

CONSTITUTION
Texas Association of Sports Officials
College Station Football Chapter
Approved and Adopted November 10, 2003
Rule VII. Amended November 2005
Amended September __, 2015

ARTICLE I. Name

This organization shall be known as the Texas Association of Sports Officials –College Station Football Chapter (**CSTASO**), hereafter identified as the Chapter or the College Station Football Chapter.

ARTICLE II. Purpose

The purpose of this Chapter shall be to: ~~provide a group of experienced and capable football officials whose integrity is above reproach; to be actively engaged each year in officiating football games; to foster a high standard of ethics; to encourage fair play and sportsmanship; and to work for close cooperation and better understanding among officials, school administrators, athletic directors, coaches, players, fans, radio, television, and the press; and to provide opportunities for training and continuing education to its membership.~~

- Recruit, develop, and maintain a group of experienced, capable and actively engaged individuals, whose integrity is above reproach, to officiate the game of football;
- Foster a high standard of ethics, promote fair play and sportsmanship among the participants, student athletes, and coaches on the field, and to increase the cooperation and understanding among officials, school administrators, athletic directors, coaches, student athletes, fans, and the media as it relates to the game of football; and
- Promote the safe and fair competition through the proper application, interpretation, and adjudication of rules of the game.

ARTICLE III. Authorization

The authorization for this organization shall be the Constitution of the Texas Association of Sports Officials-Football. This Constitution is subordinate to the Constitution and By-Laws of the Texas Association of Sports Officials-Football.

ARTICLE ~~III~~IV. Membership

~~The qualifications for the membership in the College Station Football Chapter shall be possession of a membership in the Texas Association of Sports Officials showing all dues paid and shall not be a member of any other local football chapters of the Texas Association of Sports Officials.~~

Membership in the College Station Football Chapter is open to any individual regardless of their gender, age, race, creed, or sexual orientation. To be Member in Good Standing of the College Station Football Chapter, an individual must:

- Be an individual with high moral and ethical standards with no felony convictions;
- Be a member of good standing with the Texas Association of Sports Officials;
- Be current on all state and local dues, fees, and assessments imposed by the Chapter and TASO;

Membership in the College Station Chapter is contingent upon acceptance into the membership of TASO-Football and approval by the CSTASO Executive Committee.

ARTICLE ~~IV~~V. Officers

The officers of the College Station Football Chapter shall be a President, Vice President, Secretary, Assistant Secretary, and Treasurer. Each officer shall be a member in good standing of both the Chapter and TASO. The officers shall hold office as provided in the Constitution and By-Laws.

ARTICLE ~~V~~VI. Executive Committee

There shall be an Executive Committee composed five officers and one member elected from each of the membership divisions as prescribed by the Texas Association of Sports Officials – Football. The President, Vice President, Secretary, Assistant Secretary, and Treasurer shall each be elected to serve ~~two one~~ two one-year terms on the Executive Committee. ~~With the exception of the Division V representative, Each Division level representative will be elected to a two-year term on the Executive Committee. The term of office for all officers and division representatives shall be two one years and shall extend from January 1 of year one through December 31 of each the subsequent year. There are no term limits for officers of CSTASO.~~

~~The Executive Committee is also responsible for establishing the salary rate for a non-working Secretary (if used by the Chapter). The salary rate must be established by the Executive Committee prior to January 1 of each year.~~

A representative for Divisions I, II, III, and IV must be classified within the Division they represent when elected and must remain in that Division for one year. A Representative who rises to a higher Division after one year in office may serve out the remainder of the two-year term in the office they were elected to represent. The representative for Division V must be a member of Division V when elected, but may serve the entire term even though promoted to a higher Division.

ARTICLE ~~VI~~VII. Election of Officers

~~The members of the Executive Committee NOT on the ballot for re-election shall preside over the election. The election of officers shall be by secret ballot prepared by the Secretary highest ranking officer not up for re-election or using an electronic voting module. The President shall be the head election judge, assisted by one representative from each classification. Any officer or member of the Executive Committee may succeed himself. The President may serve two consecutive terms. The election shall be held at the meeting prior to before the conclusion of the last meeting in November each year.~~

Nominations for each office shall be made by a nominating committee and shall be presented at the meeting prior to the election. The ~~President~~ Executive Committee shall appoint the nominating committee. The nominating committee will be responsible for the following:

- Identifying at least one member from the chapter to serve in the offices of President, Vice President, Assistant Secretary, and Treasurer;
- Identify at least one member from the chapter to service as a working Secretary, if the Chapter has elected to use a working Secretary,
- Verifying that the member is in good standing with the chapter;
- Verifying with the nominee that he/she is willing and able to serve in the office for which they are nominated; and
- Publishing a preliminary slate of candidates at least two meetings prior to the scheduled election date;
- Publishing a final ballot of candidates at least one meeting prior to the scheduled election date.

Any member, who is in good standing, may also offer additional nominations from the floor prior to publication of the final ballot.

All officers shall be elected by a simple majority vote of the votes received. Members may vote for officer positions in absentia by a signed and dated written vote, delivered to an election committee member prior to the stated election **if the electronic voting module is not being used**. In the case no candidate receives a simple majority on the first ballot; the candidates receiving the two highest numbers of votes shall be placed upon the second ballot and another vote taken.

The members from each division classification will be responsible for electing one representative to serve on the Executive Committee. Only those members within a particular classification shall vote for their respective division representative. Election of the division representatives shall occur at the same meeting as the Election of Officers. For the purpose of voting, a member shall vote for a representative in the classification they expect to be the following year. Division classifications shall be those as prescribed by the Texas Association of Sports Officials – Football.

The election of the President, Vice-President and representatives of divisions I, III, and V will be conducted in even numbered years. The election of Secretary, Treasurer, Assistant Secretary and representatives of divisions II and IV will be conducted in odd numbered years.

In the event an elected officer resigns or cannot fulfill the duties of their position, a special election will be conducted to fill the vacated position. Special elections will be by secret ballot. Special elections may be held only during the time period between August 20 and October 20. Any officer or division representative wishing to fill a vacated position must resign their current position prior to having their name placed in nomination for the vacated position.

In the event that a division representative resigns or cannot fulfill the duties of their position, the division that is represented by that representative will elect a replacement, by a simple majority vote, to fill that position for the remaining term.

Position vacancies, for any reason after October 20, will be handled under Articles I, II, III, IV, and V of the By-Laws.

ARTICLE ~~VH~~VIII. Amendments to the Constitution, By-Laws, and Rules

~~The duties of the officers and committee members and such regulations may be necessary and proper for the conduct of the business and affairs of the College Station Football Chapter shall be provided for in the By-Laws.~~ The Constitution and By-Laws may be amended at any regular or properly called meeting by an affirmative vote of three-fourths of the vote cast, provided that a copy of the amendments proposed shall be mailed (postmarked) to each member in good standing, at least 14 days prior to the regular or properly called meeting, at which the vote on the amendments is to be taken, provided 50 percent of the membership is present. Electronic mail or fax may be substituted for regular postal service.

General statements of the compensation of officials, officiating assignments, members' classifications, and attendance policy shall be provided for in the Rules **and Policies**. The Rules **and Policies** may be interpreted or amended by the Executive Committee and are largely intended to provide direction for making officiating assignments. The President, as presiding officer of the Executive Committee, shall report rules additions and changes to the membership at the Chapter's regular, weekly meetings as necessary.

BY – LAWS
Amended September __, 2015

ARTICLE I. President

The President must be a Division I, II, or III member and a member in good standing with the chapter. The President must have been a member of the College Station Chapter for at least three (3) years. He/She shall preside at all meetings of the Chapter and any meeting of the Executive Committee. In the event the Chapter hires a non-working Secretary, the President shall be responsible for seeing that the non-working Secretary carries out his/her duties as provided for in the By-Laws. He/She may use other members of the Executive Committee in any manner he/she chooses to share the responsibility. It shall be the duty of the President to insure a program at each meeting. This program must deal with some phase of the rules, mechanics, or related subjects. **The President shall also call and organize Executive Committee meetings.**

The President has the authority to appoint any committee as deemed necessary during his/her term of office. All appointed committees expire at the end of the President's term or when a final committee report is submitted unless the incoming President ratifies the continuation of the committee.

ARTICLE II. Vice President

The Vice President must be a Division I, II, or III member and have been a member of the College Station Chapter for at least three (3) years and a member in good standing with the chapter. The Vice President will be the chapter training officer. ~~The Vice President will preside in the absence of the President.~~ It shall be the duty of the Vice President to provide a program at each meeting. This program must deal with some phase of the rules, mechanics, or related subjects.

If the President is absent and/or is unable perform the duties and responsibilities of the office of President, Vice President shall perform those duties and functions until such time as a new President is elected in accordance with Article VII of the Constitution.

ARTICLE III. Secretary

The chapter shall elect to use either a 1) working Secretary or 2) a non-working Secretary. A working Secretary is one in which the individual is eligible to receive payment for schools and organization for officiating in a football game assigned to the Chapter. If the Chapter elects to use a working Secretary, the Secretary must be a Division I, II, or III member and have been a member of the College Station Football Chapter for at least three (3) years and a member in good standing with the chapter.

By a ~~third~~**three**-fourths majority vote, the Chapter may elect to use a non-working Secretary. A non-working Secretary is one in which the individual may not receive payment for a school or organization for officiating a football game assigned to the Chapter, but instead shall receive a salary as established in the Rules of the Chapter. To be eligible to as a non-working secretary, an individual must have the following criteria:

- Have been a member of the College Station Football Chapter for at least three (3) years prior to serving as a non-working secretary;
- Be a member in good standing of the College Station Football Chapter
- Officiated football at an equivalent level of Division I, II, or III for at least five (5) years prior to serving as a non-working secretary

The Executive Committee ~~is also~~ shall be responsible for establishing the salary rate for the Secretary, whether the position is working or non-working. The salary rate must be established by the Executive Committee prior to January 1 of each year.

The Secretary shall perform the duties of the Vice President in his/her absence or inability to act. The Secretary shall keep minutes of each business meeting and shall publish the minutes of the preceding meeting. The Secretary shall be responsible to the Executive Committee for all correspondence of the College Station Football Chapter. ~~He~~The Secretary shall receive all applications for membership in the College Station Football Chapter and shall turn each application over to the President for review by the Executive Committee. He/She shall be responsible for listing as a member of the College Station Football Chapter only those persons who have qualified under Article ~~III~~IV of the Constitution and who have paid all current local dues and assessments. The Secretary shall maintain a roster of the qualified members of the Chapter and shall mail this roster to such coaches, school officials, or other persons. It shall be the duty of the Secretary to assist coaches or school officers who request officials in games to be played by their schools.

The Secretary shall provide the following assistance:

1. Provide a roster of the membership of the College Station Football Chapter on an annual basis.
2. Advise which members of the Chapter are not working on the date in question on an annual basis.
3. Answer any questions about fees or mileage.
4. Assist and act as the College Station Football Chapter's liaison to the state TASO and UIL organizations.

The Secretary shall also have the overall responsibility of making the initial game assignments for all varsity games, including the on-field officiating crew, the chain crew, and the clock operators, and shall follow all the rules developed by the Executive Committee in making those game assignments.

ARTICLE IV. Assistant Secretary

The Assistant Secretary shall perform the duties of the ~~President in the absence of the President, Vice-President, Secretary,~~ in his/her absence or in ~~their~~his/her inability to act. He/She shall assist the Secretary in the performance of his/her duties. He/She shall assign all sub-varsity games.

ARTICLE V. Treasurer

The Treasurer shall be in charge of all funds of the Chapter. The Treasurer shall draw such checks as the Executive Committee authorizes, but all checks must be co-signed or have approval of ~~an~~ at least one other officer of the Chapter. The approving officer may not sign the checks that pay the same bill that officer approves. The Treasurer shall keep such records as to show the financial condition of the Chapter at all times. Annual Financial Statements will be prepared for review by January 31 of the following year. Annually a budget of expected income and expenses will be prepared for the board review and approval by March 31 of each year. These records shall be available for review to any member upon request.

ARTICLE VI. Executive Committee

The Officers and the Executive Committee shall have the necessary and proper authority to conduct the business and affairs of the College Station Football Chapter as provided for in the Constitution, and By-Laws. Executive Committee meetings shall be held regularly during the calendar year. A quorum of six (6) Executive Committee members is required to conduct chapter business.

It shall be the duty of the Executive Committee to take the initiative in:

1. The enforcement of payment of dues and assessments by each member;
2. Proposing any needed special assessments;

3. The enforcement of attendance regulations;
4. The enforcement of regulations regarding uniform and neat dress;
5. Proposing the time, place and length of regular meetings;
6. Reviewing and keeping up-to-date the **Rules and Policies** of the College Station Football Chapter with regard to officiating football games;
7. Review game assignments at regular intervals.
8. **Review and approval of new/returning members.**
9. **Review and approval of operating budget and financial report, as well as any other report required by TASO.**

It shall be the duty of the Executive Committee to study and prepare reports on all:

- a. **Grievances reported by coaches, school officials, and members of the Chapter;**
- b. **The investigation of alleged solicitation of games by any member;**
- c. **Proposing any new ideas designed to improve the operation of the Chapter with particular reference to each member getting the utmost out of each meeting and to the best possible method of rating officials.**

The Executive Committee shall have the power to make full investigation of any alleged violations of the Constitution and By-Laws of the chapter by any member. Any discussion regarding: 1) alleged violations of the Constitution and By-Laws of the chapter by any member and 2) potential or pending litigation against the chapter, its officers or members will be conducted in closed sessions. The Executive Committee, after consultation with the accused, shall have the power to recommend to the membership of the local Chapter that such accused member shall be suspended from membership in the College Station Football Chapter for a period of up to one year in matters concerning:

1. Violations of regulations regarding solicitation of games;
2. Nonpayment of dues and assessments before the required deadlines;
3. Failure of any member to give full cooperation to the Committee in the investigation of any matter;
4. Conduct by any member detrimental to the College Station Football Chapter. This includes, but is not limited to, misdemeanors and felonies. In the case of recommended suspension of any member by the Executive Committee, the vote must be taken by the membership at the meeting following which the charges and recommendations are made. Any member charged with a violation for which suspension is recommended must receive, prior to the meeting, a written (registered letter) of the charges and a request to be present at both meetings in which:
 1. The charges are read and recommendations are made;
 2. The accused member may address the chapter; and
 3. The vote is taken.

A simple majority vote of the members will sustain any recommendations of the Executive Committee with the exception that a two-thirds vote of the members present shall be necessary in the case of suspension of any member. Any disciplinary action taken against any member of the local Chapter shall be immediately reported to the Executive Director of the Texas Association of Sports Officials. A member may waive this process in writing and accept the board's recommendations without having the charges being read publicly or the general membership voting on the board's recommendations.

ARTICLE VII. Other Committees

The committees of the College Station **Football** Chapter shall consist of standing committees and special committees **as deemed appropriate by the President for the purpose of conducting Chapter business.**

Standing Committees:

~~1. Executive Committee~~

~~It shall be the duty of the Executive Committee to screen all applications for membership in the College Station Football Chapter. After such action, the application shall be forwarded to the TASO headquarters. It shall be the duty of the Executive Committee to study and prepare reports on all:~~

- ~~d. Grievances reported by coaches, school officials, and members of the Chapter;~~
- ~~e. The investigation of alleged solicitation of games by any member;~~
- ~~f. Proposing any new ideas designed to improve the operation of the Chapter with particular reference to each member getting the utmost out of each meeting and to the best possible method of rating officials.~~

1. Entertainment Committee

It shall be the duty of the Entertainment Committee to plan the annual entertainment to be given at the close of each season.

2. Recruiting/Training Committee

It shall be the duty of the Recruiting/Training Committee to create and implement recruiting initiatives and training opportunities for the Chapter.

3. Audit Committee

The Audit Committee shall audit the financial records of the Texas Association of Sports Officials –College Station Football Chapter during the first week in January of each year. A financial report shall be made available to each member before March 31st of each year. Each member of the Audit Committee shall have been a member of the Texas Association of Sports for at least three (3) years and a member of the local Chapter for three (3) years.

Special Committee/s:

It shall be the duty of the special committees to accomplish the task that the President, Executive Committee or Membership has charged the Special Committee/s with. The Special Committee/s will **always attempt to** have at least one representative for each membership classification on the committee/s. The committee/s may have more members as appropriate to accomplish the task at hand.

ARTICLE VIII. Regulations Governing Each Member

Each member who accepts any request from a coach, U. I. L. (**University Interscholastic League**), or the Texas Association of Sports Officials must immediately notify the Secretary of this fact so that his/her name can be removed from the availability list for that date. Each member will provide a list of dates that the member cannot work in writing to the Secretary prior to the season. Each member must wear the uniform prescribed by the Texas Association of Sports Officials, including cap. It must be neat in appearance and complete. The acceptance of membership in the College Station Football Chapter obligates each member to observe all regulations as set forth in the Constitution, By-Laws, and Rules.

ARTICLE IX. Dues

All dues shall be payable in advance and shall become due and payable only during the month of November for the ensuing year. By special action of the Executive Committee, the due date may be extended in cases involving extenuating circumstances. Any member who shall not have paid his/her dues or who shall not have paid his/her special assessments shall not be eligible to have his/her name listed on the local membership roster for the following year. In the case any member is called into military service, he/she shall be carried as a non-active member upon his/her request and shall not be required to pay dues until his/her return from service. All honorary and life members are to be exempt from all dues and assessments. The annual dues shall be the same as state TASO dues. Officers are exempt from payment of dues. Local Chapter dues of new members and transfers shall be due not later than the first meeting in September.

ARTICLE X. Meetings

Regular weekly meetings shall be held as prescribed by the Executive Committee, beginning no later than the first week in August and continuing through the week following the final regular season games in November. A properly called meeting shall be one in which all members shall have been notified by mail **or through posting on scheduling software or Chapter website** at least 48 hours prior to the scheduled meeting. Electronic mail or fax may be substituted for regular postal services. Members of the College Station Football Chapter and their guests, coaches, and school officials will be admitted to regular meetings. **Twenty percent (20%) of members in good standing shall constitute a quorum at regular meetings. All matters not specifically covered in this Constitution shall be conducted according to Robert's Rules of Order Revised.**

ARTICLE XI. Legality of the Constitution and the By-Laws

In case any article of the Constitution and By-Laws ever be declared in contradiction to the Constitution of the Texas Association of Sports Officials, that article and only that article shall be null and void, and it shall not affect the validity of any other article of the Constitution and By-Laws of the Texas Association of Sports Officials –College Station Football Chapter.

~~ARTICLE XII. Appointment of Audit Committee~~

~~A committee appointed by the newly elected President shall audit the financial records of the Texas Association of Sports Officials –College Station Football Chapter during the first week in January of each year. A financial report shall be made available to each member before March 31st of each year. Each member of the Audit Committee shall have been a member of the Texas Association of Sports for at least three (3) years and a member of the local Chapter for three (3) years.~~

~~ARTICLE XIII. Non-working Secretary~~

~~A duly elected Chapter Secretary may elect not to officiate during his term of office. The Chapter may compensate a duly elected Chapter Secretary that does not officiate during his term of office. The Executive Committee shall set the salary of the non-working Secretary subject to approval of a majority vote of all members of the Texas Association of Sports Officials –College Station Football Chapter.~~

ARTICLE ~~XII~~XIV. Transfers****

All members of the Texas Association of Sports Officials transferring from other local chapters will be accepted to membership in the Texas Association of Sports Officials –College Station Football Chapter upon a written recommendation from a qualified officer of the last chapter in which he/she held membership, provided he/she meets all other requirements by the Constitution and By-Laws of the Texas Association of Sports Officials and the College Station Football Chapter.