

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 Officers

Section 1.1 The President shall have the power 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 to fill any vacancy that may occur within

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

Section 2.2 If neither the President nor the First Vice President is present the Second (2nd) Vice President shall preside over the meeting.

Section 3 The Secretary shall be responsible for all correspondence pertaining to the Association, including any Constitutional Amendment (requested by the membership).

Section 3.1 The Secretary shall secure an attendance list of the membership, based on an up-to-date roster at each meeting.

Section 3.2 The Secretary shall take minutes at all meetings and inform all members in good standing as to the contents.

Section 3.3 The Secretary shall inform the membership of all meeting dates for the upcoming school year sometime between August 1 and September 1 of each year.

Section 3.4 The Secretary will file the appropriate paperwork with the State of New Jersey, Division of Revenue, Department of the Treasury and Commercial Recording Bureau the “Annual Report” of Non—Profit Status—Incorporation; and secure the necessary funds from the Treasurer to pay the annual fee or any other related fees.

Section 3.5 The Secretary shall secure necessary permits/ Certificates of Insurance with “additional insureds” for entities we (the SHORE TRACK AND FIELD OFFICIALS ASSOCIATION) deal with regarding meetings, clinics, etc. This is to be done with the assistance of other officers and/or members of the SHORE TRACK & FIELD OFFICIALS ASSOCIATION, INC.

Section 3.6 The Secretary will provide the New Jersey State Interscholastic Athletic Association (NJSIAA) upon request and upon need the necessary paperwork to insure the SHORE TRACK & FIELD OFFICIALS ASSOCIATION, INC. continued membership in good standing. Furthermore, the filing of the annual Charter/Roster with necessary fees and paperwork will be filed by May 1st of each year with proof of receipt by NJSIAA (return receipt requested through the U.S. Postal Service).

Section 3.7 The Secretary with assistance of the Treasurer will coordinate with the respective insurance companies for various coverages as needed, i.e., Officers/ Directors

Liability Policy, Certificates of Insurance needed by various member schools and other entities as needed.

Section 3.8 The President and the Secretary shall work together in developing agendas for General Membership Executive Board Meetings and others as needed.

Section 3.9 The Secretary will inform the Officers/Directors of any and all policy statements/updates/revisions by the NJSIAA and the National Federation of High Schools Association (NFHS).

Section 4 The Treasurer shall be responsible for the accounting of all finances of the SHORE TRACK & FIELD OFFICIALS ASSOCIATION, INC., and shall render a report thereon at meetings, or at any time requested by the President.

Section 4.1 The Treasurer shall maintain an up-to-date roster of the members in good standing and provide the Secretary a copy of such for attendance purposes.

Section 4.2 The Treasurer shall assist the Secretary in the filing all reports, particularly where fees are required to be paid: to the STATE OF NEW JERSEY, NJSIAA, New Jersey Track & Field Officials Association—Executive Committee (annual assessments per active members).

Section 4.3 Checks drawn on the SHORE TRACK & FIELD OFFICIALS ASSOCIATION, INC shall require the signature of two (2) officers to be considered valid, namely, the President, and the Treasurer or Secretary Treasurer. In the event that officers change it is the responsibility of the Treasurer or Secretary/Treasurer to secure from the financial institution a new “signature card” with appropriate and current data sought by the financial institution.

Section 4.4 It is the responsibility of the Treasurer to order checks, deposit slips and other necessary financial instruments needed to carry out the fiscal responsibilities of this position.

Section 4.5 It is the responsibility of the Treasurer to prepare a budget based on previous years (2-3) business transactions in appropriately named categories (i.e., Professional Fees, Insurance policies, Telephone, Postage, Supplies, Photocopies, Merchandise Procurement [patches, pins, etc.], Board Meeting gatherings, Awards, Honorariums, NJSIAA, NJTFOA, NFHSA, etc. This budget analysis will assist in determining the fee structure for “active” dues to be charged to each member who is in “Active” status.

ARTICLE II Duties of Appointed Officers

Section 1. Positions appointed by the President of the Chapter are to include: a) Rules Interpreter; b) Assignor; c) Cadet Instructor(s) as needed; d) Five (5) appointments to the NEW JERSEY STATE TRACK & FIELD OFFICIALS ASSOCIATION—EXECUTIVE COMMITTEE shall include a State Vice President(on rotational basis with preference given to the most “senior” member of that current delegation and to be replaced after that Vice President continues through the state rotational order by area chapters until he or she fulfills his/her term as Slate Executive President.

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

Section 2.1 The Chapter Rules Interpreter shall attend NJSIAA Rules Interpretations Meetings when scheduled(informed by the Chapter Secretary or President)and make known to the Chapter policy changes and rule changes per sport [Cross Country Running, Track & Field] as set by the appropriate parties(NJSIAA, NFHS).

Section 2.2 The Chapter Rules Interpreter with the assistance of the Secretary Secretary/Treasurer, etc., shall procure the necessary forms, video tapes, •CD ROMS, audiovisual aids needed to conduct the Annual Rules Interpretation Meeting(s). The nature of the presentation(s) shall be discussed at an Executive Board Meeting.

Section 3 The Chapter Assignor 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 conveying the wishes/requirements of both the SHORE TRACK & FIELD OFFICIALS ASSOCIATION, INC. and the SHORE CONFERENCE OF PUBLIC HIGH SCHOOLS.

Section 3.1 The Chapter Assignor shall work with member schools, meet directors, and NJSIAA and others in making sure assignments are given, agreed upon, fulfilled, or substitute assignments are given as needed [cancellations, additions, weather changes]or the need to switch personnel assigned.

Section 3.2 Assignor shall submit expenses to the Treasurer, or Secretary/Treasurer, for reimbursement: appropriate documentation.

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

Section 4.1 Cadet Instructors with the assistance of the Secretary and/or Secretary/Treasurer will procure needed books a) Rule Book; b) Case Book; c) Official's Manual; d) test; e) answer key; f) answer forms, etc. to run the course as well as information to advertise the course through the media, Chapter Assignor, President, etc.

Section 4.2 Cadet Instructor(s) will collect the necessary forms and monies from those taking the class and provide them upon completion by the first Saturday in March or sooner] to the Secretary and/or Secretary/Treasurer. A roster of all students with their names, addresses, phone numbers, email addresses shall be forwarded to the Chapter Assignor and president as well.

Section 4.3 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 needed to conduct the course.

Section 5 First (1st) and Second (2nd) Vice Presidents shall have other duties as assigned by the President.

ARTICLE 3 - Meetings

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

Section 2 There shall be five general membership meetings held during the course of the academic year (September through June) of which members need to attend three meetings, one of which is the **mandatory** Rules Interpretation Meeting.

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 NEW JERSEY TRACK AND FIELD OFFICIALS ASSOCIATION Executive Committee through the office of the NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA).

Section 4 The meeting schedule shall be on a rotating “day of the week” schedule. The first meeting shall be on a Monday (September); the second on a Tuesday (November); the third on a Wednesday (January, or February for weather postponement); the fourth shall be a Saturday (First Saturday in March) which will serve as the ANNUAL BUSINESS MEETING of the chapter); and the fifth meeting shall be a Monday.

Section 5 Due to available dates offered by the member schools as well as holiday or “emergency needs” the week’s meetings are held will vary but all meetings shall be accessible to those who have “special needs”, i.e., ramps for those who use wheelchairs, walkers or canes. Additionally, some meetings will be held in Ocean County and other meetings will be held in Monmouth County as the Chapter’s membership (SHORE) includes both Monmouth and Ocean counties.

Section 6 The March Meeting which 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, The receipt of assignments [be paid for at that meeting or none received] by the Chapter ASSIGNOR, Presentation of Awards, if any, and buying uniforms.

Section 7 For those members who are unable for whatever reason to attend the SHORE CHAPTER’S Rules Interpretation Meeting they are required to attend another Chapter’s /State’s Rules Meeting and must provide PROOF OF ATTENDANCE from the respective chapter’s Secretary to the SHORE CHAPTER’S secretary in writing.

Section 8 The Chapter Secretary shall cause to notify the general membership by its last meeting of the school year with a list of meeting dates, times and locations for the following school year. After confirmation of locations and dates the Chapter Secretary and/or Presidential designee shall provide a notice in writing (as well as Email) to the General Membership by September 1.

ARTICLE 4 - Membership

Section 1 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 membership by its November meeting the course offerings and where classes will be held so that present members may recruit potential candidates to take and successfully complete the course and, therefore, become certified officials. The Chapter Secretary shall also advise the media through a press release of how one may become a certified official. The President's liaison to the SHORE CONFERENCE shall inform that group's leadership and membership about the Cadet program and have the respective members' Athletic Coordinators advertise it in their respective school districts.

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, including fees [from the Secretary or Secretary/Treasurer].

Section 3 A member, to continue to remain in good standing must do the following: a) attend three meetings one of which includes the Rules Interpretation Meeting; b) have his/her dues paid [year 7/1/ through 6/30/ by the January Meeting c) successfully pass a Rules Review "open book exam" from the previous year's rulebook. Test due back in President's or designee's hands by a prescribed date announced at that January's meeting date.

Section 4 A member who is not in good standing may re-establish his standing by attending and completing the Cadet class to be eligible to officiate. A former official who has allowed his membership to lapse may re-establish his standing by attending and completing the Cadet course the same as a new official. Extenuating circumstances relating to a member's standing may be appealed to the Executive Board. Because of the liability associated with officiating, under no circumstances may an official work a meet until he has re-established his standing.

ARTICLE 5- NOMINATING COMMITTEE

Section 1 The Nominating Committee, composed of three (3) members, shall be appointed by the President at the November meeting for the purpose of selecting a Slate of Officers for the ensuing "odd/even years" term.

Section 2 The Slate of Officers shall be proposed and announced for the "first reading" by the Nominating Committee Chairman or its designee at the January Meeting. Additional nominations from the floor "membership" will be accepted at this time.

Section 3 Elections of the Slate of Officers will take place at the ANNUAL BUSINESS MEETING of the Chapter [March Meeting]. However, & "second reading" of this slate will take place prior to the Election.

Section 4 Where there is no competition for any position(s), the Nominating Committee Chairman shall request the Secretary or designee to "cast one ballot for the position."

Section 5 After independent vote tabulators make the voting tally and inform the President of such disposition the Nominating Committee Chairman will announce the results. Newly elected officers should meet with the Board and other officers prior to the April meeting. It is at the April Meeting that the new officers/re-elected officers take charge of their responsibilities.

Respectfully Resubmitted

Secretary- Treasurer & Registered Agent,

SHORE TRACK & FIELD OFFICIALS ASSOCIATION, INC.

This 13th day of September 2004'