

2022-2023 Charter/Legacy Association Guidelines



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The Mission of the
Minnesota State High School League
*is to provide educational opportunities for students
through interscholastic athletic and fine arts programs
and provides leadership and support for member schools*

Welcome to the 2022-2023 school year! The following information will serve as a reference throughout the year for League policy and your responsibilities as a Charter/Legacy association. Thank you for the service that you provide to MSHSL member schools and MSHSL officials.



2022-2023 MSHSL Preseason Meetings

League Office or Virtually via Zoom, Brooklyn Center, Minnesota
Attended by Rules Coordinators & Charter Clinicians

Activity	Month/Year	Meeting Time
Baseball/Softball	February 2023	12:30pm-3:30pm
Basketball	October 2022	12:30pm-3:30pm
Football	July 2022	12:30pm-3:30pm
Gymnastics, Girls	October 2022	12:30pm-3:30pm
Hockey	October 2022	12:30pm-3:30pm
Soccer	July 2022	12:30pm-3:30pm
Volleyball, Girls	July 2022	12:30pm-3:30pm
Wrestling	October 2022	12:30pm-3:30pm



Application for MSHSL State Tournament Assignments

The League Office provides eligible officials with the opportunity to provide a description of your qualifications as a potential state tournament official/crew. Through this avenue, it is hoped that all interested officials can be included in the evaluation and selection process.

- Officials must be in good standing with the League and their affiliates, including the requirements for registration, testing, completion of rules meetings/exam, background check, working a schedule of contests, concussion training, clinic attendance (if applicable), any additional eligibility tier requirements by sport and the Code of Sport Ethics For Officials.
- Whenever possible, officials who have been selected for three consecutive years will not be selected. Officials are selected to represent the geographical areas where teams in that activity are located and the statewide constituency of officials in that activity.
- The roster of state tournament officials may include officials who have been selected for previous state tournaments or new officials assigned for the first time.
- Your schedule should include a minimum of ten (10) high school contests for that season. Exception: football, dance team, and adapted sports where the minimum requirement is seven (7) contests for that season.
- In order to qualify for state tournament selection, officials must have their schedules entered on the Officials/Judges Schedule Form located on the Arbiter Central Hub page.
- Officials who work in a state tournament must complete all requirements under the State Tournament Eligibility Tier.
- Reciprocity officials are not eligible for state tournament assignments.

Tournament Eligibility Tier

- State Tournament Tier eligible officials who wish to be considered for assignments for MSHSL State Tournaments must complete the emailed form that is sent from the League office to be considered.
- To be eligible for the state tournament, officials must enter their schedule online.
- The roster of state tournament officials includes officials who have been selected for previous state tournaments and new officials assigned for the first time; any officials who complete the state tournament eligibility tier will be considered.
- If you are applying to soccer, hockey, or basketball, you will be able to indicate boys/girls or either for the tournaments.

State Tournament Policy for Officials Who Live or Officiate Out-of-State

In order to apply to work in any MSHSL State Tournament, officials must be fully eligible in Minnesota; pay the full registration fee, attend a training clinic (if applicable), watch the online rules module, complete a background check, complete the concussion module, and pass the rules test. In addition, to qualify for the state tournament officials must work the minimum number of required games in Minnesota – ten (10) except for football, dance team, and adapted sports, where the requirement is seven (7). Officials who pay the \$15.00 fee for reciprocity in Minnesota are not eligible to work in the Section or State Tournament.

<u>Fall Activities/Deadline</u>	<u>Winter Activities/Deadline</u>	<u>Spring Activities/Deadline</u>
Application Form emailed from MSHSL approximately mid-September.	Application Form emailed from MSHSL approximately late December.	Application Form emailed from MSHSL approximately late April.
Football	Basketball, Boys	Baseball, Boys
Soccer, Adapted	Basketball, Girls	Lacrosse, Boys
Soccer, Girls & Boys	Dance Team	Lacrosse, Girls
Swimming & Diving, Girls	Gymnastics, Girls	Softball, Adapted
Volleyball, Girls	Hockey, Adapted	Softball, Girls
	Hockey, Boys	Track & Field, Girls & Boys
	Hockey, Girls	
	Swimming & Diving, Boys	
	Wrestling	



Selection of Officials for Section Tournaments

The Policies listed below apply to: Football, Soccer, Volleyball, Basketball, Hockey, Baseball and Softball:

Reciprocity officials are ineligible to work post-season contests.

1. Officials may not work more than three consecutive years in the same section tournament, at the semifinal or final level. Each class and each gender are considered to be different sections.
1. Officials may not work a Section Championship game in consecutive years in the same section tournament. Each class and each gender are considered to be different sections. *
2. At the end of each season, each section must report the game officials to the MSHSL office via Google Sheets and indicate the name of each official who worked in the section tournament for the semifinal and final rounds. This information will be tracked by the League office.

*Serving as an alternate/bench/4th official is not included when calculating the number of consecutive years.

Policies listed below apply to all sports:

1. All officials who work at any level in a section tournament must have worked the minimum number of events in Minnesota as indicated below, during the year prior to working in the section tournament: (these are the same numbers as required to work the state tournament)*

Football, Dance Team, and Adapted Sports: 7
All Other Activities: 10
2. Any official who works a section event in Minnesota must be **fully eligible (completion of Section Tournament Tier requirements) in Minnesota (not reciprocity)** and meet the above game requirement in Minnesota.
3. If extenuating circumstances create the need to hire an official who does not meet the above requirements, a waiver requesting an exception from these requirements may be filed with the MSHSL office.
4. Officials who complete the Section or State Tournament Eligibility Tier requirements are eligible to officiate any section event.

* Section-Eligible Lists are provided to assignors via the Region Secretaries.



MSHSL Charter/Legacy Association Program

Level One: Charter Association -- Requirements:

Must Do:

Indicate intent to meet Charter requirements.

- Identify a contact person for your association who will be reliable to handle communication from the MSHSL office
- Identify the assignment secretary and a Charter Clinician for each sport that you cover
- Charter Clinician or another representative attends the MSHSL Charter Clinicians meeting for each sport - when held. See schedule on **page 3** of Charter/Legacy Association Manual
- Hold an association meeting prior to the start of the season for association members:
 - Review rule changes
 - Training on officiating mechanics for your sport
 - Conduct Association business
 - This may be done in one or more meetings
- Provide the MSHSL with the date and site of your meeting and a record of attendance
- Teach, discuss, and enforce the MSHSL Code of Ethics for Officials
- Recruit new officials through individuals or the Association as a whole
- Provide basic training for new officials
- Assist new officials in getting connected and registered
- Assist new officials in obtaining game assignments at the appropriate level
- Responsible for verifying the eligibility of officials in your Association. Need to ensure that officials you assign to games/contests have completed the requirements for the appropriate eligibility tier(s)
- Be available to assist schools with a Student Official's program, and/or provide rules meetings for athletes and/or parents, while taking advantage of this opportunity to recruit officials

Benefits:

- Opportunity to recommend officials for State Tournaments
- Listed on MSHSL web site in the Directory of Officials Associations, along with contact information
- MSHSL will conduct meetings for Charter Clinicians for your sport(s)
- Invited to attend other training programs for Association Leaders
- Receive updated communication from the MSHSL regarding issues specific to the sports that you cover
- Opportunity to provide input to the MSHSL regarding officiating issues
- Opportunity to nominate members to serve on the Officials Advisory Committee
- Opportunity to nominate officials for Distinguished Service Awards
- Eligible for the MSHSL Awards Program for Associations
- MSHSL provides curriculum, training materials and training for trainers/association leaders
- MSHSL will assist in the promotion and recruitment of officials as described on **page 10** of the Charter/Legacy Association Guidelines.

Level Two: Legacy Association -- Requirements:

Must do:

- Complete all requirements for the Charter Association level as stated above
- Develop a recruiting goal for new, female and officials of color
- Develop and implement a mentoring program
- Develop a system to observe newer officials to assist them in their development
- Develop and maintain Bylaws for your Association – filed with MSHSL

Optional – Must do at least four (4) from the following:

- Study the viability of expanding your association or develop a “satellite” Association or “Branch Office.” Decide whether this is feasible and develop a plan for implementation
- Advertise on Craig’s list, other social media, or use other creative means to recruit officials.
- Create and use additional training resources with your officials (Video, Power Points, Webinars, etc.)
- Connect with local colleges and universities to recruit new officials and/or connect with local schools to speak to teams and/or parents
- Implement a “re-cycling” program to assist in providing equipment for new officials – if appropriate for the sports that you sponsor
- Provide mentors for the MSHSL mentoring program (used for officials not in your association)
- Assist with new-non-sport specific training program, as needed
- Participate in Officiating Recruitment Forums or Officiating Expos

Benefits:

- All benefits listed for the Charter Association level
- Labeled as a Legacy Association
- Name on scoreboard and/or ribbon boards at State Tournaments (where possible), provided all requirements are met
- Name listed in MSHSL Connect or other publications
- MSHSL will provide MSHSL representatives for training or meetings (when requested)
- MSHSL will provide forms and training for observation program
- Training opportunities for Assignors and Association Leaders (meetings/webinars)



Questions from Associations about the Charter/Legacy Program

- Question 1:** Will the League provide travel expenses for our charter clinician when she/he attends the pre-season meeting with MSHSL Rules Coordinators?
- Answer:** Yes, the charter clinician will be reimbursed for mileage and meals as provided for League committees if a meeting is held in the League Office.
- Question 2:** Will the League continue to conduct statewide rules meetings/modules for coaches and officials?
- Answer:** Yes, MSHSL Rules Interpretation Meetings/Modules will be conducted online for coaches and officials to provide information about new rules and interpretations for the season. The charter clinician meetings are designed specifically for officials and will focus on information for officials and the overall improvement of officiating in that activity. These meetings would be in addition to the online rules' modules produced by the League.
- Question 3:** If our association has members registered in three activities, could we apply for three (3) charters?
- Answer:** Yes, a charter will be issued in each activity in which your association wishes to participate. The same is true in regard to be a Legacy Association. You can choose that level in one sport or multiple sports.
- Question 4:** Is there a fee involved to apply or receive a Charter from the League?
- Answer:** No.
- Question 5:** Is there a minimum size requirement for associations to be involved with the Charter/Legacy program?
- Answer:** While no specific membership requirement has been stipulated, the charter clinician should represent a group of officials who meet together in their area. As the program develops, it will be expected that a charter clinician represents an organized association with a constitution, membership list, a schedule of association meetings and membership requirements.
- We recognize that officials in some areas of the state are spread across a geographical area and have not formally organized an association. Authorization to represent officials in a geographical area of the state with no other association nearby will be handled by the League Office on a case by case basis.
- Question 6:** When will the Meetings of MSHSL Rules Coordinators and Association Charter Clinicians be held?
- Answer:** The meeting will be held at the League Office or virtually (see page 3 for dates/times). Meetings will be held every two (2) years minimally.
- | | |
|--------------------|---|
| July/August: | Fall activities of football, volleyball, girls; soccer |
| September/October: | Winter activities of basketball; wrestling; gymnastics, girls; hockey |
| January/February: | Spring activities of softball, girls; baseball |
- Question 7:** Who can be a charter clinician for our association?
- Answer:** Your association will determine who will serve as your charter clinician. This individual will be your primary contact in that activity with the League Office and will be responsible for organizing the charter activities. The charter clinician should be capable of conducting meetings, distributing information, and discussing rule interpretations.

Question 8: Is our association required to participate in this program?

Answer: That is a decision for you and your members to decide. If you choose to participate, your association will be listed in the Directory of Charter/Legacy Officials Associations posted on the League website. Unchartered official's associations will not be listed. Charter/Legacy associations also have the opportunity to recommend members for state tournament assignments.

Question 9: Will our association apply for a Charter/Legacy Association on an annual basis?

Answer: Your association can annually determine if it wishes to participate in a charter. If it wishes to withdraw it can notify the League office. The League may discontinue a charter when an association fails to meet the standards of the charter.

Question 10: What will we discuss at our charter meeting?

Answer: The business of your association plus information provided by the League office.



In Summary

- Through the network of charter clinicians, we can mutually work to improve the quality of officials and increase the number of new, female and officials of color.
- Information from the activities of charter associations can be shared to respond to public inquiries about the training available to officials in Minnesota.
- The charter program is flexible and expands and changes as we meet the challenge of each new year. It will be limited only by our imagination and commitment.
- New officials will have information about associations and their activities designed to assist and support their members.

Why this program?

- The League believes positive change can occur when we work together. We are inviting all officials associations to join in discussions regarding the officiating program in your specific sport(s).
- The League also needs the assistance of the charter associations in the training of officials. We need your association to participate in developing the strategies for improving officiating in Minnesota.
- One thing is clear: we must continue to take positive steps to bring new officials into our program. We must support today's veteran officials in a world which continues to challenge those who administer rules.
- We must mentor and support the new official. We need to work together to ensure that all individuals are treated with dignity and respect and that includes the official.
- There will be questions, obstacles, and risks as we move ahead. If we are to successfully meet the future needs of high school activities and their officials, let's risk finding the solutions together!



2022-2023 Strategies to Recruit Prospective Officials

1. Permanent lower fees for first- and second-year officials.
2. Memo to all charter associations to address recruiting potential officials at their local level.
3. Letter to all high school ADs/principals to make a concerted effort to assist in the recruiting of officials; finding ways to show appreciation to officials and displaying the MSHSL recruiting poster in their physical education and athletic departments,
4. Send an article to all print media addressing the need for officials and the League's efforts to recruit new officials.
5. Public service announcements and a recruitment article is sent to all electronic media in the state (i.e. radio and television).
6. Send mailing to statewide colleges, universities, and community/junior colleges with a MSHSL Officials poster, registration information, a request to disseminate information to interested parties and their sports information programs. Contact persons are the schools' athletic directors, physical education chairpersons and intramural directors.
7. All charter associations are encouraged to speak at a school in their local area for their respective sport to explain rules and encourage athletes to become officials.
9. Officials' associations are encouraged to contact local schools to have an official present at a local school's career event.
11. Provide articles in the MSHSL publications, recognizing officials, information about officiating and features on local official's associations.
12. Personal contact with local associations to emphasize recruiting.
13. MSHSL officials' department may contact each charter annually to assist in recruiting, retaining, training, mentoring and becoming a Legacy Association.
14. Providing sports officiating curriculum and other training materials to high schools, colleges and other entities who train officials.
15. Provide information on the League web site for new officials.
16. Continue the recognition program for officials to acknowledge years of service to MSHSL member schools.
17. Officials Awards Program
 - Association of Excellence Award (awarded biennially)
 - Citation Award (awarded biennially)
 - Distinguished Service Award (awarded annually)
18. Talk about and promote officiating at every available opportunity including area meetings.
19. PA announcements and messages on scoreboards at state tournaments to recruit new officials.

20. Information tables available at state tournaments when feasible.
21. Information to ADs for game programs and PA announcements.
22. Programs to assist in the retention of officials.
23. Thank a Ref Campaign
24. MSHSL Officiating Recruitment Forum
25. MN Amateur Sports Commission Officiating Expo



Media Memo

To: All Media

Subject: **MEMO FOR DISTRIBUTION AND/OR GAME PROGRAM INSERTION**

Date: August 2022

The Minnesota State High School League (MSHSL), is actively seeking interested individuals with an athletic background to become MSHSL-registered athletic officials. MSHSL presently registers officials in eighteen (18) different sports and sponsors-MSHSL state championships for its member public and private schools. With over 200,000 students participating in athletics annually, the need for qualified individuals to officiate these programs is vital.

Annually, the MSHSL registers approximately 6,200 athletic officials in eighteen (18) activities. While this is a large number of officials due to the growth of programs, schools continue to face a greater need for officials, depending on the activity and area of the state.

To be part of the action, any individual who is a high school graduate or 18 years of age or older is encouraged to get involved by going to www.mshsl.org and click on the Who Are You? button, then click on Sports Officials, then Sports Officials Overview or by contacting the MSHSL Office, 2100 Freeway Boulevard, Brooklyn Center, MN 55430-1735, 763-560-2262. Women and candidates of color are especially encouraged to apply. Officials are needed for varsity competitions and also for JV, b-squad, and other lower-level contests.

Code of Conduct

As a representative of the Minnesota State High School League, we are asking you to reinforce with coaches and officials the type of conduct expected at MSHSL events. Please review the Code of Conduct for Officials in the MSHSL Manual for Athletic Officials.



Expense Allowances

Ad Hoc Committees, Advisory Groups & State/Regional Coordinators

Expense allowances for all persons serving on ad hoc committees, advisory groups and rules coordinators authorized by the MSHSL Board of Directors shall be as follows:

Mileage - Will be paid at the current IRS rate (set annually in January) per mile (rate subject to change).

Lodging - Actual reasonable lodging costs will be paid for committee members who incur expenses:

1. If the required committee meeting begins prior to 10:00 a.m. and if the meeting site is more than 100 miles one way; or,
2. If a committee member is required to leave home more than two (2) hours before the scheduled start of a meeting; or,
3. If the required attendance at the activity continues beyond 10:30 p.m. and committee members live more than 35 miles, one way, from the activity site; or,
4. If a meeting is a two-day meeting and the committee member lives more than 35 miles one way from the meeting site.

In all instances, a lodging receipt is required.

Meals - Reimbursement for meals will be provided for persons whose meeting site is more than 35 miles from their home provided that:

1. Breakfast will be allowed if the committee member must leave home before 6:00 a.m. to attend the meeting.
2. Lunch, if not provided by the MSHSL, will be approved.
3. Dinner will be approved following the meeting if the committee member arrives home after 7:00 p.m.

Meal Allowances (includes tax and gratuity) must be actual expenses and may not exceed:

Breakfast - \$9.00 Lunch - \$11.00 Dinner - \$16.00

If a committee member is entitled to two or more consecutive meals, the member may combine the total of the allowable meals, but the total meal expense may not exceed the combined total of the individual meal costs; (i.e., Breakfast \$9.00 & Lunch \$11.00 -- \$20.00; Lunch \$11.00 & Dinner \$16.00 -- \$27.00; Breakfast \$9.00, Lunch \$11.00, Dinner \$16.00 -- \$36.00).

***All expenses must be submitted by July 15th of the fiscal year incurred. Reimbursement requests submitted after this date will be denied.**



Starting an Official's Organization

In the United States, sport officials' organizations are found in many forms with a variety of structures. For example, there are:

- Local sport specific official's organizations
- State sport specific official's organizations
- Local multi-sport official's organizations
- Local area/regional officials councils
- State officials multi-sport councils
- State athletic/activities association official's programs

Trained/certified officials are referred to as officials specifically trained to officiate the specific rules used in the program.

This information is not a recommendation for any specific structure, but an attempt to present information which will be of benefit to those interested in the formation of an organization.



General Approach to Starting a Local Sport Specific Official's Organization

1. Assess Need and Support
 - a. Is there an organized officials' group in the area already servicing the program? Avoid encroaching on another group's territory.
 - b. Check with the athletic directors/administrators of the area athletic programs to ascertain their support. If you organize such a group, will they utilize your officials? If possible, gain their support in requiring the use of your trained/certified officials.
2. Meet with other officials/potential officials interested in starting a local organization.

YOU NEED ONLY A FEW GOOD WORKERS.

 - a. Appoint a chairperson, secretary and treasurer.
 - b. Discuss how you plan to proceed and involve each member of your group in the work.

You will need to:

 - Set up a program for the training and testing of officials.
 - If you do not have an experienced official in your group, secure the services of an experienced official(s) from another area.
 - Secure facilities for theoretical work, such as the teaching of the game rules and discussions on the techniques of officiating. You may need 4-5 sessions (approximately 2 hours each) for this.
 - Secure facilities for giving practical work for your new officials in actual officiating contests.
 - Secure National Federation rules books and other printed materials that might help in the training process.
 - Secure a theoretical written exam to give the new recruits after you have taught them the game rules. The national Federation Interscholastic Sports Officials' Examinations may be secured through your state high school athletic/activities association office or they may direct you to the National Federation office. Minnesota requires all varsity officials take this exam(s).
 - Prepare some form of a practical test for your officials who pass the written exam. Some people do well on a written test but do not apply their knowledge well in a practical situation, therefore, they become poor officials. Testing your officials in as near a real contest situation as possible is an excellent means of a practical evaluation.
3. Publicize the Officials' Training Clinics well in advance.
 - a. Advertising medias:
 - 1) Local newspaper in the sports section.
 - 2) Social Media blasts
 - 3) Announcements to local sports clubs, sporting events, etc.
 - b. Give as much information as possible and give a phone number of who to call for more information. Be sure to include times, dates, clinic fees, age necessary (if there is such a requirement), mention education if you are only taking high school graduates. (Some people are under the erroneous idea that you must be a college graduate to officiate and therefore do not apply.)
4. Set a fee for the clinic. This serves three purposes:
 - a. Provides money for the organization's use.
 - b. Off-sets the expenses for the clinic.
 - c. Gives the impression that the clinic is worthwhile and only the serious-minded need apply. When clinics such as these are given for free, there is a tendency for many people committing to attend and later dropping out. Unfortunately, time is limited, particularly when running the practical part of the clinic, therefore, the time would be best spent with a few serious-minded candidates.
5. Set standards for the written and practical test in advance so that candidates know what to expect.
6. Develop a Constitution for the organization (sample available from NFIOA or NASO). It can be a very simple one which can be improved as the organization needs develop).
7. Develop a procedure/policy for the assignment of officials to ensure a fair share of the work for everyone. Some officials' organizations have their own assignor. He/she is given a fee to off-set expenses. Procedures vary in different areas.

8. Develop a means of evaluation of officials and of keeping officials well informed so the officials continue to improve (sample available from NFIOA).



Developing a Constitution

Almost since the beginning of time, people gathered together in groups for a multitude of reasons and have found it necessary to create rules to govern their mutual activities. In our complex modern world, an organization needs written rules to function with any efficiency. There are two main parts to such written rules:

1. The Constitution - main body of the rules and should require much thought and a greater number of votes to change.
2. The bylaws - deal with the everyday operation of the group and requires less of a vote to change than the Constitution does.

The Constitution

The Constitution is basically a document that states the relationship between the purpose of the organization and its members.

Article I

Should state the official title of the organization.

Article II

Should state the purpose of the organization expressed in broad terms so it may not at some future time bind the group to limited objectives. Some sample objectives for an officials' organization are:

- to unite into one professional organization all qualified (specific sport) officials in the _____ area;
- to provide qualified (sport) officials for the _____ area.
- to promote uniform interpretation and administration of the official rules within the (sport) programs in the area.

Article III

Membership - should deal with the general membership - who may belong? Sections under this should list the types of membership.

Examples:

Section 1 - Active Members

Section 2 - Probationary/Apprentice

Section 3 – Inactive

(A general description of each should be included here. More detailed requirements should be placed in the bylaws.)

Article IV

Officers/Executive Board and Elections

Section 1

This article deals with how members will be represented in some form of the organization government. It lists the officers and (if any) board of directors. States here may be: President/Chairperson; Vice President/Chair; Secretary; Treasurer. Sometimes the Secretary and Treasurer's job is given to one individual

In a large organization, additional members may be elected to serve "at-large" which helps to provide more in-put into the executive committee. The Past-President/Chair is usually listed as: ex-officio, meaning without a vote.

Section 2

Nominations and Elections

This section should include:

1. Who may nominate candidates for office;
2. When nominations are to take place;
3. How elections will be held (closed ballot; open voting; majority vote; etc);



Developing a Constitution, continued

4. Term of office of each officer
5. Limitations (if any) on the number of terms of office to be held;
6. When new officers assume their duties;
7. What happens in the event of a vacancy occurring in an office.

Article V

Meetings

This should detail the arrangements for members to meet periodically and should include:

1. Who will set up the schedule of meetings;
2. Who may call special meetings. Provision should be made for the membership to request that a special meeting be held. For example, "special meetings shall be called by the President/Chairperson upon a written request of (state number) of the members"
3. What constitutes a quorum at the meetings so official business can be conducted?

Article VI

Voting Privileges

This should include who may vote. Is the President/Chairperson allowed to vote?

Article VII

Parliamentary Authority

Generally, a statement is included: "Questions of procedure shall be decided according to Roberts Rules of Order."

Exceptions to the above (if any) are then listed.

Article VIII

Amendments to the Constitution

This should outline a method by which members can change the Constitution by amending it.

In general, provisions should be made so the proposed amendment is made available to the entire membership in advance of voting. A specific percentage affirmative vote (such as 2/3) of the membership is written as a requirement to change the Constitution.



Developing Bylaws

The function of the bylaws is to describe the relationship between the members and the working group within the organization.

Bylaws should be more flexible and easier to change than a Constitution. Some of the article headings in this section will be the same as those in the Constitution. The basic difference is that the rules in the Constitution should deal with basic relationships which are seldom changed. The rules in the bylaws describe how these basic rules are to be put into operation.

Article I – Membership

Includes standards for testing; standards for ratings (if any); attendance requirements at meetings, if any, etc.



Developing Bylaws, continued

Article II - Duties of Officers

Section 1, President

Examples:

- A. Presides over all meetings of the organization.
- B. Acts as official representative when necessary.
- C. Authorizes payment of bills as submitted by the Treasurer.
- D. Appoints committees when necessary.

Section 2, Vice President

Section 3, Secretary

Section 4, Treasurer

Article III - Dues

May state specifically what the dues are, however, since budgets tend to increase due to inflation, it is often wise to consider including a statement such as: "Dues shall be set at the Annual Meeting: by a majority vote of the members present."

A budget should be presented to the membership for approval prior to voting on dues.

When scheduling meetings for the year, the President should always designate well in advance which is the annual meeting at which such business as the budget, dues, elections and other such business will be discussed and voted on.

Date when dues are due and penalties (if any) for late payment.

Article IV - Fiscal Year (financial year)

"The fiscal year shall be from _____ to _____."

Article V

Amendments to the bylaws Procedures can be included here or in the body of the Constitution. The number of affirmative votes necessary should be realistic (possibly a majority vote of the total membership).



Association Insurance Information

Association coverage is not provided by the League. Associations are encouraged to purchase their own coverage for association leadership including liability and assigner coverage. NASO provides a number of options and supports the critical work of Associations across the country.

Officials are covered for all sports sponsored by the MSHSL whether or not they are registered for that sport, for all levels except professional or semi-professional. Officiating Activities covered include assigning, chain crew, and attending or operating official camps, clinics or meetings; in addition to travel to and from officiating assignments and the games/events themselves.

More specific information on the coverage for officials can be found in the Officials Manual and on Arbiter MSHSL Central Hub, under Officials and Judges.