

## **SCFOA DISTRICT EIGHT BY-LAWS**

### **Article I - THE DIRECTOR**

The Director shall preside at all meetings of the association and the Board of Directors. The meetings of the association shall be conducted under Roberts' Rules of Order or the abbreviated version of Roberts' Rules of Order. He shall conduct all business on behalf of the association and shall make every effort to further the policy adopted by the association. He will represent District Eight at all meetings of the SCFOA Board of Directors. In the event he is physically unable to attend these meetings he shall appoint his Assistant Director to represent District Eight in his absence. If the Assistant Director is unable to attend the Director shall name another member of the Board of Directors to represent District Eight.

### **Article II – THE ASSISTANT DIRECTOR**

The Assistant Director shall perform the duties of the Director in his absence or inability to act. He has full power of office, i.e., he may vote, make motions, speak for or against items of agenda; he may vote as a District Director, should he also hold said office, but he may have only one vote on any issue. He shall represent District Eight at any meeting of the SCFOA Board of Directors that the Director is unable to attend.

### **Article III – THE CHAIRMAN OF THE BOARD OF DIRECTORS**

The Immediate Past President shall serve as the Chairman of the Board of Director's. His term as Chairman of the Board of Directors will be three years, same as the incoming Director.

### **Article IV – THE SECRETARY / TREASURER**

The Secretary / Treasurer shall keep the minutes of all meetings of the Association. He has full power of office, i.e., he may vote, make motions and speak for or against items of agenda. His term as Secretary/Treasurer will be three years, same as all incoming Officers. He shall also be eligible

for re-election should he decide to run for the office another term. He shall also be responsible for the records being available to any member when needed and to maintain the latest set of minutes on the SCFOA District Eight website.

## **Article V – REVIEW BOARD**

The Review Board is a five member sub-committee of the Board of Directors. The five members of this sub-committee will be the five officials who are also serving as the Position Chiefs. The Review Board is the investigative branch of the Board of Directors.

The Review Board will investigate any and all inappropriate actions by the officials of District Eight as requested by the Director. The Review Board along with the Director will decide any and all disciplinary actions should they determine it necessary. Any disciplinary action taken by the Director and or the Review Board shall be in regards to games at the Junior Varsity level and below. In regards to Varsity assignments the Director and or Review Board shall forward their findings and recommendations to the Commissioner of Officials of the South Carolina Football Officials Association.

## **Article VI – POSITION CHIEFS**

The Position Chiefs shall conduct a Mechanics Clinic every July prior to the annual SCFOA Clinic. The Mechanics Clinic will be conducted as one clinic in order to ensure that the proper interactions between all positions are covered by the Position Chiefs. The Position Chiefs will also serve as the members of the Review Board and assist the Director in all matters pertaining to the discipline and training of the members of SCFOA District Eight.

The Position Chiefs will serve a two year term beginning on January 1<sup>st</sup> of the year following their election in May. The Referee, Umpire and Back Judge Position Chiefs will be elected in even numbered years while the

Linesman and line Judge Position Chiefs will be elected in odd numbered years.

## **Article VII – MEMBERSHIP**

Any new member must meet the qualifications for membership as required by the By Laws of the South Carolina Football Officials Association. All applications for membership shall be reviewed by the Director and the Review Board prior to acceptance. The annual membership dues shall be \$60.00. The annual dues may be changed by majority vote of the Board of Directors prior to April 1<sup>st</sup> of any given year. An announcement to all returning members that the membership dues have been changed shall be sent within one week of the meeting in which they were changed. All membership dues, Jamboree fees and booking fees are the property of SCFOA District Eight.

The annual membership dues shall be paid at the first meeting in May every year. If they are not paid prior to June 1<sup>st</sup> they will be considered late and a late fee of \$25.00 will be charged. No game assignments at any level will be made until the membership dues and any late fee has been paid.

The Director shall be empowered to assign new officials to the position in which they will officiate, and to reassign any official to any position if it would be in the best interest of SCFOA District Eight.

## **Article VIII – RESPONSIBILITIES OF OFFICIALS**

Any official that fails to confirm his assignments will lose that assignment and any others the Director feels is in the best interest of District Eight.

Any official that fails to work a game to which he has been assigned will pay the home school a fine equal to the game fee and mileage expense that he would have received for working the assignment. If any official fails to pay their fine to the home school immediately will be immediately suspended and work no other assignments until the fine has been paid.

All officials must meet the minimum certifications that SCFOA requires for varsity assignments to be assigned any level of game.

## **Article IX – AWARDS BY DISTRICT EIGHT**

The Coaches Sportsmanship Award will be given to the coach each year whose leadership is most reflected by his team in regards to sportsmanship throughout the season.

The Dreher Gaskin Award will be given to the Official of the Year at the end of each season. An official receiving this award will not be eligible to receive it again for a period of ten years.

The criteria used to determine who receives the Dreher Gaskin Award shall be as follows; “The Director shall appoint a 2-3 committee of 2-3 members of the Board of Directors to review the membership with the following criteria being the main focus: The officials overall rating, his last exam score, willingness to attend District functions, willingness to participate in District functions, JV game schedule (must work at least 3), his cooperation with the Board of Directors and the officials overall attitude to working for the betterment of District Eight. The committee shall provide the Director 1-3 possible candidates from which to select an Official of the Year Award.”

The Bud Holt Award will be given to the Rookie of the Year at the end of each season. To be eligible for the Rookie of the Year Award an official must have three years experience or less. No official can win this award more than one time.

The criteria used to determine who receives the Rookie of the Year shall be as follows; The Official who has shown a desire to be the best he can be in all areas of officiating i.e.; attending classes, clinics, asking for help, exam scores, willingness to work as much as possible and continually improving his abilities while exhibiting a professional and positive attitude.

The Director’s Award will be given to a first year official making the highest test score on the annual exam given at the annual State Clinic each year.

## **Article X – AMENDMENTS TO THE BY-LAWS**

These By-Laws may be amended by an affirmative vote of the majority of the Board of Directors, provided; The vote is held at a regularly scheduled Board of Directors' Meeting, and; Notice of the amendment to be voted upon shall have been provided to each member of the Board of Directors no less than thirty days prior to the date of the meeting at which the Board vote is to be taken.

The membership of District Eight may overturn any such amendment passed by the Board of Directors at any annual meeting by an affirmative vote of three-fourths of the

votes cast, provided that copies of the proposed resolution to overturn the amendment shall have been published by the SCFOA District Eight Secretary by mail or e-mail to each member at least thirty days prior to the annual meeting at which the vote is to be taken. Any such proposed resolution shall be submitted to the Secretary of District Eight.

## **Article XI – REMOVAL OF OFFICERS**

The members of District Eight may remove the Director prior to the end of his term for failing to perform his duties properly, conduct that is unprofessional or failure to live up to the Code of Ethics all officials in the State of South Carolina must sign.

To remove the Director from office shall require a vote at which two-thirds of the Board of Directors of District Eight vote in favor of the Director's removal, and; the District Eight Chairman of the Board Director's shall file the complaint before the SCFOA State Review Board and follow the procedures described by the South Carolina Football Officials Association State by-laws.

To remove any other officer or board member shall require a two-thirds vote by the remaining board members.

## **Article XII - INSURANCE**

SCFOA District Eight shall purchase and maintain an insurance policy that will protect all District Eight officers' and members of the Board of Directors.

### **Article XIII - VACANCY OF THE CHAIRMAN OF THE BOARD**

The Immediate Past Director shall serve as the Chairman of the Board of Directors. His term as Chairman of the Board of Directors will be three years, same as the incoming Director. In the event that the Immediate Past Director retires at any time during his term; fails to uphold the duties of the office; or otherwise fails to remain a member in good-standing of the SCFOA and/or SCFOA District 8, he or she shall be replaced by the Immediate Past Chairman of the Board, so long as the Immediate Past Chairman is a member in good-standing with both the SCFOA and SCFOA District 8. If the Immediate Past Chairman is no longer a member in good standing with the SCFOA and SCFOA District 8, then the Director shall assume the duties of Chairman of the Board.

### **Article XIV - FINANCIAL CONTROLS AND REPORTING**

The Secretary/Treasurer shall provide a Statement of Financial Condition during each General Meeting of the membership of SCFOA. The Report shall contain an accounting of all revenues and expenditures and cover the most-immediate calendar year quarter.

The Report should provide a beginning cash balance, an ending cash balance, and all revenues and expenditures during the period, categorized under generally-accepted accounting principles.

The Secretary/Treasurer shall also provide a Statement of Financial Condition to the Board of Directors four times each calendar year, covering the same information as that provided the general membership listed above. The report shall be made available to the Board no later than the fifteenth of the month following the close of the most-immediate calendar year quarter.

All District officers will follow the financial controls as outlined in the memorandum Financial Controls and Bookkeeping. This memo is to serve as an attachment to the By-Laws and is to be approved on an annual basis by the Board of Directors during the first Board meeting of each calendar year.

In the event that the position of Secretary/Treasurer is vacant, the Assistant Director shall be responsible for the financial reporting duties outlined above.

### **MEMORANDUM OF FINANCIAL CONTROLS AND BOOKKEEPING**

**TO:** SCFOA District 8 Review Board

**FROM:** Tim Cahill, Director

**DATE:** March 28, 2019

**SUBJECT:** Financial Controls and Bookkeeping.

Upon approval, this Memo serves as an attachment to the current by-laws of SCFOA District 8.

In an effort to provide transparency to its members and documentation/backup for all incoming and outgoing cash flows transactions, the leadership of District 8 has formalized all of the elements of daily financial controls.

The guidelines the District will use for all financial transactions are as follows:

1. The Secretary/Treasurer will be solely responsible for issuing checks or making online payments drawn on the District's (sole) bank account. The Secretary/Treasurer will also be the sole keeper of the checkbook.
2. Checks will be issued only at the direction of the Director. Communication of a need for check issuance will be made to the Secretary/Treasurer via email, phone call, or text message. Upon making a request for a check, the Director will also forward any backing documentation (invoice, for example) to the Secretary/Treasurer. Disbursement of all checks will then be made via

mail, online payment, or in person as deemed most efficient and applicable for the transaction.

3. The Secretary/Treasurer will be responsible for maintaining proper documentation for all expenditures. Each expenditure shall be backed up with proper invoicing. The receipt (or invoice) should include the check number, or, if electronic payment is made, the confirmation number of the transaction. The Secretary/Treasurer shall ensure that a full description of the purchased items is included.
4. The Secretary/Treasurer shall maintain proper and accurate records of dues payments of all members of District 8, as well as the booking fees paid by local schools and recreational organizations. The Director will assist the Secretary/Treasurer in formulating invoices and providing invoice details to ensure all parties are billed correctly.
5. The Director, Assistant Director and the Secretary/Treasurer will meet quarterly during the first, third, and fourth quarter of the calendar year to review all revenues and expenditures, and ensure that all revenues and expenditures are backed up with proper documentation.
6. All revenue transactions will be accompanied by a receipt, provided to the payor, and shall include the payor's name, the date of the payment, the reason for the payment, and the signature of the District officer accepting the cash payment. The receipt should also include the check number if necessary, or, if electronic payment is made, the confirmation number of the transaction. The Secretary/Treasurer shall maintain a receipt book to provide documentation for all cash transactions.
7. The Secretary/Treasurer will make quarterly reports to the District membership, showing the beginning balance; revenues for the period; expenditures for the period; and ending balance. The report shall also include all significant outstanding receivables and foreseeable large expenditures during the next quarter. The Secretary/Treasurer shall also provide, to the best of his/her ability, a classification of each expenditure and receipt, using generally accepted accounting principles.
8. The District will attempt to provide an online payment capability on its website for members to use for payment of dues. The District will also attempt to provide electronic payments at all general meetings (e.g. Square). The Review Board will determine whether to pay all or part of the transaction fees incurred with such transactions.
9. The District will research the potential benefits of using accounting software to track all revenues and expenditures. If such accounting software is used, both the Director and Secretary/Treasurer will have access to the application.
10. The District's Business Committee will oversee the financials of the District as needed. The Committee has no formal powers or privileges, but shall be looked upon to provide oversight, guidance, affirmation, and awareness of all financial issues.



Approved on March 28, 2019.

In attendance:

Tim Cahill  
Cary Collins  
Gary Lukridge  
Tommy Brush  
Luther Brown  
John Hitchman

Absent:

Marshall Connor  
Terris Green