

**Stephen F. Austin Chapter**  
Texas Association of Sports Officials – Football  
Constitution and By-Laws

**Article I – Name and Location**

- § 1. The name of the organization shall be “Stephen F. Austin Chapter” of the Texas Association of Sports Officials – Football (TASO). In the following articles, the Texas Association of Sports Officials – Football shall be referred to as TASO and the Stephen F. Austin Chapter shall be referred to as “The Chapter”
- § 2. The official mailing address of “The Chapter” will be SFA Chapter – TASO Football, PO Box 68, Lufkin, TX 75902. The Chapter number for identification with TASO is 10-02-41. “The Chapter” will also maintain an Internet presence at [www.sfachapterfootball.com](http://www.sfachapterfootball.com). Email correspondence can be sent to [info@sfachapterfootball.com](mailto:info@sfachapterfootball.com).
- § 3. “The Chapter” serves primarily in the East Texas area. “The Chapter,” at the request of participants and agreement of terms, may provide officials for any football game or scrimmage wherein the jurisdiction of UIL and or TAPPS may apply.
- § 4. This organization is an unincorporated non-profit association as defined by Chapter 252 of the Texas Business Organization Code. For purposes of maintaining financial accounts, the IRS Employer Identification Number(EIN) is 81-3561013.

**Article II – Purpose**

- § 1. In accordance with published policies from the Texas Association of Sports Officials (TASO), University Interscholastic League (UIL), and various Independent School Districts it represents, “The Chapter” will purpose itself to foster and promote national and international amateur sports competition in the game of football by:
- a. Advancing the ideals of good sportsmanship and fair play through qualified officiating;
  - b. Teaching respect for the Authority of Football Officials at all level of competition;
  - c. Providing educational programs to advance the skill of football officials at all levels of competition;
  - d. Placing special emphasis on developing concepts of good sportsmanship among the youth of the nation, both as competitors and as spectators;
  - e. Conducting studies and analysis of football rules to identify sources of officiating problems and seek solutions in cooperation with appropriate rule making bodies;
  - f. Developing and maintaining a membership consisting of experienced and capable football officials whose integrity is above reproach and who are actively engaged each year in officiating the game of football at any level.
  - g. Encouraging fair play, sportsmanship, closer cooperation and better understanding among sports officials, athletic representatives, coaches, players, athletic directors, school representatives, fans and the press.
- § 2. “The Chapter” will not purpose itself to:
- a. Promote a particular political/religious or other controversial view that may negatively impact the stated purpose of “The Chapter”.
  - b. Promote the pecuniary gain of any individual member or the membership as a whole.

## Article III – Membership

- § 1. Membership in “The Chapter” shall include three (3) classes: Primary, Auxiliary, and Retired Members.
- a. **Primary Members:** A Primary Member is a member in good standing with TASO and “The Chapter” and has fulfilled all requirements for on field game assignments. Primary Members may be assigned “On Field” game assignments and have the privilege of making motions, voting and holding an officers position.
  - b. **Auxiliary Members:** An Auxiliary Member is a member in good standing with “The Chapter” and has satisfied all requirements for either Clock or Chain assignments. Auxiliary Members may receive Clock or Chain assignments, but will not receive “On Field” game assignments. Auxiliary Members have the privilege of making motions, voting and holding an officers position.
  - c. **Retired Members:** A Retired Member is a member that has completed fifteen (15) years or more in the chapter and wishes to remain affiliated with the chapter. With the exception of Immediate Past President, Retired members are not eligible for officer positions. A Retired member holding the position of Immediate Past President, DOES NOT have voting privileges on the Executive Committee. Retired members are exempt from paying chapter dues and are not eligible for any game, chain or clock assignment.
- § 2. **Local Chapter Dues:** In order to maintain the business of “The Chapter,” dues must be collected from each member. The amount of the dues for each class of membership will be established by the Executive Committee. The amount of dues will be set at the close of odd numbered years and contingent on a published budget by the Executive Committee. Local dues should be paid in full by January 1 following the close of the season. A late fee (amount determined by Executive Committee) will be collected from each member who fails to pay their dues by Mar 1 before the start of a new season. Incoming New Members will have forty-five (45) days from initial application to pay local dues before the late fee will be assessed.
- § 3. **Suspension and Termination of Membership:** Suspended members are considered “Not in Good Standing,” and therefore will not be able to receive any type of game assignments. The following actions will result in automatic suspension and possible subsequent termination.
- a. Failure to pay Membership dues and associated late payments by Aug 1 before the start of the season. Suspension will be lifted when all dues and associated late fees are current.
  - b. Failure to attend the required number of regular meetings. (Article VI, Sec 3)
  - c. Failure to show for an accepted assigned game will result in automatic two (2) game suspension. Exceptions may apply for emergency circumstances as determined by the Executive Committee.
  - d. Being arrested or charged with any criminal charge greater than a fine only traffic violation. TASO By-Laws Article II Sec 4 will be employed to determine continued membership eligibility.

## Article IV – Officers

- § 1. Officers of The Chapter will be comprised of Primary and Auxiliary Members as defined in Article III, Section 1 and will consist of:
- a. President
  - b. Vice President
  - c. Recording Secretary/Treasurer
  - d. Controller
  - e. Assigning Secretary
  - f. Assistant Assigning Secretary
  - g. Immediate Past President
  - h. Secretary Elect (Art V, Sec 7)

- § 2. **Terms and Limitations of Officers:** The term of each elected office shall be two (2) years. The terms for President, Controller, and Assigning Secretary shall expire in odd numbered years. Newly elected officers for these offices will assume their duties on January 1 of even numbered years. The terms for Vice-President, Recording Secretary/Treasurer and Assistant Assigning Secretary shall expire in even numbered years. Newly elected officers for these offices will assume their duties on January 1 of odd numbered years. The Immediate Past President shall remain in that position until he/she is succeeded by another Past President.
- § 3. **Election of Officers:** At the Regular meeting of week eight (8) as defined by the UIL, the nominating committee will provide a report of the nominees for open officer positions. Primary and Auxiliary Members in good standing with "The Chapter" may also make nominations from the floor. All nominations must be made before week nine (9) as defined by the UIL. Election of open Officer positions will take place by secret ballot at the week ten (10) as defined by the UIL meeting. Mail-In and Proxy voting WILL NOT be permitted, however, at the discretion of Executive Committee, voting can take place in an online platform. Any uncontested open Officer position will result in the nominee for that office being duly elected without a vote taking place.
- § 4. **Vacancies:** If a vacancy occurs in any elected office, the unexpired term shall be filled by appointment of a Primary member in good standing, selected by the remainder of the Executive Committee. A member who fills a vacancy and serves more than one-half of that term shall be credited with having served that term.
- § 5. **Removal from Office:** Any officer who fails in their duties to act in the best interest of "The Chapter" may be removed from office. The following procedures must be followed for removal.
- a. A charge must be presented in the form of a petition signed by thirty percent (30%) of the Primary and Auxiliary Members in good standing with "The Chapter".
  - b. The Ethics/Due Process Committee will review the petition and perform a proper investigation.
  - c. Upon completion of the investigation and charges found valid;
    - 1) A Notice of Special Meeting will be sent out to all Primary and Auxiliary Members in good standing with at least seven (7) days' notice.
    - 2) No more than five (5) Primary or Auxiliary Members in good standing may present evidence with each given equal time.
    - 3) A secret ballot vote will be taken immediately following submission of all evidence to the membership. Two thirds (2/3) vote of the membership present shall be required for removal of the officer in question.
- § 6. **Early Elections:** An early election may be called by the Executive Committee when either the Assigning Secretary or Assistant Assigning Secretary decide, early in the last year of their term, they will not seek a new term when their term expires. The purpose of the early election would allow for training of the respective incoming assigning secretary. Nominations for early elections will made by members in good standing. The election would not replace the Assigning or Assistant Assigning Secretary until the end of their respective term. The respective Secretary Elect would not have voting privileges on the Executive Committee until their elected term officially begins.
- § 7. **Standards of Conduct:** All officers of "The Chapter" are expected to conduct themselves in a manner reasonably consistent with the best interests of "The Chapter."

## Article V – Duties and Responsibilities

- § 1. **President:** The President shall be responsible for establishing a close working relationship among all members of "The Chapter" and shall have the following explicit duties:
- a. Preside over all regular chapter meetings.
  - b. Serve as Chairperson of the Executive Committee.
  - c. Appoint committees and act as ex-officio member for all committees except the nominating committee.

- d. Direct the day to day activities and operations of “The Chapter”.
  - e. Call special meetings of “The Chapter”.
  - f. Vote only in case of a tie.
  - g. Serve as a chapter Delegate to the TASO Annual Meeting.
  - h. Authorized to sign checks in the absence/incapacitation of The Controller.
  - i. Serve as a rule interpreter for “The Chapter”.
- § 2. **Vice President**: The Vice President shall have the following explicit duties:
- a. Preside over meetings in the absence of the President.
  - b. Maintain the Constitution and By-Laws of “The Chapter” and ensure all guidelines are being followed as laid out in the by-laws.
  - c. Serve as chair of the Training Committee.
  - d. Carry out any other responsibilities of the President in the absence of or at the request of the President.
  - e. Serve as rule interpreter for “The Chapter”
- § 3. **Recording Secretary/Treasurer**: The Recording Secretary/Treasurer will have the following explicit duties:
- a. Maintain “The Chapter” membership list.
  - b. Record Keeper for all Primary and Auxiliary Members in good standing with “The Chapter”.
  - c. Collect and Deposit all Membership Dues, Fees and other Assessments.
  - d. Maintain a Sign-In sheet for all Special and Regular meetings.
  - e. Preside over the Regular meetings in the absence of the President and Vice-President.
  - f. Represent “The Chapter” in all matters dealing with the TASO State Office, TASO District Director and the UIL.
  - g. Submit all required reports and dues to TASO and/or the UIL on or before the deadline dates.
  - h. Maintain and reconcile statements for all “The Chapter” authorized Bank Accounts. Make available these bank statements upon request of any Primary or Auxiliary Member of “The Chapter”
  - i. Prepare and present “The Chapter” financial statement at the first Regular meeting of each season and the first Regular meeting of each month during the season.
  - j. Serve as a chapter Delegate to the TASO Annual Meeting.
- § 4. **Controller**: The Controller will have the following explicit duties:
- a. Execute and sign checks for the expenditure of funds for “The Chapter” for all expenses authorized to be expended by the Executive Committee.
  - b. Provide a monthly report of expenditures to the Executive Committee throughout the year. No report is required in months where there is no expenditure.
- § 5. **Assigning Secretary**: The Assigning Secretary will be the primary liaison between “The Chapter” and area school administrators, coaches and athletic directors. He/she will have the following explicit duties:
- a. Oversee the assignment process of all scrimmages, varsity and play-off games.
  - b. Insure that play-off assignments are distributed to as many members as possible while still satisfying the coaches and/or UIL requirements.
  - c. Assist the Assistant Assigning Secretary with sub-varsity assignments.
  - d. Serve on committees assigned by the Executive Committee or the President.
  - e. Serve as a chapter Delegate to the TASO Annual Meeting.
- § 6. **Assistant Assigning Secretary**: The Assistant secretary will be the secondary liaison between “The Chapter” and area school administrators, coaches and athletic directors. He/she will have the following explicit duties:
- a. Oversee the assignments of all sub-varsity games.
  - b. Assist the Assigning Secretary in filling vacancies in scrimmages, varsity and play-off games.

- c. Serve on committees assigned by the Executive Committee or the President.
  - d. Serve as rule interpreter for “The Chapter”
- § 7. **Secretary Elect:** This position would only be filled in situations where Art IV, Sec 6 is invoked. The duties of the Secretary elect would be to shadow and learn the duties of the respective Assigning Secretary. The Secretary Elect would be a non-voting member of the Executive Committee.

## Article VI – Meetings and Attendance

- § 1. **Regular Meetings:** Regular meetings of the membership will be held beginning the last Monday of July and continue weekly until the first season game or as specified by the Executive Meeting. Regular meetings will then be held weekly or bi-weekly as determined by the Executive Committee through the regular season. Every effort will be made to ensure the location of these meetings will be accommodating to the membership to minimize travel requirements and encourage attendance.
- § 2. **Special Meetings:** The Executive Committee may, on occasion, call a special meeting of the membership. The TASO District Director visiting may constitute one of these special meetings and may coincide with a regular meeting. Notification of these meetings will be made using one or more of the following: email, SMS messaging, posting on chapter website, and announcement at Regular meetings. ALL Members are **HIGHLY ENCOURAGED** to attend any called special meeting.
- § 3. **Attendance Requirement:** Attendance for all meetings will be recorded and reported to the Recording Secretary/Treasurer for recordkeeping purposes. Primary Members are required to attend 50% of the meetings if held weekly or 75% if held bi-weekly. To be eligible for play-off game assignments, Primary Members are **REQUIRED** to attend 75% of the current year’s meetings or have an excused absence granted by the Executive Committee. Reasons the Executive Committee may grant excused absences will include but are not limited to:
- a. Family Emergency
  - b. Sickness
  - c. Officiating a sub-varsity game or officiating another sport
  - d. School Schedule
  - e. Work Schedule
- § 4. **Quorum.** A quorum must be established in any chapter or committee meeting before a vote can take place regarding chapter business, policy or officer election. Except as otherwise stated in these by-laws, a vote of 51% of the eligible voting members present is required for a matter brought up for vote to pass. Emergency circumstances may require that a vote be taken via telephone, email, online voting platform, or SMS messaging. In these cases, the vote shall be, in all respects valid as taken in person at a meeting. This does not however, eliminate the quorum requirement.
- a. **Regular or Special Meetings:** For regular or special meetings, a quorum is four (4) members of the executive committee plus a minimum of fifty-one percent (51%) of Primary and Auxiliary Members in good standing.
  - b. **Executive Committee Meeting:** Four (4) members of the executive committee constitute a quorum.
  - c. **All other Committees:** Fifty-one percent (51%) of the members of the committee will constitute a quorum.
  - d. **Election of Officers:** Fifty-one percent (51%) of Primary and Auxiliary Members in good standing must participate in any election regardless of format for a vote to be valid.

- § 5. **Virtual Meetings.** If a location cannot be reasonably acquired or if other unforeseen circumstances arise that prevent a physical gathering; regular meetings or any called special meeting may be conducted virtually using any application selected by the Executive Committee. Every effort should be made to ensure the chosen means or application (i.e. Zoom, GoToMeeting, MS Teams, BlueJeans, teleconference, etc) is readily available to all members without cost to enable attendance via pc, tablet or mobile phone. Virtual meetings will have the same requirements for attendance as specified in Article VI, Sec 3.
- § 6. **New Official Training.** The Training Committee as outlined in Art VII, Sec 5 will meet during the offseason to develop a training program for new officials. New officials are defined as any official with less than 3 years experience. The committee will determine the mode, medium, dates and times for training and coordinate with all new officials. Attendance will be recorded. New officials should make every effort to attend this training regardless of crew status. Failure to attend training may result in loss of game assignments regardless of game level. Loss of game assignments will be determined by the Executive Committee on a case-by-case basis.

## Article VII – Committees

- § 1. **Executive Committee:** The Executive Committee shall consist of all officers of “The Chapter” with the President serving as the chair. The duties of the Executive Committee include but are not limited to:
- Create and present an Annual Budget to the membership at the beginning of each year.
  - Transact necessary business throughout the year and between regular meetings of “The Chapter”
  - Approve the plans and works of other committees.
  - Determine amount of membership dues.
  - Authorize Expenditures required to conduct the business of “The Chapter”
  - Approve/Disapprove reimbursable expenses incurred by any member while transacting business for “The Chapter”
  - Present a report of its activities to the membership at the regular meetings of “The Chapter”
- § 2. **Ethics and Due Process:** This committee will be established as necessary to investigate charges levied against any member of the chapter concerning violations of these by-laws, as well as by-laws of TASO and the UIL. The committee will consist of the Executive Committee as well as three (3) members in good standing as appointed by the President. These committee meetings are closed to the membership and no member of this committee is permitted to discuss any details with any non-committee member. Decisions of the committee may be presented to the membership upon completion and resolution of the investigation.
- § 3. **Nominating Committee:** The President will appoint three (3) to seven (7) regular members to form this committee around Week five (5) as defined by the UIL. The committee exists for the express purpose of nominating candidates for the officer position that are up for election as defined in Article IV Section 2 of these by-laws. The committee will report on these nominations as defined in Article IV Section 3 of these by-laws.
- § 4. **Recruiting/Marketing Committee:** To maintain the viability of “The Chapter”, it is imperative that new officials should continually be added to the membership. The President will appoint four (4) seasoned officials plus at least one (1<sup>st</sup>) first year or (2<sup>nd</sup>) second year official to form this committee at the close of each season. The committee will be tasked with organizing events to promote football officiating and recruit new members during the offseason. This committee will also be responsible for “The Chapter” website content and design.
- § 5. **Training Committee:** Constant and consistent training is necessary to achieve high levels of proficiency required of officials. This committee will consist of the Vice President who will serve as the chair with up to four (4) other seasoned officials appointed by the President. The

committee may be re-staffed at the close of each season and will be tasked with creating a training program for new officials. The committee will also be responsible for bringing a training program for each regular season meeting.

- § 6. **Specific Committees:** Specific committees may be formed when necessary to study and recommend solutions for specific business needs that may arise. These committees will exist for specific purposes as defined by the Executive Committee and will be disbanded upon resolution of that specific purpose. Members of these committees will be appointed by the President.
- § 7. **Committee meetings.** Except as otherwise specified, the members of each committee will determine their own chairperson. The members of each committee will determine how often and the medium (i.e. In Person, Email, Teleconference, etc.) for which their meetings will be held. The committee chairperson will report on any actions or recommendations the committee makes to the Executive Committee.

## Article VIII – Conduct of Officials

- § 1. **Code of Ethics and Conduct.** Members of “The Chapter” are expected to uphold the honor and respect of the profession by learning the rules and mechanics necessary to maintain firm and fair control of any contest. “The Chapter” adopts the “TASO Code of Ethical Conduct” and expects members to familiarize themselves with this policy and abide by same as it pertains to “The Chapter.”
- § 2. **Social Media.** Social media has become imbedded in our day to day lives and is almost necessary for communication. Members should be aware that “anything” posted to social media could potentially be available indefinitely. “The Chapter” adopts the “TASO Social Media Policy and expects members to familiarize themselves with this policy and abide by same as it pertains to “The Chapter.”

## Article IX – Payment for Services

- § 1. **Executive Committee:** Members of the Executive Committee, are required to spend many personal hours each year to maintain the business of “The Chapter.” In recognition of these hours, the members may be remunerated as follows:
- President:** None.
  - Vice President:** None
  - Recording Secretary/Treasurer:** \$10 per Primary/Auxiliary Member
  - Controller:** None
  - Assigning Secretary:** \$15 per Primary/Auxiliary Member
  - Assistant Secretary:** \$10 per Primary/Auxiliary Member
  - Immediate Past President:** None
- § 2. **Game Assignments:** Members of “The Chapter” choose to become football officials for love of the game. However, time and expenses are involved and for that time and expenses, compensation and reimbursement is customary. Compensation and reimbursement for game assignments will be as follows:
- Scrimmages:** Scrimmage Fees are paid directly to “The Chapter” as outlined in UIL Constitution Section 1204(m)(9).
  - Regular/Playoff Games:** Game Fees are paid as outlined in UIL Constitution Section 1204(m)(3).
  - Chain Crew:** Chapter members assigned to work chains will be compensated an amount equal to the lowest sub-varsity game fee as outlined in UIL Constitution Section 1204 (m)(3). Mileage for a chain crew will be paid to only one (1) vehicle separate and apart from the clock operators and the on-field crew.
  - Clock Assignment:** Chapter members assigned to work either the play clock or the game clock will be paid a game fee equal to that of the lowest varsity game fee as outlined in UIL

Constitution Section 1204 (m)(3). Mileage for clock operators will be paid to only one (1) vehicle separate and apart from the chain crew and the on-field crew.

- e. Travel Reimbursement: Travel Reimbursement will be paid as outlined in UIL Constitution Section 1204(n).

## Article X – Open Records and Retention Policy

- § 1. All official records will be kept in the possession of Recording Secretary/Treasurer.
- § 2. Except for open investigations of the Ethics and Due Process Committee meeting records, all records of “The Chapter” are open to inspection upon request by any member in good standing.
- § 3. Official Records will be maintained according to the below listed Retention Policy:
  - a. Bank Records (Bank Statements, Financial Report, etc.) - (7 Years)
  - b. Minutes of Meetings (4 Years)
  - c. Accounts Payable Records (Invoices, etc.) (7 Years)
  - d. Membership Applications (4 Years)
  - e. Individual Committee Reports (4 Years)Official records may be kept for longer than what it specified, however when purging records, every effort should be made to ensure sensitive information is properly shredded so as not to allow this information to fall into the hands of identity thieves.

## Article XI – Governing Policy

Except as otherwise specified by these By-Laws or any special rules of order “The Chapter” may adopt, any applicable rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern “The Chapter”.

## Article XII - Adoption and Amendments

- § 1. The adoption of this document as the Constitution and By-Laws of “The Chapter” shall take place after the following:
  - a. Approval by Executive Committee
  - b. Present and read at two (2) consecutive regular meetings.
  - c. Make any changes or additions.
  - d. A favorable vote of two-thirds (2/3) of the members present at the second meeting.
- § 2. All amendments or revisions to the by-laws shall take place after the following:
  - a. Approval by Executive Committee
  - b. Present and read at two (2) consecutive regular meetings.
  - c. A favorable vote of two-thirds (2/3) of the members present at the second meeting.