

SCAF ByLaws

I. NAME

The name of this organization shall be Southern California Aquatics Federation - Water Polo (SCAF-WP).

II. PURPOSES AND OBJECTIVES

A. Purpose:

To provide leadership and development through the general supervision of water polo technical officials for all sanctioned water polo events staged in San Luis Obispo, Santa Barbara, Ventura, Los Angeles, San Bernardino, Riverside and Orange counties (herein after referred to as "Southern California") and to work for the betterment, development and growth of water polo at all levels in Southern California.

B. Objectives

1. To establish SCAF-WP as the premier representative of technical officials to all bodies sanctioning the sport of water polo in Southern California.
2. To coordinate and promote all phases of recruitment, training, certification and rating of water polo technical officials.
3. To coordinate and/or assign qualified officials for specified levels of competition.
4. To assure that the members of the organization are fairly compensated for their services.
5. To solicit and receive funds for the support of SCAF-WP events and programs.
6. To borrow money, contract debts, and to issue notes of obligations of SCAF-WP from time to time for any of the projects, purposes and objectives of SCAF-WP, and to secure the payment or performance thereof by lawful means.
7. To do acts necessary or expedient for the administration of the affairs and the attainment of the purposes of SCAF-WP.

The foregoing statements of the purposes and objectives of SCAF-WP are not intended as a limitation of the general purposes and objectives as set forth in these bylaws.

SCAF ByLaws

MEMBERSHIP

C. Individual Members

1. Individual membership is open to all persons:
 - a) Interested in meeting the objectives of the organization.
 - b) Who pay the required annual dues.
 - c) Complete the specified certification requirements.
 - d) Who conduct themselves in a competent, professional manner appropriate to the objectives of SCAF-WP.

D. Life Members

1. Those persons who have devoted extraordinary effort to serving SCAF-WP may be granted Life Membership by majority vote of the Board of Directors. No Director may nominate him/herself for Life Membership.
2. Life Members of SCAF-WP are exempt from the payment of any dues to the federation, and its Area Chapters.

E. Privileges of Membership

1. A member of SCAF-WP may vote at any general meeting, provided s/he is a member in good standing for at least one calendar year, immediately preceding the meeting.
2. Only certified SCAF-WP members may be assigned to officiate water polo events under assignment authority of SCAF-WP. Except in urgent circumstances of personnel shortage, the SCAF-WP Board of Directors is the only body that may approve assignment of other qualified, non-member officials to further the purposes and objectives of SCAF-WP. An assignor claiming urgent circumstances must report his/her action in writing, to the Board of Directors, within ten (10) days.
3. Membership does not by itself qualify an individual to officiate a water polo match. The Board of Directors shall approve programs to train, rate and assign appropriately certified members to matches. The Board of Directors shall be the sole judges on these matters.

SCAF ByLaws

III. STRUCTURE OF ORGANIZATION

A. Area Chapter

1. Definition: a geographical area as defined by the Board of Directors.
2. Each Area Chapter:
 - a) Collects dues from its members.
 - b) Elects an area President between January 1 and March 31 in each odd-numbered year.
 - c) May appoint or elect additional officers as deemed necessary to conduct its business.
 - d) Shall hold sufficient meetings/clinics to insure members meet SCAF-WP eligibility requirements. The SCAF-WP Board of Directors is the only body that may determine eligibility requirements.
 - e) Shall provide the details, dates and attendance of members at meetings/clinics to the SCAF Board of Directors.
3. Area President duties:
 - a) Coordinate area meetings as necessary to conduct the business of the Area Chapter.
 - b) Coordinate instructional programs that allow area members to meet SCAF-WP eligibility requirements.
 - c) Evaluate and rate its area members annually, according to a method approved by SCAF-WP Board of Directors..

B. SCAF-WP Board of Directors

1. Definition: The governing body of SCAF-WP shall be the Board of Directors.
2. Duties and Responsibilities
 - a) The SCAF-WP Board of Directors has final responsibility to insure that SCAF-WP 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 such Policies and Procedures as necessary to conduct business.

SCAF ByLaws

3. Membership

- a) The Board of Directors shall consist of the SCAF-WP Officers, one (1) representative from each Area Chapter, two (2) Members-at-Large, one (1) immediate past President, and the Zone Representative to the National Referees Committee of USA Water Polo for each Southern California Zone. No person shall hold more than one seat on the Board of Directors.
- b) Area Chapter Representatives
 - (1) Each President will insure that the area is represented at meetings of the Board of Directors.
- c) Members-at-Large
 - (1) May be nominated by the President, confirmed by majority vote of the Board of Directors
 - (2) Serve two (2) year terms.
 - (3) Vote on matters before the Board of Directors.
 - (4) Perform other duties as assigned by the President or Board of Directors.
- d) Immediate Past President

Shall serve for the two (2) years immediately, following the election of a successor, as a full voting member of the SCAF-WP Board of Directors.
- e) Zone Representative to the National Referees Committee of USA Water Polo for each Southern California Zone.
 - (1) Selected according to Bylaws of USA Water Polo.

C. SCAF-WP Officers

1. Election

- a) Elections for officers shall be conducted between January 1 and March 31 of every even numbered year, at general meeting(s).
- b) Each voting member shall have one vote, and the candidate for each office who receives the largest number of votes shall be elected.
- c) If more than two candidates run for an office, and the election results in a tie, the candidates tied shall compete in a second round of balloting, which shall be completed within seven (7) calendar days. If the second round ends in a tie, the newly elected Board of Directors shall select one of the candidates.

SCAF ByLaws

d) Inspector of Elections

- (1) The President may appoint one or three voting members as inspectors for election of SCAF-WP Officers. Inspectors cannot stand for election to any position being contested.
- (2) The inspectors shall:
 - (a) determine the number of Voting Members outstanding and the voting power of each;
 - (b) hear and determine all challenges and questions in any way arising in connection with the right to vote;
 - (c) determine when the polls shall close;
 - (d) receive votes; count and tabulate all votes; determine the result; and do such acts as may be proper to conduct the election or vote with fairness.
 - (e) perform their duties impartially, in good faith, to the best of their ability and as expeditiously as is practical.
 - (f) If there are three inspectors of election, the decision, act or certificate of a majority is effective in all respects as the decision, act or certificate of all.

2. Officers Generally

- a) Each person has one vote on matters before the Board of Directors.
- b) Perform other duties as assigned by the President.
- c) Perform other duties as assigned by the Board of Directors.

3. Elected Officers

a) The President

- (1) Coordinates and sets the agenda for the SCAF-WP general meetings and Board of Directors meetings
- (2) Acts in behalf of SCAF-WP, enforcing its by-laws and carrying out its policies.
- (3) Makes recommendations to the Board of Directors.
- (4) Reports to the membership at each general meeting.

SCAF ByLaws

- (5) Appoints committees as necessary to assist the Board of Directors in its work.
 - (6) Member of the SCAF rating board.
 - (7) Represents SCAF–WP and the Board of Directors to the Southern California zone(s) of USA Water Polo.
- b) Vice President
- (1) Assumes the responsibilities of the President in his/her absence, on resignation or removal.
 - (2) Performs other duties (special projects) as assigned by the President or the Board of Directors.
- c) Treasurer
- (1) Keeps records of all income and expense of SCAF-WP.
 - (2) Deposits funds and issues checks as authorized and approved by the President or Board of Directors.
 - (3) Makes financial reports at all meetings of the Board of Directors or by request of any Director.
4. Appointed Officers
- a) Senior Programs Chair
- (1) An officer, ex-officio with vote.
 - (2) Elected by vote of the SCAF Referees named on the SCAF College List on June 30, of the odd numbered year immediately preceding the nomination.
 - (3) Represents SCAF–WP and the Board of Directors to the governing bodies and assignors for community and four-year collegiate water polo.
 - (4) Coordinates the evaluation, and assignments of all water polo technical officials at the USWP Open and for community and four-year collegiate water polo.
 - (5) Maintains a current SCAF rating list for use by appropriate assignors.
 - (6) Member of the SCAF rating board.

SCAF ByLaws

b) Junior Programs Chair

- (1) An officer, ex-officio with vote. Appointed by majority vote of the Board of Directors.
- (2) Represents SCAF–WP to CIF, including CIF Coaches Advisory Board(s).
- (3) Solicits candidates for positions as USWP age group assignors, and presents them for approval by the Board of Directors.
- (4) Coordinates evaluation of all water polo technical officials at the USWP age group and CIF levels.
- (5) Assists in the recruitment and orientation of new officials.
- (6) Member of the SCAF rating board.

c) Communications Chair (Secretary)

- (1) An officer, ex-officio without vote. Appointed by the President, approved by majority vote of the Board of Directors. The Board of Directors may approve a stipend for this position.
- (2) Sends notice of the SCAF-WP Board of Directors meetings and their agendas to all parties who express interest.
- (3) Sends notice of the SCAF-WP special and general membership meetings to all members as listed in the SCAF–WP membership records, no less than twenty one (21) days prior to the meeting.
- (4) Assists the President in the preparation of the agenda for Directors, special and general meetings.
- (5) Maintains minutes of the Board, special and general meetings and sends copies to all Board members, within fourteen (14) days of each meeting's adjournment.
- (6) Maintains any and all correspondence, such as letters, requests, disciplinary reports, mediation and complaints.
- (7) Maintains current membership, certification, rating, and mailing lists.
- (8) Acts as liaison for Directors to contracted or volunteer staff operating and maintaining SCAF–WP membership records and internet sites.

SCAF ByLaws

d) Instructional Chair

- (1) An officer, ex-officio without vote. Appointed by the President, approved by majority vote of the Board of Directors. The Board of Directors may approve a stipend for this position.
- (2) Plans and implements a training program approved by the SCAF Board of Directors for water polo technical officials at all levels of ability.
- (3) Coordinates the annually required training opportunities for all of the SCAF Area Chapters, to ensure consistent instruction and training for all officials.
- (4) Plans, organizes and coordinates SCAF-WP clinics for all levels of play and members, CIF, USA Water Polo, community and four-year collegiate water polo.

5. Removal of Officers

- a) An officer of SCAF-WP may be removed from office by a two-thirds vote of the remaining members for failing to perform the duties of the office.
- b) Any officer who forfeits membership in SCAF-WP or has membership revoked shall forfeit the office.
- c) Any vacated office (excluding the SCAF President) shall be filled for the remainder of the term by nomination of the President and majority vote of the Board of Directors.

6. Resignation of SCAF Officers

- a) President: The Vice President shall assume the full responsibilities as replacement for the balance of the term.
- b) Other Officers: Shall be filled for the balance of the term by nomination of the President and the approval of the SCAF Board of Directors.
- c) Area President: Area Chapter selects a replacement for the balance of the term.

IV. MEETINGS

A. General Membership Meetings

1. SCAF-WP shall conduct meetings of the general membership at least twice each year. Each meeting may be convened in one or more session, to accomodate all

SCAF ByLaws

business of the meeting. For a meeting scheduled in several sessions, the last session may begin no later than twenty-one (21) days from the beginning of the first.

- a) On the first Sunday of March to prepare members for the USWP seasons.
 - b) On the Tuesday immediately following Labor Day, to prepare members for the CIF/Collegiate seasons.
 - c) The voting members present shall constitute a quorum. A voting member in good standing may vote by absentee ballot if unable to attend a meeting in person, provided the vote is cast prior to the first session of the meeting in which an election is conducted.
2. The membership shall be notified of the exact time and location of any general meeting at least twenty-one (21) days prior to the meeting.
 3. Any member may place an item on the agenda of the general membership meeting by notifying the President at least fourteen (14) days prior to the meeting date.

B. Special Meetings

Meetings of the general membership may be called as necessary by majority vote of the Board of Directors. Notice of such meeting shall go to all members as listed in the SCAF-WP membership records, no less than twenty one (21) days in advance the meeting. Those members present at a properly noticed meeting shall constitute a quorum.

C. Board of Director Meetings

1. The Board of Directors shall meet as necessary to conduct the business of the Federation.
2. The attendance of at least five (5) voting members, registered in at least three (3) different Area Chapters shall constitute a quorum.
3. The attendance of the President shall not count toward establishing this quorum.
4. Meetings shall be open to all interested parties unless closed by majority vote of the Board of Directors.

SCAF ByLaws

V. FINANCIAL ACTIVITIES

A. Dues

1. The amount of annual dues, and the manner of collection, shall be established by the Board of Directors consistent with the fiscal needs of SCAF-WP and the requirements set forth in this section.
2. Area Chapters shall act for the Board of Directors to collect annual dues from each member and forward the amount designated by the Board of Directors, to the SCAF-WP Treasurer.
3. Area Chapters may charge additional dues for any use consistent with the purpose and objectives of SCAF-WP.

B. Disbursements

1. The President or his designee shall be authorized to make payments in behalf of the SCAF-WP. The Board of Directors shall in its sole discretion determine the manner of payment.
2. Any disbursement of an amount greater than five hundred (\$500) dollars shall require two (2) signatures from among the President, Vice President or Treasurer.
3. In cases where extraordinary circumstances exist or time is of essence, the President may authorize expenditures at his sole discretion. His action must be nonetheless authorized by the Board of Directors post facto, at the next scheduled meeting of the Board of Directors.

C. Budget

1. The President prepares an annual budget, and presents it to the Board of Directors prior to May 1st each year.
2. The Board of Directors shall approve the budget for that year, prior to June 1 of each year.

VI. AMENDMENTS

Amendments to these bylaws may be made by two-thirds vote of a general membership meeting.

VII. DISSOLUTION

SCAF-WP may be dissolved by a two-thirds vote of any general membership meeting. In the event of dissolution, all funds remaining after payment of outstanding debts shall be divided equally among all members in good standing at the the time of dissolution.