

ATHLETIC OFFICIALS SERVICE

CONSTITUTION AND BY-LAWS

Article I - Name

The organization shall be known as “Athletic Officials Service” and shall use abbreviation “AOS”.

Article II - Objective

The objective of AOS is to foster the improvement and advancement of AOS Members through the clarification and interpretation of the rules specific to the sports supported by the Sponsored Divisions; the promotion of NFHS and/or IHSA prescribed mechanics specific to the sports supported by Sponsored Divisions; and ongoing training, observation and evaluation.

Article III - Board of Directors

Section 1.

Overall management of AOS shall be vested in a Board of Directors which is expressly authorized to:

- A. exercise, fulfill and execute every volition and act necessary and proper to carry out and effect the realization of the nature of the business and the full powers of AOS as indicated in this Constitution and By-Laws;
- B. authorize the collection and expenditure of funds;
- C. determine fees and annual dues;
- D. review and approve each Sponsored Divisions plans for meetings and other related activities;
- E. set dates for General Meetings, Regular Meetings, and Board Meetings;
- F. establish affiliations and working agreements with other organizations of a kindred nature and purpose that the Board of Directors deems fit for the good and welfare of AOS and its members;
- G. approve applications and nominations for Voting, Non-Voting, and Honorary Membership; and
- H. act on any matter not specifically covered by the Articles of Incorporation or this Constitution and By-Laws.

Section 2.

The Board of Directors shall consist of the two most recent Past Presidents (if available) and the following Elected Officers: a President, a Vice-President for each Sponsored Division, a Secretary, a Treasurer, a Membership Chairman, a Board Member for each Sponsored Division, and an Assignment Advocate for each Sponsored Division (if Assignment Advocate position is approved by the board). The aforementioned Elected Officers will have and carry out the following job descriptions:

- A. The President shall preside over all General Meetings and Board Meetings and appoint any special committee necessary to conduct activities of AOS.

- B. The Football Vice President shall assist the President, preside over meetings in the Football Division, serve as the general program chairman for the Football Division, and maintain meeting attendance records for the Football Division.
- C. The Secretary shall be responsible for sending and receiving all correspondence between the Board of Directors and AOS Members which correspondence shall be made via email or by posting such communication on the AOS website, providing meeting agendas, recording meeting minutes, furnishing information to any member of the Board of Directors upon request. He or She may also discharge such other duties as belong to the office or are assigned to the office.
- D. The Treasurer shall maintain a current record of the finances of AOS and shall have the authority to disburse funds up to a limit of \$250 at his or her discretion. For amounts in excess of \$250, requests for disbursement must be submitted to the Secretary and approved by the President. The Treasurer shall deposit AOS funds in a bank or trust company approved by the Board of Directors. All checks issued by AOS shall bear the signature of the Treasurer. The Board of Directors or a Committee appointed by the President shall examine the Treasurer's accounts twice annually.
- E. The Membership Chairman shall review all new applicants, keep such records as are necessary to determine who is in good standing, and notify those members whose membership status has changed for not meeting membership requirements.
- F. Football Board Member – Principal responsibilities are coordinating the Football Division's Observer Program and Mentorship Program by recruiting participants, monitoring results, and channeling development and evaluation feedback to the Football Assignment Advocate and the Top 15 List Committee (if available from the IHSA). Secondary responsibilities include 1) provide mentorship and guidance to the Football Vice President regarding the Football Divisions annual program and long-term direction, 2) voting on the Football Division's Top 15 List (if available from the IHSA), and 3) presiding over Regular Meetings of the Football Division in the absence of the Football Vice President. He she must regularly attend the Football Divisions meetings to promote the above referenced programs and make himself/herself available for evaluation / development questions and concerns from the programs participants. He or she should have a strong knowledge of the sports rules and mechanics and must have been a Voting Member of the Football Division for a minimum of 10 years or previously been an Elected Officer of AOS.
- G. Basketball Board Member - Principal responsibilities are coordinating the Basketball Division's Observer Program and Mentorship Program by recruiting participants, monitoring results, and channeling development and evaluation feedback to the Basketball Assignment Advocate and the Basketball Division's Top 15 List Committee (if available from the IHSA). Secondary responsibilities include 1) provide mentorship and guidance to the Basketball Vice President regarding the Basketball Divisions annual program and long-term direction, 2) voting on the Basketball Divisions Top 15 List (if available from the IHSA), and 3) presiding over Regular Meetings of the Basketball Division in the Basketball Vice President's absence. He or she must regularly attend the Basketball

Division's Regular Meetings to promote the divisions above referenced programs and make himself/herself available for evaluation / development questions and concerns from the program's participants. He or she should have a strong knowledge of the sports rules and mechanics, must have been a Voting Member of the Basketball Division for a minimum of 10 years or previously been an Elected Officer of AOS.

- H. Football Assignment Advocate (if position is approved by the board) – Duties include working with all area league assignment chairpersons to promote the utilization and availability of AOS Members, and therefore, should maintain a working knowledge of the membership and their officiating proficiency. Responsible for maintaining a record of members open dates and communicating availability and proficiency of AOS members to league assignors and other crew chiefs for consideration when games become available. He or she helps AOS members find replacements for games by letting the member know who else is open and component to fill an opening. Making sure AOS member crews chiefs know when the annual assignment chairman meeting is and have their crews open date schedule submitted. He or she attends the Regular Meetings of the Football Division and makes himself/herself available for scheduling questions and concerns.
- I. Basketball Assignment Advocate (if position is approved by the board) – Duties include working with all area league assignment chairman promote the utilization of AOS members, and therefore, should maintain a working knowledge of the membership and their officiating proficiency. He or she is responsible for maintaining and requesting records of members open dates. This includes electronic communications to members notifying them of openings and relaying the open members info to assignors for consideration. Advocate shall also aid AOS members and assignors in finding substitute for games by electronically posting available games and providing input to requestor on ability of available replacements. The Assignment Advocate shall attend regular basketball meetings and be available for scheduling questions and concerns.
- J. The Basketball Vice-President shall assist the President, preside over Regular Meetings in the Basketball Division, serve as the general program chairman for the Basketball Division, and maintain meeting attendance records for the Basketball Division.

Section 3.

The Board of Directors shall meet quarterly with two of those meetings being held in conjunction with the General Meetings. All Board Members agree to attend at least half of the Board Meetings. Any business that is pertinent to AOS may be brought up and acted upon at any Board Meetings. The presence of a majority of the Elected Officers shall constitute a Quorum for the transaction of AOS business. The President, or in the Presidents absence, the most recent Past-President, shall preside at all Board Meetings. In the absence of both, the presiding officer shall be former Past-President and in his/her absence the presiding officer shall be chosen by majority vote of the members present at the Board Meeting.

Section 4.

The Board of Directors shall be elected by Voting Members who shall cast their votes either in person at the Annual Meeting, via email to the Secretary, by mailing their Election Ballot to the Secretary, or through an electronic balloting method, as selected by the Board, so that it is received prior to the Annual Meeting.

Section 5.

Nominations for inclusion on the Election Ballot may be made by Voting Members and must be made in writing to the Board of Directors prior to twenty-one days before the Annual Meeting of the election year. Only nominees who are Voting Members may be included on the ballot. Nominees may belong to other associations, but, to hold an Elected Officer post, they cannot be an officer of a similar association.

Section 6.

The Election Ballot shall be distributed at least 14 days prior to the Annual Meeting.

Section 7.

The term for each Elected Officer shall be two years and begins with the announcement of their election at the Annual Meeting. In even numbered calendar years, the following offices shall be elected: Football VP, Basketball Board Member, Membership Chairperson, Secretary, and Football Assignment Advocate. In odd numbered calendar years, the following offices shall be elected: Basketball VP, Football Board Members, Treasurer, President, and Basketball Assignment Advocate (if required).

Section 8.

Elected Officers can be removed from office by unanimous vote of the other members of the Board of Directors for failing to execute the duties of their office.

Section 9.

In the event that any vacancy occurs on the Board of Directors, the Board of Directors shall appoint a Voting Member to that office at the next scheduled Board of Directors meeting or at a special meeting called for that purpose. A majority of the Elected Officers present at that meeting shall be required to fill the vacancy.

Section 10.

A special meeting of the Board of Directors may be held at the call of the President or at the written request of four Elected Officers for any purpose. The Secretary shall email a notice, stating the purpose of the special meeting, to all Elected Officers at least ten days before the date of the meeting. No other business shall be considered or transacted at a special meeting called under this provision.

Section 11.

Special or temporary committees may be created at any time for any authorized purpose. These committees may be created by the President. Committees formed under this provision shall elect

their own Chairman and shall submit a detailed budget to the Board for approval. All expenses incurred by a committee shall be itemized and presented to the Treasurer.

Article – IV – Sponsored Divisions

Section 1.

AOS shall have a Football and Basketball Division, each created for the purpose of supporting their respective sports by holding Regular Meetings and maintaining: a Top 15 list (if available from the IHSA), an Observer Program; and a Mentor Program.

Section 2. (If available from the IHSA)

Each Sponsored Division shall be responsible for developing the criteria for selecting, ranking and assigning their members to the Illinois High School Association Top 15 Officials List for their respective sport which responsibility shall be vested in the Sponsored Division's Top 15 List Committee. The Top 15 List Committee for each Sponsored Division shall consist of the President, the Membership Chairmen, the Sponsored Division's respective Vice-President, Board Member, and Assignment Advocate. The Vice President shall be responsible for confirming to the Secretary that the Sponsored Divisions selection criteria were followed and the Secretary in turn shall communicate the Top 15 List to the Illinois High School Association.

Section 3.

Each Sponsored Division shall maintain an Observer Program as follows:

- A. Observers shall be appointed annually by the Sponsored Division's respective Board Members. Only individuals who have either worked at the NCAA, Professional or the I.H.S.A. State Tournament Series level shall be appointed.
- B. Observers shall attend games in person, in their entirety, and shall record their observations on a sport specific evaluation form. The completed forms shall be shared with the member being observed and the respective Sponsored Division's Assignment Advocate who shall retain a copy of each completed form.
- C. Participation shall be on a voluntary basis with those wishing to be observed enrolling in the program via the respective Sponsored Division's Board Member.
- D. AOS shall make an annual application to the IHSA to secure grant money to fund expense reimbursement and Observer compensation associated with this program.
- E. Observers are Independent Contractors and are not employees of AOS.
- F. The Board of Directors shall determine annually what fee, if any, shall be charged to participants wishing to be observed.

Section 4.

Each Sponsored Division shall maintain a Mentorship Program as follows:

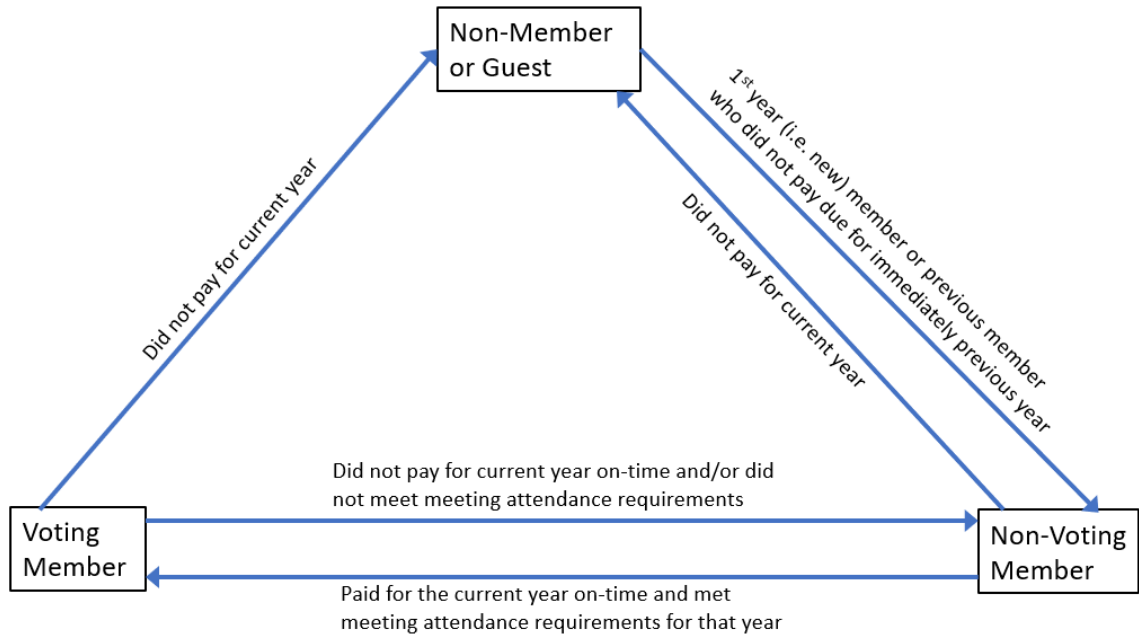
- A. The purpose of the program is improve the quality of officiating being provided by AOS members and to aid in recruitment and retention of members, specifically younger and/or inexperienced members, by providing officials who are first year guests or Non-Members at the X or R level (herein after referred to as "Mentees") with the opportunity to receive counsel and guidance from Voting Members of their respective Divisions that have been licensed at the Certified level for a minimum of 5 years (herein after referred to as "Mentors") regarding professionalism, rules, and mechanics.
- B. The Elected Officers shall each make an ongoing effort to identify Mentors who, in their opinions, would be a good role model for a Mentee and are willing to participate in the program.
- C. The Elected Officers shall each make an ongoing effort to identify Mentees within their respective Divisions that are, in their opinions, making a bon a fide effort to improve and develop as an official and who are willing to participate in this program.
- D. Each Sponsored Division's Board Member shall maintain a list of Mentors and Mentees within their respective Divisions and is responsible for facilitating the introduction and pairing of those parties.
- E. Mentors agree: 1) they will establish a goal to attend at least one contest at which their Mentee officiates annually 2) they will actively communicate with their Mentee regarding officiating and 3) they will assist their mentee in drafting a "development plan" and monitoring its progress.
- F. Mentees agree: 1) they will attend at least one contest at which their Mentor officiates annually 2) they will actively communicate with their Mentor regarding officiating and 3) they will draft a "development plan" and monitor its progress.
- G. It is recommended but not required that a "development plan" includes making application for promotion with the IHSA, maintaining a strengths and weaknesses list, collaborating on a presentation to be made at a Sponsored Divisions Meetings, getting film and or DVD's for self observation, establishing and maintaining a fitness regiment, and/or attending an IHSA playoff contest together to observe and discuss the officiating.
- H. Each Mentor shall annually provide a progress report to the Board Member who shall discuss the results with the Assignment Advocate (if appointed) and Top 15 List Committee (if available by the IHSA) and keep said report on file.
- I. Reimbursable expenses associated with this program include tickets to IHSA events, fuel & mileage, meals, postage, and purchase of DVD's and tapes up to a maximum of \$50 per pairing. Receipts shall be submitted to the treasurer annually and within 30 days of the sports championship game. Payment is conditioned upon treasurer approval and the filing of the pairings annual progress report.
- J. This is a purely voluntary program. None of the programs participants are employees or shall be deemed employees of AOS for any purpose.
- K. There shall be no fees associated with the Mentor Program.

Article V - Members

Section 1.

There shall be three classes of Members: Voting, Non-Voting, and Honorary. Voting members are entitled to vote for bylaw changes and in officer elections. Non-Voting members do not have the right to vote. Honorary members shall not have the right to vote.

- A. Voting Members shall be defined as all individuals who:
 - i. have had their Application accepted by the Board of Directors in the previous year (if a non-member) ;
 - ii. have paid their annual membership dues by the specified date;
 - iii. attended 50% of the Regular Meetings in the last 12 months for the Sponsored Division to which their application was accepted unless the individual has filed for and had his or her attendance exemption approved by the Board;
 - iv. are members in good standing of the Illinois High School Association; and
 - v. attended 50% of the General Meetings in the last 12 months.
- B. Non-Voting Members shall be defined in the same manner as Voting members except have not met all the requirements of Section 1 – Requirements Aii, Aiii, and Av.
- C. Honorary Members are defined as individuals who have honorably distinguished themselves in athletics and who no longer wish to remain as active members. Each Sponsored Division is entitled to propose the names of former Voting Members to be appointed as Honorary Members. By a majority vote of the Board of Directors they shall appointed as Honorary Association members. Honorary Members shall not be required to pay dues of any kind.
- D. The following figure reflects membership categories described in this section.



Section 2.

Membership in Sponsored Division shall not be transferable to other Sponsored Divisions.

Section 3.

Members shall not be considered as employees of AOS and AOS shall not be responsible for employment tax withholding, unemployment insurance, social security taxes, workers' compensation or similar employee-like benefits.

Section 4.

All Members agree to abide by this Constitution and By-Laws.

Section 5.

All individuals seeking to become Non-Voting Members, and who were previously not members in the previous year, shall submit an application to the Membership Chairman for approval by the Board of Directors. Once the application is approved, the individual is eligible to be a Voting member in the subsequent year if the requirements of Section 1 of this Article are met. A membership card shall not be issued.

Section 6.

Annual Membership Dues and their due date shall be specified and approved by the Board of Directors annually at the Annual Meeting.

Section 7.

The right to vote on any AOS matter, appear on the Election Ballot, and/or hold any Elected Officer position in the AOS shall be predicated on the individual being current with respect to all criteria identified in Section 1.A. of this Article.

Section 8.

Should a member wish or need to withdraw his or her membership, formal written resignation of membership is encouraged but not required and shall be made in writing to the Secretary.

Section 9.

Voting and Non-Voting Members may be placed on Suspension by vote of the Board of Directors for violation of any the requirements specified in Section 1 of this Article.

Section 10.

Suspension shall be defined as deprivation of all active membership privileges. In the event of a violation of membership requirements that member shall not be allowed to attend the Annual Meeting until the violation is removed.

Section 11.

Suspension may also result from any conduct deemed, by majority vote of the Board of Directors, to be unbecoming an Association member or detrimental to the AOS. A Special Meeting of the Board of Directors is required to suspend a member.

Section 12.

A member on Suspension may file a written appeal with the Board of Directors citing extenuating circumstances. Filing an appeal of suspension shall entitle the member to retain all rights belonging to their current status. The member shall retain these rights until the next Board of Directors Meeting at which time the member's appeal will be considered by the Board of Directors who shall then vote to accept or reject the appeal. A majority vote of those present is required to accept or reject the appeal. If the appeal is rejected the member shall be provided written termination signed by the President.

Section 13.

Termination is defined as involuntary separation from AOS.

Article VI - Order of Business

Section 1.

Roberts Rules of Order shall be used to govern the conduct of all AOS meetings and business.

Section 2.

There shall be two General Meetings annually, the Annual Meeting and the Bridge Meeting

- A. The Annual Meeting shall take place within three weeks following the final Basketball Championship game of the season. The meeting shall be called to order by the outgoing

Board of Directors, jointly conducted with new Board of Directors once announced, and adjourned by the new Board of Directors. The Annual Meeting shall be open only to members, those receiving an honorary award, and guest of those receiving an honorary award.

- B. The Bridge Meeting shall take place during the fall sports season. The Bridge Meeting shall be open to Members and their guests.

Section 3.

In the event that AOS sends a representative or a delegation to any meeting, conference or convention, where the expenses of the trip are to be borne by AOS, the representative or delegation shall be appointed by President. The representative or delegation must provide the Treasurer with an itemized statement of their expenses for reimbursement.

Section 4.

The Board of Directors, by majority vote of those present at the Annual Meeting, shall appoint:

- A. a Webmaster to maintain the AOS website; and
- B. a representative of AOS to IACAO

Section 5.

AOS shall maintain a website for the sake of communication with Members. Both emails to members and postings on the AOS website shall be sufficient to satisfy any and all communication requirements between AOS, the Board of Directors, and Members.

Section 6.

This Constitution and By-Laws shall govern the AOS and its activities upon ratification and shall at all times be available to all members online.

Article VII - Amendment Adoption Procedures

Section 1.

Proposed amendments to this Constitution and By-Laws must be submitted in writing to the Board of Directors at a Board Meeting. After discussion the Board of Directors will vote whether or not to support the proposed amendment. Amendment proposals that span across Articles and Sections within an Article shall be voted on separately, as needed (i.e. changes are not 'all or none'). A Quorum of the Elected Officers is needed to consider a proposed amendment. The Board of Directors vote not to support a proposed amendment is final.

Section 2.

If the Board of Directors votes in favor or supporting a proposed amendment, a copy of the proposed amendment must be made available online to all Voting Members. All members will have until the next Board of Directors Meeting to consider and vote on the proposed Amendment. Votes may be cast by email, in writing, or through an electronic ballot.

Section 3.

The proposed amendment will be adopted if it is approved by a two-thirds vote of the AOS members who voted on the proposed amendment. Amendments to the Constitution and By-Laws become part of the Constitution and By-Laws and take effect at the conclusion of the Board of Directors Meeting.