

**BYLAWS
OF
AUSTIN CHAPTER TEXAS ASSOCIATION OF SPORTS OFFICIALS
A NON-PROFIT CORPORATION**

ARTICLE I – OFFICERS

1.01 **Principal Office.** The principal office of the corporation ("Austin Chapter") in the State of Texas shall be located at the office of the Executive Secretary or at such other location as may be determined by the Executive Committee, provided that notice of such new location has been provided to the members of the Austin Chapter.

1.02 **Registered Office and Registered Agent.** The Austin Chapter shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office shall be the principal office of the Austin Chapter.

ARTICLE II – MEMBERSHIP

2.01 **Membership Categories.** The Austin Chapter recognizes the following membership classifications: Active, Lifetime, Honorary Lifetime and Suspended.

2.02 **Qualifications for Membership.**

(a) An Active member is a member in good standing of the Texas Association of Sports Officials ("TASO") and the Austin Chapter. Active membership in the Austin Chapter shall be granted to a member in good standing of the TASO who fulfills the Austin Chapter attendance requirements, has paid all dues, assessments and fines, and who, as determined by the Executive Committee, renders satisfactory service as a football official.

(b) A Lifetime member is an individual who is a former Active member in good standing of the Austin Chapter with at least ten (10) years of service.

(c) An Honorary Lifetime member is an individual who has been selected for meritorious contributions to football and football officiating. The individual selected for Honorary Lifetime membership need not have been a former member of the Austin Chapter or TASO.

(d) A Suspended member is an individual who has not fulfilled the requirements for Active membership including, but not limited to, the requirements set forth in Paragraph 2.03. A Suspended member shall become an Active member upon fulfilling the requirements for such membership and upon the affirmative action of the Austin Chapter based upon a recommendation of the Austin Chapter Executive Committee.

2.03 **Maintaining Membership.**

(a) All members, other than Lifetime and Honorary Lifetime members, shall attend the requisite number of regularly scheduled general meetings as established by the Austin Chapter Executive Committee. A member who, without good cause, fails to attend the required number of meetings shall automatically become a Suspended member. The Executive Committee shall be the sole determiner to decide whether good cause exists for the member's absence. If the Executive Committee finds the reasons for absence unsatisfactory, it may recommend expulsion of the member as provided in Paragraph 4.04 of these BYLAWS.

(b) All members shall refrain from direct or indirect solicitation of football assignments. Members are prohibited from representing themselves, or allowing themselves to be represented, as an agent authorized to secure assignments for others. Members shall refuse any request to accept assignment from any person acting as an agent unless such request is approved by the Austin Chapter Executive Committee.

(c) Any member who receives a request to officiate any football game or scrimmage which is deemed by the Executive Committee to be within the purview of the Austin Chapter from a coach, school official, or other person shall immediately refer such request to the Executive Secretary.

(d) All members shall pay all dues, assessments, and fines, as may be required to be submitted to the Treasurer. All dues and assessments must be paid to the Treasurer no later than the date annually determined by the Executive Committee. Unless otherwise established in the Austin Chapter Policies, all fines must be paid to the Treasurer no later than 14 days after the date on which written notice of said charges is provided to the member, and all game reports must be submitted to the Executive Secretary no later than 14 days after the date on which written notice is provided to the member.

Written notice may be provided by the posting of such notice in a prominent place during any general or special meetings of the Austin Chapter or by any general circular, memorandum, or other writing distributed to members at any general or special meeting of the Austin Chapter, or electronically via website, e-mail or other appropriate manner. In the event notice is provided by mail, the date on which notices are "mailed" or reports are "submitted" shall be deemed to be the date of postmark. If posted electronically, the date on which notices are "mailed" or reports are "submitted" shall be deemed to be the date of electronic posting, and shall be annotated specifically on the posting. Charges shall be deemed to be "paid" on the date on which they are personally delivered to the Treasurer or, if mailed, on the date of postmark.

A member who fails to comply with these requirements shall be subject to the enforcement provisions set forth in the policies of the Austin Chapter as adopted pursuant to Paragraph 4.02 of the Bylaws.

(e) All members shall comply with the Bylaws and current Policies of the Austin Chapter. Members who fail to comply shall be subject to appropriate disciplinary action, to be determined by the Executive Committee.

ARTICLE III – OFFICERS AND THEIR DUTIES

3.01 **Officers.** The officers of the Austin Chapter shall be a President, a President-Elect, an Executive Secretary, an Assistant Secretary, a Second Assistant Secretary, a Treasurer, and a Supervisor of Officials, All officers shall be active members in good standing and may be either working or non-working officials.

3.02 Duties of the President.

- (a) The President shall preside at all meetings of the Austin Chapter. The President shall be responsible for any negotiations on behalf of the Austin Chapter.
- (b) The President shall be Chairman of the Executive Committee and shall preside at the meetings of this Committee.
- (c) The President may appoint temporary committees. Committees shall terminate upon completion of their assignment or when directed by the President.

3.03 Duties of the President-Elect.

- (a) The President-Elect shall perform the duties of the President in the President's temporary absence or inability to function. The President-Elect shall become President the following year.
- (b) The President-Elect shall be responsible for securing facilities for Austin Chapter meetings.
- (c) The President-Elect shall be responsible for the social activities of the Austin Chapter.

3.04 Duties of the Executive Secretary.

(a) The Executive Secretary shall:

(1) Cause to be kept the minutes of each Austin Chapter and Executive Committee meeting. The minutes of each Austin Chapter meeting shall be available for review on the Austin Chapter website or a similar readily accessible electronic means, and the minutes of each Committee meeting shall be read at the next Committee meeting.

(2) Cause to be maintained an accurate roster of the current membership. An official assignment list shall be composed from the membership list and shall consist of Active members only.

(3) Cause to be maintained attendance records.

(4) Receive all requests for Officials, keep such requests and related correspondence and keep the President apprised of the requests and correspondence. Any official may review his individual file.

(5) Cause to be maintained copies of the current Bylaws and Austin Chapter Policies that are available to all members.

(6) Supervise, at the direction of the Executive Committee, the allocation of non-varsity game assignment responsibilities between the Assistant Secretary and the Second Assistant Secretary.

(b) The Executive Secretary may be paid a fee as approved by the Austin Chapter.

(c) The Executive Secretary may be paid reasonable expenses as approved by the Executive Committee.

3.05 Duties of the Assistant Secretary.

(a) The Assistant Secretary shall administer non-varsity game assignments under the supervision of the Executive Secretary and the Supervisor of Officials. In the event the Executive Secretary is unable to serve, the Assistant Secretary shall assume the duties and responsibilities of the Executive Secretary until such time as the Executive Secretary resumes his duties or is replaced by an election as specified in Paragraph 5.06.

(b) The Assistant Secretary may be paid a fee as approved by the Austin Chapter.

(c) The Assistant Secretary may be paid reasonable expenses as approved by the Executive Committee.

3.06 Duties of the Second Assistant Secretary.

(a) The Second Assistant Secretary shall administer non-varsity game assignments under the supervision of the Executive Secretary and the Supervisor of Officials. In the event the Assistant Secretary is unable to serve, the Second Assistant Secretary shall assume the duties and responsibilities of the Assistant Secretary until such time as the Assistant Secretary resumes his duties or is replaced by an election as specified in Paragraph 5.06.

(b) The Second Assistant Secretary may be paid a fee as approved by the Austin Chapter.

(c) The Second Assistant Secretary may be paid reasonable expenses as approved by the Executive Committee.

3.07 Duties of the Supervisor of Officials.

- (a) The Supervisor of Officials is responsible for
 - (1) all formal training classes and clinics presented to the Austin Chapter;
 - (2) the standardization of all rules and field mechanics;
 - (3) chairing the Evaluation Committee;
 - (4) consolidation of the game reports, the evaluators' game reports and the coaches' game evaluations;
 - (5) rules and mechanics interpretations; and
 - (6) recommendation of game assignment status for all members.
- (b) The Supervisor of Officials shall prepare a completed detailed training schedule and forward it to the Executive Secretary by May 15th of each year.
- (c) The Supervisor of Officials will coordinate with the Austin Chapter President-Elect on the required meeting facilities.
- (d) The Supervisor of Officials shall appoint individuals to assist him in fulfilling his duties. These individuals together with the Supervisor of Officials shall constitute the Evaluation Committee.
- (e) The Supervisor of Officials may be paid a fee as approved by the Austin Chapter.
- (f) The Supervisor of Officials may be paid reasonable expenses as approved by the Executive Committee.
- (g) Assistants to the Supervisor of Officials may be paid reasonable expenses with the approval of the Executive Committee.

3.08 Duties of the Treasurer.

- (a) The Treasurer shall:
 - (1) Collect all dues, assessments, fines or other monies to be paid to the Chapter;
 - (2) Maintain all necessary financial records; and
 - (3) Present to the Executive Committee a yearly financial statement for the fiscal year, which shall begin January 1 and end December 31. After the Executive Committee has accepted the financial statement, the information shall be presented to each member present at the first scheduled meeting and made available to any member in good standing who requests the information. A financial statement shall be presented

to the Executive Committee at the first executive meeting of the new fiscal year.

(b) The Treasurer may be paid a fee as approved by the Austin Chapter.

(c) The Treasurer may be paid reasonable expenses as approved by the Executive Committee.

ARTICLE IV – EXECUTIVE COMMITTEE

4.01 Composition of the Executive Committee. The Executive Committee shall consist of the President, President-Elect, Executive Secretary, Treasurer, Assistant Secretary, Second Assistant Secretary, Supervisor of Officials, and Division representatives. Each member of the Executive Committee shall have one vote on matters brought before the Committee.

4.02 Duties of the Executive Committee.

(a) The Executive Committee shall make recommendations to the Austin Chapter in regard to:

(1) Chapter policies for the coming season. These shall be submitted to the Austin Chapter no later than the second meeting for Chapter consideration, unless circumstances arise later in the season that the Executive Committee determines cause a required modification, and voted upon within two weeks of the date submitted for Chapter consideration;

(2) Enforcement of applicable regulations regarding uniform, required equipment and appearance;

(3) Review of financial information, to include financial reports submitted by the Treasurer;

(4) Improvements in game officiating; and

(5) Other areas deemed appropriate by the Executive Committee.

(b) The Executive Committee shall

(1) make regular season varsity game assignments;

(2) assign varsity play-off games through a Play-off Selection Committee consisting of the President, Executive Secretary, and Supervisor of Officials. The Play-off Selection Committee meetings to assign the play-off games may, but need not, be conducted by telephone conference call or other method approved by the Executive Committee.

(c) The Executive Committee shall be empowered to investigate any alleged violation of the Bylaws or Austin Chapter Policies by any member, and to require full cooperation by any member in such investigation.

4.03 Suspension. The Executive Committee may suspend any member who

(a) fails to attend the required number of meetings and who has an inadequate excuse for failing to attend; or

(b) fails to cooperate with the Executive Committee in Its investigation of any matter; or

(c) acts in any way deemed incompatible with good football officiating or with the Austin Chapter Bylaws or Policies, or for such other reasons it deems in the best interest of the Austin Chapter.

4.04 Expulsion.

(a) The Executive Committee may recommend expulsion of any member for any of the instances contained in Paragraph 4.03, or for such other reasons it deems in the best interest of the Austin Chapter.

(b) If the Executive Committee recommends expulsion of any member:

(1) The member shall be notified by certified mail, return receipt requested, of the charges. The member shall be requested to appear at a designated meeting of the Austin Chapter, at which time the charges shall be read, the recommendation of the Executive Committee shall be made, the member shall be given an opportunity to be heard, and the vote of the Austin Chapter shall be taken

(2) The vote shall be taken at the meeting during which the charges and recommendations are made. A majority of the votes cast by the Active members present is required to expel a member. The vote shall be by secret ballot.

4.05 Satisfactory Service. The Executive Committee shall confer with any member who, in its judgment, is not rendering satisfactory service as a game official or as a member of the Austin Chapter. If the Executive Committee is considering either not assigning games to such individual or downgrading the schedule of such individual, it shall explain the facts surrounding such decision to the individual involved.

ARTICLE V – ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBERS

5.01 Nominating and Voting.

(a) The election of all officers and Executive Committee members shall be by secret ballot. Only members in good standing are eligible to vote in the election. Voting for a division representative is limited to those members in the respective division whose representative is up for election.

(b) Nominations for officers and Executive Committee members shall be made at the regular meeting (Nominations Meeting) immediately preceding the Annual Business Meeting, or by any other means made available by the Executive Committee, and within the timeframe determined by the Executive Committee. At the Nominations Meeting, the floor shall be opened for nominations for officers as follows:

1) Nominations for division representative can only be made by a member in that respective division who is a member in good standing.

2) Nominations for officers can be made by any member in good standing.

(c) All nominations, other than those made orally at the Nominations Meeting, shall be filed with the Executive Secretary, or such person as he or she may designate, in a time and manner approved by the Executive Committee and set forth in the General Policies adopted by the members of the Austin Chapter.

5.02 Order of Election. Officers and Executive Committee members shall be elected at the Annual Business meeting in the following order:

(a) Each Year: President-Elect

(b) Odd years: Treasurer

Division I Representative

Division III Representative

(c) Even years: Supervisor of Officials

Division II Representative

Division IV/V Representative

(d) Years Divisible by Three: Executive Secretary (i.e., 2007, 2010, 2013)

(e) Years Divisible by Three, Less One: Second Assistant Secretary (i.e., 2006, 2009, 2012)

(f) Years Divisible by Three, Plus One: Assistant Secretary (i.e., 2008, 2011, 2014)

5.03 Terms of Office.

(a) The terms of office for the President and President-Elect shall be one year. The Executive Secretary, Treasurer, Assistant Secretary, Second Assistant Secretary and Supervisor of Officials may serve an unlimited number of consecutive terms. No other elected officer or Executive Committee member may succeed himself or herself in office, except that the President-Elect shall become President the following year. The term of office for the Treasurer, Supervisor of Officials, and Division Representatives shall be two years. The term of office for the Executive Secretary, Assistant Secretary, and second Assistant Secretary shall be three years.

(b) All officers and division representatives shall take office on January 1 of the year following their election.

5.04 Disqualification from Holding Office. Officers and division representatives must continue to be members in good standing throughout their term of office. An officer or division representative not in good standing, or who is deemed by the Executive Committee to have failed to fulfill his or her responsibilities as an Executive Committee member, may be disqualified from serving by majority vote of the Executive Committee. A vacancy shall then be declared, which shall be filled in accordance with Paragraph 5.06 of these Bylaws.

5.05 Vacancy in Office.

(a) In the event of a vacancy in the office of President, the President-Elect shall perform the duties of the President until a new President is elected in accordance with Paragraph 5.06 of the Bylaws. Vacancies occurring during the term of office of any other officer or division representative shall be filled by an interim appointment made by the President, except as otherwise provided. The officer(s) and/or division representative(s) so appointed shall serve until the vacancy is filled as provided in Paragraph 5.06 of the Bylaws.

(b) When an officer or division representative accepts nomination for an office other than the office in which that individual currently serves, the nominated individual shall not be deemed to have resigned his current office, nor shall the nominee's current office be deemed vacant.

5.06 Filling a Vacancy in an Office and Non Austin Chapter Elections

(a) A vacancy occurring in any office or in the Executive Committee shall be filled by general election. All members shall be notified of the proposed election at least seven calendar days prior to the time of which the election shall be held.

(b) All non-Austin Chapter elections not governed by other election procedures shall be governed by the rules of the organization for which the election is being held.

5.07 Division Representatives

(a) Each division representative shall be nominated from and elected by the members in good standing who, at least seven (7) calendar days prior to the date nominations commence, have attained a sufficient number of points to qualify them for that division. The member is responsible for timely requesting and obtaining a certification from the Executive Secretary regarding total points and division eligibility. The person elected division representative must serve at least one year in the division he is elected to represent.

(b) If a division representative changes classifications during his second year of office, he may continue to represent the division from which he was originally elected.

5.08 Recall. Any officer or member of the Executive Committee is subject to recall upon a two-thirds vote of the membership.

5.09 Absentee Voting. Absentee votes shall be permitted in elections for officers and members of the Executive Committee, and other such matters deemed appropriate by the Executive Committee. Absentee votes shall be taken in a time and manner approved by the Executive Committee and set forth in the General Policies adopted by the members of the Austin Chapter.

ARTICLE VI - MEETINGS

6.01 Time and Place of Meetings.

(a) The length, time, place, and dates of all regular meetings and called meetings shall be determined by the Executive Committee.

(b) A regular meeting shall be defined as any scheduled general meeting.

(c) A called meeting is defined as a special meeting, not regularly scheduled, wherein all Active members are notified by mail, email, or other electronic means, and such notification is postmarked, transmitted or sent at least seven calendar days prior to the meeting. A called meeting may be convened by the President or by any three members of the Executive Committee.

6.02 Annual Business Meeting. The annual business meeting shall be held during the

last scheduled meeting of the Austin Chapter football season.

6.03 Guests. All guests of members of the Austin Chapter, coaches, and other school officials shall have a standing invitation to attend any regular meeting unless the Executive Committee decides otherwise.

6.04 Quorum. A majority of the Activemembership shall constitute a quorum, without which no formal action may be taken.

ARTICLE VII - FINANCE

7.01 Dues and Assessments.

(a) Each Active member shall pay annual dues to the Austin Chapter in the amount to be determined by the Executive Committee.

(b) Active members of the Austin Chapter shall pay an annual assessment, the amount of which to be determined by the Executive Committee. Assessments and dues are payable to the Treasurer as specified in Paragraph 2.03(d) of these Bylaws.

ARTICLE VIII – RULES OF ORDER

8.01 Roberts Rules of Order.

(a) All regular and called meetings of the Austin Chapter and of the Executive Committee shall be conducted in accordance with Robert's Rules of Order, newly revised, unless suspended by majority vote of the eligible voting membership.

(b) A Parliamentarian, appointed by the President, shall rule on all procedural matters.

ARTICLE IX – AMENDMENT OF THE BYLAWS

9.01 Process for Amendments. These Bylaws may be amended by a two-thirds majority of the votes cast, provided a quorum votes and that a copy of the proposed amendment(s) has(have) been submitted or made available to each Active member at least fourteen (14) calendar days prior to the vote being taken.

ARTICLE X – CREW FORMATION POLICY

10.01 Crew Formation Policy. Varsity crews for the Austin Chapter Texas Association of Sports Officials (Chapter) will be formed utilizing the rules, procedures, and timelines contained within the Crew Formation Policy. This Policy is in effect beginning with the 2010 season, and is not amendable prior to the conclusion of the season. In subsequent years, it may be necessary to amend the Policy from time to time in order to maintain adherence to the overall goals and objectives of the Chapter. Such amendments will be made utilizing the same procedures as those by which changes to the Chapter Bylaws are allowed.

CREW SELECTION COMMITTEE

The Crew Selection Committee (CSC) will be chaired by the Supervisor of Officials (SOO), and will otherwise consist of the Executive Secretary (ES) and each of the four elected Division Representatives. The purpose of the CSC will be to create crews for each season according to this Crew Formation Policy. The CSC will hold sole authority in this function. Decisions will be made by majority vote. Should the situation arise in which voting is deadlocked regarding a particular crew, the Division 4/5 Representative's vote will be discarded if the situation involves a Class "A" Crew. If the situation involves a Class "B" Crew, the Division 1 Representative's vote will be discarded. The CSC will meet as prescribed herein, may be called to meet by the SOO, or may meet at the request of a majority of its members. Where not in conflict with this Crew Formation Policy, the CSC will operate under the same rules governing other committees according the Bylaws of the Chapter.

TYPES OF CREWS

- **Class "A" Crews** are intended to represent the top tier of officials within the Chapter. The selection process should seek to assemble crews having similar competencies such that any Class "A" Crew would be capable working any game at any level. Class "A" Crews will likely be assigned to higher ranked games at 3A, 4A and 5A classifications, but may work at any level required to fulfill the Chapter's needs as determined by the ES or the appropriate assignments Committee. Eligible members include any Division 1, 2 or 3 official meeting all requirements of an Active member in good standing as defined by Chapter Bylaws. First year transfers to the Chapter will be eligible if they meet Active member requirements and are approved by the SOO.

- **Class "B" Crews** are intended for the development of officials in the Chapter who may gain from the benefits offered by working in a crew but who are not of sufficient proficiency or not otherwise be eligible to work on a Class "A" Crew. Class "B" Crews will likely work Parochial, A, 2A or 3A classifications, but may be assigned at such levels appropriate to the overall competency of that crew or as required to fulfill the Chapter's needs as determined by the ES or the appropriate assignments Committee. Eligible members include any Division 2, 3 or 4 official meeting all requirements of a "member in good standing" as established by the Board of Directors. First year transfers to the Chapter will be eligible if they meet Active member requirements and are approved by the SOO.

NUMBER OF CREWS

The number of crews in any season will be based on a percentage of the varsity games anticipated for that season. The ES will be responsible for completing this calculation each year, and may need to make certain “estimates” in the event that full schedules have not been received prior to the required calculation date. The ES will disclose annually to the Board of Directors the data utilized in calculating the required number of crews for that season, and the number will be communicated to the Chapter.

The number of Class “A” Crews will be equal to but not exceed 70% of the combined average weekly number of 4A and 5A games anticipated for the upcoming season. The number of Class “B” Crews will be equal to but not exceed 50% of the Class “A” Crew total. The combined total number of Class “A” and Class “B” Crews will be known as the “crew count”. Example: The Chapter had a total of 80 5A games and 86 4A games for the 2009 season. That combined total (166) is then divided by the number of weeks in the season (11), resulting in a calculated “average” of 15.09 games per week. The “average” is then multiplied by 70% to determine the number of Class “A” Crews. $15.09 \times 70\% = 10.56$, which should be rounded down to prevent the number from exceeding the 70% threshold. The result is a Class “A” Crew total of 10.

The number of Class “B” Crews is then determined by multiplying the Class “A” total of 10 by 50% and should be rounded down to prevent the number from exceeding the 50% threshold. $10 \times 50\% = 5.0$, resulting in a Class “B” Crew total of 5. The resulting crew count for that year would be 15.

SCRATCHES

Individual members may elect to indicate a preference not to work with one or more specific members (called a “scratch”). In order to be eligible to work on a crew, members may not scratch more than two (2) other members. A scratch of or by an individual official will apply to his or her crew.

CONTINUITY

After each season any crew may submit a “continuity request”, asking to remain together as a crew for the following season. Such requests must be submitted to the SOO in writing (to include email submission) no later than January 31, and must retain the crew in its entirety without substitution of any kind. The SOO will present such requests to CSC at the beginning of the crew formation process for the following season. The CSC will have sole authority to approve or deny continuity requests, provided that no crew is allowed to continue more than three consecutive seasons. Crews granted continuity will be included in the crew count total, consequently reducing the number of crews being formed by the CSC for that season.

Certain natural continuity may occur which was not requested by the members but rather results from the CSC’s normal crew formation process. The CSC will not through its process cause any group of three or more individuals to be assigned to the same crew for more than three consecutive seasons. In addition, an annual limitation will be placed on continuing crews such

that total requested and natural continuity occurring in any one year may not exceed 40% of the crew count from the previous season.

Example: Five crews submit requests to the SOO prior to the January 31 deadline. A sixth crew submits a request on February 2. The SOO rejects the request from the sixth crew since it is made after the deadline. The SOO then determines that the other five requests are within the limitations prescribed and presents them to the CSC the following May. Assuming the crew count for the immediate past season was 15, the CSC may choose to allow none of the requests, or may choose to allow all five ($15 \times 40\% = 6$). In finalizing the calculated maximum, rounding to the nearest whole number is allowed.

If the CSC elects to allow four of the five requests, it must make certain that not more than two of the other crews formed through its deliberations contain more than two members who worked together on a crew in the previous season.

POOL OFFICIALS

Qualified Pool officials are vital to the success of the Chapter. Members working out of the Pool may be assigned to work as substitutes on CSC established crews during the season in any situation deemed appropriate by the ES. Depending upon the number of games in any given week of the season, there will also likely be multiple game assignments made entirely of Pool officials.

Established crews having any need for a replacement member should notify both the ES and the SOO immediately upon learning of such situation. Where a temporary need for replacement exists, the Referee of the affected crew may request a specific replacement from the Pool. The ES may honor the request, or may select another individual from the Pool at his discretion. In cases where an extended need for replacement exists, the CSC will consider the circumstances surrounding the need and may choose to allow a permanent replacement, if appropriate. The Referee of the affected crew may request a specific replacement from the Pool, and the CSC may honor this request or select another individual from the Pool at its discretion. The ES will have the authority to make ongoing substitutions as needed until a permanent replacement is named. For the purposes of calculating continuity, any Pool official working six (6) or more games with the same crew during a season will be considered to have been a member of that crew.

RULES AND PROCEDURES FOR ANNUAL IMPLEMENTATION

Step 1: Not later than April 15 all Chapter members will have declared primary and secondary position preferences, a preference to work as a “Crew” or “Pool” official, and any scratch requests. Members will communicate these declarations to the Chapter in a manner determined by the Board of Directors. Such declarations will be allowed to be amended annually beginning at the conclusion of each regular season, but no member-initiated amendment to these declarations will be permitted after 11:59pm on April 15.

Step 2: Beginning April 16, the SOO will compile information regarding members who have declared a preference for crew assignment and who also meet the eligibility requirements for such assignment. This information should include name, Division, scratch requests, and both primary and secondary position preferences. It may also include evaluation data and other information necessary to successfully assess the proficiency level of individual officials. The SOO will be responsible to provide this and any additional information which might be requested by the CSC pertaining to its purpose

Step 3: Not later than May 15, the ES will make a determination as to the anticipated number of games for the impending season and will determine the number of crews according to the calculation prescribed in this Policy. The calculated crew count and its supporting data will be disclosed to the Board of Directors, and the crew count number will be published to the entire Chapter.

Step 4: The CSC may meet anytime during the months of May and June as necessary to establish crews for the upcoming season. Prior to the first meeting the SOO will ensure that all CSC members have been provided a copy of the Crew Formation Policy and the Foundational Issues document. The CSC will consider continuity requests, position preferences, proficiency levels, and “scratches” in their deliberations.

Step 5: The CSC or their designee(s) will individually notify Chapter members regarding their proposed placement on a crew. Notification may be accomplished through the use of electronic means (excluding “posting” on a web site), by direct phone conversation, or in person. Members will have 48 hours following notification during which to decline participation in the crew for which they have been selected. Any member so declining will be placed into the Pool for that season and the CSC will select a replacement. After the 48 hour period has passed, all crews will be considered final.

Step 6: The final list of Class “A” Crews and Class “B” Crews will be published to the Chapter not later than June 15.