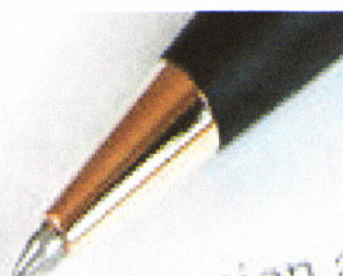


# Inland-Scaf

## By-Laws

### 2. Bylaws



The bylaws of a corporation are an important document. You do not state—they are an internal document. The holding corporate meeting is a corporate meeting.

## Inland SCAF-SWIM By-Laws

### I. Name

The name of this organization shall be Inland Southern California Aquatics Federation – Swimming and Diving, herein referred to as **Inland SCAF-SWIM**. Inland SCAF-SWIM is a chapter of and is a subsidiary of Southern California Aquatics Federation – Swimming and Diving, herein referred to as SCAF-SWIM. Inland SCAF-SWIM is subject to SCAF-SWIM By-Laws, Policies and Procedures. In addition to those By-Laws, Policies and Procedures, the following By-Laws are specific to Inland SCAF-SWIM.

### II. Mission and Objectives

#### 1. Mission

The mission of Inland SCAF-SWIM is to provide development, training and leadership for Inland SCAF-SWIM referees and to work for the betterment, development and growth of NFHS in the Inland area

#### 2. Objectives

- a. To coordinate and promote all phases of recruitment, training, certification and rating of swimming and diving referees in the Inland area.
- b. To coordinate and/or assign qualified referees for specified levels of competition.
- c. To assure that the members of the organization are fairly compensated for their services.
- d. To implement all further direction given to it by SCAF-SWIM, its parent organization.

The foregoing statements of the mission and objectives of Inland SCAF-SWIM are not intended to be a limitation of the general mission and objectives as set forth in these bylaws.

### III. Membership

#### 1. Individual membership is open to all persons:

- a. Interested in meeting the objectives of the organization.
- b. Who pay the required annual SCAF and assignment dues. The assignment for each CIF-SS season shall be equivalent to the officiating fee for one CIF-SS 4 level meet.
- c. Who complete the specified certification requirements.
- d. Who conduct themselves in a competent, professional manner appropriate to the objectives of the Area.
- e. Attend and be on time for all instructional meetings required for the current season. Missed meetings must be made up in another SCAF-SWIM area. The Area President has the discretion to excuse absences as defined by SCAF-SWIM policies.
- f. Meet all additional requirements put in place by SCAF-SWIM and Inland SCAF-SWIM.

#### 2. Privileges of Membership

- a. A member in good standing is defined as: 1) dues are paid and current, 2) fees and fines are paid and current, 3) has attended all area or chapter meetings, 4) free of any Federation or Chapter sanctions.
- b. A member of the Area may vote at any general meeting, provided s/he is currently a member in good standing.
- c. A member in good standing may attend any open meeting of the Area Board of Directors.

#### 3. Membership does not by itself qualify an individual to officiate a swim meet. The Area Board of Directors shall approve programs to train, rate and assign appropriately certified members to meets. The Area Board of Directors shall be the sole judges on these matters.

### IV. Obligations

Inland SCAF-SWIM is a geographical area chapter defined by, and within, SCAF-SWIM. As such, Inland SCAF-SWIM is empowered to:

- a. Collect dues from its members.



- b. Elect or appoint officers as deemed necessary to conduct its business.
- c. Hold sufficient meetings/clinics to insure members meet SCAF-SWIM eligibility requirements.

V. Inland SCAF-WP Board of Directors

- 1. Definition: The governing body of Inland SCAF-SWIM shall be the Board of Directors.
  - a. The Board of Directors shall include both voting members and non-voting members as follows:
    - 1. Voting members
      - a. President - Elected
      - b. Vice President - Elected
      - c. Secretary/Treasurer - Appointed
      - d. Member-at-large - Appointed
      - e. Assigner - Appointed

2. Duties and Responsibilities

- a. The Board of Directors has final responsibility to insure that Inland SCAF-SWIM is working toward its purpose and objectives.
- b. The Board of Directors may create other positions and appoint Standing Committees as it deems necessary to conduct business.
- c. The Board of Directors shall create Policies and Procedures as necessary to conduct business.
- d. Each member of the Board of Directors shall have one vote on matters before the Board. Unless otherwise specified, a quorum shall consist of at least three members and all votes, unless otherwise specified, shall be decided by simple majority.
- e. The Board of Directors shall ratify suitable nominees for assigner and member-at-large
- f. The Board of Directors will supply the ratified assigner a list of eligible members to assign. No assignments will be offered to anyone who has not paid Inland assignment dues, unless no appropriately-rated, Inland assignment dues-paying official is available.
- g. The board shall supply an ordered list of officials to the assigner for CIF Playoff assignments.
- h. Evaluate and rate the area members annually, according to a method approved by the Inland SCAF-SWIM Board of Directors

VI. Inland SCAF-SWIM Board of Directors Duties

- 1. President
  - a. Insure the Area is represented at meetings of SCAF-SWIM Board of Directors.
  - b. Conduct Board of Directors meetings.
  - c. Nominate members to the Board of Directors to serve the remainder of the term if an office is vacated or an officer is removed from office.
  - d. Conduct all general elections and elections for officers where no conflict exists.
  - e. Move to close any board meeting that has discussion of referee performance or any other confidential issue on its agenda.
  - f. Nominate an assigner for ratification by the Board of Directors.
  - g. Nominate a member-at-large for ratification by the board of directors.
  - h. Appoint members to a remediation committee on a case-by-case basis. The committee will include the President and at least two other members of Inland SCAF.
- 2. Vice-President
  - a. Coordinate area meetings as necessary to conduct the business of the Area.
  - b. Coordinate instructional programs that certify area members to meet the SCAF-SWIM eligibility requirements.
  - c. Assumes the responsibilities of the President in his/her absence, on resignation or removal.

- d. Performs other duties (special projects) as assigned by the President or the Board of Directors.
  - e. Conducts all officer elections that the current President can not conduct due to a conflict.
3. Secretary/Treasurer
- a. Maintain minutes for each Board of Director meeting and each general meeting.
  - b. Maintain eligibility lists.
  - c. Maintain accurate attendance lists for every instructional meeting.
  - d. Publish an agenda with direction from the President.
  - e. Keep records of all income and expense of Inland SCAF-SWIM.
  - f. Deposits funds and issues checks as authorized and approved by the President or Board of Directors.
  - g. Makes financial reports at all meetings of the Board of Directors or by request of any Director.
5. Member-at-Large
- a. Performs duties (special projects) as assigned by the President or the Board of Directors.

#### VII. Elections

1. Elections for President shall be conducted during the last meeting for the High School season starting in odd-numbered years.
2. Elections for Vice-President shall be conducted during the last meeting for the High School season starting in odd-numbered years.
3. There are no term limits.
4. Member-at-Large shall be appointed by the President and ratified by the Board of Directors.
5. Each voting member shall have one vote, and the candidate for each office who receives the largest number of votes shall be elected.
6. Any other issues requiring a vote by the membership shall be put on the agenda at the instructional meeting prior and voted on at the last instructional meeting for the winter high school season.
7. For any issue or election, only members present and in good standing may vote. No proxies will be accepted.

#### VIII. Removal of Officers

1. An officer of Inland SCAF-SWIM may be removed from office by a majority vote of the remaining members of the board of directors for failing to perform the duties of the office.
2. Any officer who forfeits membership in SCAF-SWIM or has membership revoked shall forfeit the office.

#### IX. Suspension or Disciplinary Action

The board may suspend or remove any member from the eligibility list for assignments at any time. The following are examples of, but not limited to, offenses that could lead to disciplinary action:

- a. Multiple absences to instructional meetings
- b. Conduct which SCAF-SWIM deems unprofessional through policy or hearing.
- c. Missed assignment.
- d. Habitual tardiness to assignments and/or instructional meetings.
- e. Conduct for which the SCAF-SWIM may deem unprofessional, dangerous or inappropriate shall be referred to the SCAF-SWIM board for disciplinary action

#### X. AMENDMENTS

The By-Laws may be amended by a 2/3 vote of membership in attendance. Notification of proposed amendments shall be presented to the SCAF-SWIM membership, in writing, at least one month prior to the last General meeting of the year.

**Written, revised and amended January 2017**