

**CONSTITUTION  
DICKINSON ROUGHRIDER OFFICIALS ASSOCIATION**

**ARTICLE I - NAME**

The name of the organization shall be the Dickinson Roughrider Officials Association.

**ARTICLE II - PURPOSE**

The purpose of this association shall be to further the best interest of all interscholastic activities served by this association.

1. To unite into one professional organization all qualified officials in the Roughrider area.
2. To provide qualified officials to area schools for their athletic contests.
3. To promote uniform interpretation and administrations of the official ruler of all sports programs that this association sanctions for all officials.
4. To encourage proper training and assisting new officials to enter the officiating avocation.

**ARTICLE III - MEMBERSHIP**

Any person who desires to be an official and is a member of the North Dakota High School Officials Association (NDHSAA) may present their application to the executive secretary with the necessary fee. The Board of Directors shall act on each applicant.

**ARTICLE IV - OFFICERS/EXECUTIVE BOARD AND ELECTIONS**

**Section I**

1. The operation and management of the association shall be vested with the Executive Committee composed of seven people and the executive secretary as an ex-officio member. They are: Past President, President, President-Elect, Football Representative, Boys Basketball Representative, Girls Basketball Representative and one at large from the membership.
2. The board is responsible for the execution of the general policies and activities of the association. Any policies acted on by the board are final unless the membership requests a full membership meeting to vote on any issue.

**Section II – Nominations and Elections**

1. Any member in good standing with the Dickinson Roughrider Officials Association may nominate a candidate for office.
2. Each candidate shall be nominated at the annual spring business meeting. A candidate may be nominated by a member who is absent if he/she has three other members second the nominations in writing.
3. The election shall be at the annual spring meeting. A majority of those present and voting shall be considered a valid election. However, a majority of those present can request a closed ballot by mail of all members.
4. Each board member shall serve a term of three (3) years. The three representatives will serve a staggered term. The member-at-large shall be elected for a term of two (2) years. The President-Elect will serve a term of three (3) years as President-Elect, President and Past President.
5. No member may serve more than two (2) consecutive terms or six (6) years. He/She must vacate for a term of one (1) year before being considered for another term.

6. The newly elected officers will assume their duties after the annual spring meeting.
7. In the event of a vacancy during the term of an officer or board member, the Board of Directors may fill the vacancy by appointment or have the vacancy filled during the annual spring meeting of the election of board members.

#### **ARTICLE V - MEETINGS**

The Executive Secretary shall set up a schedule of meetings for the association. At least one (1) meeting shall be conducted during the fiscal year (July 1<sup>st</sup> – June 30<sup>th</sup>). The annual meeting shall be held in the spring.

1. The President shall have the authority to call at least five (5) special meetings.
2. For members to call a special meeting, at least five (5) or more members must make the request in writing to the President.
3. Four (4) members of the Executive Committee shall be considered a quorum and the majority vote of those present shall prevail.
4. At the annual meeting(s) a majority of those present and voting shall prevail.

#### **ARTICLE VI – VOTING PRIVILEGES**

Any person who is an official and is a member in good standing of the association shall have the privilege to vote. The President shall vote on all ties.

#### **ARTICLE VII – PARLIAMENTARY AUTHORITY**

Questions of procedure shall be decided according to Roberts Rules of Order.

#### **ARTICLE VIII – EXECUTIVE SECRETARY**

1. The Board of Directors shall hire the Executive Secretary and determine the annual salary.
2. The Executive Secretary shall be responsible to the Board of Directors and have the following responsibilities and authority.
  - a. Prepare an annual budget for the association.
  - b. Keep an accurate accounting of all funds for the association.
  - c. Solicit the area schools for games for the association.
  - d. Publish and mail schedules to the appropriate parties after approval by the Board of Directors.
  - e. Make decisions that are in the best interest of the association.

#### **ARTICLE IX – AMENDMENTS**

Any amendment to the constitution of this organization must be submitted to the Executive Secretary in writing thirty (30) days prior to the annual meeting. The change can be approved by a majority vote if 2/3 of the membership is present at the annual meeting. If 2/3 of the membership is not in attendance at the annual meeting, then the vote shall be by written ballot. The majority of the written ballots received shall then pass the amendment.

## **BY-LAWS**

### **ARTICLE I – AMENDMENTS**

By a majority of those present at the annual meeting.

### **ARTICLE II – MEMBERSHIP**

Each official must belong to the North Dakota High School Activities Association (NDHSAA) and also the Dickinson Roughrider Officials Association.

### **ARTICLE III – DUTIES OF OFFICERS**

#### **Section 1 - President**

- A. Preside over all meetings of the organization.
- B. Act as official representative when necessary.
- C. Appoint committees when necessary.
- D. Perform all such duties that pertain to the office of the President.

#### **Section II – President Elect**

- A. In the absence of the President, shall preside at all meetings.
- B. Perform other duties as assigned by the President.
- C. Prepare to become the new President for the following year.

#### **Section III – Past President**

- A. Perform all duties as assigned by the President or Board of Directors.
- B. Solicit candidates for positions on the Board of Directors.

### **ARTICLE IV – DUES**

Dues shall be set at the annual meeting by a majority vote of those present. Dues are due and payable by June 15<sup>th</sup> each year for present members. Dues are due for new members on or before the first scheduled game for each sport. There will be a \$10 penalty for dues that are late.

### **ARTICLE V – FISCAL YEAR**

The fiscal year shall be from July 1<sup>st</sup> to June 30<sup>th</sup>.

## ARTICLE VI – POLICIES AND REGULATIONS

1. All dates that an official is unable to take game assignments must be turned in to the Executive Secretary on or before the first fall rules clinic for fall sports, and on or before the winter rules clinic for winter sports.
2. Minimum game fees must be adhered to.
3. Game assignments are to be made by the DROA Board of Directors with the help of the Executive Secretary. Assignments are to be made according to school preference, evaluation, and experience.
4. Out of town officials shall be accepted only if a need exists. These officials will pay a fee of \$4.00 for each game assignment unless waived by the executive board.
5. If officials who do not live in Dickinson and would like to join the Dickinson Roughrider Official's Association, they would have to be approved by the executive board. The officials would pay the same fee as set forth by the dues schedule.
6. No official shall solicit games from schools or coaches that are solicited by the Association. If any official from the association violates this rule they are subject to dismissal.
7. Officials may be dropped from the Association by a majority vote of the Board of Directors. A hearing shall be granted to the dismissed official if requested before scheduling of the sport the official has been dropped from.
8. Any official unable to work a varsity level assignment must first get an "approved officials" list for the home school from the executive secretary. He must then contact the home school of the change.