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ADOPTED AND EFFECTIVE MARCH 18, 2004

BY-LAWS OF USATF-NJ OFFICIALS COMMITTEE

The organization shall be known as "The Officials Committee of USATF-NJ" and shall hereafter be referred to as the "Officials Committee."

OBJECTIVES

The objectives of the Officials Committee shall be:

- A. To serve as a standing committee of USATF-NJ.
- B. To promote, develop, encourage and improve officiating in the sport of track and field within USATF-NJ. (For purposes of this and all other references to the term "track and field", race walking, long distance running and cross country running shall be included therein.)

ARTICLE I

The Officials Committee shall:

- A. Certify, train, assign and generally supervise both the officiating and conduct of all officials within USATF-NJ, pursuant to and in accordance with the rules, regulations and procedures as may be adopted or amended from time to time by this or by the National Officials Committee.
- B. Establish a program for the accomplishment of its duties and responsibilities, including criteria for certification of officials.
- C. Develop and maintain a program of continuous training for all officials; such program to include clinics, examinations and on site exercises supervised by such National or Master level officials as may be designated by the Vice Chairman of Training.
- D. Evaluate and designate eligible candidates for all levels of certification.
- E. Maintain and submit all officials' credentials to the National Officials Committee as may be required.
- F. Maintain records of all Officials' certifications as may be required by USATF-NJ or the National Officials Committee, including all database information, years of service and meets officiated, and periodically update all such information as may be required or as requested by the National Officials Committee.
- G. Assign certified officials to USATF-NJ sponsored track and field meets and to any other meets requesting USATF-NJ officials to officiate therein.
- H. Obtain and distribute information and applications respecting officiating opportunities whether within or outside of USATF-NJ.

ARTICLE II
MEMBERSHIP

The members of the Officials Committee shall consist of:

A. Those officials who are members of USATF/NJ and are:

1. Certified as National, Master or Master Emeritus by this Officials Committee and approved by the National Officials Committee.
2. Certified as an Associate Official by this Officials Committee.
3. Non-certified officials who have declared an intent to obtain a certification from this Officials Committee; however, they shall be non-voting members of this committee until such time as their certifications have been obtained.

B. Those officials who are not members of USATF-NJ but who are authorized by the By-Laws of USATF-NJ to be certified by the Association's Officials Committee without such membership.

ARTICLE III
EXECUTIVE BOARD

The Executive Board shall include the five (5) officers and two at-large members of the Officials Committee.

A. Officers.

The officers shall be:

1. Chairperson and ~~Certification Officer~~
2. Vice-Chairperson of Training.
3. Vice-Chairperson of Assignments.
4. Vice-Chairperson of Awards.
5. Secretary - Treasurer.

B. At-Large Members

The two duly elected at-large members of the Officials Committee must have a Master Certification and shall be elected by majority vote of the members then present and voting, which vote shall take place at the same time and in the same manner as the voting for the officers' positions.

C. Authority

The Executive Board shall have full authority to:

1. Accomplish all those tasks as may be directed by motions duly passed by the Officials Committee;
2. Accomplish all those tasks as may be required by the Officers of the Officials Committee;
3. Take such action as may be necessary to act upon all matters as may be required between meetings of the Officials Committee.
4. Provide input to and reply to all correspondence from the National Officials Committee.

D. Meetings

Meetings shall be called by the Chairperson when deemed necessary. Written notice of all meetings shall be transmitted to all members of the Executive Board at least ten (10) days prior to any such meeting. At least two (2) meetings shall be held during each calendar year. During such meetings budget requirements, training, report of Officers, any other matters of topical relevance and any then existing emergent matters requiring the decision of the Executive Board shall be on the agenda.

E. Quorum

A majority of the then sitting members of the Executive Board shall constitute a quorum for the transaction of all proper business including, but not limited to, passing of all motions presented for a vote.

F. Voting

Each member of the Executive Board shall have one (1) vote. A majority vote of those members present and voting shall be required to pass any motion or any other matter for which a vote of the Executive Board members is required. There shall be no proxy voting. Only those members in attendance at the meeting where a vote is to be taken shall have the right to vote.

G. Terms

Each Executive Board member shall serve for a term of two (2) years, shall not serve more than two consecutive terms in the same office and shall not hold more than one office at the same time; however, the consecutive term limit for any office or Board position may be waived by majority vote of the membership at the election meeting.

ARTICLE IV
DUTIES OF OFFICERS

A. Chairperson

The Chairperson shall:

1. Prepare agendas for and act as Chairperson of all meetings of both the Officials Committee and Executive Board..
2. Coordinate and supervise activities of the Officials Committee to assure compliance with the provisions of these By-laws.
3. Establish and maintain communication with the President and Sport Committee Chairpersons of USATF-NJ, Officers and members of the Officials Committee and members of the Executive Board..
4. Attend Quarterly meetings of USATF-NJ and present the Officials Committee report at such meetings.
5. Establish and maintain communication with the National Officials Committee Officers and Sub-committee Chairpersons.
6. Distribute all information provided by the National Officials and Rules Committees to members of the Officials Committee as may pertain to or affect the members of this committee.
7. Appoint Special and Ad Hoc committees as may be necessary to accomplish the business and purposes of this Committee.

F. ~~§. Serve as~~ ^{The} Certification Chair, ^{shall} with the following duties:

- a. Award Associate Certifications to individuals seeking membership in the Officials Committee in such event disciplines as they desire, who:
 - 1) Officiate at a minimum of seven (7) assignments (an "assignment" is defined as one (1) day of a meet) in a twelve (12) month calendar period. Qualifying meets shall be IAAF; USATF; NCAA; and National Federation of High School league, county or state championships only.
 - 2) Attend a USATF rules clinic in such disciplines in which they seek certification.
 - 3) Pass the Association level national rules examination with a grade of 80% or better.
 - A) Event discipline certification requires:
 - Successful completion of the rules clinic;
 - Officiating at three (3) meets in each of such disciplines in which certification

is desired, one of which must be a USATF meet; and
Receiving a favorable evaluation from a USATF National or Master Official
who acted as either head official or referee of the event.

NOTE: Requirement 1) above may be waived by the Certification Chair.

- b. Recommend to the National Certification Chair, upon majority vote of the Executive Committee, to award National certification to those Association level officials who:
- 1) Have served one (1) year at the Association level.
 - 2) Officiate at a minimum of twenty (20) assignments in a twenty-four (24) month period. "Assignments" and "meets" as are defined above.
 - 3) Attend a USATF rules clinic in each of such disciplines in which they seek certification during that twenty-four (24) month period.
 - 4) Pass the National level national rules examination with a grade of 85% or better.
 - A) Event discipline certification requires:
 - Successful completion of 1) and 3) above;
 - Working four (4) meets in each such discipline in which certification is desired, one of which must be a USATF meet;
 - Receiving a favorable evaluation from a USATF National or Master Official who acted as either head official or referee of the event;
 - Demonstrate the ability to lead each event at the Association level;
 - Demonstrate the ability to officiate each event at the National level.
- c. Recommend to the National Certification Chair, with the majority vote of the Executive Committee, to award Master certification to those National level officials who:
- 1) Have served at least three (3) years at the National level.
 - 2) Officiate at a minimum of thirty (30) assignments in a thirty-six (36) month period. "Assignments" and "meets" as are defined above.
 - 3) Attend a USATF rules clinic in each of such disciplines in which they seek certification during that thirty-six (36) month period.
 - 4) Pass the Master level national rules examination with a grade of 85% or better.
 - A) Event discipline certification requires:
 - Successful completion of 1) and 3) above;
 - Working six (6) meets in each such discipline in which certification is desired, two (2) of which must be USATF meets;
 - Working as lead official at least twice in each event discipline in which certification is desired;
 - Receiving a favorable evaluation from a USATF Master official who acted either as head official or referee of the event worked;
 - Demonstrate the ability to lead such events at the National level;
 - Demonstrate the mastery of such events by presenting an officiating clinic in each.

NOTE: The Certification Chair, with the majority vote of the Executive Committee, may waive requirement 1) above.

- d. Award Master Emeritus Certifications to those Officials, who have served for a period of ten (10) years and who have retire from officiating, but wish to maintain their membership in the Officials Committee.
 - e. Recommend to the National Certification Chair, with the majority vote of the Executive Committee, at the beginning of each Olympiad, the reduction in rank of National or Master level officials who have not maintained their skills in each such discipline at the level in which they are certified.
9. Attend National Conventions as the Officials Committee representative and Certification Officer.
 10. Be an ex-officio member of all subcommittees of the Officials Committee.
 11. Appoint officers to such vacant positions as may occur from time to time, subject to the approval, by majority vote, of the Executive Board.
 12. Obtain and disseminate applications and documentation relating to officiating opportunities to all interested Officials Committee members.
 13. Arrange for procurement and dissemination of current rule books and any amendments thereto.

B. Vice Chairman of Training.

The Vice Chairman of Training shall:

1. With the majority approval of the Executive Board, establish criteria for all training programs to be conducted by the Officials Committee.
2. Arrange for written examinations of officials as may be required by these By-Laws or those of the National Committee.
3. Conduct at least one in depth and comprehensive Track and Field clinic (which may be in one or more sessions) respecting USATF, NCAA, IAAF and National High School Federation rules.
4. Make recommendations to the Certification Officer regarding those officials who deserve certification upgrades.
5. Perform the duties of the Chairperson in his absence.

6. Maintain a record of the participation, proficiency and specialties of all officials.

C. Vice Chairman of Assignments.

The Vice Chairman of Assignments shall:

1. Establish and maintain communication with the Sports Committees and the Office of USATF-NJ and obtain dates, sites and times of any USATF sanctioned or collegiate events requiring officials.
2. Maintain a current list of all certified officials, whether active or inactive, with their areas of specialty, if any.
3. Provide officials with dates, sites and times of any USATF sanctioned or collegiate events and solicit those dates of their desired participation.
4. Assign officials to meets at which they have indicated a desire to participate.
5. Maintain a database or other record of all officials' participation in USATF-NJ events.

D. Vice Chairman of Awards

The Vice Chairman of Awards shall:

1. Maintain a current list of officials and the accomplishments of each.
2. Make recommendations for awards as he may deem appropriate or as may be requested by the Executive Board from time to time.
3. Recommend the establishment of new awards and criteria therefor.
4. Coordinate award requirements with the Executive Board, procure and arrange for the presentation or distribution thereof.
5. Conduct, coordinate and determine, in the manner authorized by the Executive Board, the recipient, if any, of the William Reid Award and, if such award is to be presented in any particular year, coordinate its presentation at a USATF-NJ annual event..

E. Secretary - Treasurer

The Secretary - Treasurer shall:

1. Record and maintain all minutes of all Officials Committee and Executive Board meetings.
2. Maintain a current and continually updated list of all members of the Officials Committee and supply such list to the Chairperson and all Vice Chairmen at least semi-annually.
3. Maintain all Officials Committee records, By- Laws, special rules of order, resolutions, standing rules and amendments thereto and transmit all such documents to his successor.
4. With the approval of the Executive Board, transmit the proposed annual budget of the Officials Committee to USATF-NJ for its review and consideration.
5. Maintain an accurate accounting of budget expenditures of the Officials Committee.
6. Perform such other duties normally associated with the offices both of secretary and of treasurer.

ARTICLE V ELECTIONS

- A. Elections for Executive Board members shall be conducted by secret ballot during the election meeting of each even numbered year.
- B. The Chairperson shall, at least sixty (60) days prior to any election, appoint a nominating committee which committee shall present a recommended slate of Board members to the membership at the election meeting.
- C. Nominations from the floor for any position shall be accepted if properly seconded.
- D. There shall be no proxy voting and only those members present at any election meeting shall be able to cast a vote for any position.
- E. A majority vote shall be required to determine the successful candidate for each contested position.
- F. All terms of office shall commence as of July 1 of each election year.

ARTICLE VI MEETINGS

A. Officials Committee Meetings

1. Regular meetings shall be held at least two (2) times during each calendar year.
2. Members shall be notified at least ten (10) days prior to each regular meeting.
3. All business then pending and pertaining to the Officials Committee shall be conducted at each such regular meeting.
4. A quorum for the transaction of any business at a regular meeting shall be ten (10) members, two (2) of whom must be members of the Executive Board; however, any matters which do not require the vote of the Committee, such as reports and the like, may be discussed without a quorum being present, at the option of the Chair of such meeting.
5. An eligible member shall be entitled to cast one (1) vote and must be present in order to cast a vote. No proxy voting shall be permitted.
6. Informal voting procedures, such as a count by show of hands, shall be sufficient for all votes except votes cast for elections or when otherwise specifically directed by the Chair of the meeting where the vote is to be taken. When there is only one candidate for any position for which an election is required, the Chair may direct the Secretary to cast one vote for the election of the candidate to such position.

B. Executive Board Meetings

All Executive Board meetings shall be governed by the provisions of Article III.

C. Special Meetings

1. Special meetings of the Officials Committee may be called by the Chairperson or by a majority of the Executive Board.
2. Notice of any Special meeting shall be transmitted to each member at least ten (10) days prior to such meeting.
3. Only such business for which the Special meeting has been called shall be conducted at such meeting.

D. Rules of Order

Except when in conflict with these by-laws or the rules of order of the National Committee, Robert's Rules of Order shall be followed as the general rules of order at all meetings.

E. Order of Business

The Agenda for all meetings, unless otherwise specifically directed by the Chair at such meeting or changed by a proper and legal vote of the members at such meeting, shall be:

1. Call to Order
2. Roll Call of members or sign-in by each member present.
3. Presentation and approval of the Secretary's minutes.
4. Elections
5. Officers reports.
6. Subcommittee Chair reports.
7. Old Business
8. New Business
9. Adjourn

ARTICLE VII AMENDMENTS

A. Amendments to these By-laws may be made at any meeting of the Officials Committee, as follows;

1. Any proposed amendment shall be submitted to the members with the notice of the meeting at which such amendment or amendments are to be voted upon.
2. If the vote is to be held at a regular meeting, ten (10) days notice shall be given.
3. If the vote is to be held at a special meeting for that purpose, fifteen (15) days notice shall be given, the provisions of Article VI C.2. notwithstanding.

B. Any proposed amendments shall be first submitted to the Executive Board at least thirty (30) days prior to any meeting at which they are to be considered by the Executive Board for review, approval, refining and submission to the members.

C. Amendments may be proposed by the Chairperson, the Executive Board or by a petition signed by at least ten (10) members of the Officials Committee.

ARTICLE VIII AUTHORITY AND SAVINGS CLAUSE

As an administrative committee of USATF-NJ, the Officials Committee is and shall be subject to the By-Laws of USATF-NJ and the By-Laws of USATF and the By-Laws of the National Officials Committee as they may be codified from time to time.

Failure of literal compliance with the provisions of the By-Laws or in respect of errors in dates or times of notices or their sending or receiving or errors in grammar of notices or other documents which, in the judgment of the members at such meetings, do not cause irreparable harm to or deny any rights to the members shall not serve to invalidate the actions or votes or proceedings of the members at any such meetings, which actions, votes and proceedings shall be then specifically saved.