

NORTHERN CALIFORNIA OFFICIALS' ASSOCIATION  
SACRAMENTO CHAPTER  
CONSTITUTION and BY-LAWS

Article I: Name

The organization shall be known as the NORTHERN CALIFORNIA OFFICIALS' ASSOCIATION (NCOA), Sacramento Section.

Article II

Statement of Purpose and Objectives

Statement of Purpose

The purpose of NCOA is to provide trained, competent sports officials to serve all California Interscholastic Federation (CIF) schools located in the North Sac-Joaquin Section and other schools as appropriate.

Officials certified by the NCOA will be assigned to the following sports: baseball, basketball, football, soccer, softball, volleyball, water polo, wrestling, and other sports as needed.

The Objectives of the Association are:

1. To elevate the standards of officiating;
2. To provide a means for the correct interpretation of the rules;
3. To promote good fellowship among the members;
4. To secure close cooperation and understanding between inter-school athletic officers, member of the press, and officials;
5. To encourage and assist in recruiting and developing new officials;
6. To foster a high standard of ethics;
7. To further the interests of athletics generally by fostering a proper spirit of sportsmanship and fair play; and
8. To certify officials for assignments to California Interscholastic Federation (CIF) schools.

Article II

Membership

There shall be no form of discrimination with regard to membership in the NCOA.

Membership in the Association shall be of three classes

Section 1: Active

1.1 Officials who have paid the current dues of the season of the specified sport.

1.2 Officials who have passed the current examinations with a satisfactory mark. The tests shall be supervised and monitored within each sport group.

1.3 Officials who have demonstrated satisfactory ability and are rated thusly by the Division Classification Committee (see Section III, By-Laws).

1.4 New members shall become Supplementary Members. They will be eligible for Active membership if they have the recommendation of the Classification Committee of that sport.

Section 2: Associate

2.1 Officials who have paid fifty percent (50%) of the active dues of the season of the specified sport.

2.2 Officials or individuals who meet qualifications and have been certified by another association will qualify as associate members.

Section 3: Honorary

3.1 Honorary membership may be conferred upon anyone who has distinguished himself by reason of service or attainment in the field of athletics.

## Section 4: Loss of Membership and Reinstatement

4.1 The Executive Board is instructed and empowered to suspend or expel from the Association any member whose conduct and/or ability as an official is such as to reflect unfavorably upon the Association.

4.2 The Executive Board has the right to suspend or expel any member that is officiating for any organization that is in direct competition or conflict with the NCOA.

4.3 The Executive Board may expel any member soliciting games for themselves or other officials' organizations.

4.4 Any individual expelled from membership may seek reinstatement after two years from the date they were expelled. The individual shall present to the Executive Board a petition signed by ten (10) active members of his/her Sports Group requesting reinstatement. If favorably acted upon by the majority of the Executive Board, the condition of reinstatement shall be determined by the Executive Board and shall not exceed one year.

4.5 A request for reinstatement shall not be made until at least two years after the date the individual was expelled or more than one in a two-year period.

4.6 Any member may take a one-year (1) leave of absence without prejudice as approved by the Sport Group.

## Article IV Meetings

### Section 1: Meetings

1.1 The meetings of this Association shall be held at the time and place designated.

1.2 Meeting of the various sports groups may be called at the discretion of the Group Leader. All active members shall attend the meeting of the Group. Any active member who fails to attend two (2) out of three (3) meeting shall not be eligible for game assignments under his/her attendance and/or tardiness is satisfactory to the officers of the Group. Illness and NCOA assignments that conflict with the meeting shall be the only exceptions.

1.3 Associate member shall attend all the instructional meetings scheduled at the beginning of the season.

1.4 Associate member instructional personnel shall meet with elected instructional officers of the NCOA prior to each Group's initial meeting.

## Article V Dues

### Section 1: Dues

1.1 Dues for active and associate membership in the Association shall be set by the Executive Board.

1.2 Applicants for membership in the Association shall pay the dues and other fees prior to taking examinations or receiving instructional materials from the respective Groups. A penalty fee shall be assessed to any member whose checks are returned because of insufficient funds.

1.3 Officers of each sports group as designated by the Group Leader and with the approval of the Executive Board may be exempt from paying dues.

## Article VI Officers and Committees of the Association

### Section 1 Executive Board

1.1 The Executive Board shall consist of a President, Executive Secretary/Treasurer, and a Representative of each Sports Group. Each elected officer shall be a member in good standing of the Association.

1.2 The terms of office for all members of the Executive Board are specified on the last page of the Constitution and By-Laws.

1.3 The President of the Executive Board shall serve for a period of three (3) years. The President shall be elected by a vote of the members of the Executive Board.

1.4 The Secretary/Treasurer of the Executive Board shall serve for a period of five (5) years. The elected members of the Executive Board shall select the Secretary/Treasurer. The His term of office may be terminated at any time by a vote of three-fourths (3/4) of the Executive Board.

1.5 Representatives of the Sports Groups shall serve for a period of three (3) years. The election shall be held at the last scheduled meeting of the Sports Group.

1.6 In the event of a vacancy or resignation by any member of the Executive Board, the group leader shall fill the vacancy until the Sports Group elects a new member to a full term. The election shall be held at the first regular meeting of the group following the vacancy.

## Section 2: Duties of the Executive Board

2.1 The Executive Board shall govern the Association and the respective Sports Groups in accordance with the Constitution and By-Laws.

2.2 The Executive Board shall determine the fee for the services of the Secretary/Treasurer.

## Section 3 Meetings of the Executive Board

3.1 The Executive Board shall meet at the discretion of the President or as the need arises. There shall be a minimum of one meeting during each sports season.

3.2 A quorum shall consist of two-thirds (2/3) of the membership of the Executive Board.

3.3 Each Executive Board member shall have one (1) vote. The Secretary/Treasurer shall not vote on matters before the Executive Board.

3.4 In the event the Executive Board President is not present, the Secretary/Treasurer is empowered to appoint a temporary chairman of the meeting.

## Section 4 Officer's Duties

### 4.1 President

1. Shall preside at all meetings of the Executive Board.
2. Shall direct the activities of the Secretary/Treasurer.
3. Shall Represent the Association, or select a representative, as appropriate.

### 4.2 Secretary/Treasurer

The Secretary/Treasurer shall:

1. Keep a record of all active members of the association;
2. Issue to each ember of the Association a membership card;
3. Manage Association funds, maintain Association bank accounts and shall furnish a financial statement annually to each Sports Group and to each member of the Executive Board;
4. Pay current operating expenses and make other disbursements as directed by the Executive Board;
5. Be responsible for the necessary printing and other publications as ordered by the Association;
6. Perform other duties necessary for the operation of the Association and the Executive Board;
7. Coordinate all Association functions with the CIF selected corporation(s);
8. Purchase all materials that are necessary to successfully manage the Association;
9. Secure Group meeting locations;
10. Mail notices to all members informing each member of dues, due dates, and dates of the first meetings for each Group;
11. Purchase liability insurance for members of the Association;
12. Negotiate officials' fee schedule with the CIF Section Board of Managers representatives; and

13. Perform any and/or other duties that may arise.

#### 4.3 Representative of the Sports Groups

1. Shall attend all meetings of the Executive Board and shall represent their respective groups.

#### 4.4 Executive Board Compensation

1. The Secretary/Treasurer shall receive compensation established by the Executive Board.

2. The Group Leader and Assistant Group Leader(s) may receive compensation for the season of the group in an amount established by the Executive Board.

### Article VII

#### Divisions

##### Section 1 Duties of the Sports Groups

###### 1.1 Sports

Baseball, Basketball, Football, Softball, Volleyball, Water Polo, Wrestling, and all other sports as needed.

###### 1.2 Group Leaders

1. The Group Leader is the primary administrative position for the respective Sport Group and reports directly to the Executive Board. The Group Leader may attend meetings of the Executive Board and, in the absence of the Executive Board Representative, may vote the proxy of that representative. The term of office of the Group Leader shall be three (3) years and not to exceed two (2) consecutive terms.

2. Current officer(s) of the Sport Group shall nominate not more than three (3) persons to the Executive Board for selection as the Group Leader.

3. The Executive Board shall select the Group Leader. The Group Leader is the candidate that receives the plurality of the votes (great number of votes of all candidates) of the Executive Board.

4. A Sport Group may petition the Executive Board to remove the Group Leader. The petition shall consist of: (1) the signatures of two-thirds (2/3) of the active, paid members of the Sport Group in the current season or the season just ended; and (2) a statement of reasons for the removal of the Group Leader. The Executive Board Representative of the Sport Group shall submit the petition to the Executive Secretary and appear before the Executive Board when the petition is considered.

5. The Executive Board shall, at its discretion, establish the process and obtain the information it deems necessary when considering the removal of a Group Leader. The Group Leader may be removed by a majority vote (50% plus one) of the Executive Board.

###### 1.3 Officers

The Officers of each group may include a Chairperson, Vice-Chairperson, Secretary, Instructional chairperson and shall include Classification Committee, and Executive Board Representative.

###### 1.4 Election

The Chairperson-elect, Vice-Chairperson-elect, and the Secretary-elect shall be elected by a majority of votes of the active member present at the meetings of a Group. The Executive Board Representative of the Group shall be elected in accordance with the procedure stated in Article VI, Section 1.5.

###### 1.5 Term of Office

The Chairperson, Vice-Chairperson, and Secretary shall serve a term of office of two (2) years. The term of office shall be from the last regularly scheduled meeting of the next second season. The term of office of the Executive Board Representative of the Group shall be as stated in Article VI, Section 1.5.

###### 1.6 Duties of Officers

All Officers with the exception of the Executive Board Representative shall serve under the direction of the Group Leader.

###### 1.7 Executive Board Representative of the Group

The Executive Board Representative shall represent the Group on the Executive Board and relay any information of the

Executive Board to the Group membership. The representative shall be elected by the majority vote of the active members of the Group who are present at the election.

#### 1.8 Rules and Regulations

Each Group may establish rules and regulations for the conduct of its own affairs providing such rules and regulations do not conflict with the intent or requirements of the Constitution and By-Laws of the Association.

#### 1.9 Budget Allowances

Each Group will be allocated an amount from the dues of each member of that group. The Executive Board shall determine the amount to be allocated.

### Article VIII

#### Voting and Order of Business

##### Section 1 Voting

1.1 All voting shall be by verbal or written ballot. There will be no voting by proxy.

1.2 Order of business and procedures shall be by Robert's Rules of Order.

### Article IX

#### Amendment of the Constitution

The Constitution and By-Laws may be amended at any meeting of the Executive Board by a two-thirds (2/3) majority of the membership of the Executive Board.

#### By-Laws

##### I - Governing Rules

1. The Association and its respective Groups shall be governed by the Constitution and By-Laws.

2. The Executive Board shall consider complaints relative to any member when such complaint is presented in writing. Any action by the Executive Board shall be final. If the action is the dismissal of a member from the Association, reinstatement may be accomplished as set forth in Article III, Section 4 of the Constitution.

3. The Executive Board shall recommend to the Board of Managers, CIF Section, the schedule of fees for officials. The Executive Secretary/Treasurer of the Association, the President, and other representatives they may appoint shall meet or the appointed representative(s) shall meeting with the Board of Managers and negotiate a fee schedule.

##### II - Assignments, Grievance, and Discipline

##### Section 1 Assignments

1.1 All assignments, regular and post-season, are acknowledged to be the exclusive responsibility of the CIF designated contractor.

1.2 Each Group Leader will consult with the CIF designated contractor to ensure the assigned officials are competent commensurate with the level of the games.

1.3 Post-season assignments will be made from the most competent officials who are in good standing in the Sport Group, as identified by the Group Leader.

1.4 Competency is an assessment based upon game performance, peer evaluations, test scores, attendance, and participation in training programs.

##### Section 2 Grievances

2.1 Each grievance shall be represented in writing to the Group Leader. The Group Leader may convene committees or consult with others to resolve the grievance to resolve each case quickly within the group.

2.2 The decision of the Group Leader may be appealed, in writing, to the Executive Board, as provided in these by-laws.

## Section 3 Discipline

3.1 Discipline of members not amounting to suspension or expulsion may be assessed by the Group Leader with the approval of the Executive Board.

3.2 Discipline may include a fine, reduction of classification, temporary removal from the assignment pool of officials, or other measures, as appropriate.

### III - Classification Committee (CC)

Under the direction of the Group Leader, each group may select a Classification Committee. The following guidelines may be used by the Classification Committee. These are:

1. The term of officer for each member shall be three (3) years.
2. The Classification Committee shall elect a Chairperson who shall hold officer for one (1) year.
3. The Classification Committee shall publish an annual rating sheet and issue a copy to each member of the group informing the member of his/her rating.
4. The rating shall be based on examination grades, clinic ratings, game reports, and other evidence the Committee deems relevant.
5. The Classification Committee shall arrange meetings with members informing them of their ratings.
6. The Classification Committee shall meeting with and/or inform a member in writing when a member is moved from a higher to a lower rating.

### IV - Instructional Committee (IC)

1. Each Group Leader may appoint an Instructional Committee as needed.
2. The Instructional Committee shall prepare examinations, agenda, and conduct the instructional phase of the program of the Group.
3. Grades on all examinations shall be forwarded to the Classification Committee as soon as possible.

### V - Amendment

These By-Laws may be amended by the Executive Board at any meeting by a two-thirds (2/3) vote of the membership of the Executive Board. The provision of this Constitution were revised during the Fall of 1996 and will be effective January 1, 1997.

Amended: Fall 1996, effective 1-1-97 February 15, 2002

### Executive Board

#### Term of Office

President: Mike DiMiceli: 7/1/02 to 6/30/05

Executive Secretary/Treasurer: Tom Murphy: 7-1-2000 7-1-2005

Baseball Representative: Tom Ramirez

Basketball Representative: Jim Coombs

Football Representative: Hal Steinback

Softball Representative: Bill Gubel

Volleyball Representative: Darla Jones

Water Polo Representative: Brian Masson

Wrestling Representative: Steve Roman