

**CONSTITUTION AND BY-LAWS  
OF THE  
CHATTAHOOCHEE OFFICIALS ASSOCIATION, INC.**

**CONSTITUTION**

**Article I – Name**

**Section 1:** This organization shall be known as the Chattahoochee Officials Association, Inc. (COA) as chartered with the state of Georgia.

**Article II – Purpose**

**Section 1:** The purpose of the Association is to provide officials for recreational sports to all contracting agencies. Major emphasis of the association is to provide qualified and competent officials. In doing so, COA will recruit and train all officials; enhance and improve recreational sports by providing competent officials, and aid all recreational associations with development and interpretation on rules.

**Section 2:** The development and maintenance of a membership consisting of experienced and capable officials whose integrity is above reproach and who are actively engaged each year in officiating games.

**Section 3:** To operate a recreational officials program. It shall have the power to administer funds needed to finance the program, however, the Association shall be non-profit and there shall be no shares of stock issued.

**Section 4:** Affiliation: COA shall not be aligned with any one organization. However, the Association shall be aligned with various organizations as required by contracting organizations

**Section 5:** A quorum shall mean 50% of the eligible-voting members present.

**Article III - Membership and Governing Body**

**Section 1:** Composition: The Association is composed of an Administrator, Assistant Administrator, Secretary, and four Board Members at Large, and the Officials.

**Section 2:** Administrative Officials: The Association officers shall be elected at large from the membership and will consist of the following: Administrator, Assistant Administrator, Secretary, and four Board Members at Large. These officers will comprise the Board of Directors of COA.

**Section 3:** Active and Associate Members: The membership will consist of Active and Associate Members. An Associate Member is one that has just joined and must be with the Association for two years before being eligible to become an Active Member. During this Associate Member's first two years, they will not have voting powers. At the start of the third consecutive year with the Association, the Associate Member will become an Active Member with all voting rights.

- Section 4:** Membership: Membership in COA shall be open to any qualified applicant regardless of sex, race, creed, or religion who is willing and able to meet and follow the requirements set forth in the Constitution and By-Laws of COA. All applicants shall submit a completed registration packet and COA membership dues to secretary for processing.
- Section 5:** Meetings: The association shall hold at least one meeting of the entire membership each year. It shall be at the end of the fall season for the purpose of electing new officers for the coming year and any business to handle. All other meetings shall be set forth by the governing body as deemed necessary for the proper function of this Association.
- Section 6:** Elections: The Administrative Officials previously listed shall be elected at large during the first meeting of each year. No member with less than three (3) consecutive years of membership shall be considered for election of one of the offices. No member shall serve in more than one elective office at the same time. All nominees for the position of Administrator must be from a list of persons who has served as the Administrator, Asst Administrator, and at least one term as a Director. In the event that the Asst Administrator is not available, a Director with at least one complete term may be nominated for the Administrator position. The offices of Administrator, Secretary, and Board Members 2 & 4 shall be elected in even numbered years; and the Asst Administrator and Board members 1 & 3 shall be elected in odd numbered years. All elected officials term of office will be for two (2) years with no limit to the number of terms.
- Section 7:** Booking Agent and Treasurer: Applications from those who desire the positions of Booking Agent and Treasurer will be accepted and reviewed by the Administrative Officers. After Consideration of all applicants, the Board of Directors will hire an applicant for the vacant position.

#### **Article IV: Duties of Administrative Officials**

- Section 1:** Administrator:
- A. Shall preside at all meetings of the Association and of the Board of Directors; appoint as many committees as deemed necessary to carry out the administrative functions of the organization and supervise their activities.
  - B. Shall supervise all negotiations in behalf of the Association and make every effort to further the policies adopted by the Association
  - C. Shall work very closely with the Booking Agent and assist them, particularly in screening members who are not making progress in officiating. Shall present the names of such members to the Board of Directors for such action as may be deemed necessary.
  - D. Shall have a vote on any matters before the Board of Directors and all Administrative Officials only in a tie breaking capacity.

**Section 2:** Assistant Administrator:

- A. Shall assume the duties of the Administrator in case of his absence, disqualification, or inability to act.
- B. Shall assist the Administrator, when requested to do so, in the performance of his office.
- C. Shall be the Training Coordinator in charge of all training.

**Section 3:** Secretary

- A. Shall keep minutes of all meetings held by the membership.
- B. Shall keep the Administrator advised of all pertinent information concerning the Association.
- C. Shall send out all notices, maintain and preserve all records of the COA and have charge of all printing and publications ordered by the Association. Shall notify members of meetings and clinics to be held.
- D. Shall receive all applications for membership and shall submit these to the Board of Directors.

**Section 4:** Board of Directors:

- A. The Board shall investigate all complaints against any member brought of the Association and to initiate an investigation of any other matter that pertains to the best interest of the Association. It shall take any action it deems advisable, including recommending suspension or expulsion of a member from this Association. It shall handle all grievances of a member of the Association.
- B. The Board shall determine the qualification for membership, and pass on all the registrations of the individual applicant. The Board will review all new officials' registrations at the end of their first season to determine their qualifications for continued membership in the Association.
- C. It shall be the duty of the Board to see that all matters set forth in the Constitution and By-Laws are upheld.
- D. The Board of Directors shall appoint to office any member to fill a vacancy among the Board of Directors or Officers until such time as that person's term of office would have expired.
- E. The Board shall adopt regulations and policies as they deem necessary provided such action does not conflict with the Constitution and By-Laws of COA.
- F. Members of the Board or someone appointed by the Board will scout games whenever possible to determine qualifications of members to continue to officiate games. Particular emphasis will be given to new members of the Association. Their findings are to be transmitted to the Secretary for recording.
- G. Action of the Board of Directors may be vetoed by two-thirds (2/3) vote of the voting membership at any meeting.
- H. The Board will have the responsibility to dismiss the Booking Agent or Treasurer by majority vote after a hearing has taken place.
- I. Members of the board shall be expected to attend all Association and Board of Directors meetings. Any Board member missing three (3) meetings without justification acceptable to the Board shall automatically be subject to disciplinary action. All unexcused absences shall be subject to disciplinary action as may be deemed necessary by the Board.

## **Article V: Amendments**

**Section 1:** The Constitution and By-Laws may be amended at any regular or special business meeting of the Association, by an affirmative vote of two-thirds (2/3) vote of the voting members present and provided each member is sent a written notice of the proposed amendments at least seven (7) days prior to the meeting at which such amendments are to be voted upon.

## **Article VI: General**

**Section 1:** Removal (Impeachment) of any Administrative Official shall be by majority vote of the entire active voting membership. All Active Members must be notified ten (10) days in advance of any meeting called for this purpose and advised of the reasons concerning removal attempt.

## **Article VII: Stipulations**

**Section 1:** COA shall operate as a non-profit membership association that serves as agent to negotiate and process contracts for the members to officiate athletic games with contracting agencies. COA shall secure games, assign officials, collect game fees, and distribute monies to it's members for games officiated. This service is performed for a fee as an administrative convenience for both the hiring agency and COA members and in no way creates an employee/employer relationship. Each COA member shall be an independent contractor who provides his/her own officiating gear and is solely responsible for any taxes (state, federal, social security, etc.) on earnings from officiating services. Each member shall set his/her own schedule depending on availability of games, with COA's Booking Agent. A member's acceptance of a game assignment from COA shall constitute a contract to officiate said game per COA's policies, constitution, by-laws, and the playing rules of the contracting agency.

**Section 2:** No member of the Board shall be required any bond or surety; shall be responsible or liable for the acts of omission by any other member, or any predecessor, or any agent, depository, or counsel selected with care.

# CHATTAHOOCHEE OFFICIALS ASSOCIATION, INC.

## BY-LAWS

### Article I

- Section 1:** The rules Contained in the New Roberts Rules of Order shall govern COA in all cases to which they are applicable for all transaction of business by the Association or Board of Directors, not specifically covered in the COA Constitution and By-Laws.
- Section 2:** Current Year: The year shall begin at the annual meeting in the fall and end on the day before the next annual meeting to be held in the fall of the following year.
- Section 3:** Registration and Fees: All members shall register and pay the registration fee on or before the annual meeting in the fall of each year unless otherwise directed by the Board.
- Section 4:** Use of the Registration Fees: Registration Fees may be used by the Administrator and Board of Directors as deemed necessary, subject to majority approval of the Board of Directors. The use if these funds are subject to audit by the entire membership when a meeting is called for that specific purpose.

### Article II

- Section 1:** Uniforms: The official uniform for the Association will be of the color and design as specified by the Board of Directors.
- Section 2:** Uniform Insignia: The official insignia of the Association shall be worn on the uniform shirt as designated by the association. Any and all other insignias, numbers, patches, etc. shall only be worn of the uniform as prescribed by the Association. Nothing that is not cleared through the Association shall be worn on the uniform in any matter.
- Section 3:** Equipment: Each official shall furnish his/her own equipment that is necessary for the sport that he/she is officiating. All equipment shall be worn as prescribed by the Administrator of the Association. No deviation from this will be permitted. All equipment shall be in proper working order to afford the maximum of safety for the official and all others participating in the sport.
- Section 4:** Any official within the organization that contracts to work any independent games or tournaments will not be allowed to wear any uniform that displays or designates said official as a representative of Chattahoochee Officials Association, inc.

### Article III

- Section 1:** Education and Training: Educational materials, clinics, rulebooks, special rules governing any contracting organizations shall be made available to the entire membership. All training material is the sole property of COA unless otherwise noted.

**Section 2:** Rule Books and Special Rules: These shall be furnished to each active and associate member prior to the beginning of the contracting organizations' playing year or as soon thereafter as these books or rules are furnished to the Association. A meeting shall be called by the Administrator for the distribution of these rules and clarification of the same.

**Section 3:** Training Sessions: Training shall be required for all members. The required amount of training sessions shall be set by the Board each year. These training sessions shall be conducted after the annual meeting and prior to the beginning of play of any contracting organizations playing year. Any member failing to attend any required meetings, training clinics, and/or tests shall be subject to disciplinary action as may be deemed necessary by the Board.

**Section 4:** The general public may attend any and all training sessions, however, to become active or associate member of the Association, the prospective member must be a minimum of 16 years of age prior to the first game.

**Section 5:** No member, active or associate, of the association shall wear any part of the prescribed uniform of the organization while participating as a manager, coach, or player of a sports team. Any violations of this section shall be handled through the Board of Directors for disciplinary action.

**Section 6:** Each member of COA shall pay:

1. COA membership dues as formulated by the Board.
2. Membership dues to affiliated Associations as applicable.
3. Liability insurance fee as applicable
4. An agent fee for each game officiated as set by the board.
5. Any late fees as set forth by the Board.

**Section 7:** All fees and dues shall be paid in full before a games assignment shall be made.

**Section 8:** In the event of voluntary termination, suspension, or expulsion of a member, no refund of fees and dues shall be made.

**Section 9:** Members of the Board of Directors shall have their COA membership dues waived for performance of their duties.

#### **Article IV**

**Section 1:** Distribution of Funds: Funds due any member for games officiated shall be paid by the Treasurer based on the pay schedule set forth by the Association. The Booking Agent shall also deduct a booking fee and any assessments and other charges due COA. from each member's schedule

**Section 2:** Undistributed Funds: Upon dissolution of the Association, the distribution of funds remaining in the general fund after all pay schedules, Treasurer, and Booking Agent have been paid, will be determined at a meeting of the membership. The Administrator shall conduct this meeting no later than thirty (30) days after the end of the playing year of all contracting organizations. Active members shall be notified ten (10) days in advance of any meeting for this purpose.

**Section 3:** Negotiation of Contracts: The Administrator shall have the power to negotiate and enter into contracts with any recreational organization to provide officials for said organizations provided that there are enough qualified officials available for said contract. Price negotiations that vary from the game fees that have been voted on and set forth for different age groups through the Association shall be approved by the Board of Directors before any contracts are confirmed or signed.

**Section 4:** Receipt of Funds: It shall be the responsibility of the treasurer to collect and place into the general fund of the Association, all funds due and payable from any contracting organizations. The procedure to collect these funds shall be set forth by the Board of Directors of the Association.

#### **Article V**

**Section 1:** Schedules: The Booking Agent shall furnish to each member in writing, by The Arbiter, or by word of mouth, or by telephone; their schedule for any upcoming games. The schedule shall be for a period as set forth by the Board of Directors. The Booking Agent shall set forth a schedule of meeting so that said schedules and pay for games shall be distributed to the members.

**Section 2:** The scheduled official shall appear at the assigned recreation facility no later than 15 minutes prior to start of the game (sooner if possible), unless an emergency causes the official to be delayed. If two (2) officials have been scheduled for that game and one (1) is delayed, the other official shall inform the managers of both teams to this fact. The one (1) official shall start the game on schedule. An official shall report as soon as possible to the Booking Agent, any partner that has failed to appear and how the game was officiated. The penalty for this failure to appear shall be set forth by the Board of Directors.

**Section 3:** Inability to Appear: If an assigned official cannot appear at a game that he/she is scheduled to officiate, the official shall notify the Booking Agent no less than 24 hours prior to the start of the scheduled game. In the event of an emergency the Booking Agent shall be notified as soon as possible. The penalty for failure to notify the Booking Agent within the specified time shall be set forth by the Board of Directors.

**Revised November 2008**

# CODE OF CONDUCT

## Article 1

- Section 1:** No official shall at any time lay a hand upon, shove, strike, or threaten any manager, coach, player, spectator, or another official. Any violation of this section shall be reported to the Association immediately. Said official that is involved in this shall be put on temporary suspension until the matter can be investigated and resolved. This should be done within seven (7) day period of time or sooner.
- Section 2:** No official shall appear on the field of play at any time in an intoxicated condition or, for further description, in an impaired condition. It is suggested with great emphasis that an official should not drink on the day of a scheduled game. Any report of violation of this section shall cause said official to be placed on temporary suspension until the matter can be investigated and resolved. This should be done within a seven (7) day period or sooner.
- Section 3:** No official shall use tobacco products while on the field of play, in the dugout, or in the vicinity of the playing area.
- Section 4:** No official shall use obscene or abusive language while in uniform either on or off the field. Respect shall always be shown to others while performing the duties of an official.
- Section 5:** All officials shall represent themselves in a manner that is professional and dignified. Always trying to bring additional credit to all officials and the Association. Respect for yourself, your organization, and others is a benefit To everyone.
- Section 6:** No official shall converse with anyone else concerning other officials. When speaking of someone, speak in a positive manner as much as possible. If someone has a complaint about another official, you may want to advise them of the Board of Directors or someone else in charge that they might call. Don't get involved in personalities. You only stand to make yourself, the official your talking about, and the Association look worse.
- Section 7:** Penalties: The penalties for violations of the above sections in this Code of Conduct shall range anywhere from a verbal reprimand to complete expulsion from the Association. All penalties shall be determined by the Board of Directors and set forth in a disciplinary plan of the Association.

I, \_\_\_\_\_, have read and understand the above Code of Conduct and by signing below, I agree to abide by this code as an Official of COA.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date



## CODE OF ETHICS

1. Study the rules of the game diligently, observe the work of other officials, and attempt to improve at all times.
2. Remember that while your work as an official is important, you must conduct yourself in such a way that spectator attention is directed to the players playing the game and not at you.
3. Dress and maintain your appearance in a manner befitting the dignity and importance of the official.
4. Be fair and unbiased in your decisions, rendering them without regard to the score or the quality of the play on the field.
5. Cooperate and be professional in your associations with your fellow officials and do nothing to cause them public embarrassment.
6. Be firm but not overbearing; positive, but never rude; dignified, but never "cocky"; remember the good official doesn't have to have the last word.
7. Be prepared both physically and mentally to administer the game.
8. Do not smoke on or in the immediate vicinity of the field. Do not drink any alcoholic beverages while in uniform or before a game you are to work>
9. Do not give information, which might be used by a team's future opponent.
10. Keep in mind that the game is more important than the wishes of any individual player or coach or the ambitions of any individual official.

I, \_\_\_\_\_, have read and understand the Code of Ethics of COA and by signing below, I agree to abide by this code as an Official of COA.

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date