

SHORE TRACK & FIELD OFFICIALS ASSOCIATION, INC
A Non-Profit Organization Incorporated June 12 2001
SHORE TRACK & FIELD OFFICIALS ASSOCIATION, INC.
BY-LAWS

Article I --- Duties of Elected Officers

Section 1.1 The President shall be empowered to call meetings of the Executive Board and to preside over them.

Section 1.2 The President shall be empowered to appoint a member in good standing to the Executive Board or any standing committee in order to fill any vacancy that may arise within the **elected year**, (April – to March).

Section 1.3 The President shall be empowered to establish a committee and its chairperson if necessary. The President is assumed to be a de-facto member of all established committees.

Section 1.4 The President, in conjunction with the Executive Board, shall work together in developing agendas for the General Membership meetings.

Section 2.1 The First (1st) Vice President shall preside over any meeting in the absence of the President.

Section 2.2 The First (1st) Vice President shall assume the office of President automatically upon the expiration of the President's term.

Section 3.1 The Second (2nd) Vice President shall preside over any meeting in the absence of both the President and First (1st) Vice President.

Section 3.2 The Second (2nd) Vice President shall assume the office of First(1st) Vice President automatically upon the expiration of the President's term.

Section 3.3 A new Second (2nd) Vice President shall be elected upon the vacancy of the position. It is implied that the Second (2nd) Vice President will commit to a minimum of 8 years tenure upon their election.

Section 3.4 The Second (2nd) Vice President will be the Chairperson of the Awards and Nominating Committees.

Section 3.5 The First (1st) and Second (2nd) Vice Presidents shall have other duties as assigned by the President.

Section 4 The Secretary shall be responsible for processing all correspondence pertaining to the Association as requested by the membership.

Section 4.1 The Secretary shall create and maintain a roster of members in good standing based upon meeting attendance.

Section 4.2 The Secretary shall record minutes at all meetings and distribute these minutes in a format accessible to all members in good standing.

Section 4.3 The Secretary shall inform the membership of all meeting dates for the upcoming school year after it has been established by the Executive Committee.

Section 4.4 The Secretary shall file the appropriate paperwork with the State of New Jersey, Division of Revenue, Department of the Treasury and Commercial Recording Bureau for the “Annual Report” of a Not-for-Profit Corporation; and secure the funds from the Treasurer to pay the annual fee or any other related regulatory fees.

Section 4.5 The Secretary shall secure necessary permits/ Certificates of Insurance with “additional insured” naming any entities supplying facilities and/or products to the Association for meetings, clinics or any such purposes benefitting the membership. This can be done with the assistance of other officers and members of the STFOA.

Section 4.6 The Secretary will provide the New Jersey State Interscholastic Athletic Association (NJSIAA) upon request, the paperwork, validating the active status of the members of the (ST&FOA). Furthermore, the filing of the annual Charter/Roster with necessary fees and paperwork will be completed by the date mandated by the NJSIAA with proof of receipt.

Section 4.7 The Secretary with the assistance of the Treasurer will coordinate with the respective insurance companies for various coverages as needed, i.e., Officers/ Directors Liability Policy and Certificates of Insurance as required by various member schools.

Section 4.8 The Secretary will inform the Officers/Directors of any and all policy statements/updates/revisions pertaining to rules and regulations of the NJSIAA and the National Federation of High Schools Association (NFHS).

Section 5 The Treasurer shall be responsible for the accounting of all finances of the ST&FOA, INC., and shall render a written report at all meetings, or at any time requested by the President. This report shall become part of the General Association meeting minutes and be approved by a majority of the membership at the meeting in which the report is delivered.

Section 5.1 The Treasurer shall maintain an up-to-date financial status of the members in good standing and provide a copy to the Secretary.

Section 5.2 The Treasurer shall assist the Secretary in filing of all reports and payment of all required fees. ie. (NJSIAA assessment, per active member).

Section 5.3 Checks drawn on the ST&FOA shall require the signature of two (2) officers. The valid endorsers for this account are the President, and the Treasurer or Secretary/Treasurer. It is the responsibility of the Treasurer or Secretary/Treasurer to provide to the financial institution maintaining the account a new “signature card” upon the change of any of the aforementioned positions.

Section 5.4 It is the responsibility of the Treasurer to order checks, deposit slips and other financial instruments required to carry out all fiscal responsibilities associated with this position.

Section 5.5 It is the responsibility of the Treasurer to prepare a budget based on previous years business transactions in appropriately named categories (i.e. Professional Fees, Insurance policies, Telephone, Postage, Supplies, Photocopies, Website, Merchandise Procurement, Board Meetings, Awards, Stipends, Honorariums, NJSIAA, NJST&FOA, NFHS, etc. This budget analysis will assist in determining the fee structure for “active” dues to be charged to each member.

Section 6 The responsibility of the elected delegates to the NEW JERSEY STATE TRACK & FIELD OFFICIALS ASSOCIATION (NJST&FOA) EXECUTIVE BOARD is to represent the STFOA at all aforementioned Board meetings and functions. These members are also to act as liaisons between the NJSIAA and the ST&FOA.

Section 7 The Past President shall serve on the Executive Board during the President’s tenure in office. The Past President shall serve in a capacity to ensure continuity and understanding in all Chapter business and proceedings.

ARTICLE II --- Duties of Appointed Positions:

Section 1. Positions appointed by the President of the Chapter are to include: a) Rules Interpreter; b) Assignor; c) Cadet Instructor(s) as needed.

Section 2. The Chapter Rules Interpreter must be fully knowledgeable of competition rules and logistical schematics for the sports of Cross Country Running and Track & Field.

Section 2.1 The Chapter Rules Interpreter shall attend NJSIAA Rules Interpretations Meetings when scheduled and report back to the Association membership policy changes and rule modifications per sport as established by the appropriate parties (NJSIAA & NFHS).

Section 2.2 The Chapter Rules Interpreter with the assistance of the Secretary, Secretary/Treasurer, etc., shall procure any materials or equipment necessary to conduct the Annual Rules Interpretation Meetings. The nature of the agenda and presentations shall be established at the Executive Board Meeting preceding the Annual Rules Interpretation Meeting.

Section 3 The Chapter Assignor(s) shall serve at the discretion of the Chapter President and attend the necessary meetings of the SHORE CONFERENCE OF PUBLIC HIGH SCHOOLS and its derivative committee meetings (general, officials committee etc.) as needed for the purpose of understanding the requirements of both the ST&FOA and the SHORE CONFERENCE OF PUBLIC HIGH SCHOOLS as they relate to the assignment of Officials to events organized by these associations.

Section 3.1 The Chapter Assignor(s) shall work with: member schools, meet directors, NJSIAA and other parties in determining specific meet requirements and matching available association personnel to the positions necessary to satisfy these requirements. The Assignor(s) shall use their best judgment to make personnel substitutions due to cancellations, weather, emergencies and other unforeseen circumstances that result in the need to modify the original assignment.

Section 3.2 The Chapter Assignor(s) shall work through and coordinate all assignments using ZEBRAWEB (or any other tool mandated by the NJSIAA) for dissemination to the membership.

Section 3.3 The Chapter Assignor(s) shall submit in writing any special expenses associated with the position to the Treasurer, or Secretary/Treasurer for reimbursement: appropriate documentation must accompany the reimbursement request.

Section 3.4 The Chapter Assignor(s) shall receive a stipend for services rendered to the STFOA to be determined by the Executive Board at its last meeting in every school year.

Section 4 Cadet Instructor(s) will conduct courses in Monmouth and/or Ocean County depending upon participatory needs.

Section 4.1 Cadet Instructor(s) with the assistance of the Secretary and/or Secretary/Treasurer will procure needed content materials required to run the class: Rule Book; Case Book; Official's Manual, test; answer key; answer forms, etc. This includes any fees incurred for advertisement.

Section 4.2 Cadet Instructor(s) with the assistance of the Secretary, President and respective school personnel shall secure the necessary permits, Certificates of Insurance (with additional insured named), and other paperwork necessary to conduct the course.

Section 4.3 Cadet Instructor(s) will collect the necessary tests, enrollment forms and monies from those completing the class and provide them to the Secretary or Secretary/Treasurer. A roster of all new cadets containing the name, address, phone numbers and email shall be forwarded to the Chapter Assignor, Secretary and President.

ARTICLE 3 – Meetings

Section 1 Meetings shall be conducted in accordance with recognized rules of parliamentary procedure and Robert’s Rules of Order.

Section 2 There shall be five general membership meetings held during the course of the academic school year (September through June). Members must attend three meetings; it is mandatory that all members attend a Rules Interpretation Meeting, (either at the Shore Chapter or another Chapter throughout the state). Members attending a Rules interpretation meeting other than the Shore Chapter meeting must provide bonafide proof of attendance for that meeting.

2.1 All Shore Track and Field Officials Association (STFOA) meetings will have video conferencing capability, if feasible and available. Members will be allowed one meeting via video conference with prior executive board approval. To be credited with a meeting attendance, members must contact the executive board for approval by email within 5 days prior to the meeting. Executive board shall be empowered to increase the allowable video conference

Section 3 The Executive Committee and President shall request the Secretary to submit a calendar of meeting dates by May 1 to the Secretary of the NJST&FOA Executive Committee through the office of the NJSIAA. Upon compliance with this requirement, the Secretary shall notify the membership of the meetings schedule for the following year.

Section 4 The meeting schedule shall be on a rotating “day of the week” schedule. These days may be interchanged so as not to interfere with Conference or State Championship meets or the lack of availability of facilities. The scheduled sites of meetings must alternate between Monmouth and Ocean Counties.

Section 5 The March Meeting which normally serves as the ANNUAL BUSINESS MEETING of the SHORE CHAPTER will include: the Rules Interpretation for the current year, election of Officers, (on a rotational year basis), Presentation of Awards, and the purchase of uniform apparel if available.

ARTICLE 4 – Membership

Section 1-a After the President confirms the appointments of Cadet Instructor(s) and locations and permits/certificates of insurance(s) have been secured the President shall inform the Association Membership by its November meeting the: dates, times and locations of the training classes.

1-b The Chapter Secretary shall provide a press release announcing the classes to the media for publication.

1-c The President's liaison to the Shore Conference shall inform its leadership and membership of the cadet program so that those members can inform prospective candidates in their respective schools of the course availability and how they may become certified Track Officials.

Section 2 The Cadet Instructor(s) will consult the current year's NJSIAA Handbook for Officials and the Chapter's Rules Interpreter as to what is required of the potential cadets to become certified officials.

Section 3 Membership status: To remain a member in good standing, a member must (on an annual basis):

- a. Attend a minimum of three Shore Chapter ST&FOA meetings, one of which is a rules interpretation meeting.
- b. Pay all Association fees by the designated due dates.
- c. Fulfill all requirements of NJSIAA and NJST&FO
- d. Successfully pass a Rules Review Test annually as established by the NJSIAA.

Section 4 A member who is not in good standing is not permitted to be assigned to officiate meets.

Section 4.1a. A member who is not in good standing may reinstate their standing by passing the NJSIAA test and attending three ST&FOA meetings to become eligible to officiate.

4.1b. A former official who has allowed their membership to lapse may reinstate their standing by attending three STFOA meetings and passing the NJSIAA exam:

4.1c Because of the liability associated with officiating, under no circumstances may an official work a meet until he has re-established his standing and the Executive Board has been notified.

4.1 d. Extenuating circumstances relating to a member's status may be appealed to the Executive Board.

4.2a. An Inactive member is an official who has chosen not to officiate for a certain amount of time.

4.2b. A member who is classified INACTIVE shall be required to pass the current NFHS Track & Field examination to regain ACTIVE status and become reinstated on the NJSIAA approved roster of members in good standing.

4.2c. An Inactive member must pay dues as determined by the board.

4.2d. A former official who has allowed their membership to lapse for more than three years may reinstate their standing by attending and completing the cadet course.

ARTICLE 5- NOMINATING COMMITTEE

Section 1 The Nominating Committee shall be composed of three (3) members. The Second (2nd) Vice President shall serve as chairperson. The other two positions shall be appointed by the President at the November meeting.

Section 2 The Slate of elected positions shall be proposed and announced for the „first reading” by the Nominating Committee Chairperson, or its designee at the January Meeting. Additional nominations from the membership will be accepted at this time. Additional nominations, in written correspondence, will also be accepted for ten calendar days following the date of the January meeting.

Section 2.1 The final slate of nominees will be published for Association members fourteen days following the January meeting.

Section 3 The “second reading” by the Nominating Committee Chairperson shall be read at the beginning of the Chapter’s Annual Business meeting.

Section 4 Elections of the slate of officers will take place at the Annual Business Meeting after the second reading has been accepted and approved.

Section 4.1 Absentee ballots must be cast and received by the Nominating Committee Chairperson twenty four hours prior to the annual meeting.

Section 5 When there are uncontested positions for office, the Nominating Committee Chairperson shall request the Secretary or their designee to cast one ballot for each non-contested position to be elected.

Section 6 Independent vote tabulators shall tabulate the final vote tally and inform the President of the results. The Nominating Committee Chairman will announce the results to the membership.

Section 7 Newly elected officers should meet with the Board and other officers prior to the April meeting. It is at this meeting that the newly elected officers begin their term of office.