

Margarita Officials Association

BYLAWS

I. GENERAL

A. The name of this organization shall be the Margarita Officials Association (MOA) a not-for profit organization.

B. The MOA shall be governed by a Board of Directors, elected by the General Membership.

C. These Bylaws are published to establish rules and procedures for the conduct of the business affairs of the MOA in accordance with law and the provisions of the MOA Constitution.

D. The Board of Directors, all members and appointees shall abide by and uphold all the rules and regulations of the MOA.

E. Acceptance of membership shall bind each member to abide by all MOA rules and regulations.

II. DUTIES OF THE MEMBERS OF THE BOARD OF DIRECTORS

THE BOARD OF DIRECTORS SHALL BE COMPRISED OF A PRESIDENT, A VICE PRESIDENT, A RECORDER, AN ASSIGNOR AND A MEMBERSHIP CHAIRPERSON

President. The President of the Board shall have executive authority to ensure that all directives and resolutions of the Board are affected. The President, subject to the control vested in the Board, by the Constitution, or by these Bylaws, shall direct the overall management of the business affairs of the MOA. Additionally, the President shall:

1. Preside at all General meetings, Special meetings and all Board Meetings.
2. Negotiate and execute all contracts and agreements on behalf of the MOA. Such contracts and agreements shall be provided to the Board of Directors.
3. Appoint committees as specified in Article VII of the Constitution.

Vice President. The Vice President shall assist the President in the performance of his/her duties by performing such duties as are individually assigned by the President. During the President's absence or inability to act, the Vice President shall perform the duties of the President. Additionally, the Vice President shall:

1. Serve as the Chairperson for the Disciplinary committee.
2. Serve as the Chairperson for the Nominations Committee and preside over all Elections, except when his/her term of office is due for election.
3. Serve as the Umpire Development Program Coordinator, and the Chairperson for the Rating and Evaluation committee.
4. Serve as the NFHS/CIF Ejection protocol coordinator.

Recorder. Keep a complete, and accurate record of the minutes of each General meeting, Special meeting, and Board meeting. Such minutes shall be retained on file for not less than five years or as otherwise prescribed by law.

1. Prepare and publish an Agenda for each scheduled General meeting, Special meeting, and Board meeting.
2. Ensure that notice of all general Meetings, Special Meetings and Board Meetings are provided to the members as required. At a minimum, the notice shall contain the date, time, place, and purpose of the Meeting.
3. Provide the minutes of the previous General meeting or Special meeting at the next scheduled General meeting. Shall have available for perusal by any member the minutes of previous Board Meetings and shall read such minutes when directed by the presiding Board Member.
4. Responsible for retaining the records of all Association matters, to include, the official (signed) copies of the Constitution and By-Laws, Meeting Attendance, Training Meeting attendance, official Board of Director correspondence and other such written matters of record.
5. Have access to Arbiter, and/or other Membership data systems.
6. Maintain a current listing of all committees appointed by the President.
7. Serve as the Chairperson for the Audit Committee.

Membership Chairperson. The Member Chairperson shall serve as the primary Recruiter for the MOA. Duties shall include:

1. Develop a strategy to attract new members.
2. Coordinate the initial on-boarding to include information on the history and mission of the MOA, dues/fee structure, insurance requirements, uniform requirements, and training requirements, and other administrative matters.
3. Serve as the member-representative for the transmission of initiatives and grievances to the Board of Directors.
4. Serve as the special events coordinator for banquets, and other such events.

III. DUTIES OF THE ASSIGNMENT SECRETARY

1. Assign officials in accordance with their qualifications as attested by the Umpire Development Program Coordinator, and the respective Instructional Chairpersons and maintain complete and accurate records of assignments made for the current year and retain those records for at least three years.
2. Maintain a copy of any disciplinary action and/or fines levied on members for violations of the Constitution and Bylaws that fall under his/her purview.
3. Ensure that each member is compliant with requirements for insurance as outlined below in Section VIII (4) (b).
4. Assignments will be primarily based solely upon qualification.
5. Ensure that all members contact information is updated and maintained within the current Assigning program/platform.

IV. DUTIES OF THE FINANCE DIRECTOR

1. Collect membership Dues, fees and fines owed to the MOA. Ensure that annual membership renewal information is published annually, not later than 1 September of each year.
2. Receive and be responsible for the funds owned or held by the MOA. Maintain accurate financial records for all matters pertaining to the MOA, deposit to the credit of the MOA all monies received, disburse monies as may be owed, ensure that MOA monies are secured in a financial institution insured by the F.D.I.C.
3. Provide a report of the status of funds at each General meeting and/or at each Board Meeting.
5. Prepare and submit to the Board of Directors an annual Statement of Operations and Status of Funds Report at the end of each fiscal year.
6. In consultation with the Board of Directors, prepare an annual operating budget, not later than 1 September of each year.
7. Prepare and submit in a timely manner all local, state, and federal tax documents required by law.

V. UMPIRE DEVELOPMENT PROGRAM COORDINATOR (UDPC)

1. Administer the training and instructional programs for the MOA. The instructional programs shall be commensurate with each level of play for which the MOA is contracted. The programs shall include in-person clinics, written examinations, and field practical exercises.

A. Clinics

(1) The number of clinics held shall be appropriate as determined by the UDPC and approved by the Board of Directors. In addition, members desiring to officiate NFHS/CIF (Softball) shall be provided at a minimum 18 hours of rules, mechanics, and on-field training.

(2) The UDPC shall establish the requirements for clinic attendance, and in coordination with the Assignment Secretary, and the Recorder of the Board, maintain a record of attendance.

B. The UDPC shall administer examinations and establish and publish the minimum standards that must be attained to qualify for game assignments, to include the assignment to post-season contests, championship contests, varsity level sports and any contest deemed important by virtue of the level of competition.

(1) Publish, not later than the first day of September of each year, the Instructional/Training calendar and prescribed uniform and equipment for the following year. Any proposed changes to the current uniform must be submitted to and approved by the Board of Directors prior to implementation.

(2) Serve as the Chairperson for the Rating and Evaluation Committee, with the primary responsibility for identifying qualified umpires for assignment to NFHS/CIF post-season contests and any contest deemed important by virtue of the level of competition.

VI. ADDITIONAL FUNCTIONS OF THE BOARD

1. Appoint, supervise, evaluate, and discipline or discharge the Instructional Chair of each sports contracted.

2. Appoint, supervise, evaluate, and discipline or discharge the Finance Director.

3. Appoint, supervise, evaluate, and discipline or discharge the Assignment Secretary

4. Budget and contract for a bi-annual audit of the MOA finances.

5. Publish an annual Schedule of Events not later than 1 September of each year.

6. Develop an annual operating budget for the MOA.

7. Develop and approve the appropriate compensation/honorarium to be paid to the Assignment Secretary and Finance Director.

8. Maintain a current inventory of all MOA equipment and property.

9. Suspend or terminate the membership privileges of any member when such member is deemed not capable of representing the MOA in a creditable manner. Such suspension shall be made in writing to the member concerned, with the procedural guidelines that shall stipulate a hearing date, the member's rights at the hearing, and the appeal process.

VII. CODE OF CONDUCT, ETHICS, AND DRESS

1. A member who becomes unavailable after accepting an MOA assignment for the purpose of accepting an assignment from another association, group or individual, shall be liable to a fine or suspension. Such fine or suspension shall be in accordance with the Constitution and these Bylaws.

2. A member shall not make any wager or bet on an athletic contest that is administered by or assigned to MOA members.

3. A member shall not drink alcoholic beverages on the day assigned to officiate a contest until that assignment is completed.

4. A member shall not, by their actions or conversations, cause public embarrassment to a fellow official and/or the MOA. A member shall not grant an interview or make comments to any form or outlet of social media concerning any contest assigned to MOA members without prior approval of the Board of Directors.

5. A member shall not visibly show or express approval or disapproval of any athletic team or individual participating in a sport that the member officiates.

6. Each member must possess and wear the uniform and use the equipment prescribed by the Umpire Development Program Coordinator. Uniforms and equipment will be maintained in good condition and shall be worn and used correctly. When assigned to a Fast pitch softball contest, each member shall arrive at the game site prepared to work the Plate.

VIII. MISCELLANEOUS PROVISIONS

1. Fiscal Year. The fiscal year shall end on the 31st day of December of each year.

2. Depositories. The Board shall designate banks, trust companies, or other depositories in which monies or securities of the MOA shall be deposited from time to time. Any depository so designated shall be insured by the F.D.I.C.

3. Gifts. The Board of Directors may accept on behalf of the MOA any contribution, gift, bequest, or devise for general purposes or for any special purpose of the MOA.

4. Insurance

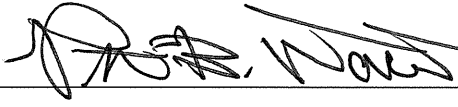
A. Board of Directors. The Board shall procure and maintain in force a General Liability Coverage Insurance Policy of not less than three million dollars.

B. Members. Each member shall be responsible for securing and maintaining, at his or her expense, no less than one million dollars liability insurance coverage. The Board of Directors shall verify proper insurance coverage and maintain such information. A member shall not receive game assignments prior to securing the prescribed insurance coverage.

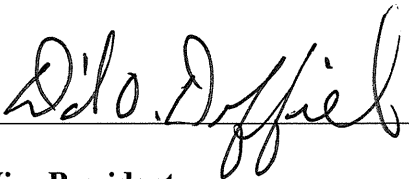
IX. AMENDMENTS TO BYLAWS

These By-laws may be amended at any meeting of the Board of Directors by a majority vote of the quorum present. Proposed amendments must be submitted in writing to the President not less than ten days prior to the next scheduled Board of Directors meeting. When the Bylaws are amended, a copy of the amendment shall be provided to all members at the next General Meeting. Amendments to these Bylaws may be voided by a two-thirds vote of the members present at the next General Meeting. A request for a vote of the membership on an amendment to the Bylaws shall be submitted in writing to the President not later than fourteen days prior to the next General Meeting. Special Meetings may not be called for the purpose of voting on the proposed voiding of an amendment to these Bylaws.

These Margarita Officials Association Bylaws were ratified and adopted by the undersigned Board of Directors on **1 December 2023**.



President



Vice President



Recorder



Membership Chairperson



Assignment Secretary