

CONSTITUTION

Goldleaf Officials Association Tifton, Georgia

Article I Names and Description

This organization shall be known as Goldleaf Officials Association organized under the jurisdiction of the Georgia High School Association.

Article II Purposess

The objectives of Goldleaf Officials Association shall be the promotion of athletics by two means:

Section 1: Assemble, develop, train and maintain a membership of capable officials actively Engaged in officiating athletic contests and whose integrity is above reproach.

Section 2: Foster a high standard of ethics, encourage fair play, sportsmanship and promote better cooperation among officials, athletic directors, coaches, players and the public.

Article III Meetings

Section 1: This association shall meet on dates at a time and location announced by the President.

Article IV Board of Directors and Officers

Section 1: The governing body of this Association shall be a Board of Directors (BOD) constituted according to the By-Laws of this Association. Members of the BOD are: President, Vice-President, Assigning Secretary, Secretary-Treasurer, immediate past President (if applicable), immediate past Assigning Secretary (if applicable), immediate past Secretary Treasure (if applicable), Training Officer(s) and five members of good standing of the Association.

Section 2: Each of the five members of the Board of Directors and officers for the Association (President, Vice-President, Assigning Secretary, Secretary Treasurer) shall be elected by a secret ballot as outlined in the By-laws of this Constitution. The training Officer(s) will be appointed by the President and approved by a majority vote of the BOD.

Section 3: The Chairman of the BOD shall be the current President of the Association.

Section 4: A vacancy in the BOD or any other office shall be filled by action of the remaining members of the BOD.

Section 5: The duties of the BOD and officers, qualifications for membership, the election process and other such regulations as are necessary, shall be provided for in the By-Laws.

Article V Amendments

Section 1: This association shall have the authority to establish and amend its Constitution, By-Laws and regulations (Provided they do not conflict with the GHSA Constitution, By-Laws and Policies). In such cases of conflict, the GHSA Constitution, By-Laws and policies shall prevail.

Section 2: The Constitution may be amended at any regular meeting, by two-thirds vote of all Members present who are eligible to vote. This is provided that a copy of such proposed amendment is given to each member at least ten (10) days before such meeting for their review.

BY-LAWS

Article I Election of Directors and Officers

Section 1: At a regular meeting, every other year, at least two weeks prior to the annual meeting for Election of Officers, the presiding officer shall ask for nominations for President, Vice President, Assigning Secretary, Secretary-Treasurer and three members of the BOD to run concurrent with the Executive Officers. The next year, at a regular meeting, two weeks prior to the annual meeting for election of officers, the presiding officer shall ask for nominations to elect two new members for the BOD. The nominations may be presented by a nominating committee or by members from the floor, by either or by both. A nominating committee shall be appointed as the President determines. The nominations shall be placed on a ballot in alphabetical order by office. The offices of President, Vice-President, Assigning Secretary and Secretary-Treasurer will serve a 2-year term Concurrent with the 3 elected BOD. The next year, the 2 elected BOD members will serve a 2-year term non-concurrent to the offices of President, Vice-President, Assigning-Secretary, Secretary-Treasurer and the other 3 members of the BOD. The candidates receiving the most votes shall be declared elected to their respective offices. All elected officials shall take their offices upon election.

Section 2: The President, Vice-President, Secretary-Treasurer, Assigning Secretary must be either 1) a GHSA Certified Football Official OR 2) have at least five (5) years of experience with Goldleaf Officials Association and must be an official in good standing with Goldleaf Officials Association at the time of the nomination and during the extent of their tenure as an Officer.

Article II

Duties of the Board of Directors and Officers

Section 1: Board of Directors:

- (a) The Board of Directors shall establish the annual membership dues.
- (b) It shall be their duty to see that all matters set forth in the Constitution and/or By-Laws are upheld
- (c) It shall be the duty of the BOD to investigate complaints against any member(s) brought by or through the Assigning Secretary of the association. The BOD shall take any action appropriate, including the recommendation of suspension or expulsion of a member to the GHSA. They shall act on all written and signed grievances of a member. A Complaint form can be obtained from the Assigning Secretary of the association.
- (d) They shall adopt regulations as they deem necessary in addition to those stipulated in the By-Laws. These shall be an attachment or addendum to the By-Laws.
- (e) The BOD will establish a process of evaluation in order to evaluate, rate and recommend improvement for officials.
- (f) Action of the Board of Directors may be vetoed by a two-third vote of the voting membership at any meeting, provided that a quorum is present. One-half of the voting members shall constitute a quorum.
- (g) The BOD may review the process of booking games by the Secretary Treasurer at any time.
- (h) GHSA will establish the approved game fee rate for all associations. In the event that GHSA ceases to set such rate, the BOD shall be authorized to set the game fee rate between its contracted schools and the association.

Section 2: President:

- (a) The President shall preside at all meetings of the general membership and the Board of Directors. He shall have no vote at the general meetings of the association, except in the case of a tie. He may cast a vote at the meeting of the association for the purpose of electing new officers and BOD.
- (b) The President or his appointee shall conduct all negotiations in behalf of the association and shall make every reasonable effort to further the policies adopted.
- (c) The “outgoing” President, upon his resignation or replacement will serve on the BOD for one additional year as long as he remains a member in good standing.

Section 3: **Vice-President:**

- (a) The Vice-President shall perform the duties of the President in his absence or inability to act.
- (b) He shall assist the President when requested to do so in the performances of his duties.

Section 4: **Assigning Secretary**

- (a) He/she shall receive a schedule of all varsity and non-varsity games that the association has agreed to officiate.
- (b) He/she shall receive a list of qualified officials, in good standing, from the secretary-treasurer.
- (c) He/she will assign officials to cover all varsity games and will either ask for volunteers or will make assignments to ensure that all non-varsity games are covered. The association may establish crews or other methods of game assignment; the scheduling secretary will work within the associational parameters to assign officials. All game assignments are subject to the BOD review for approval.
- (d) He/she will communicate with coaches, referees, the BOD and other officials as needed to ensure that proper coverage of varsity and non-varsity games have been properly handled.
- (e) He/she will communicate any complaints from coaches regarding poor officiating or unacceptable behavior by a Goldleaf member. He will document the coach's report and will communicate these to the association president and the BOD for further investigation.
- (f) He/she will receive any game reports and any reports of unsportsmanlike conduct or ejections from the assigned officials and will ensure that these reports are properly faxed or otherwise submitted to GHSA as required by them.
- (g) For his/her duties as assigning secretary, he/she will be paid one-half (1/2) of all collected game fees on all regular season game assignments. No game fees will be collected for any play-off games officiated by the association. (Game fees will be set by the BOD)
- (h) He shall maintain the necessary liaison with GHSA.
- (i) The "outgoing" Assigning Secretary, upon his resignation or replacement will serve on the BOD for one additional year as long as he remains a member in good standing.

Section 5: **Secretary-Treasurer:**

- (a) The Secretary-Treasurer shall send notices, preserve all records, have charge of all printing and publications ordered by the association and maintain an attendance record and official minutes at all meetings of the association or BOD.
- (b) He shall maintain a service record on each member including qualifications, officiating records and any other pertinent information as may be designated by the BOD. Such information shall be available to the BOD and such other persons as they might delegate.
- (c) For his duties as Secretary-Treasurer, he shall receive \$10.00 from each registered members dues.
- (d) Furnish GHSA with records, applications, renewals and etc. He will distribute all GHSA publications, insignias, etc.
- (e) He shall receive all applications for membership. He will furnish each applicant with all the necessary publications, including the Constitution and By-Laws.

- (f) The Secretary-Treasurer shall have charge of all monies paid to the association. All monies shall be maintained in a bank account in the name of the association which be approved by the BOD. All expenses and disbursement shall be authorized by the BOD. All checks will be signed by the Secretary-Treasurer.
- (g) He shall collect all monies which are due to the association.
- (h) He shall keep a record of monies that come into the association and all disbursements. Such records may be reviewed by any association member at the end of the year.
- (i) The “outgoing” Secretary-Treasurer, upon his resignation or replacement will serve on the BOD for one additional year as long as he remains a member in good standing.

Section 6: Training Officer:

- (a) The Training Officer(s) shall have the responsibility of working with the President and other BOD members to ensure that GHSA rules and mechanics are taught both in the classroom setting and in “on the field” situations.
- (b) The Training Officer(s) will observe as many Varsity and non-Varsity game situations as possible and evaluate the officials adherence to GHSA mechanics as well as proper enforcement of rules.
- (c) The Training Officer(s) will be compensated for his mileage incurred in this capacity as agreed upon by the BOD.
- (d) The Training Officer(s) will provide feedback to officials where necessary to improve the associations performance.
- (e) The Training Officer(s) will use the GHSA materials as a “lesson plan” for providing instruction to the membership.
- (f) The Training Officer(s) will review the GHSA evaluations and the associations evaluations to determine what further training is needed on an on-going basis.
- (g) The Training Officer(s) will be a Certified Official
- (h) The Training Officer(s) will assist the Scheduling Secretary in assigning officials for games by use of his evaluation of each officials proficiency.
- (i) The Training Officer(s) will be a voting member(s) of the BOD but will answer to the BOD in matters concerning the preparation and presentation of training and in his evaluation process.

**Article III
Membership**

Officials of the association are not employees of the association, but are contract workers.

Section 1: The membership shall be divided into three classes:

- (a) Certified Officials: Those officials who have served two years as a registered official and two years as an approved official as defined by the GHSA and otherwise meet the standards set by the GHSA for Certification.
- (b) Approved Officials: Those officials who have served two years as a registered official as defined by the GHSA and otherwise meet the standards set by the GHSA for Approval.

- (c) Registered Official: Those officials who are in their first or second year officiating or have not yet met the standards as set by the GHSA to be Approved.

Section 2: Any qualified applicant is eligible for membership provided he submits through the Secretary-Treasurer, a written application in the form prescribed by the BOD and submits proper fees (GHSA registration and local association dues).

Section 3: The membership year is July 1 of the current year to June 30 of the following year.

Section 4: The BOD shall establish a uniform dress code that conforms to the GHSA specifications.

- (a) Uniforms shall consist of prescribed pants, shirts and other approved items approved by both the GHSA and the associations BOD. All Uniforms should be neat, clean and present a professional appearance.
- (b) Mustaches and/or beards must be neat and closely cropped. Side-burns may not extend below the middle of the earlobe.
- (c) No male official shall be permitted to wear hair of a length that would be longer than the top of the ear and should not touch the collar in the rear. Hair must be neat and well groomed.
- (d) Shorts may be worn for non-varsity contests only if approved by the Referee of that particular game.

Article IV Discipline

Section 1: The conduct of an Official while in uniform shall be above reproach. He shall maintain a high respect for the uniform by refraining from abusive language, drinking, reckless driving and any other action that would tend to discredit the officials uniform and/or association.

Section 2: A high standard of ethics shall be maintained by refraining from criticizing or censuring fellow officials in public or elsewhere. There shall be no communication with the press concerning calls, coaches or plays.

Section 3: No member shall use tobacco of any type on the playing field; there shall be no smoking within the field enclosure.

Section 4: Officials must extend due courtesy to all persons involved in all contests; coaches, players, spectators and anyone else with whom an official has contact with.

Section 5: Any member found guilty of an infraction in this article or any conduct that would bring discredit to the association, shall be subject to appropriate sanctions by the BOD. The BOD may make a recommendation for reprimand; a fine, suspension, expulsion and other action as deemed appropriate and necessary by the BOD.

Section 6: Termination:

- (a) Non-payment of dues: Any member failing to pay dues within thirty (30) days after the prescribed date, shall be notified in writing by the Secretary-Treasurer at his known address. If the dues are not paid within ten (10) days from the date of the written notification, said membership automatically terminates. If a leave of absence (see subsection d) is not requested, that official will be considered a first year member upon return.
- (b) Non-attendance: The membership of any active member, except as provided in this article, who is absent from four (4) regular meetings of this association shall be automatically terminated, unless absence is excused by the BOD.
- (c) The membership of any member who ceases to be qualified for membership may be terminated by a two-thirds vote of the BOD. Said member shall be given at least ten (10) days notice in writing of such pending action and shall have the opportunity to submit a written appeal to the BOD. An official terminated may file a request for special consideration with the next meeting of the BOD and they will decide if the request is valid or invalid. The ruling rendered by the BOD will be considered “final”.
- (d) Leave of absence: Upon written application to the BOD, setting forth good and sufficient cause, leave of absence may be granted for a specified length of time by a majority vote of the BOD. Any member of the Goldleaf Officials Association who fails to request a leave of absence and who fails to pay his dues or is otherwise terminated from active membership in the association, will be deemed a first year member upon their return.

**Article V
Arbitration**

Should any dispute between any member or members and the association, or any officer or member of the BOD on any account whatsoever, and which cannot be satisfactorily settled under the procedure already provided for such purposes, the matters in difference shall be settled by the BOD.

**Article VI
Acceptance of the Objectives and Compliance with the Constitution and By-Laws**

A member by payment of his admission fee and dues thereby accepts the principles of this association as expressed in this Constitution and submits himself to and agrees to comply with and be bound by the Constitution and By-Laws of this association; and these conditions alone is entitled to the privileges of this association. No member shall be absolved from the observance of the Constitution and By-Laws.

**Article VII
Meetings**

Section 1: Meetings to discuss and interpret rules shall be held at times designated by the President, the BOD or by request of the voting members.

Section 2: A simple majority of the voting membership shall constitute a quorum at the regular Meetings.

Section 3: Regular meetings of the BOD shall be held prior to the general membership meeting. Special meetings of the BOD shall be called by the President or upon request of two members of the BOD.

Section 4: A majority of the Board members shall constitute a quorum of the Board.

Article VIII Voting

Any person that is a member of this association may vote on any question that is presented to the full body at each meeting.

Article IX Fee Schedules

Fee schedules are set by GHSA; however, the fees are to be disseminated by the method approved by the association. It may involve payment at the game site by the Referee or it may be required to be brought back to the Secretary Treasurer for disbursement. Assignment fees will be deducted from game fees in all cases before travel and fees are disbursed at game sites. Travel fees may also be set by GHSA or they may be included in the game fees. Travel fees will also be disseminated by the method approved by the association. They too may involve disbursement at the game site by the referee according to the established pay rate or they may be required to be brought back to the Secretary Treasurer for disbursement in accordance with the travel rates agreed upon by the association. In the event that GHSA discontinues setting the fee rate, the BOD will be authorized to set the fee rate and to negotiate with representatives of the various schools that we may serve. Exceptions and/or special situations may be negotiated by the BOD together with representatives of the schools we serve.

Article X Resolutions

No Resolution or motion to commit this association on any matter shall be considered by the association until it has been approved by the BOD.