**Constitution of**

**The Buckeye Officials Association**

**Article I.**

# **Name, Purpose, and Non-Discrimination Policy of the Organization**

Section 1 – **Name:** The Buckeye Officials Association at The Ohio State University

Section 2 – **Purpose:** The goal of The Buckeye Officials Association is to give intramural officials an opportunity to gain experience beyond the intramural program. Also, it will give officials a chance to meet professionals at the recreational, collegiate, and professional levels of their individual sports. The hope is for each official to gain a greater knowledge of their sport and give them opportunity to advance to higher levels.

Section 3 – **Non-Discrimination Policy:** This organization and its members shall not discriminate against any individual(s) for reasons of age, color, creed, national origin, physical/mental disabilities, veteran status from military service, race, religion, sex, or sexual orientation.

**Article II.**

# **Membership**

Section 1 – **Classes of Members:** The membership class and the requirements shall be as follows:

1. **Active:**
   1. MUST PAY membership dues PER YEAR PARTICIPATING IN BOA OFFICIATING OPPORTUNITIES;
   2. Must pay at least one semester of dues per academic year
   3. Must attend all required BOA meetings.
   4. Must be a current employee of the intramural department.
      1. CLAUSE – ANY EXCEPTIONS MUST BE APPROVED BY THE EXECUTIVE BOARD.
      2. Any discussion of membership eligibility must be done in the absence of the member in question.
      3. Must abide by the BOA contract of excellence throughout the entirety of all activities, shifts, or any other BOA affiliated events throughout the contract year. Failure to do so will result in a violation of membership qualifications as outlined in Article II of the BOA Constitutional By-Laws.

**Article III.**

# **Organizational Leadership**

Section 1 – **Officers:** The elected officers of this organization shall be: president, vice president, treasurer, and secretary. The President-Elect will be an appointed position. These officers shall constitute the Executive Committee. Only dues-paying members will be eligible to vote. Each officer shall hold the office until the next annual election of officers at the at the end of each academic year, or until his or her death, resignation, or removal prior thereto.

Section 2 – **President:** The president shall be the chief executive officer of the organization and shall be responsible for all management functions. He or she shall preside at all meetings of the organization and at all meetings of the Executive Committee.

Section 3 – **Vice President:** The vice president shall be responsible for such duties as are individually assigned to him or her by the president. Duties include, but are not limited to: talking to the heads of outside organizations when the president is not available.

Section 4 – **Treasurer:** The treasurer shall be responsible for such duties as are individually assigned to him or her by the president. Duties include, but are not limited to: keeping account of all business transacted by the organization; receiving, managing and distributing all funds and other assets of the organization; The treasurer is responsible for monitoring membership status of all BOA members.

Section 5 – **Secretary:** The secretary shall be responsible for such duties as are individually assigned to him or her by the president. Duties include but are not limited to: keeping records of the proceedings of the organization, its meetings and Executive Committee meetings, compiling, organizing, and producing agendas for all meetings.

SECTION 6 – **PRESIDENT-ELECT**: The president-elect shall be responsible for such duties as are individually assigned to him or her by the president. duties include, but are not limited to: learning the duties and responsibilities of the president as to be adequately prepared for his or her term the following year, and gaining an understanding of the overall organizational structure to properly handle BOA business in all situations.

Section 7 – **ADDITIONAL MEMBER OF THE BOARD:** The executive board may choose to appoint additional members to the board as they see fit. This can be done for reasons of delegating work, grooming for leadership, nostalgia, or any other appropriate reason. Additional members of the board must agree to be on the board the duration of the year. Titles may include, but are not limited to: President-Emeritus, Logistics Manager, Communications Officer, etc. Responsibilities of additional officers shall consist of any duties which an elected officer cannot handle on their own due to certain reasons. Because these positions are created and eliminated on a yearly basis, additional members of the board shall not be given perennial tasks such as assigning leagues, unless given joint responsibility with an elected board member.

SECTION 8 – **ALL EXECUTIVE OFFICERS:** Each executive board member is expected to organize official needs for outside leagues/tournaments; scheduling should be equally divided among board members; the president must approve all league assignments.

Section 9 – **OFFICER REMOVAL:** Any active member of the Buckeye Officials Association, including officers, may impeach any acting officer of the organization. Following impeachment, three of the remaining four officers AND the organization’s faculty advisor must affirm the impeachment is for a valid reason. If impeachment is affirmed, all active members will be called to an expulsion meeting. All BOA members will be given full details of the situation and a vote will be held to decide the fate of the impeached officer. The officer can be removed from the organization with a majority vote from ALL of the active members (including remaining officers).

**Article IV.**

# **Executive Committee**

Section 1 – **Composition of Committee:** All officers and advisors shall comprise the Executive Committee. The Executive Committee is empowered to transact by telephone or E-MAIL correspondence.

**Article V.**

# **Advisors**

Section 1 – **Advisors:** The advisor must be at least the coordinator level of Competitive Sports .

**Article VI.**

**Meetings of the Organization**

Section 1 – **Meeting Frequency:** Executive board meetings will be held on a bi-weekly basis throughout the academic term or when otherwise mandated by the president

**Article VII.**

**Contracts with Leagues**

Section 1 – **BOA League Contract:** Each league that BOA agrees to provide officiating services for must agree to the BOA league contract and enter into all abiding clauses of the contract.

Section 2 – **Amending the Contract:** If there are proposed changes to the contract, the proposals must be presented at a meeting of the Executive Board and be voted upon.

Section 3 – **Contract Agreement Meeting:** To enter into a contract with a league, there must be a meeting between two members of the Executive Board and the commissioner of the league. The President and/or Vice-President MUST be in attendance at the meeting between the two entities. The Executive Board liaison for the relevant league should be in attendance; barring any external circumstances that may prevent his or her attendance at said meeting. Minor changes that the league wishes to make during the meeting can be approved by both of the two Executive Board members in attendance.

Section 4 – **Contract Duration:** The abiding contract between BOA and the league is legally binding during the dates listed on the contract. However; a contract cannot be valid for more than 365 consecutive days.

**Article VIII.**

**Method of Amending Constitution**

Section 1 – **Amendments:** These regulations may be amended, repealed, or altered in whole or in part by a two-thirds vote of the members at any meeting of the organization, provided that such proposed amendment or change shall have been disseminated to the membership at least two weeks prior to the vote thereon. Should any member wish to object or alter the proposal, he or she must submit a formal proposal of the desired change and attend the meeting where voting on said issue will take place.

**Article IX.**

**Method of Dissolution or Suspension of Organization**

Section 1 – **Dissolution:** Dissolution of the organization will take place if there are no members, no business will get done, or there is no longer a reason for the organization.

Section 2 – **Suspension:** Suspension for one academic year of the organization can be chosen as an alternative to Dissolution, if any of the following circumstances occur: There are less than four willing members to serve on the Executive Board, not enough member participation is available to fulfill allotted labor requirements with leagues, a shortage of agreements with leagues to provide officiating service, or absence of an Advisor. A suspension of the organization must be agreed upon by a majority of the remaining Executive Board as well as the current advisor, if applicable. It is the duty of the most recent Executive Board members to attempt to prepare the organization to become functional again and increase participation to the best of their abilities.

Section 3 – **Finances:** If money remains when the organization is terminated the remaining funds shall be given to the Department of Recreational Sports. If money is owed when the organization is terminated the remaining money shall be paid by the Department of Recreational Sports.

**By-laws of**

**The Buckeye Officials Association**

**Article I.**

**Parliamentary Authority**

Section 1 – **Authority**: The organization shall use Robert’s Rules of Order to govern the organization’s decision making except when they are inconsistent with the constitution or by-law of the organization.

**Article II.**

**Membership**

Section 1 – **Dues:** Dues shall be charged in the following manner for all BOA members: $20 for the first BOA event worked in each academic year. All subsequent events will be $5. Members shall not be charged dues in excess of $40 for one full academic year. Dues will be automatically taken from BOA payment checks or at the discretion of the executive board.

Section 2 – **Probation:** Any violations of the membership requirements as outlined in article ii, section 1, subsection a, or violations of the contract of excellence may result in probation as per approval by the executive board

Section 3 - **Termination:** Membership will be terminated for reasons including, but not limited to: being fired by the intramural department; missing multiple BOA shifts without documented reason; displaying behavior unbecoming of a BOA member. The board shall take a vote on whether the membership shall be terminated. A 2/3 vote by the executive board vote will be necessary to confirm termination.

**Article III.**

**Election/Appointment of Government Leadership**

Section 1 – **Elections:** Elections will take place at the end of each academic year.

Section 2 – **Nominations:** All returning officials and returning, and incoming supervisors are eligible for election.

CLAUSE 1 – Any and all nominees for the president-elect position must have at least two full academic years remaining in their undergraduate career.

Section 3 – **Nomination Procedure:** At time of the election, each member can nominate another member or themselves for vice president, treasurer, secretary, or president-elect.

Section 4 – **Voting:** Voting will be done in the manner determined by the executive board, either by pen and paper ballots or by online voting. The person with the most votes for the election of vice president shall be vice president; the person with the most votes for treasurer shall be treasurer; the person with the most votes for secretary shall be secretary; The president-elect will be appointed by the outgoing executive board after an application and review process, which shall include an interview of each candidate.

Section 5 - **Inauguration:** The previous Board administration’s term will cease 7 days following the election of the new Board administration. Once the new Board takes power it is still the responsibility of the previous term’s Board members to assure the new Board members are prepared and are capable to handle responsibilities starting in the summer. New members are required to shadow their position at least once before power is transferred over. Once power is relinquished to the new Board, it is the responsibility of the new Board to run BOA leagues and events in the summer. However the previous Board that stepped down from power is required to help the new Board in the summer if needed to assure a smooth transition. This summer obligation the former Board owes will be terminated once the competitive sports office holds their first day of supervisor training.

**Article IV.**

**Executive Committee**

Section 1 – **Duties:** The duties of the Executive Committee shall include but are not limited to: organizing events for the members of the organization, assigning officials to events, and appointing a president-elect.

**Article V.**

**Advisor Responsibilities**

Section 1 – **Responsibilities:** The advisor’s responsibilities include but are not limited to: overlooking all activities of the organization.

**Article VI.**

**Method of Amending by-laws**

Section 1 – **Amendments:** These regulations may be amended, repealed or altered in whole or in part by a two-thirds vote of the members at any meeting of the organization, provided that such proposed amendment or change shall have been read to the membership two weeks prior to the vote thereon.

**Article VII.**

**Member Perquisites**

Section 1 – **Stipends:** All members are eligible to submit an application for financial reimbursement once per semester, within the timeframes designated by the BOA executive board. All stipend requests will be reviewed by the BOA Executive Board. Any amount of funds awarded will be determined by the Board based on the application, the applicant’s point status based on the BOA contract of excellence and the current active status as an official. Reimbursement funds will be provided in the form of a check upon submission and approval of itemized receipts, if they are available. When itemized receipts are unavailable, an alternative method of confirmation of payment should be provided for review by the BOA Executive Board.

Section 2 – **Donations and Endowment Funds:** Donations will be used for the specified intent of the donor. In the event a donation is made without specified intent, funds will become available to any dues-paying members. Members may request and submit an application for financial reimbursement from the donation and endowment funds at any time. All requests will be reviewed by the BOA executive board and decided upon by majority vote of the Executive Board. Any amount of funds awarded will be determined by the Executive Board based on the application, the applicant’s point status based on the BOA contract of excellence and the current active status as an official. Funds will be provided in the form of a check upon submission and approval of itemized receipts, if they are available. When itemized receipts are unavailable, an alternative method of confirmation of payment should be provided for review by the BOA Executive Board. Fund requests should be relevant to the purpose and goals of BOA and be used to promote the growth and success of officials or the organization as a whole.

The usage of donations will be determined by a majority vote of the BOA executive Board. If funds will be used for stipends, they will become available to any dues-paying members. Members may request and submit an application at any time prior to making the purchase(s).

Non-Discriminatory Statement

*This organization does not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis under the law, in its activities, programs, admission, and employment.*