**Constitution and Bylaws of the**

**Northern Nevada Track & Field and Cross Country Officials Association**

As approved by the Interim Governing Board on 3 March 2022

**Constitution**

1. **Preamble**

This constitution is for the general purpose of organizing and maintaining an officials association for track & field and cross country in Northern Nevada. The association shall be sanctioned by the Nevada Interscholastic Activities Association (NIAA) for these constitution and bylaws to be in effect.

**2. Name**

The name of the association shall be the Northern Nevada Track & Field and Cross Country Officials Association and may be referred to as the Northern Nevada Track Officials Association (NNTOA).

**3. Purpose**

The purpose of the association is

1. To assure that track & field and cross country meets in northern Nevada are contested safely, fairly, and efficiently, following the most current rules of the National Federation of High School Associations (NFHS), as modified by the Nevada Interscholastic Activities Association (NIAA).
2. To require study of rules and officiating mechanics and to encourage discussion of their intent for uniform interpretations.
3. To progressively improve and elevate the officiating standards.
4. To render efficient service to NIAA Member Schools.
5. To encourage and create opportunity for women and men interested in becoming qualified member officials.

**4. Membership**

Members in the Association shall be those individuals who desire to officiate track & field and cross country meets in northern Nevada and who meet the registration criteria outlined in the Bylaws.

**5. Business of the Association**

Business of the association shall be conducted according to the Bylaws and the NIAA Officials Association Constitution.

**6. Approval**

Initial approval of this constitution shall be by majority vote of members.

**7. Amendments**

Amendments to this constitution can be made only by majority vote of members. Proposed amendments must be sent to all members at least thirty (30) days before a vote.

**8. Concordance**.

This constitution and related bylaws shall not be in conflict with the NIAA Officials Association Constitution or any agreement between the association and various schools. In the event of any inconsistency between this constitution or the related bylaws, the terms of the NIAA Officials Association Constitution or any agreement between the association and various schools shall prevail and shall supersede any inconsistent provision herein, notwithstanding any Federal or State laws that may prevail.

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**Bylaws**

1. **Mission Statement**

The mission of the NNTOA is to ensure fair competition of Track & Field and Cross Country meets in the northern Nevada sector of the Nevada Interscholastic Activities Association (NIAA) through coordinating, training, advocating for and certifying Officials.

1. **Registration Criteria for Membership**
2. Officials may become members of the association by following one of these procedures:
3. Follow NIAA’s official’s registration process, which involves a membership fee, coverage by liability insurance, and a background check. The official must take a Track & Field Officials training session offered by the NIAA association. The official must take and pass the online, open-book NFHS Track & Field Rules Test with a score of not less than 70%.
4. Be a current USA Track & Field (USATF) Official in good standing. This involves being a current USATF member and having an up-to-date biennial background check and up-to-date SafeSport training.
5. To maintain membership, members are required to
6. either purchase the National Federation of State High School Association’s (NFHS) rules books, officials’ manuals, and casebooks for track & field and cross country or obtain them from NIAA
7. attend an annual clinic for the advancement of rules knowledge and officiating mechanics and technics
8. pass an annual examination of rules knowledge and officiating mechanics
9. officiate as many meets as practical (a minimum of three [3] per year)
10. consistently fulfill all meet expectations
11. attendat least three (3) of the association meetings per year.
12. To achieve member in good standing status
13. maintain membership (shall follow items in section B)
14. perform all functions of the assigned officiating positions
15. not turn back any assignments less than 24-hours before the start of an event, unless there are extenuating circumstances approved by the Governing Board.
16. The Governing Board may establish a committee on fundraising, which will recommend how many fundraising events and opportunities will be held and what participation is required for members to remain in good standing.

1. **Loss of Membership**

The Governing Board of the association, with approval of the NIAA Regional Commissioners, may suspend or revoke membership for reasons outlined in the NIAA Officials Association Constitution. Appeal of such action will follow the NIAA Officials Association Constitution.

1. **Governing Board**

The governing board of the association shall be the President, Vice President, Treasurer, and Secretary of the NNTOA plus two at-large members, all of which will be elected by the NNTOA membership. The Governing Board will also include the Past President as an ex-officio, voting member. The Governing Board will function as the executive committee of the NNTOA. The Governing Board will be responsible for negotiations of fees with NIAA, conferences, and individual schools.

1. **Officers and Members of the Governing Board and Duties**

Officers and Members at-large of the association shall include six (6) elected individuals:

1. President, whose duty is to chair meetings and report as needed to NIAA;see that the Board commitments, resolutions, and oversight are carried into effect;be an ex-officio non-voting member of all committees
2. Vice President, whose duty is to serve as the Chair whenever the Chair is unavailable
3. Treasurer, whose duty is to maintain a bank account with NNTOA funds, report regularly on the income, expenses, and status of funds to the Governing Board, and obtain and maintain IRS 501(c)3 status as a non-profit organization.
4. Secretary, whose duty is to keep all records of and all minutes of meetings by the NNTOA.
5. Two at-large members, whose duty is to serve on the Governing Board.

In addition, the following officers shall be appointed by the Governing Board:

* Membership Coordinator, whose duty is to encourage new members to join and existing members to continue to participate.
* Instructional Chair, whose duty is to organize training sessions for officials.
* Ethics Commissioner or Ethics Committee, whose duty is to serve as an ombudsperson regarding ethical issues involving members or the Governing Board. The Ethics Commissioner or Ethics Committee will rule on appeals of decisions made by the Governing Board.
* Assigner or Meet-Officials Assignment Committee, whose duty is to assign officials to specific meets and submit schedules through ArbiterSports.
1. **Elections**

Election of the President will be held every three years (1 term) at the annual meeting.

Nominations and election for the Vice President, Treasurer, Secretary, and two at-large Governing Board members will be held at the annual meeting each year for staggered two-year (2-year) terms. Initially, the terms of the Vice President and one of the at-large Governing Board members will be one-year (1-year) terms, and the initial Treasurer, Secretary, and the other at-large Governing Board member will serve two-year (2-year) terms.

The President will establish a Nominations Committee, which will solicit nominations and present these to the membership at least thirty (30) days prior to the annual meeting. In addition, a nomination can be made by a NNTOA member in good standing or by self-nomination at the annual meeting. NNTOA members who are in good standing, have completed two full years of membership and have no obvious conflicts of interest, or the appearance of a conflict of interest, are eligible for the President position.

No person shall serve as President for more than two (2) terms or six consecutive years without a period of at least two years away from that position.

In the event that an officer of the Governing Board or association is unable to fulfill their term, it will be the responsibility of the Governing Board to select a replacement to fulfill the remainder of the respective term.

1. **Voting**

All members in good standing are eligible to vote. Voting for the President, Vice President, Treasurer, Secretary, and two at-large Governing Board members will be by secret ballot at the annual meeting.

1. **Meetings**
2. Meetings of the association shall be held either in person or remotely (teleconference or by computer).
3. According to the NIAA Officials Association Constitution, the association shall meet at least five times. These may occur prior to and/or during the combined track & field and cross country seasons.
	1. One of the meetings shall be the annual clinic for the advancement of rules knowledge and officiating mechanics and techniques
	2. One meeting shall be the Annual Meeting to conduct business of the association, such as 1) election of officers; 2) amend the Bylaws and Operating Procedures and 3) fulfill the requirements for a non-profit organization.
4. Meetings of the governing board of the association shall be held either in person or remotely (teleconference or by computer). Any member may attend any meeting of the governing board.
5. Meetings of the association and governing board shall be run according the Roberts Rules of Order as most recently revised.
6. A quorum of the association shall be thirty percent of the association’s membership. A quorum of the Governing Board shall be a majority of the members of the Governing Board.
7. **Business of the Association**

The association shall

1. See that members either purchase NFHS rules books, officials’ manuals, and casebooks for track & field and cross country or obtain them from NIAA.
2. Administer an annual examination of rules knowledge and officiating mechanics to each member.
3. Adopt a training plan for the advancement of rules knowledge and officiating mechanics and technics.
4. Conduct an annual clinic for the advancement of rules knowledge and officiating mechanics and techniques.
5. Provide the NIAA Regional Commissioner with a list of members who have satisfactorily passed the annual examination.
6. Be responsible for assigning officials to all interscholastic contests, both league and non-league, as requested by Member Schools of the region.
7. Provide the NIAA Regional Commissioner a list and recommendation of officials for post-season officiating assignments.
8. **Dues**

Dues for NNTOA members is $20 per year. Dues will help cover NNTOA expenses.

1. **Stipends for Officials**

Officials are paid based on the NNTOA fee schedule. Apprentice Officials do not receive stipends and/or fees.

1. **Uniforms**

Uniforms of NNTOA officials shall consist of the Carolina blue polo bearing the NNTOA logo; beige/khaki pants, shorts, or skirt; and shoes of any color. A hat or cap is optional; if worn it should be plain (without any logo), or bear the NNTOA, NIAA, or USATF logo. Apparel provided by meet management may also be worn or the Pacific Association of USATF white logoed shirt. In the event of inclement weather, officials may wear any appropriate outerwear, provided it does not identify any specific school and all aspects of the officiating position can be performed.

1. **Conduct of Officials**

Conduct of officials shall follow the regulations of NIAA and its Officials Association Constitution and rules provided by the meet-hosting school.

1. **Amendments**

Proposed amendments must be sent to all members at least thirty (30) days before the Annual Meeting or thirty (30) days before a Governing Board meeting at which the amendments will be considered. Amendments to these bylaws can be made by majority vote of the members present at the Annual meeting or by majority vote of the Governing Board. That is, an amendment approved by the Governing Board must have the support of more than half of the total membership of the Governing Board.

**14. Indemnification of Directors and Officers**

 Except to the extent prohibited by then applicable law, or in cases of gross negligence or criminal acts, this Corporation shall reimburse, indemnify and hold harmless each present and future Director and officer of this Corporation and each person who, at the request of this Corporation acts as a director or officer of any other corporation, from and against all loss, cost, liability, and expense which may be imposed upon or reasonably incurred by each person in this capacity. This shall include reasonable settlement payments in connection with any claim, action, suit, or proceeding, or threat thereof, made or instituted, in which such person may be involved or be made a party by reason of being or having been a Director or officer of this Corporation or such other corporation, or by reason of any action alleged to have been taken or omitted by such person in such capacity, if a disinterested majority of the Board of this Corporation (or, if a majority of the Board is not disinterested, then independent legal counsel) determines in good faith that such person was acting in good faith (a) within what was reasonably believed to be the scope of authority and (b) for a purpose which was reasonably believed to be in the best interest of the Corporation. The right of indemnification provided in this Section shall inure to each person referred to in this Section, whether or not the claim asserted against such person is based on matters which arose in whole or in part prior to the adoption of this Section, and in the event of death shall extend to such person’s legal representatives. The right of indemnification provided in this Section shall not be exclusive of any other rights to which any such person, or any other individual, may be entitled as a matter of law, or under any agreement, vote of Directors, or otherwise.

 CERTIFICATE OF SECRETARY

I, the undersigned, do hereby certify the following:

A. That I am the duly elected and acting Secretary of Northern Nevada Track & Field and Cross Country Officials Association; and

B. That the foregoing Bylaws, comprised of 9 (9) pages, constitute the original Bylaws of the Corporation as duly adopted at the meeting of the Board of Directors on 29 June 2021.

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 Jonathan Price, Secretary

Approved:

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Robert Dietrich, President