President in accord with Robert's Rules of Order.
- Section 3. The President-Elect shall serve as Chairperson of the Membership Committee and the Training Committee.

Section 4. In the event the office of President-Elect is vacated for any reason the Executive Council shall schedule a Special Election to fill the vacancy. The Nominating Committee shall oversee the election.

### **ARTICLE III**

#### **SECRETARY-TREASURER**

Section 1. The Secretary-Treasurer shall record the proceedings of the Association and the Executive Council and shall record an account of all business transacted for the Association. A written report shall be made to the membership at each annual meeting.

Section 2. The Secretary-Treasurer shall be responsible for:

2.1 Necessary printing and publications.

2.2 Receiving and disbursing all monies of the Association in accord with generally accepted accounting procedures as directed by the Executive Council.

2.3 The Secretary-Treasurer shall conduct the correspondence of the Association, maintain such records as required for attendance and the financial affairs of the Association.

2.4 Other duties as directed by the Association or Executive Council.

Section 3. The Secretary-Treasurer shall assist school personnel requesting help in securing officials.

Section 4. The term of office of the Secretary-Treasurer shall be two (2) years.

Section 5. The Secretary-Treasurer must prepare a budget for approval by the Executive Council on an annual basis. This budget shall include funds to cover the cost of postage, office supplies, printing and other items necessary to the administration of the Association.

Section 6. A stipend shall be awarded to the Secretary-Treasurer in an amount to be determined by the Executive Council on an annual basis.

Section 7. In the event the office of Secretary-Treasurer is vacated due to any reason, the Executive Council shall appoint a replacement.

## **ARTICLE IV**

### **RULES INTERPRETER**

- Section 1. The Rules Interpreter shall be elected for a term of two (2) years.
- Section 2. In the event the office of Rules Interpreter is vacated due to any reason, the executive Council shall appoint a replacement.
- Section 3. Duties and Responsibilities:
- 3.1 Provide interpretations of the rules and situations.
- 3.2 Serve as a member of the Executive Council.

## **ARTICLE V**

### **COUNCIL MEMBER-AT-LARGE**

- Section 1. There shall be four (4) Council Members-at-Large. They shall serve for a term of two (2) years. Their term shall be such that two (2) are elected each year.
- Section 2. They shall serve as members of the Executive Council.
- Section 3. In the event a Council Member-at-large position is vacated due to any reason, the executive Council shall appoint a replacement.

## **ARTICLE VI**

### **MEMBERSHIP**

- Section 1. There shall be three (3) classes of membership and they shall be designated Active, Honorary and Life.
- Section 2. Active membership shall be open to any individual holding a current permit issued by the Ohio High School Athletic Association for track and field. Active membership is predicated on the payment of dues and the maintenance of a current permit in track and field.
- Section 3. Honorary membership shall be extended to individuals from Northeastern Ohio who have distinguished themselves in promoted high school track and field and are not current or past high school track and field officials. Honorary members will have no vote nor may they hold any office in the

Association. There will be no dues requirement. The Executive Council will nominate individuals for membership and a majority vote of the members present at the meeting will constitute acceptance. This membership is for life.

- Section 4. Life membership status will be extended to all Active members of this Association upon retirement from high school track and field officiating. Life members shall have no vote nor may they hold office in the Association. There will be no dues requirement.

## **ARTICLE VII**

### **ELECTIONS**

- Section 1. Elections shall be held at the Annual Meeting.
- Section 2. Each member in good standing is entitled to one (1) vote.
- Section 3. The Nominating Committee shall be responsible for conducting the election of officers and council members-at-large at the annual meeting. They shall prepare the ballot listing all the candidate names for the office and providing write-in candidate names. They shall solicit nominations from the floor prior to election. They shall count the ballots and announce the results.
- Section 4. A candidate receiving a majority of the votes cast shall be declared elected. If no candidate receives a majority, the two candidates having the greatest number of votes shall be voted upon by ballot. If there is a tie vote, a second ballot shall be taken, and if there is still a tie, the winner shall be chosen by lot.
- Section 5. All Active members are eligible to hold office or serve as Council members.
- Section 6. No individual may concurrently serve in more than one position on the Executive Council.

## **ARTICLE VIII**

### **MEETINGS**

- Section 1. The Annual Meeting shall be held following the conclusion of the high school track season. The Executive Council shall determine the date and the site. Notice of the location, date and time of the meeting shall be sent to the membership at least thirty (30) days prior to the meeting date.
- Section 2. There shall be at least seven (7) Rules Interpretation Meetings of the Association per year, one (1) track and field rules interpretation meeting conducted by the OHSAA and one (1) annual meeting.
- Section 3. Additional meetings may be scheduled by direction of the Executive Council.
- Section 4. Executive Council meetings will be scheduled as needed.
- Section 5. All meetings shall be conducted in accord with Robert's Rules of Order.

## **ARTICLE IX**

### **COMMITTEES**

- Section 1. Standing committees shall be established to provide administrative support and maintain the essential functions of the Association. These committees shall be:
- 1.1 Training Program Committee.
  - 1.2 Nominating Committee.
  - 1.3 Finance Committee.
  - 1.4 Communications Committee.
  - 1.5 Membership Committee.
  - 1.6 Special Events Committee.
  - 1.7 Grievance Committee.
  - 1.8 Audit Committee.

- Section 2. Special Committees may be established as necessary by the President and the Executive Council.
- Section 3. Members to the committees shall be appointed by the President and said appointment shall be for not more than one (1) year unless specifically designated for a longer period.
- Section 4. The Audit Committee shall serve to audit the financial books, records and bank statements, kept by the Secretary-Treasurer, with the following guidelines:
- 4.1 President-Elect of the year for which the audit is being conducted shall serve as the Audit Committee Chair.
  - 4.2 After the elections, at the June meeting, the Chair shall appoint at least two (2) people who are current association members, but not members of the Executive Council to assist in the duties.
  - 4.3 The Secretary-Treasurer shall submit all financial records to the Committee by July 1<sup>st</sup>.
  - 4.4 The committee shall complete its audit and submit its report to the membership at the August meeting

## **ARTICLE X**

### **ASSESSMENTS**

- Section 1. Dues for members shall be twenty-five (25) dollars per year determined by the general membership.
- Section 2. Assessments may be made on the membership to meet necessary expenses of the association. The Executive Council shall determine the amount of any assessment.
- Section 3. A member who fails to pay his/her annual dues by July 1<sup>st</sup> of the year is automatically suspended and the Secretary-Treasurer shall remove the individuals name from the membership list of the Association. Any member who has been suspended because of non-payment of dues or assessments may petition for reinstatement. Upon payment of a penalty fee of five (5) dollars and the annual dues the suspended members may be restored to membership by the Secretary-Treasurer.

## **ARTICLE XI**

### **EXPULSION OF MEMBERS OF THE EXECUTIVE COUNCIL**

The Executive Council may dismiss a member of the Council upon concurrence of two-thirds of its members. The member under consideration for expulsion shall be absent during voting. A member shall be expelled for violation of the provisions of the Constitution or Bylaws of this Association, by negligence of duty, by dishonesty or any other offense of a serious nature.

## **ARTICLE XII**

### **AMENDMENTS**

These Bylaws may be amended at any meeting by a majority of the votes cast provided the membership has been notified in writing and provided with the text of the amendment at least thirty (30) days prior to the vote.