

By-laws

Amended November 2023

ARTICLE ONE NAME

The name of this Association shall be "Southern Nevada Officials Association", as incorporated on December 28, 1951, under the laws of the State of Nevada, as a voluntary, non-profit organization.

ARTICLE TWO PURPOSES

The purposes for which this non-profit organization is formed are:

- a. To conduct and transact generally the business of officiating high school, college and other athletic contests.
- b. To promote higher standards of officiating contests by:
 - 1) Administering rules study sessions in each sport to develop uniform understanding and interpretation of the rules.
 - 2) Conduct mechanics and practice sessions in each sport to develop and maintain uniformity and consistency in the administration of sports rules.
 - 3) Administer testing sessions in each sport, including written and practical factor tests, to determine the fitness of its members to officiate.
- c. To promote a widespread recognition of the values to be gained from participation in amateur athletics.
- d. To promote a love of sport and fair play among all participants, coaches, administrators, and spectators.
- e. To promote good fellowship among members.

ARTICLE THREE MEMBERSHIP

Section 1. Eligibility Membership in this organization shall be available to any person, fourteen years (14) of age, or older, interested in officiating athletic contests. All prospective members must do all of the following:

- a. Complete a membership application listing all information, including qualifications and prior experience.
- b. Remittance of required monetary obligations.

Section 2. Classification Members shall be classified by the Board of Control as Active, Honorary, or Associate member as follows:

- a. **Active Member** A prospective member, at least eighteen (18) years of age, becomes an active member when (a) their application for membership is accepted by the members of Board of Control, or an individual sport board acting on their behalf, and (b) they have fulfilled their financial obligations to the Association. Active membership expires one year plus one month from the date of the most recent accepted application. Active members may be disciplined by an Individual Sports Board, or the Appeals Committee, following the requirements of these By-laws. Members suspended by the Appeals Committee, and expelled members, may not officiate, hold office, sit on any Board or Committee, nor participate in Association business.
- b. **Honorary Member:** A member who has rendered distinguished service to the Association, or to amateur athletics, and is not an active member as an official.

Honorary status may require the recommendation of the Board of Control and a favorable vote by the membership at the annual meeting. An Honorary Member may have no obligations to the Association and may not be permitted to participate actively in the Association's business. No former member of the Association may be eligible for consideration as an Honorary Member until he/she has been inactive, as an official, for a period of not less than one (1) year.

- c. Associate Member: Any person who does not officiate an athletic contest, but assists the Association by acting as a non-officiating person in the sport they are needed, or high school students working in any capacity for the Association, or those under 18 years of age not enrolled in high school, may be accepted into the Association as Associate Members. Members whose participation in a sport is only as Auxiliary Persons are eligible for Associate Membership. An Associate Member will only be charged a Sport Fee and Assessments. They will not pay dues and are not eligible to participate in the annual business meeting. They may not vote on any matters before the general membership, unless they are also an Active Member in another sport.

ARTICLE FOUR STANDING COMMITTEES

Section 1. Board of Control

Membership: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer and the two Members at Large.

Duties:

- A. exercise general supervision of the financial affairs, officers and the committees of the Association, and create such policy and rules as necessary to manage the affairs of the Association, provided they do not conflict with the provisions of the By-laws.
- B. consider questions affecting the Association and shall submit its recommendations to the Association.
- C. declare any office vacant for cause, other than that of individual Sport Assignors, with the consent of the All Sports Board, including Instructors, and members of any Board or committee, appointed or elected. In reference to individual Sport Assignors, see Article Four; Section 1; N.
- D. constitute a Board of Appeal to review decisions of the Appeals Committee.
- E. take action on any matter not herein covered, or when no rule or precedent has been established.
- F. create and publish a policy that defines the method used to allocate funds to each sport.
- G. meet with each Individual Sport Board within 30 days of the end of the sport's season, and, after hearing the ISB recommendation, determine compensation for that sport's Assignor, Instructor, and Crew Chiefs or other personnel, if required.
- H. appoint a sport's Instructor or Assignor in the event that a majority of the sport's ISB declares in writing that they are unable to do so.
- I. meet at least once (1) a month and at any other time directed by the President. A majority of the Board may direct the President to call a meeting of the Board of Control. The Board shall publish notice of its meetings, along with the agenda, at least three days prior on the Association web site. By unanimous consent of the voting members, the Board may hold an emergency meeting at any time, provided it notices the membership, including the agenda of what was discussed, within 24 hours of the meeting conclusion.

- J. publish minutes of each Board of Control meeting in a manner intended to make them easily accessible to the membership, while protecting the confidentiality of disciplinary matters.
- K. appoint ad hoc committees as needed.
- L. The Board is the only entity of the SNOA legally authorized to contract on its behalf.
- M. Any donations of \$1,000.00 or greater of Association funds to a charitable cause or worthy individuals, can only be given with the prior approval of the All Sports Board.
- N. an Individual Sport Assignor can be removed for cause by a majority vote of the Board of Control.

Section 2. Appeals Committee.

2.1 Purpose

To provide a code of Ethical Conduct and to provide due process to the membership of SNOA. To serve as the Board of Appeals for decisions of the Board of Control, All Sports Board, Individual Sports Boards, and the Election Committee, related to the Bylaws, List of Prohibited Activities and the NFHS and NIAA Codes of Ethics. It may have other duties as described in the By-laws or directed by the SNOA President.

2.2 Committee

The Appeals Committee shall consist of one active member of the association representing each sport. The representatives shall be recommended by each sports board and approved by the SNOA All Sports Board. The members shall serve staggered three-year terms. Members of the Board of Control, Individual Sports Boards, Assignors, or the Election and Finance Committees shall not be eligible to serve. It shall annually elect its own Chair from its members, who shall be responsible for calling meetings, preparing the agenda, and any other duties as required. The Chair may not vote except as needed to break ties.

All appeals resulting from disagreement with the Appeals Committee findings will go before the SNOA Board of Control for final review and decision. If the complaint is against a Board of Control member or the Board of Control, the All Sports Board will become the board of appeal.

2.3 List of Prohibited Activities

The List of Prohibited Activities for SNOA members shall consist of the following, and any other activities properly approved under the provisions of these Bylaws and contained in Appendix A.

- A. Failure to remain in good standing by nonpayment of dues prior to the start of the sport season.
- B. Failure to attend the prescribed meetings.
- C. Unprofessional or unethical conduct on or off the field, including making intentionally false statements or knowingly submitting false documents to an officer of the Association, the Commissioner, or the NIAA.
- D. Open criticism of other officials, coaches, players or administrators except in the prescribed manner at Association, Chapter or NIAA Board of Control meetings.
- E. Use of intoxicating beverages or illegal substances within twelve (12) hours prior to the officiating assignment.

- F. Withdrawal from officiating and/or failure to meet scheduled assignments without a valid reason.
- G. Officiate a contest in which he/she has a conflict of interest because of a personal or professional relationship, including, but not limited to, being related to a participating coach or athlete, working for, or having recently worked for a school involved in a contest, or having a business relationship including off season coaching with the coach of a particular school. It is the responsibility of the official to determine when a conflict, or the appearance of a conflict, may exist, and to remove themselves from the contest. When scheduled for a multi-school event such as a track meet, swim meet, or basketball tournament, at which the participants in each event, match, or game cannot be known in advance, officials must notify the lead official as soon as they identify a conflict or potential conflict, must recuse themselves from situations where a conflict or appearance of conflict may occur, and must, at all times, exercise their best professional judgement.
- H. Sale or use of SNOA membership information, including names, addresses, telephone numbers and email addresses, for business purposes without the prior consent of the President.
- I. Conviction of a felony crime involving the use, possession or sale of a controlled substance.
- J. Conviction of a misdemeanor or felony crime of domestic violence as defined in the Omnibus Consolidated Appropriations Act of 1997 (Pl. No. 104-2981, 110 Stat. 3009); or a gross misdemeanor or felony crime involving contributing to the delinquency of a minor, sexual misconduct involving a minor or any other such crime involving a minor which includes moral turpitude as one of its elements.
- K. No official who is a coach or in athletic administration in a sport they officiate may officiate in the same Class 4A Region (Desert or Mountain), 3A Region (Sunrise or Sunset), or Class 2A and Class 1A in which their school competes. An official who is a coach or in athletic administration may not assign officials to games or matches in the same Class 4A Region (Desert or Mountain), 3A Region (Sunrise or Sunset), Class 2A and Class 1A in which their school competes, regardless of the sport assigned.

2.4 Duties of the Committee

In the event of a formal complaint of an appeal of a decision of a board or committee, the duties of the committee shall include but not limited to:

- a. conduct an administrative hearing to examine the evidence
- b. takes testimony, written statements or affidavits
- c. determines the facts and whether or not a violation of the Code of Ethics has occurred

Upon finding that a violation of the Code of Ethics has occurred, the committee will then make a determination on the appropriate action needed.

2.5 Filing Of a Formal Complaint

An SNOA member must submit a complaint to the SNOA Secretary. The complaint must be in writing, signed and dated by the individual filing such complaint. The written complaint must be filed within 30 days of the alleged incident or within 30 days of discovering the alleged incident in order to provide timely review of any alleged incident and must include any and all evidence available at the time of filing.

Section 3. Individual Sports Boards. The membership of each sport shall elect its own governing Board, consisting of three representatives for every sport. Board members shall serve staggered three-year terms. Individual Sports Board shall select one of their members each year as the Chair, who shall be the sole person authorized to represent the Board in communication to the members of the sport, and who shall vote only in the case of ties. The Board shall:

- a. Maintain an Officials Manual for its sport, detailing all relevant policies and procedures including those covering local rule variations, assigning, discipline, and evaluation and rating of officials. The portions of this Manual related to discipline and evaluation shall be approved by both the All Sports Board, and a majority vote of the membership of the sport present at the final meeting of the sport prior to the first regular season contest to be officiated. A subsequent vote of the members shall only be necessary to change the manual, or when no vote has been taken for three seasons. The Manual, and any proposed changes, will be made available to the members in a convenient manner at the first pre-season meeting of the sport, and will be posted on the Association web site once approved.
- b. Annually prepare the list of officials eligible to officiate playoff assignments, and recommend such assignments to the Commissioner, with the advice of the Assignor. Where reasonable, the Board shall not nominate the same official to work state finals in two consecutive years, excepting auxiliary assignments such as scoring and linesmen. The Individual Sports Board shall prepare annually a listing of all regional and state playoff games and the names of the officials who worked each game. It is recommended that this list be created in bracket format. The list will be made available in an easily accessible manner to the members of that sport.
- c. Supervise, and when necessary, appoint, and remove the Assignor, Instructor, Crew Chiefs or other personnel of the sport. At the end of each season, recommend compensation for each, limited to the funds available to the sport. When any of those offices is vacant, the Board shall notify the membership, and provide an opportunity for their application for the position. The Board shall notify the membership of the names of persons it intends to interview from the applicants, afford the applicants the opportunity to communicate with the membership, and allow time for the membership to provide input to the Board. The Board may reopen applications if no acceptable candidate emerges from the search. The Board shall immediately notify the President and Board of Control whenever it appoints or removes an Assignor or Instructor.
- d. Work to expand the opportunities of members to officiate outside of high school sports (recreation leagues, youth sports, collegiate, etc.), in coordination with the Board of Control.
- e. When more than one person is responsible for instruction, require that a meeting of all officials participating in instruction be held prior to the first instructional meeting, and that a written plan of instruction be provided to each participating official.
- f. Perform additional duties as described within the By-laws, or requested by the Board of Control or Appeals Committee.
- g. The Board will cause evaluation and rating of officials to occur in accordance with that sport's governing Handbook as approved. Each SNOA official may request a written evaluation once in a three-year period in each sport worked. If a sport's Handbook provides for more frequent evaluation, the approved schedule will be observed. A copy of the written evaluation will be given to the official, with another copy kept by the SNOA for not less than two years. Each sport's Board, with the consent of its membership, is empowered to create an Evaluation Committee to assist with the evaluation process.
- h. Maintain a list of active member meeting attendance and provide a copy to the Association Secretary at the end of the season.
- i. Convene as a board during the sport season and as required throughout the year. The board shall meet at least Five (5) times a season or as directed by the sport chair. A majority of the elected board members may direct the Chair to call a meeting of the Sport Board. The Chair is responsible to ensure representation at all meetings.

- Failure to participate or attend meetings is defined as inaction.
- j. Participate in monthly All Sport Board (ASB) Meetings as called by the SNOA 1st Vice President. All Sport Board members are expected to attend 80% of ASB meetings during a school year to ensure their sport is adequately represented. If a board member has a conflict in attending, they should contact the 1st Vice President to show cause. If a sport board member fails to attend 80% of the ASB meetings in a school year they will be removed from the All-Sport Board by the Board of Control for inaction.

Section 4. All Sports Board. The All Sports Board shall be comprised of the members of each Individual Sports Board. Each sport shall have one vote on matters brought before the Board, regardless of the number of members of its Individual Sports Board in attendance. The All Sports Board will appoint a member of their Board to be the recording Secretary at all meetings. The All Sports Board shall be responsible for the preparation of the proposed schedule of fines, and lists of prohibited activities to be submitted to the membership. The All Sports Board shall confirm that the proposed Officials Manual for each sport is in compliance with the requirements of the By-laws, prior to submission to the members of that sport for approval. The All Sports Board advises the Board of Control at its request, including personnel and disciplinary matters, and has additional duties as detailed in these By-laws.

Section 5. Finance Committee. The Finance Committee shall be composed of at least five active members of the Association, selected by the All Sports Board from the entire membership of the Association with no two representing the same sport. These members should have expertise in relevant areas of finance or business. It shall annually elect its own Chair from its members, who shall be responsible for calling meetings, and preparing the agenda, and who may not vote except as needed to break ties. The duties of the Finance Committee are as detailed in these By-laws. .

Section 6. Elections Committee.

Composition:

The members of the SNOA Election Committee are approved by the All Sports Board and are drawn from the general membership of the Southern Nevada Officials Association. Any member in good standing can apply for one of the positions on the committee. The committee size will be seven members; five from the general membership and two from the All Sports Board. Once approved a member is appointed for a term of one year and may be re-appointed. At the first meeting of the Election Committee the members will select one ASB member to serve as the Chair.

Responsibilities:

Representatives of the Election Committee conduct the annual election for each sport's seat(s) on the All Sports Board, and the elections held annually at the Business Meeting used to fill positions on the Board of Control.

Conduct:

Elections for each sport's representatives to the All Sports Board and to the Board of Control shall be conducted using the following procedures:

Sport Board Elections:

Each sport shall elect at least one member annually to represent its interests on the All Sports Board. Each member shall serve a term of three years, and an individual may be elected to complete the remaining, unexpired, portion of any term caused by a vacancy that occurs for any reason. All elections shall use the following procedures:

1. Each sport will set the date for its election and announce it at the first meeting of the sport's season. The election shall occur at the last meeting of each sport's regular season year.
2. Each sport board will have the option of holding their election at an in-person meeting or virtually (Zoom). The sport board must notify the Elections Committee of their intention within fifteen (15) days after the first meeting of the sport's season. The sports board must inform the membership of the method of conducting the election within fifteen (15) days after the first meeting of the sport's season.
3. Nominations for the position shall be accepted from the floor, and an eligible member may self-nominate.
4. The individual nominated must be present and must agree to serve in the position, before the nomination may be seconded.
5. Nominations remain open until it is clear that no one else wishes to nominate another member or run for the position. The Election Committee representative shall call for, "Any more nominations," at least three times before accepting a motion that nominations be closed.
6. Candidates shall have the opportunity to address the sport's membership for three minutes, and the speaking order shall match the order of nomination. No candidate shall be required to give a speech.
7. If there is only one candidate for a position, the Election Committee representative may request a motion that the nominee be approved by acclamation.
8. Because nominations are taken the day of the election, a member may not vote by proxy.
9. Voting will occur in rounds, as necessary, until one candidate receives a majority of all votes in the race, defined as 50% plus 1, of the total votes cast.
10. If three, or more, candidates are seeking the same office, and no one receives a majority of the votes cast, the individual receiving the fewest number of votes shall not advance to the next round of voting. In addition, any candidate who receives less than 10% of the total votes cast shall not continue to the next round of voting.
11. By majority vote of the All Sports Board and consent of the Board of Control, the above provisions may be waived for any single year to allow the election to be held online. The ASB shall adopt a procedure for the school year, which shall apply to all sports. The Elections Committee shall conduct the election based upon the adopted procedure.
12. When a new sport board member is elected by the membership of the sport, the term of the new board member will not begin until the conclusion of the high school state championship games of the current season.

Board of Control Elections:

The members of the Board of Control shall be elected using the following procedures:

1. An announcement shall appear on the Association's web site, at least six weeks prior to the date of the annual Business Meeting. The announcement shall list the positions and requirements to serve, and also the contact information for the members of the Election Committee. The Secretary may also send a general electronic message to all members informing them of the same information.
2. Any individual who wishes to run for an open position shall inform at least one member of the Election Committee of that intention in writing. The notification must list the member's name, years as a member of the Association, and specific position sought. A member may not be a candidate for more than one position on the Board of Control at one time.
3. Nominations close at 11:59 pm, three weeks prior to the date of the Business Meeting. Candidates are encouraged to provide a photo and written statement to appear on the web site, introducing themselves to the membership and explaining their interest in, and qualifications for, the position sought.
4. The Election Committee shall have one week in which to certify the candidacies of all nominees. Anyone who seeks a position on the Board of Control shall agree to a complete

- review of her/his membership history for the purposes of completing the certification.
5. Once the certification process is completed, the candidate statements and photos shall be posted to the SNOA web site.
 6. Candidate names appear alphabetically in the program and speak in the same order. If the individual currently holding the position seeks re-election, he/she shall be introduced as the incumbent, but shall not be treated differently in any other respect.
 7. Each candidate will have the opportunity to address the membership for up to three minutes.
 8. Voting will occur in rounds, as necessary, until one candidate receives a majority of all votes in the race, defined as 50% plus 1, of the total votes cast.
 9. If three, or more, candidates are seeking the same office, and no one receives a majority of the votes cast, the individual receiving the fewest number of votes shall not advance to the next round of voting. In addition, any candidate who receives less than 10% of the total votes cast shall not continue to the next round of voting. Absentee ballots cast for a candidate continue to be counted in each round of votes until that candidate is elected or eliminated.
 10. A member who wishes to vote but will not be able to attend the Business Meeting for any reason, may vote by proxy. All such ballots must be submitted to the SNOA Secretary or Treasurer in a sealed envelope in advance of the election.

Appeals:

A member may appeal a decision about her/his candidacy to the Appeals Committee.

Section 7. Inaction of Individual Sport Board or Committee Members Sport Board or committee members (either collectively or individually) are required to participate. The sport Chair or majority of elected sport board members may petition the Board of Control for inaction for individual board members. Inaction of individual sport board members or committee members is cause for the Board of Control to take action. Action for cause of sport board members may include removal or suspension of the board members or direct the Sport's body to hold another election for the seat. The committee chair or a majority of committee members may petition the All Sports Board for inaction of individual committee members. Inaction of committee members may direct the All Sports Board to replace member.

ARTICLE FIVE OFFICERS AND THEIR DUTIES

Section 0. No member of SNOA, shall also hold a position of leadership in or be an owner of an organization that has, within the prior 12 months bid against the SNOA for a contract, or assigned officials under a contract that was bid upon by the SNOA, unless the Board of Control and Individual Sports Boards have made an agreement with that organization to jointly assign or administer the contract.

Section 1. Officers The officers of the Association are the elected members of the Board of Control. In addition to the qualifications spelled out below, no officer may be under suspension from officiating in any sport at the time of their appointment or election.

Section 2. Term of Office The term of each elected official shown above shall be two years. The term shall begin upon conclusion of the annual business meeting held in November.

Section 3. Vacancy. In case there is a vacancy in the office of the President, the 1st Vice-President shall become President. The president shall then appoint one of the remaining elected Board members to the office of 1st vice president. The president shall then complete the membership of the Board of Control by appointing an active member to fill the remaining vacancy. In the case of such a vacancy, or a vacancy in any other Board of Control position, the President shall seek nominations from the membership for the position, notify the membership of the names of the nominees, and appoint a nominee to the office, with the consent of the remaining elected Board of Control members. Except for the president, any office filled by appointment shall have a term which expires at the next Annual Meeting of the Association.

Section 4. Eligibility and Qualifications of Officers Qualifications of Officers within the Association shall be:

- a. President: Must be an active member in a sport serviced by the Association and must have been a member of the Association for a minimum of three (3) consecutive years immediately prior to his/her nomination. He/she shall be required to fulfill the duties of this office in all sports serviced by the Association.
- b. 1st Vice President: Must be an active member in a sport serviced by the Association and must have been a member of the Association for a minimum of two (2) consecutive years immediately prior to his/her nomination. He/she shall be required to fulfill the duties of this office in all sports serviced by the Association. In case of absence or disqualification of the President, the 1st Vice-President shall assume the duties of the President for the remainder of the term.
- c. 2nd Vice President: Must be an active member in a sport serviced by the Association and must have been a member of the Association for a minimum of two (2) consecutive years immediately prior to his/her nomination. He/she shall be required to fulfill the duties of this office in all sports serviced by the Association.
- d. Secretary and Treasurer: The Secretary and Treasurer will be appointed, from any list of applicants, by the President, with the concurrence of other members of the Board of Control and will serve at the pleasure of the President. Should a new President assume office, they will tender their resignations to the new President. The new President may accept or decline either or both of the resignations and initiate action as necessary to appoint a new Secretary and/or Treasurer. They must be active members in a sport serviced by the Association. They shall be required to fulfill the duties of this office in all sports serviced by the Association. They will not have the right to vote on items before the Board of Control.
- f. Board Members at Large Must be active members of a sport serviced by the Association, and must have been a member of the Association for a minimum of one (1) consecutive year immediately prior to his/her nomination. He/she shall be required to fulfill the duties of this office in all sports serviced by the Association.
- g. Individual Sport's Board Member: Must be an active member in that sport, as serviced by the Association, for a minimum of one (1) consecutive year immediately prior to his/her nomination.
- h. Quorum. A majority of elected members of the Board of Control shall constitute a quorum. A majority of the members of any other Board shall constitute a quorum of that Board. Regardless of quorum requirements, no action of any Board or Committee shall be valid unless all members of that Board or Committee were notified of the meeting at least three calendar days prior to it being held. Roberts Rules of Order shall be observed at all meetings of the Association and its various Boards and Committees.

- i. Any person appointed to any office must possess the qualifications required for that office. In addition to the above section 4 qualifications, all candidates standing for election or appointment to the Board of Control must declare and disclose in their statement to the members prior to the election or appointment, membership in any non SNOA officials organization where they assign or contract for the services of sport officials. Failure to declare or disclose upon discovery invalidates the election or appointment of said candidate.

Section 5. Duties of Officers: Duties of Officers within the association shall be as follows:

- a. **President:** The President shall preside at all general membership and Board of Control meetings of the Association; appoint all ad hoc committees, call special meetings; execute the will of the Association; be an ex-officio member of all committees and countersign all checks drawn on Association accounts. He/she will preside over the annual meeting of the membership. Ensure that sufficient instructional meetings are held for each sport, in consultation with the Individual Sports Boards.
- b. **1st Vice President:** In case of absence or disqualification of the President, the 1st Vice President shall assume the duties of the President for the remainder of the term. The 1st Vice President shall be an ex-officio member of all standing committees. The 1st Vice President shall preside over all meetings of the All-Sports Board, and assume other duties as assigned by the president.
- c. **2nd Vice President:** The 2nd Vice President will serve as the Historian for the Association. He/she will be responsible for identifying members who have served in the Association for a minimum of 25 years. He/she will preside over the meeting of the All-Sports Board in the absence of the 1st Vice President. He/she shall be responsible for the recruitment of new officials, in coordination with the Individual Sports Boards, and assume other duties as assigned by the president.
- d. **Secretary:** The Secretary shall keep a record of business transacted by the association and give notices of meetings and assume other duties as assigned by the president. Prior to the start of any sport season, he/she shall send the Webmaster a written notification of scheduled meeting dates at least one (1) week prior to each sport's first meeting. At all elections he/she shall be responsible for the eligibility of voters. He/she shall maintain minutes of all Board of Control meetings. Such minutes shall bear the signature of either the President or Vice President and the Secretary. He/she shall prepare and distribute to each Board of Control Member a typewritten agenda of the upcoming Board of Control meeting, prior to the meeting. Members desiring to appear on any agenda must make written request, to the Secretary, one (1) week prior to the meeting and his/her request shall contain all facts pertaining to the reason for his/her request.
- d. **Treasurer:** He/she shall deposit or hold in trust all funds remitted to him/her on behalf of the Association, and may countersign checks. He/she will present a written financial report to the Association at the conclusion of each sport season. He/she shall collect all fees, dues, fines, and all other moneys due the Association in accordance with Association regulations. He/she shall bill and collect, for services rendered by members of the Association. He/she shall be responsible for the payroll of the Association. He/she shall comply at all times with the financial regulations contained within the By-laws.
- e. **Board Member at Large:** The Board Member at Large shall be required to fulfill the duties of his/her office in all sports serviced by the organization. Additional duties will be assigned by the President.

ARTICLE SIX
DISCIPLINARY ACTIONS AGAINST MEMBERS

Section 1. Fines. The Association shall maintain a schedule of acts by officials which are subject to fine. This schedule shall be prepared by the All Sports Board and approved by majority vote of the membership at the Association Annual Meeting. Each individual sport, with the consent of its members and the All Sports Board, may add sport-specific fines to the schedule, which shall be published in the Officials Manual for that sport. Individual Sports Boards are responsible for enforcing the fine schedule, and may delegate that responsibility in whole or in part to their Assignor.

Section 2. Prohibited Activities. The list of prohibited activities for members of the Association shall include the items provided for in Article 4, Section 2 of the Bylaws, any additional items required by the NIAA, and any items passed by the membership of the Association upon the recommendation of the All Sports Board. The All Sports Board shall determine which of the violations are minor and may be acted upon by the Individual Sports Boards, and which are serious and require action by the Appeals Committee.

Section 3. Suspension by Individual Sports Board. The Individual Sports Board may suspend an Active Member for a period of up to one sport season for minor violations provided for on the list of Prohibited Activities. A notice of the suspension, including a full explanation of the reasons for the suspension, its length, and the requirements, if any, to return to Active status, will be sent by registered mail to the last known address of the official within seven (7) working days of the Board meeting by the SNOA Secretary. Suspension requires a majority vote of the suspending Board. The Individual Sports Board shall notify the Appeals Committee, which may act under section [4]. The Individual Sports Board, following a majority affirmative vote, shall similarly notify the Appeals Committee of any serious violation committed by a member, but may not act on that violation.

Section 4. Suspension by Appeals Committee. Upon notification by an Individual Sports Board, the Appeals Committee may suspend an Active Member from all sports for a period of up to one year. The Appeals Committee may also suspend an official from working contests in any sport at a particular school for an indefinite period. A notice of the suspension, including a full explanation of the reasons for the suspension, its length, and the requirements, if any, to return to Active status, will be sent by registered mail by the SNOA Secretary to the last known address of the official within seven (7) working days of the Board meeting. Suspension requires a majority vote of the Committee.

Section 5. Expulsion. The Appeals Committee may expel an Active Member for violations provided for on the list of Prohibited Activities. Expulsion is for an indefinite period. A notice of the expulsion, including a full explanation of the reasons for the expulsion, and the requirements, if any, to return to Active status, will be sent by registered mail to the last known address of the official within seven (7) working days of the Board meeting. Expulsion requires a two-thirds vote of the Committee .

Section 6. Appeal of Individual Sports Board Action. Within 30 days of the imposition of a fine or suspension by an Individual Sports Board, the member may appeal to the Appeals Committee according to their published policies and procedures.

Section 7. Appeal of Appeals Committee Action. Within 30 days of an action by the Appeals Committee, the member may appeal the decision by sending a letter to the Secretary or President of the Association, which shall provide the opportunity for a hearing before the Board of Control. An expelled member may request reinstatement at any time through the same process, provided at least one year has elapsed since the most recent hearing on the matter.

Section 8. Status of Officials After Suspension, Expulsion, and During Appeal. A fine, suspension, or expulsion is considered to be in effect during the appeal process, unless the President determines otherwise. Fines do not remove an official from Active status. Suspension by an Individual Sports Board removes an official from Active status only in that sport during the period of the suspension. Suspension or expulsion by the Appeals Committee removes an official from Active status in all sports, and from the Association as a whole.

Section 9. Procedural Requirements. Unless the official filing the appeal agrees otherwise, the hearing to resolve any appeal must take place no sooner than seven days after the receipt of the request for appeal, and no later than the date of the next regular instructional meeting of that sport after the seven day period. The official requesting the hearing may be present at the hearing, but not the deliberations, unless the Committee or Board agrees otherwise. The official may bring a representative with them, and may call witnesses in their defense, though the Committee or Board may limit the number. The Board, Committee or person originating the appealed act may be present at the hearing, but not the deliberations, unless the official is present as well. The Committee may set reasonable and identical limits on the length of presentation by all persons. Decisions must be rendered by the Board or Committee on the day of the hearing, and communicated to the official in writing.

Section 10. Appeals to NIAA. Any suspension or expulsion may be appealed to the Executive Director of the NIAA per the Constitution of the NSOA, after all administrative remedies within the Association are exhausted. The NIAA Board of Control hears appeals of denial or revocation of the certification of an official for certain criminal acts defined in the NSOA Constitution.

ARTICLE SEVEN ELECTIONS

Section 1. Election Schedule: The annual election shall be held in November, at the Annual Meeting, as directed by the Board of Control. In each odd calendar year, the two Vice Presidents and one Board Member at Large will be elected. In each even calendar year, the President and the other Board Member at Large will be elected. In each sport serviced by the Association at least one (1) Sports Board Member will be elected yearly as defined in the Officials Manual, at the first meeting where game assignments are given out for the season.

Section 2. Vacant Offices: In the event of the resignation or disqualification of any Individual Sport Board Member, following SNOA election procedures, an election shall be held at the next regular sport membership meeting to elect an individual to complete the unexpired portion of the term of office. If circumstances prevent election by this SNOA procedure, the President shall, based upon the recommendation from that Sport's remaining Board members, appoint one of the recommended qualified members to serve until the next possible election meeting of the sport.

Section 3. Nominations: The Elections Committee shall, at least five weeks prior to the Annual Meeting date, place a notice opening nominations for available offices on the Association web site, and notify the Individual Sports Boards of the opening of nominations. Nominations will close three weeks prior to the election. The Elections Committee, together with the Secretary, will certify eligibility of each candidate, and inform the membership of the Association by mail of the candidates for office no later than two weeks prior to the election. Nominations for Individual Sports Board member will be made from the floor of the voting membership for that sport at their election meeting, which shall be the final meeting prior to the start of the regular sport season. Any individual nominated for an Individual Sport's Board meeting must be present on the date of the election to accept (or decline) the nomination. Candidates for any board position, at any level of the Association, must meet the qualifications and eligibility for the office they are seeking.

Section 4. Voting: Active members from any sport in the year immediately preceding the Annual meeting may vote upon candidates for the offices of President, 1st and 2nd Vice Presidents, and Board Members at Large, provided they have been duly certified as qualified voters by the Secretary. Printed ballots will be provided to all members eligible to vote at the Annual Business Meeting. Voting for Individual Sports Board Member shall be limited to those members qualified as Active in the sport involved, in the season immediately prior to the election meeting. At all elections, voting shall be done by secret written ballot, except where only one (1) candidate for an office has been nominated, in which case a majority voice vote is acceptable. Majority of votes cast shall be necessary for election. In the event more than two (2) candidates have been nominated for the same office and none receive a majority of the vote's casts, a run-off election shall be conducted between the two candidates receiving the most votes. The Elections Committee will oversee the election of Individual Sports Board members. The Elections Committee shall count ballots, and certify the results of all elections, and will swear the newly elected members into office.

Section 5. Absentee Ballot: At the request in writing of an Active Member, the Secretary shall issue an Absentee Ballot for election of member(s) to the Board of Control. The following provision shall be made for those members, who, for a valid reason, cannot attend the Annual Meeting: the Member shall mark the Ballot and MAIL it, in a sealed envelope to the Treasurer prior to the Annual Meeting. Ballots may NOT be hand-carried to the Secretary. The Secretary will turn the unopened Absentee Ballot over to election officials at the annual meeting. The Absentee Ballot shall be opened and tabulated with all other ballots cast at the Annual Meeting. Any properly submitted Absentee ballots cast for a candidate shall be counted in the run-off election. Absentee ballots are not authorized for use in electing Individual Sport's Board members.

Section 6. Conduct of Election of Officers. The election will be held as the first order of business of the Annual meeting. When the Annual meeting is preceded by a meal, the election will be held prior to, or concurrent with, the meal.

Each candidate listed on the ballot will be provided the opportunity to address the members. The Elections Committee shall collect and count the ballots cast. Members present for the first vote must be present to cast votes in a run-off election.

Section 7. Installation: The installation of newly elected, or reelected Officers, and/or Board Members, shall be conducted immediately prior to adjournment of the election meeting at which they were elected. At the annual elections for Board of Control members, the President shall perform the installation in each odd calendar year, and the 1st Vice President will perform the installation ceremonies in each even calendar year. The Board of Control member overseeing the election will perform the installation of newly elected Individual Sports Board members. They will assume their new roles upon completion of the election.

ARTICLE EIGHT FINANCIAL REGULATIONS

Section 1. Budget and Records

a. The Association's budget year shall be from August 1st of each year to July 31st of the following year, though it will maintain its legal fiscal year for tax purposes. The Treasurer shall prepare a proposed annual budget for the Association by July 1 each year and present it to the Board of Control for approval. The financial records of the Association including the budget shall be made available to the membership of the Association per the requirements of NRS 82.186.

b. The most recent audit report of the Finance Committee shall be made available to the membership of the Association in an easily accessible manner.

Section 2. Reserves The Association will endeavor to have reserves sufficient to cover the largest single payroll of each year. The budget will include anticipated changes in the Association's reserve position. The reserves will be maintained in an interest bearing, risk-free, account.

Section 3. Audit The Association's financial records shall be audited by the Finance Committee in any year where there has been a presidential or treasurer transition. In any event, the committee shall perform a financial audit no less than every third year

Section 4. Records The Association's most recent balance sheet and income state will be available for inspection by the membership in an easily accessible manner. The Treasurer shall update these documents at least every 120 days. A financial status report for the Association shall be made to the membership at the Annual Meeting.

Section 5. Dues and Fees

- a. The Association shall maintain an up-to-date schedule of all dues and fees charged the membership, and the current pay schedule for officials, including game fees and travel pay, by sport. These schedules shall be available on-line.
- b. The Board of Control shall set the dues and fees annually in concert with approval of the budget, and present any changes to the dues and fees schedule at the Annual Meeting. When a fee is calculated as a percentage of the game fee paid the official, any increase requires the favorable vote of a majority of the membership at the Annual Meeting.
- c. The Board of Control shall be responsible for negotiating, in consultation with the affected Individual Sports Boards, all game and travel fees with the NIAA, school districts, and private organizations sponsoring sports contests, as needed. Where possible, the Board of Control shall negotiate the payment of an administrative fee with the sponsoring agency sufficient to cover the Association's costs of scheduling officials on site.
- d. All fees charged the Association by the NIAA on a per official basis shall be passed on to officials exactly as owed to the NIAA.
- e. The Association shall contract for liability insurance and charge each official at cost.
- f. Any other fee, such as membership in the NFHS, rules books, or other materials, agreed to by the Board of Control as a universal cost to all members, and not charged to each official at cost, shall be noted as such in the budget, with the actual cost listed.

Section 6. Stipends

- a. Board of Control. The Board of Control members may receive stipends for their service. Any per game fees charged officials shall be waived for Board of Control members.
- b. Individual Sports Boards. Members of Individual Sports Boards may not receive stipends, but any per game fees charged officials shall be waived for the sport they serve.
- c. Assignors and Instructional Chairs. Assignors and Instructional Chairs shall receive stipends.
- d. Other Sport Personnel. Sports may have assistant assignors, instructional chairs, raters, and so forth, as appointed by their sports board. These officials may receive a stipend as negotiated and approved by the Board of Control. Such additional personnel must be listed in the Association budget for that sport.

- e. Members of the Appeals Committee and Finance Committee may not receive a stipend, but the Board of Control may elect to waive any per game fees for the sport they serve or their primary sport. Members of an evaluation committee may not receive compensation from the Association other than reimbursement for related expenses approved by the Board of Control.
- f. All stipends paid must be listed in the Association's budget.

ARTICLE NINE AMENDMENTS

At the Annual Business Meeting, the Board of Control may propose changes and/or amendments to these bylaws. Proposed amendments from individual Association members shall be considered if submitted with the valid signatures of no less than 100 members in good standing. Written copies of all such proposed changes and/or Amendments shall be made available to all Members of the Association at least two weeks prior to the Annual Meeting either by electronic media, posting on the Association Website, or mail. Upon the two-thirds majority vote of the members present at the Annual Meeting, such changes and/or amendments to the By-Laws shall become effective the following day.

APPENDIX

SNOA Ethics Policy List of Prohibited Activities

The SNOA Ethics Policy List of Prohibited Activities shall consist of the NFHS Official's Code of Ethics, the NIAA list of reasons for loss or suspension of membership, and additional activities approved by the All Sports Board and membership of the SNOA.

NFHS Official's Code of Ethics

1. Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall enforce authority in an impartial, firm and controlled manner.
2. Officials shall work with each other and their state associations in a constructive and cooperative manner.
3. Officials shall uphold the honor and dignity of the profession in all interaction with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.
4. Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall comport themselves in a manner consistent with the high standards of the profession.
5. Officials shall be punctual and professional in the fulfillment of all contractual obligations.

Officials Shall Not:

6. Fail to remain in good standing by nonpayment of dues prior to the start of the sport season.
7. Fail to attend the prescribed meetings.
8. Exhibit unprofessional or unethical conduct on or off the field, including making intentionally false statements or knowingly submitting false documents to an officer of the Association, the Commissioner, or the NIAA.
9. Openly criticize other officials, coaches, players or administrators except in the prescribed manner at Association, Chapter or NIAA Board of Control meetings.
10. Use intoxicating beverages or illegal substances within twelve (12) hours prior to the officiating assignment.
11. Withdraw from officiating and/or fail to meet scheduled assignments without a valid reason and/or without notifying the assignor in time that a replacement official may be obtained.
12. Officiate a contest in which he/she has a conflict of interest because of a personal or professional relationship, including, but not limited to, being related to a participating coach or athlete, working for, or having recently worked for a school involved in a contest, or having a business relationship including off season coaching with the coach of a particular school. It is the responsibility of the official to determine when a conflict, or the appearance of a conflict, may exist, and to remove themselves from the contest. When scheduled for a multi-school event such as a track meet, swim meet, or basketball tournament, at which the participants in each event, match, or game cannot be known in advance, officials must notify the lead official as soon as they identify a conflict or potential conflict, must recuse themselves from situations where a conflict or appearance of conflict may occur, and must, at all times, exercise their best professional judgement.
13. Sell or use SNOA membership information, including names, addresses, telephone numbers and email addresses, for business purposes without the prior consent of the President.
14. Be convicted of a felony crime involving the use, possession or sale of a controlled substance.
15. Be convicted of a misdemeanor or felony crime of domestic violence as defined in the Omnibus Consolidated Appropriations Act of 1997 (Pl. No. 104-2981, 110 Stat. 3009); or a gross misdemeanor or felony crime involving contributing to the delinquency of a minor, sexual misconduct involving a minor or any other such crime involving a minor which includes moral turpitude as one of its elements.
16. Solicit or accept any gift, favor, entertainment, meal, loan, or anything of value for self or family from any person seeking contractual or other business with the SNOA and its members, or in any manner which might be construed by reasonable persons as influencing the performance of the official's duties.
17. Engage in any business with non-members, either directly or indirectly, which is inconsistent with the conscientious performance of SNOA principles.
18. Fail to comply with the NFHS requirements regarding use of tobacco products by officials, coaches, and student-athletes contained in each sport's rule book.

19. Fail to uphold the Bylaws and legal restrictions of the SNOA and its members therein or be a party to their evasion.
20. Discriminate in any form, including, but not limited to, race, gender, age, national origin, or religion in the conduct of duties with the SNOA.
21. Fail to arrive at the game/match with sufficient time to inspect the facilities and equipment, discuss ground rules, instruct supplementary officials, and discuss pertinent information with the coaches.
22. Seek to influence a coach for the purpose of promoting personal officiating responsibilities.
23. Solicit games/matches unless he/she is operating within the limits of the SNOA Bylaws.
24. Engage in scouting activities or engage in conversation with coaches regarding their opponents or potential opponents.