



# **WHAM Officials Association Bylaws**

## **ARTICLE 1 – Objective**

### **Section 1.1 – Organizational Objective**

The business and affairs of the WHAM Officials Association shall be managed by the WHAM Officials Board. The WHAM Officials Board is committed to delivering the best overall experience of women’s hockey in the state of Minnesota by rostering and training officials who are passionate about women’s hockey and maintain the highest officiating standards.

## **ARTICLE 2 – WHAM Officials Board**

### **Section 2.1 – General Powers**

The WHAM Officials Board shall have the power to run the business and affairs in a manner that represents the best interest of the WHAM Officials Association. It shall have the authority to develop, implement, and enforce all rules, policies, and/or procedures that advance those interests.

### **Section 2.2 – Membership Qualifications**

Any official is eligible for membership on the WHAM Officials Board if they are a current WHAM Official in good standing and have been a member of the WHAM Officials Association for at least 3 years prior to the date of election or appointment.

### **Section 2.3 – Number of Members**

The WHAM Officials Board shall consist of a Referee Supervisor/President, three general voting board members, a referee scheduler, a mentor coordinator, and an administrative assistant (if desired). At any time, the Board may elect or appoint any other member positions as needed.

### **Section 2.4 – Term**

Each WHAM Officials Board member shall hold office for a term length of 3 years and be eligible to serve a maximum period of 3 terms (9 years). At such a point a member serves 9 consecutive years they would be eligible for re-election after a one-year recess for an additional 2 terms. Term



lengths for Referee Supervisor, the Scheduler, and the Mentor Coordinator are based on determined contract lengths.

### **Section 2.5 – Removal**

Any board member may be removed from their position by a two-thirds vote of the entire WHAM Officials Board (including non-voting members) whenever it is determined to serve the best interests of WHAM Officials.

### **Section 2.6 – Vacancy**

In the event of a vacancy by death, resignation, removal, or other reason, the Referee Supervisor shall appoint an individual to complete the unexpired term.

## **ARTICLE 3 – Board Member Roles and Responsibilities**

### **Section 3.1 – General Board Member Duties**

All members of the WHAM Officials Board shall have the duty and responsibility to:

- a. Represent WHAM officials by serving the board and coordinating general member relations.
- b. Attend and participate in all WHAM Officials Board meetings.
- c. Assist with and complete all actions as assigned by the Supervisor/President or the Board.
- d. Aid in keeping the ratings roster current (Google.doc Roster) as assigned.
- e. Provide content and suggestions for the WHAM Wednesday newsletters and general member communications.
- f. Recruit new officials to WHAM who are passionate about women's hockey.
- g. Provide input on policies and procedures for WHAM Officials and the WHAM league handbook.
- h. Identify qualified officials for the end-of-year WHAM tournament.
- i. Partake in disciplinary reviews and individual referee issues as assigned by the Referee Supervisor.

### **Section 3.2 – Duties of the Referee Supervisor/President**

- a. Oversee and manage all officials within the WHAM Officials Association.
- b. Serve as the Referee-in-Chief and be responsible for all activities of WHAM Officials in regards to training, rules, procedures, and conduct.



- c. Chair over the WHAM Officials Board and preside at monthly meetings.
- d. Delegate tasks to an individual or a committee of board members in the event that an action is needed that does not fall specifically within the area of responsibility of a board member.
- e. Attend the monthly & general WHAM board meetings and communicate information regarding WHAM officials back to the Officials Board.
- f. Assign and schedule all games for the end-of-year WHAM tournament.
- g. Oversee all financial operations of the WHAM Officials Association and manage the WHAM Officials Board budget. If a treasurer should be added to the board, the treasurer would assume such duties.
- h. Maintain all official records of the WHAM Officials Board. This shall include the recording of meeting minutes, maintaining attendance records, and setting the agenda of meetings.
- i. Implement the will of the board as the primary executive officer. The Referee Supervisor shall provide oversight to the board and carry out the majority vote of the 3 voting executive members.

### **Section 3.3 – Duties of the Executive Members**

- a. Assist in the management of USA Hockey Certifications, new and recurring.
- b. Assist the mentor coordinator with the Mentor Program as needed.
- c. Assist with WHAM-hosted USAH Referee Clinics as requested by the Referee Supervisor.
- d. Assist with official evaluations as requested.
- e. Assume the duties of administrative assistant, as needed or assigned.
- f. Each executive member shall carry one vote in general elections and voting events.

### **Section 3.4 – Duties of the Scheduler**

- a. Schedule officials for all regular season WHAM games in accordance with skill level and availability.
- b. Track completion of USA hockey certification for all member officials.
- c. Assist the Referee Supervisor with scheduling the end-of-year tournament.
- d. The scheduler shall provide insight and feedback to the board pertaining to scheduling and other topics as requested, but shall not carry a vote on the WHAM Officials Board.

### **Section 3.5 – Duties of the Mentor Coordinator**

- a. Oversee and manage all business within the WHAM Officials Mentor Program.



- b. Find qualified officials to serve as mentors.
- c. Track individual referee progress through the program.
- d. Perform ongoing review, while making adjustments to the mentor program where needed.
- e. Manage the mentor program budget.
- f. Communicate to member officials their responsibility to serve as mentors for new and active members
- g. Schedule mentor/mentee officials on Arbiter for regular season games with the assistance of the Scheduler.
- h. The mentor coordinator shall provide insight and feedback to the board, but shall not carry a vote on the WHAM Officials Board.

### **Section 3.6 – Duties of the Administrative Assistant, if assigned**

- a. Assist the Referee Supervisor/President in managing the affairs and officials of WHAM.
- b. Schedule monthly board meetings.
- c. Create an agenda for meetings and provide each board member with a copy beforehand.
- d. Assist in producing content for monthly newsletters and formatting information for distribution to members.
- e. Post board meeting minutes and update content on WHAM RefCorner in a timely manner.
- f. Assist in maintaining all the official records of the WHAM Officials Board. This shall include the recording of minutes of all meetings, maintaining attendance records, and setting the agenda of meetings.
- e. Assist in managing the WHAM Officials Board budget and any other financial operations as delegated by the Ref Supervisor. If a treasurer should be added to the board, the treasurer would assume such duties.
- f. The administrative assistant shall provide insight and feedback to the board as requested, but shall not carry a vote on the WHAM Officials Board.



## **ARTICLE 4 – Meetings**

### **Section 4.1 – General Membership Meeting**

The WHAM Officials Board shall convene each fall prior to the general membership registration period of the upcoming season to review such topics as contract renewals, budget & expense planning, voting, and official recruitment. Specifications for WHAM Officials and general membership requirements shall be communicated to member officials prior to the start of each season at the General Membership Meeting.

### **Section 4.2 – Board Meetings**

The Board shall meet approximately once monthly whether the medium be in-person or virtual. The location/medium, date, and time shall be determined and communicated by the President/Ref Supervisor or Administrative Assistant (if applicable).

### **Section 4.3 – Voting**

- a. The right to vote in official business of the WHAM Officials Board shall be limited to one vote for each of the three general executive board members.
- b. No individual serving in multiple positions shall be entitled to more than one vote.
- c. In all decisions, a majority vote will carry a motion.
- d. When a tie-breaking vote is needed, the scheduler, mentor coordinator, or administrative assistant shall be permitted 1 vote according to which position is most applicable.
- e. No proxy voting is permitted.

### **Section 4.4 – Good Standing**

A member in good standing is one who: (1) has paid all fees and dues and attends all meetings that may be required by the WHAM Officials Referee Supervisor or the Board, (2) has met the USA Hockey registration requirements, (3) membership not currently under suspension, (4) has successfully completed any mandatory requirements as determined by the Board.

### **Section 4.5 – Order**

Robert's Rules of Order shall govern all business meetings in cases where they are applicable.



## **ARTICLE 5 – Appeals**

Any decision imposed on a member of the WHAM Officials Association or carried out by the Officials Board can be appealed to the Board. The appeal must be postmarked within 30 calendar days of the decision date and must include the grounds for the appeal.

## **ARTICLE 6 – Amendments**

Additions to or amendments to these Bylaws may be done through the following process:

1. A motion, in writing specifying the article, section, and subsection shall be provided to the Referee Supervisor or other member of the WHAM Officials Board before the General Membership Meeting of the upcoming season.
2. The Board will then consider and discuss the motions submitted and bring each to vote.
3. Amendments to these Bylaws will need a majority vote by voting members of the Board.
4. The Officials Board shall have the authority to add or amend the Bylaws without a vote should USA Hockey or WHAM league make changes or amendments that affect WHAM Officials.