

CONSTITUTION AND BY-LAWS  
OF  
THE HOUSTON CHAPTER  
OF THE  
TEXAS ASSOCIATION OF SPORTS OFFICIALS  
FOOTBALL DIVISION  
REVISED AUGUST, 2004

TASO-FOOTBALL-HOUSTON CHAPTER  
CONSTITUTION

**ARTICLE I**

NAME

This organization shall be known as the Texas Association of Sports Officials-Football-Houston Chapter.

**ARTICLE II**

PURPOSE

The purpose of this organization shall be the promotion of the welfare of the American intercollegiate and interscholastic game of football by:

SECTION I: Developing and maintaining experienced and capable football officials whose integrity is above reproach and who are actively engaged each year in quality officiating.

SECTION II: Fostering a high standard of ethics, encouraging fair play, sportsmanship, close cooperation and better understanding among officials, athletic representatives, coaches, players, athletic directors and the media.

SECTION III: Devoting attention conscientiously and diligently to the best interests of the game of football and the young men who play by promoting and enforcing the rules through interpretation of their spirit and intent.

**ARTICLE III**

AUTHORIZATION

SECTION I: The authorization for this organization shall be the Constitution of the Texas Association of Sports Officials-Football.

SECTION II: This Constitution is subordinate to the Constitution and By-Laws of the Texas Association of Sports Officials-Football.

**ARTICLE IV**

OFFICERS AND BOARD OF DIRECTORS

SECTION I: Elected officers of the TASO-Football-Houston Chapter shall be President, Vice-President, Executive Secretary and Treasurer. They shall be elected and shall hold office as provided in the Constitution and By-Laws.

SECTION II: Appointed officers of the TASO-Football-Houston Chapter shall be Recording Secretary and Parliamentarian. They shall be appointed by the President and approved by the Board of Directors.

SECTION III:

- (a) The Board of Directors shall consist of the elected offices and five other Division representatives.
- (b) The District Representative, provided he is a member of the Houston Chapter, the immediate Past President, and the appointed officers shall serve as associate members of the Board of Directors and shall be extended all privileges of being members of the Board of Directors except that they shall not be accorded the power to act nor may they cast votes.

## **ARTICLE V**

### **ELECTION OF OFFICERS AND DIRECTORS**

SECTION I: The President shall be elected for a term of two years beginning January 1st of even numbered years.

SECTION II: The Vice-President shall be elected for a term of two years beginning January 1st of even numbered years.

SECTION III: The Executive Secretary shall be elected for a term of two years beginning January 1st of odd numbered years, and prior to commencement of such term of office, shall maintain in effect, at the expense of the TASO-Football-Houston Chapter, a fidelity bond for an amount established by the Board of Directors and issued by a bonding company approved by the Board.

SECTION IV: The Treasurer shall be elected for a term of two years beginning January 1st of odd numbered years, and prior to commencement of such term of office, shall maintain in effect, at the expense of the TASO-Football-Houston Chapter, a fidelity bond for an amount established by the Board of Directors and issued by a bonding company approved by the Board of Directors

SECTION V: Five representatives, one from each of the five Divisions, shall be elected for two-year terms as follows:

- (a) Representatives from Divisions 2, 3, and 5 shall be elected in odd numbered years and Divisions 1 and 4 in even numbered years

- (b) A Representative for Divisions 1, 2, 3, and 4 must be classified within the Division represented. However, a Representative raised to a higher Division after one year in office may serve out the remainder of the term. The Representative for Division 5 must be a member of Division 5 when elected, but may serve the entire term even though promoted to a higher Division
- (c) Each Representative shall be elected by a majority vote of the members within the respective Division present for the election.
- (d) Representatives shall take office on January 1st following the regular election.

SECTION VI: Procedures:

- (a) The President, Vice-President, Executive Secretary, and Treasurer shall be elected by a majority vote of members present for the election. If the person elected Treasurer is unable to maintain the fidelity bond required in Article V, Section IV, the relevant term of office of Treasurer shall be filled by the member nominated for Treasurer and receiving the second highest number of votes at the immediately preceding election. If a Treasurer cannot be certified by these regulations, the office shall be declared vacant and the provisions of subsection (b) below apply.
- (b) Vacancies in any Board of Director's office shall be filled with an election at the next regular meeting following announcement of the vacancy.
- (c) No elected officer, except Executive Secretary, shall serve more than two consecutive terms in the same office.

SECTION VII: The President shall be Chairman of the Board and preside at all meetings. The Vice-President shall preside in the absence of the President.

SECTION VIII: The Board of Directors shall have the authority to act on all matters not covered by this Constitution and By-Laws.

**ARTICLE VI**

**GENERAL**

The duties of all officers and members of the Board of Directors and such regulations as may be necessary and proper for the conduct of business and affairs of the TASO-Football-Houston Chapter shall be provided for in the By-Laws to the Constitution.

## **ARTICLE VII**

### **AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

SECTION I: Any proposed amendment must be submitted in writing to the Board of Directors or the Constitution Committee. All proposed amendments, received at least three weeks prior to a meeting with constitutional revision on the agenda, shall be submitted, with editorial revision by the Constitution Committee, to the membership.

SECTION II: A compilation of amendments shall be read or presented in writing at least 14 days prior to a vote for revision. Such vote shall be taken at a meeting with constitutional revision on the agenda.

SECTION III: Any proposed amendment shall be adopted if an affirmative vote of two-thirds (2/3) of the votes cast is recorded.

## **BY-LAWS**

### **ARTICLE I**

#### **PRESIDENT**

##### **SECTION I:**

- (a) The President shall preside at all Chapter and Board of Directors' meetings.
- (b) He shall conduct all negotiations on behalf of the Chapter and shall enforce policies adopted by the Chapter.
- (c) He shall, by February 1 of each year, appoint a Recruiting Coordinator.
- (d) He shall appoint any committee as deemed necessary during his term of office. All appointed committees expire at the end of the President's term or when a final committee report is submitted.

##### **SECTION II: He shall govern his actions in accordance with:**

- (a) Chapter Constitution and By-laws
- (b) Policies adopted by the Chapter
- (c) Majority resolution of the members of the Chapter
- (d) Advice and consent of the Board of Directors
- (e) Recommendations of the Executive Secretary

### **ARTICLE II**

#### **VICE-PRESIDENT**

##### **SECTION I:**

- (a) The Vice-President shall perform the duties of the President in his absence or inability to act.
- (b) If a vacancy occurs in the Presidency, the Vice-President shall perform the duties of President until a new President is elected in accordance with Article V of the Constitution.

- (c) The Vice-President shall serve as Program Chairman.

### **ARTICLE III**

#### **EXECUTIVE SECRETARY – TREASURER – RECORDING SECRETARY**

##### **SECTION I:**

- (a) The Executive Secretary shall send all notices, preserve all records, and have charge of printing and publications ordered by the chapter. He shall collect all fees and dues authorized by the Chapter and deposit them with the Treasurer.
- (b) He shall maintain a membership list of all members in good standing, which classifies members by their current TASO-Football Division.
- (c) He shall, prior to November 20th of each year, mail to each member at his last known address an invoice of dues and fees payable in accordance with Chapter requirements. Notice shall be made of the penalty for failure to pay.
- (d) The Executive Secretary shall be guaranteed, as remuneration for services rendered, a minimum of two thousand five hundred dollars (\$ 2,500) and a maximum of four thousand dollars (\$ 4,000) (plus game fees—including \$5 per game cancellation fee and \$5 per game late fee collected) per calendar year, over and above all expenses.
- (e) He shall not work any high school Varsity games.

##### **SECTION II:**

- (a) The Treasurer shall have charge of disbursement of all Chapter funds authorized by the Board of Directors. He shall maintain a general fund in the name of the Chapter with all receipts from the Executive Secretary. Any collection of special fees shall be carried in a special account established by February 1st of each year.
- (b) He shall maintain auditable accounting records and supporting documents for all transactions.

##### **SECTION III:**

- (a) The Recording Secretary shall keep the minutes of the Chapter and Board of Directors and make them available to any member upon request.
- (b) Copies of all minutes shall be a matter of Chapter record and shall be handed forward by successive Recording Secretaries.

SECTION IV: All Officers shall act pursuant to the Constitution, Chapter policies, and directives of the President.

SECTION V: As many Assistant Secretaries as deemed necessary by the Board of Directors shall be recommended by the Executive Secretary, appointed by the President, and approved by the Board of Directors. Assistant Secretaries shall not concurrently hold office and shall work under the direction of the Executive Secretary.

## **ARTICLE IV**

### **BOARD OF DIRECTORS**

SECTION I: The Board of Directors shall be responsible for conducting business and governing the Chapter.

SECTION II: Each board member who represents a group of officials shall act in a liaison capacity between the groups represented, the remainder of the Board and the officers of the Chapter.

- (a) The Division 1 Representative shall assign all scrimmages.
- (b) The Division 2 Representative shall coordinate new official training.
- (c) The Division 3 Representative shall perform such administrative duties as directed by the Board of Directors, the President, or the Executive Secretary.
- (d) The Division 4 Representative shall chair the Scholarship Committee and shall select the members of said committee with the approval of the Board of Directors.
- (e) The Division 5 Representative shall perform such administrative duties as directed by the Board of Directors, the President, or the Executive Secretary.

SECTION III: The Board shall have power to adopt all regulations to govern its own deliberations insofar as those regulations do not conflict with the Constitution or Chapter policies and except that a majority of the Board shall constitute a quorum and a quorum is required for any action.

SECTION IV: The Board of Directors shall review and approve, if they are in order, prior to March 31 of each year, the financial report and records of the Treasurer for the preceding calendar year.

SECTION V: The Chapter may, by a two-thirds vote of members present and voting, remove from office any officer or Board member whose actions or conduct are detrimental to the best interests of the organization.

## **ARTICLE V**

### **MEMBERSHIP**

#### **SECTION I:**

- (a) Any member in good standing with TASO-Football who desires membership in the TASO-Football-Houston Chapter shall be accorded membership and classified according to the Division requirements in TASO-Football.
- (b) Any TASO-Football member, in good standing, transferring to the Houston Chapter from another TASO-Football Chapter shall be accepted upon application and approval by the Executive Secretary.
- (c) A suitable evaluation system shall be established by the Board of Directors to evaluate all members.
- (d) The order of Divisions will be Division 1, the highest, followed in order by Division 2, then Division 3, then Division 4, and Division 5, the lowest.
- (e) A member will advance to the next higher Division as soon as he acquires the necessary points and Varsity games subject to review and approval by the Executive Secretary. The same documentation of those points and Varsity games that is required at the end of the season must be submitted to the Executive Secretary for this review and approval process.

#### **SECTION II: A member to be in good standing must:**

- (a) Be free of financial obligations to the Chapter
- (b) Be a member in good standing of TASO-Football
- (c) Be free of any penalty resulting in a suspension.

**SECTION III:** A member who is not in good standing of TASO-Football-Houston Chapter shall not be eligible to be elected nor to serve as an officer or Representative nor to participate in the affairs of the Chapter.

## **ARTICLE VI**

### **REGISTRATION AND DUES**

**SECTION I:** A membership year shall begin on January 1st and end on December 31st.

#### **SECTION II:**

(a) Dues for membership shall be thirty-five dollars (\$35) per year of which twenty-five dollars (\$25) shall be used for Chapter expenses and to pay the Executive Secretary according to Article II, Section I, and ten dollars (\$10) allocated to the scholarship fund.

(b) Games fees for games assigned through the chapter are:

- (1) \$5.00 for play-off games
- (2) \$3.00 for Varsity games
- (3) \$ 1.25 for Sub-Varsity games

(c) Refund of Dues:

- (1) Will be 100% of total if before selection of games
- (2) Will be at the Board's discretion, if after selection of games
- (3) Upon refund of any dues, said person shall no longer be a member of TASO - Football - Houston Chapter

SECTION III: On or before December 20th each year each member must:

- (a) Submit game and Chapter reports
- (b) Pay annual dues, state dues, and special fees
- (c) Pay game fees to Executive Secretary
- (d) Pay game fees to appropriate Assistant Secretary

SECTION IV: The membership may adopt any additional annual fees (special fees) for any type of special projects by an affirmative vote of two-thirds (2/3) of the votes cast at any regular meeting.

SECTION V: The penalty for failure to submit any reports and/or failure to pay dues and fees on time will be a reinstatement fee of twenty-five (\$25) dollars.

## **ARTICLE VII**

### **SELECTION AND ASSIGNMENT OF GAMES**

SECTION I: The Board of Directors shall designate the times and locations of meetings each year for selecting officials for Varsity high school games, starting with the higher classification of schools.

SECTION II: Varsity game officials shall be selected from the list of officials who are in good standing.

SECTION III: All coaches who do not attend these meetings and all coaches who at any time request officials shall be submitted the list of available officials and requested to make their own selection of officials for their games.

SECTION IV: If a coach refuses to make his selections and still requests officials for games, prior to the first game of that season, the officials for those games shall be assigned by the Board of Directors. After the season begins, the Assigning Committee composed of the President, Vice-President, and the Executive Secretary shall make the game assignments.

SECTION V:

- (a) No member of the Chapter shall select officials for any game unless that member is on the coaching staff of the team for whom he is making the selections.
- (b) No member, or group of members except the Assigning Committee, shall make any assignment of officials to Chapter sanctioned games except as approved by the Board of Directors.

SECTION VI: Regulations for canceling games are as follows:

- (a) A member cannot cancel an accepted contract for another game except for a senior college game.
- (b) A school, which cancels a contract, must pay the contracted fee unless the Chapter is able to secure an equivalent game for the official. When both schools cancel and the game is not rescheduled, UIL guidelines shall be followed.
- (c) A charge of one dollar (\$1) will be assessed a member who refuses an assignment when Chapter records show he is available.
- (d) A charge of ten dollars (\$10) will be assessed a member who accepts an assignment (Varsity or Sub-Varsity) and does not work the assignment. (This penalty may be waived by the Board of Directors).

SECTION VII: The officials for Sub-Varsity games may be selected as follows:

- (a) The Board of Directors may assign the officials.
- (b) The Board of Directors may instruct Assistant Secretaries to assign the games.

## **ARTICLE VIII**

### **MEETINGS**

SECTION I: Regular meeting shall be at such time and location as the Board of Directors, after recommendations from the President, shall designate. The number shall be set by the Board of Directors, with a minimum of seven (7) and a maximum of fifteen (15) meetings held each calendar year. The length of each meeting shall be determined by the agenda.

SECTION II: 25% of members in good standing shall constitute a quorum, which shall be required for any Chapter business action.

SECTION III: A roll call shall be taken at each meeting and maintained as a part of the records.

SECTION IV: All matters not specifically covered in this Constitution shall be conducted according to Robert's Rules of Order Revised.

SECTION V: The order of business for meetings is as follows:

- (a) Roll call
- (b) Officers' reports
- (c) Committee Reports
- (d) Unfinished business
- (e) New business
- (f) Program and discussion of football rules
- (g) Adjournment

## **ARTICLE IX**

### **CODE OF ETHICS**

1. An official subscribes to the TASO code of ethics.
2. An official must not solicit games for personal gain.
3. An official shall arrive for Varsity games one and one half hour before game time.
4. An official's uniform must be neat, clean and official.
5. An official's conduct must be always above reproach.
6. An official must attend 70% of the regular Chapter meetings.
7. An accepted game should not be canceled except in dire emergency.
8. An official should not criticize the judgment of another official.
9. An official should give 100% effort in every game.

Penalties:

First offense:

The Board of Directors shall give warning, censure, or reprimand to violator, or place violator on probation up to one (1) year, or recommend expulsion of the violator to the membership of the Houston Chapter. Expulsion requires a two-thirds vote of the members present. The violator shall be afforded all due process rights as prescribed by TASO. All complaints from members or schools must be in the form of a letter or a personal appearance before the Board of Directors.

Second offense or violation of probation:

Recommendation shall be made to the membership for expulsion from the Houston Chapter. Such action requires a two-thirds vote of the members present. All complaints from members or schools must be in the form of a letter or a personal appearance before the Board of Directors.

All accusations of ethics violations will be filed in writing with the TASO Ethics Committee. A letter will be sent to TASO-Football reporting any action taken by the Board of Directors or Chapter members under this Article.