

BELTLINE HOCKEY REFEREES ASSOCIATION BYLAWS SEPTEMBER 2001

ARTICLE I -NAME AND SCOPE

- A. The name of the association will be Beltline Hockey Referees Association (hereinafter referred to as the association).
- B. The scope of the Association is to provide quality officiating for MAHA District 3 and others that have need for our services.

ARTICLE II-MEETINGS

- A. Tri-annual general membership meetings of the association will be scheduled by the executive committee for spring, fall and mid-season.
 - 1. Suggested time periods are:
 - Spring Meeting held before April 30th
 - Fall Meeting held by first week in October
 - Mid-Season Meeting First week in January
 - 2. Order of business for Spring and Fall meetings
 - a. Call to order
 - b. Approval of minutes of previous meeting
 - c. Reports of Officers
 - d. Old Business
 - e. Election of Officers (Spring Meeting)
 - f. New Business
 - g. Adjournment
- B. The President may call special general membership meetings at any time. The President shall determine the order of business for any special meetings.
- C. In the event of a dispute regarding the transaction of business at any association meeting, Roberts Rules of order shall govern.

ARTICLE III-MEMBERSHIP

- A. Membership shall consist of members and associate members.
 - 1. A member is a person that has demonstrated to the classification committee and to the general membership, his/her qualifications as an active, working referee/official. Active is defined as having worked a season of games at the district (traveling) level.
 - 2. An associate member is a person attempting to demonstrate to the classification committee and to the general membership his/her qualifications as a working referee/official.
 - 3. All members and associate members shall successfully complete the USA Hockey Referees Examinations for the current season.

4. All members and associate members shall successfully meet the USA certification requirements to be eligible to officiate in the association.
5. For the purpose of these bylaws the term "referee" may be used interchangeably with "official." The usage of either term includes both referee and linesman.

ARTICLE IV- VOTING

- A. Voting privileges are granted only to active members.

ARTICLE V- OFFICERS AND THEIR DUTIES

A. Terms:

1. Each officer will be elected for a two-year term.
2. Starting at the 2001 Spring Meeting and each odd year thereafter, the positions of Secretary and Supervisor of Officials will be open for election.
3. Starting at the 2002 Spring Meeting and each even year thereafter, the positions of President, Assigning Secretary/Treasurer will be open for election.

B. President:

1. Shall preside over, and set the agenda for, all meetings of the Association.
2. Shall attend all hockey meetings pertaining to the Association.
3. Shall be co-negotiator for all contracts along with the assigning secretary with the advisement of the executive board.
4. Shall act on new business for the Association.
5. Shall, along with one other member, audit the financial records of the Association annually.
6. Shall assign members of the Association to the Audit, Classification, and Grievance committees and to any special committees deemed necessary.
7. Shall set the date of all meetings.

C. Treasurer:

1. Shall be accountable for all funds received and disbursed by the Association.
2. Shall send out all billings for services rendered to the appropriate hockey association based on information received from the assigning secretary.
3. Shall be responsible to pursue any account receivable.
4. Shall provide a report on the Association's financial status at the spring meeting.
5. Shall, as funds are available, send checks for services rendered to members and associate members.
6. Shall purchase all Association stationary supplies and postage.

D. Secretary:

1. Shall record and maintain the minutes of all meetings of the Association.
2. Shall maintain all records in a notebook/binder
3. Shall maintain a current roster of all active members and associate members to be submitted by the president to the assigning secretary.
4. Shall notify all members of Association meetings.
5. Shall turn over all records to his/her successor.

E. Assigning Secretary:

1. Shall assign games to all members and associate members based on their respective classifications.
2. Shall assign cutoff dates to all vouchers.
3. Shall be co-negotiator, along with the President, for all contracts with the advisement of the executive board.
4. Shall, when possible, handle all complaints in the assignment area; when necessary, such complaints shall be turned over to the president.

F. Supervisor of Officials:

1. Shall coordinate communication between Member District Associations and BHRA.
2. Shall be the Association's representative to Minnesota Hockey and USA Hockey.
3. Shall be the chairman of the Evaluation and Classification Committees.
4. Maintain records of required game reports for Match Penalties and Game Misconducts and report these penalties to the District Director/Administrator
5. Participate in required disciplinary hearings involving District 3 players.

G. Director of Official Development

1. Ensure the identification and development of younger officials toward higher levels of hockey officiating.
2. Manage the association's official evaluation program.
3. Provide support to Supervisor of Officials in his routine duties.

H. Members and Associate Members:

1. Shall be knowledgeable regarding, and enforcing, all USA Hockey, Minnesota Hockey, District rules and the rules of any league in which they are officiating.
2. Shall be responsible for covering all games assigned to them.
3. Members and associate members are considered independent contractors and not employees. The purpose of the Association is to act as a scheduling and coordinating body and under no circumstance to act as an employer.

ARTICLE VI – FEES

- A. An administration charge of 5% of total game fees will be deducted from each payment to a member or associate member.
- B. A scheduling fee may be assessed on games scheduled by the Association.
- C. Each member shall be assessed a \$20.00 (\$10.00 for associate members) as an annual membership fee.
- D. Administration fees will be determined by the amount of money left after all expenses are covered. Expenses shall include, but are not limited to, the following
 - Referee fees
 - Development camp fund
 - Evaluation fund
 - Operating expenses (postage, stationary, phone, meeting expenses, misc. expenses)
 - Summer outing
- E. The president shall receive 10% of the total fees collected annually.
- F. The Assigning Secretary shall receive 65% of the total fees collected annually.

- G. The Treasurer shall receive 15% of the total fees collected annually.
- H. The Secretary shall receive 2.5% of the total fees collected annually.
- I. The supervisor of Officials shall receive 5% of the total fees collected annually.
- J. The Director of Official Development shall receive 2.5% of the total fees collected annually.

ARTICLE VII – COMMITTEES

- A. Grievance Committee – The Grievance Committee shall consist of the President of the Association and two members – at-large. The president, in accordance with the existing grievance, shall appoint the members-at-large.
 - 1. Duties of the Grievance Committee:
 - a. Shall settle disputes among members and associate members of the association.
 - b. Shall administrate the appeals process.
 - 2. The Grievance Committee is an ad hoc committee, appointed from time to time to address a specific grievance.
 - 3. All grievances must be in writing and shall be considered closed if not received within 30 days following the year-end spring meeting.
- B. Evaluation and Classification Committee – The Evaluation and Classification Committee shall act to evaluate the qualifications and performance of the members and associate members of the association.
 - 1. The Supervisor of Officials shall chair the Evaluation and Classification Committee.
 - 2. The Supervisor of Officials shall select other evaluators from the members of the Association.

ARTICLE VIII – EXECUTIVE COMMITTEE

- A. The executive Committee shall consist of the President, Secretary, Assigning Secretary/Treasurer, Supervisor of Officials, and the Director of Official Development.
- B. The Executive Committee shall meet, as required, to address day-to-day operating questions that may arise between the regularly scheduled general membership meetings of the Association. This committee is authorized to act on behalf of the Association.
- C. The Executive Committee shall have the authority to declare an officer position vacant.
- D. The Assigning Secretary shall assume the duties of the President if he/she is unavailable.
- E. The President shall assume the duties of the assigning secretary if he/she is unavailable.
- F. The President shall assume the duties of the Supervisor of Officials if he/she is not available.
- G. The Executive Committee may elect to send one or more members each year to an official's development camp. Fees collected throughout the year shall provide financing.

ARTICLE IX – WORKING GAMES AND CONDUCT

Note: The guidelines listed in this article may be expanded or specifically modified by Association Policies.

- A. All members and associate members shall officiate games assigned to them by the association as their first priority. The assigning secretary may make exceptions to this requirement. For violation of this article, the member or associate member is subject to dismissal from the Association. The Executive Committee shall make the final decision on dismissal.
- B. Any conduct by a member or associate member that is detrimental to the Association shall be grounds for dismissal from the Association. The Executive Committee shall make the final decision on dismissal.
- C. After the season begins, district games officiated on a paid basis must be reported to the association for deduction of fees and must be charged for according to the association fee schedule.
- D. At the beginning of each season, the Association shall adopt an operating policy designating procedural rules that shall govern the operation of the Association. These rules may address, but are not limited to, game scheduling, official evaluations and classifications, fees, billing, and voucher, fines, and conduct.
- E. Association policies shall be adopted by a simple majority of the members attending a regularly scheduled meeting of the Association and may be revised at any subsequent meeting. Policies take effect immediately on adoption and remain in effect until changed, superseded, or deleted.

ARTICLE X – CLASSIFICATION OF OFFICIALS

- A. The classification Committee shall consist of the President, Assigning Secretary, Supervisor of Officials, Director of Official Development and two, or more, members-at-large of the Association.
- B. Each member who has worked the previous season will receive a level classification before the new season, based on his/her past performance.
- C. New members (associate members) will receive a level classification based on the results of pre-season scrimmage/game evaluations.
- D. Each member and/or associate member will be notified of his or her classification and suggestions for improvement necessary to receive a higher classification.
- E. Any official may be reclassified up OR down as determined by the classification committee. An official must be notified of the reason(s) for reclassification.
- F. Any member may ask to be critiqued for the purpose of reclassification.
- G. All members and associate members shall be critiqued by the end of the first week in January of each year.

ARTICLE XI – BYLAW CHANGES

- A. Any proposed changes in the Association Bylaws must be submitted, in writing, to the Executive Board thirty (30) days before a general membership meeting
- B. Any changes must be approved by a majority of the voting members present.
- C. Bylaw changes become effective, and in force, at the beginning of the season subsequent to the meeting at which the changes are approved. Fall meeting changes become effective immediately. Winter and Spring Meeting changes become effective at the beginning of the subsequent season.