

**National and Intercollegiate Association for STUNT Officials**  
**NIASO Governance Handbook**  
**Includes Constitution, Bylaws, and Governance Policies**

**Constitution & Bylaws**

**Article I – Name**

The name of this organization shall be the National and Intercollegiate Association for STUNT Officials (NIASO), a nonprofit corporation organized and operated exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

**Article II – Purpose**

The purposes of NIASO are to:

1. Promote officiating in the sport of STUNT at the collegiate and scholastic levels.
2. Recruit, educate, and train officials to the highest standards of competence and professionalism.
3. Provide certification, continuing education, and evaluation of officials.
4. Encourage ethical conduct, impartiality, and sportsmanship in athletics.
5. Foster relationships between officials, schools, athletic conferences, and governing bodies.
6. Support charitable and educational programs advancing officiating and athletics.

**Article III – Governance**

**Section 1. Directorship** – The affairs of NIASO shall be governed by a Board of Directors.

**Section 2. Powers** – The Board of Directors shall have authority over the management, policies, finances, and programs of the Association, consistent with applicable nonprofit law. All Members of the Board: Officers, Directors, Coordinators, and At-Large Advisory Members will have 1 vote each and must be present to vote.

**Section 3. Composition** – The Board shall consist of not fewer than three (3) and not more than eleven (11) directors. The Board must have three (3) officers: President, Secretary, and Treasurer. The Board must include at least 3 at large Advisory members for voting.

**Section 4. Election and Term** – Advisory Board Members shall be elected by the Board (self-perpetuating) for three-year terms, staggered for continuity.

Section 5. Meetings – The Board shall meet at least annually. Special meetings may be called by the President or majority of Directors. Quorum is a majority of Directors in office.

Section 6. Compensation – Officers, directors, coordinators, and advisory board members serve without compensation, except for reimbursement of reasonable expenses.

- Paid staff/contractors may be engaged with Board approval.
- Payments for services of Directors must be Board approved, processed by VP of Finance, and not to exceed \$250 per season.
- In order for payment to be reimbursed, the individual must submit a detailed invoice for services rendered.
- At the end of the association calendar year: Each Executive Board member will submit “Annual Review and Accomplishments Report” to the Finance Director in order to be compensated for their services.
- The budget for each tier of leadership will be set by the VP Finance and voted on by the Board for Approval at the October Meeting for the upcoming year.

#### Article IV – Officers

Section 1. Officers – The officers of NIASO shall include a President, Secretary, and Treasurer.

- Paid staff/contractors may be engaged with Board approval.
- Payments must be Board approved, processed by VP of Finance, and not to exceed \$500 per season.
- In order for payment to be reimbursed, the individual must submit a detailed invoice for services rendered.
- At the end of the association calendar year: Each Executive Board member will submit “Annual Review and Accomplishments Report” to the Finance Director in order to be compensated for their services.
- The budget for each tier of leadership will be set by the VP Finance and voted on by the Board for Approval at the October Meeting for the upcoming year.

#### Article V – Board of Directors

Section 1. Election and Term – Officers, Directors, Coordinators, and Advisory Board members shall be elected by the Board from among its members to serve five-year,

renewable terms.

## Section 2. Duties of Officers: President and Vice-Presidents –

**President:** Presides over meetings, represents NIASO, and provides leadership.

- **Leadership and Oversight:** Provide overall leadership to the association, guiding its direction and ensuring it aligns with its mission and goals.
- **Meeting Facilitation:** Organize and preside over meetings, including board meetings and general membership gatherings, to discuss policies, rules, and operational matters.
- **Representation:** Act as the primary representative of the association in dealings with other organizations, sports governing bodies, and the media.
- **Policy Development:** Collaborate with other board members to develop and implement policies, procedures, and guidelines that govern the association and its members.
- **Member Support:** Address concerns and needs of association members, providing support and resources to enhance their officiating skills and career development.
- **Training and Education:** Oversee training programs and certification processes to ensure that officials are well-prepared and knowledgeable about current rules and regulations
- **Accurate Game Reporting:** oversee and ensure all officials submit accurate game reports, on time, and are submitting all required documents.
- **Conflict Resolution:** Mediate disputes or issues that arise within the association or between officials and teams, ensuring fair and impartial handling of conflicts.
- **Financial Oversight:** Work with the treasurer to monitor the association's finances, including budgeting, fundraising, and financial reporting.
- **Strategic Planning** Participate in strategic planning efforts to identify opportunities for growth, improvement, and community engagement. (recruitment)
- **Communication:** Maintain open lines of communication with members, providing updates and important information regarding meetings, events, and changes in policies.

**VP Membership Compliance (Secretary):** Maintains records, meeting minutes, and correspondence.

- Inform and encourage returning members to complete the membership process early
- Ensure compliance for all returning and new officials
- Assist in managing the Band calendar for training dates, meetings, etc.

- Assist in creating meeting links and post the evening of meetings for members to access
- Help with agendas or other documents needed
- Create and distribute a monthly newsletter (always open for suggestions on what to include)
- Help with social media as needed

VP of Finance (Treasurer): Oversees financial accounts, budgets, and reports.

- managing and overseeing all financial activities.
- collecting dues, processing purchases, tracking income and expenses
- ensuring timely updates on payments related to meetings and Association operations.
- prepares, maintains, and monitors the annual budget, oversees all financial accounts, and provides regular financial reports to the Board.
- accurate record keeping, transparency, and stewardship of the Association's funds to support its mission and activities.

Section 3: Duties of Directors: The association leadership board will be comprised of no more than three acting Directors during a term. Directors' titles and duties shall be requested by the President and approved by the board.

Director for Official Assignments:

- Assign officials to all scheduled games
- Monitor and review conflicts of interest to ensure officials are not officiating games where they have COI.
- Maintain open communication to all officiating crews before and throughout their games

Training and Development Director:

- Create training materials (videos, guides, toolkits)
  - Administrative duties (scorebooks, game summary sheets, ref cards)
  - Scoring Officials
    - Techniques, examples, game situations.
  - Referees
    - Motions, challenge procedures, maintaining pace of game
- Conduct Monthly Check In meetings for officials
  - Questions, reminders, etc
- Bi Weekly posts in Band during the season (Feb - May)
  - Reminders, tips, etc
- Create groups in regions across the country.

- Assign veteran officials to be point of contact for the officials in that area.
- Maintain mentorship program

Section 4: Duties of Coordinators: The association leadership board will be comprised of no more than six acting Coordinators during a term. Coordinators' titles and duties shall be requested by the President and approved by the board.

New Member Coordinator:

- Help Recruit and promote officiating
- Organize and On-board new officials.
- Guide new officials through setting up accounts, trainings and materials needed for games.
- Monitor the Member Profile for New Memberships

Section 5: Duties of the Advisory Board: The association leadership board will be comprised of at least three and no more than six members on the Advisory Board during a term. Advisory Board duties shall be requested by the President, Vice Presidents, Directors or Coordinators and approved by the board.

- provide voting input,
- Offer strategic support, and guidance to the Officers and Directors.
- In addition, advisory board members will serve as an interim member of the Board of Directors if a sitting member steps down or takes leave, helping maintain continuity and organizational stability.

## Article VI – Membership

Section 1. Program Membership – The Association may establish categories of membership (Active Officials, Associate Officials) for training, game assignments, and certification status.

Section 2. Rights – Membership is professional recognition and does not confer governance rights.

Section 3. Standards – The Board may adopt criteria for membership, training, and ethics.

## Article VII – Committees

The Board may create standing or ad hoc committees as needed. Committees report to the Board.

#### Article VIII – Financial Administration

1. The fiscal year shall be determined by the Board.
2. All funds shall be deposited in approved institutions.
3. The Board shall approve an annual budget and oversee finances.
4. The Association shall maintain liability insurance as appropriate.

#### Article IX – Property and Dissolution

1. The property of NIASO is irrevocably dedicated to charitable and educational purposes.
2. No income or assets shall benefit private persons.
3. Upon dissolution, assets shall go to one or more tax-exempt 501(c)(3) organizations supporting education or officiating. Assets will be divided equally among State lead, NIASO affiliate STUNT Official associations.

#### Article X – Amendments

These Bylaws may be amended by a two-thirds vote of the Board of Directors with at least ten days' notice.

## Governance Policies

#### 1. Conflict of Interest Policy

Purpose: To protect the integrity of NIASO's decision-making and ensure confidence in its leadership and game assignments.

##### Policy:

1. All Active Officials, Directors, officers, and key personnel must disclose any potential conflicts.
2. Conflicts exist when a person has financial or personal interests that impair objectivity.
3. Disclosures must be made in writing on the current Membership Profile
4. Persons with conflicts shall not officiate games with the conflict party or vote on the matter.
5. Proceedings will be documented in meeting minutes.

Annual Statement: Each director, coordinator, officer, and active official must sign annually acknowledging this policy in the Membership Profile.

#### 2. Whistleblower Policy

Purpose: To encourage good-faith reporting of suspected misconduct without retaliation.

Policy:

1. NIASO prohibits retaliation against whistleblowers.
  2. Reports may be made confidentially to the President, Secretary, or Board member.
  3. The Board will investigate reports promptly.
  4. Corrective action will follow verified misconduct.
  5. Retaliation will result in disciplinary action.
3. Document Retention and Destruction Policy

Purpose: To ensure compliance with recordkeeping laws and maintain accountability.

Policy:

1. Permanent Records: Articles, Bylaws, Board minutes, tax exemption docs, COI disclosures.
2. Seven Years: Financial statements, bank records, grants, payroll, contracts.  
Maintained by VP of Finance.
3. Three Years: General correspondence and routine records.
4. Destruction: Secure shredding or deletion after retention period, unless under litigation hold
5. The Secretary oversees compliance.
6. The President oversees all association activities.

3: Annual Official Evaluation Policy

Purpose: