

## SCAF By-Laws

### I. NAME

The name of this organization shall be Southern California Aquatics Federation - Water Polo (herein after referred to as “SCAF-WP” or the “Federation”).

### II. SCOPE

The scope of these by-laws is the membership as defined in article IV – membership.

### III. PURPOSES AND OBJECTIVES

#### A. Purpose

To provide members development, training and leadership as officials through the general supervision of water polo technical officials for all approved NFHS and NCAA 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 NFHS and NCAA water polo officials in Southern California.

#### B. Objectives

1. To establish SCAF-WP as the premier representative of technical officials to all NFHS and NCAA bodies approving the sport of water polo in Southern California.
2. To coordinate and promote the recruitment, training, certification and rating of SCAF-WP 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.

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 by-laws.

### IV. STRUCTURE

The Federation shall be made up of six (6) area Associations established throughout Southern California as described in Article II, Section A, Purpose. Each Association shall elect its own

officers no later than March 31 of the odd numbered years. Additional area Associations may be accepted into the Federation only by approval of the Board of Directors of the Federation. Each Association will be bound by the Federation by-laws. Minimally, each Association must have a President, Treasurer, and Secretary. All other elected or appointed positions are optional.

A. Area Association Objectives/Duties of the Association President:

1. Coordinate meetings as necessary to conduct the business of the area Association.
2. Coordinate instructional programs that allow area members to meet SCAF-WP educational eligibility requirements.
3. Coordinate the evaluation, mentoring and rating of its area members annually, according to a method approved by the SCAF-WP Board of Directors.
4. Communicate Association information to the Board of Directors which assists in carrying out the duties of the Federation and its Directors.

V. MEMBERSHIP

- A. The members of the Federation shall be those individuals who are current with their annual dues.
- B. Each member shall pay annually (no later than each April) to the Federation an amount established by the Board of Directors of the Federation.
- C. Members of SCAF-WP may vote in Federation and Association meetings and or elections provided he/she is a member in good standing for at least the previous calendar year preceding the vote.
- D. A member in good standing is defined as current with dues, meeting attendance, not currently under any sanctions, Federation or Association.
- E. 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.
- F. Membership does not by itself qualify an individual to officiate a water polo match. Members must complete the approved training program and/or updated annual training to be eligible for consideration to officiate high school, community and four-year collegiate competition.
- G. 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 Association.
3. Past presidents of SCAF-WP shall be granted Life Membership, provided the entire term of presidency was fulfilled without resignation or removal.

## VI. BOARD OF DIRECTORS

- A. The governing board of directors shall be the Board of Directors (elected no later than March 31 of even numbered years), which shall be responsible for conducting all the business of the Federation.
- B. All decisions of the Board of Directors shall require approval by a majority of the full membership of the Board present at any scheduled or special meeting, provided a quorum is established (see ARTICLE VIII, B). Communication of such decisions or any other such matters of policy or philosophy regarding SCAF-WP shall be the responsibility of the President. The President may delegate this responsibility on specific issues. All Federation communication shall be conducted in an honest, open manner, consistent with the objectives of the sport and SCAF-WP.
- C. Composition: The Board of Directors shall consist of no more than thirteen voting members who shall be selected in accordance with the procedures outlines in ARTICLE VI. The SCAF-WP President shall be the presiding officer of all meetings of the board as well as any special meeting.
- D. Powers and duties:
  1. Has final responsibility to insure that SCAF-WP is working towards its purpose and objectives.
  2. May create other positions and appoint standing committees as it deems necessary to conduct the Federation's business.
  3. Shall create such Policy and Procedures as necessary to conduct the Federation's business.
  4. To act as the final appeals board for problems involving officials.
  5. To act as the official liaison between officials and governing organizations to which SCAF-WP assigns officials.
  6. To assure that instructional clinics are held annually for certification and establish an evaluation program for officials.

7. Provide interpretations of the rules, when necessary, and to provide these interpretations, as well as discussion of officiating problems, to all members of the Federation.
8. Establish a board whose sole purpose is to rate and rank all certified officials in the Federation.

## VII. OFFICERS AND OTHER MEMBERS OF THE BOARD OF DIRECTORS

- A. Officers possess one vote on matters before the Board of Directors and shall perform other duties as assigned by the President and/or the Board of Directors.
- B. The elected officers of the organization shall consist of the President, Vice-President, Treasurer, and Senior Programs Chair. Others may be selected or appointed.
  1. President
    - a. Coordinates and sets the agenda for the SCAF-WP special meetings and Board of Directors meetings.
    - b. Acts in behalf of SCAF-WP, enforcing its by-laws and carrying out its policies.
    - c. Makes recommendations to the Board of Directors.
    - d. Reports to the membership at each special meeting.
    - e. Appoints committees as necessary to assist the Board of Directors in its work.
    - f. Member of the SCAF rating board.
    - g. Term length – 2 years.
  2. Vice President
    - a. Assumes the responsibilities of the President in his/her absence, on resignation or removal.
    - b. Performs other duties (special projects) as assigned by the President or the Board of Directors.
    - c. Term length – 2 years.
  3. Treasurer
    - a. Keeps records of all income and expenses of SCAF-WP.

- b. Deposits funds and issues checks as authorized and approved by the President or the Board of Directors.
  - c. Makes financial reports at all meetings of the Board of Directors or by request of any Director.
  - d. Term length – 2 years.
4. Senior Programs Chair (moved from the appointed section)
- a. An officer, ex-officio with vote.
  - b. Elected by vote of the SCAF-WP referees named on the SCAF-WP College List prior to June 30, of the odd numbered year immediately preceding the nomination.
  - c. Represents SCAF-WP and the Board of Directors to the governing bodies and assignors for community and four-year collegiate water polo.
  - d. Maintains a current SCAF-WP rating list for use by appropriate assignors.
  - e. Member of the SCAF-WP rating board.
  - f. Term length – 2 years
- C. Each area Association president shall be a voting member of the Board of Directors. They may appoint another member in good standing of their Association to be the area's representative instead. The representative shall act as proxy in all matters requiring a vote. This must be communicated in writing to the SCAF-WP President.
- D. The SCAF-WP President may nominate up to two individuals to be members-at-large, who must be confirmed by a majority vote of the Board of Directors. Their term of office shall be the same as the elected officers, as full voting members of the Board of Directors.
- 1. In years following a change in the president, there may be one (1) member-at-large. In years following a re-election of the president, there may be two (2) members-at-large.
  - 2. Members-at-large shall not be appointed from the same association.
  - 3. Members-at-large are not officers.
- E. The immediate past President shall serve for the two (2) years immediately following the election of a successor, as a full voting member of the Board of Directors.
- F. Appointed members with and without vote:
- 1. Junior Programs Chair

- a. An officer, ex-officio with vote. Appointed by ~~majority vote of the Board of Directors~~ the president and approved by a majority vote of the board of directors.
- b. Represents SCAF-WP to CIF, including CIF Coaches Advisory Board(s).
- c. Assists in the recruitment and orientation of new officials.
- d. Member of the SCAF-WP rating board.
- e. Term length – 4 years.

2. Communications Chair (Secretary)

- a. An officer, ex-officio without vote. Appointed by the President, and approved by majority vote of the Board of Directors. The Board of Directors may approve a stipend for this position.
- b. Sends notice of the SCAF-WP Board of Directors meetings and their agendas to all parties who express interest.
- c. Sends notice of the SCAF-WP special meetings to all members as listed in the SCAF-WP membership records, no less than twenty one (21) days prior to the meeting.
- d. Assists the President in the preparation of the agenda for Directors and special meetings.
- e. Maintains minutes of the Board, special meetings and sends copies to all Board members, within fourteen (14) days of each meeting's adjournment.
- f. Maintains any and all correspondence, such as letters, requests, disciplinary reports, mediation and complaints.
- g. Term length – 2 years

3. Instructional Chair

- a. An officer, ex-officio without vote. Appointed by the President, and approved by majority vote of the Board of Directors. The Board of Directors may approve a stipend for this position.
- b. Plans and implements a training program approved by the SCAF-WP Board of Directors for water polo technical officials at all levels of ability.
- c. Coordinates the annually required training opportunities for all of the SCAF-WP area Associations, to ensure consistent instruction and training for all officials.

- d. Plans, organizes and coordinates SCAF-WP clinics for all levels of play and members, CIF, community and four-year collegiate water polo.
- e. Coordinates the evaluation of all SCAF-WP water polo officials.
- f. Is a member of the SCAF rating board.
- g. Acts as inspector of elections during election years.
- h. Term length – 2 years.

4. Membership Chair

- a. An officer, ex-officio position 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.
- b. Maintains current membership, certification, rating, and mailing lists.
- c. Acts as liaison for Directors to contracted or volunteer staff operating and maintaining SCAF-WP membership records and internet sites.
- d. Maintain all SCAF-WP clinic attendance records and test scores.
- e. Term length – 2 years.

5. Electronic Media Chair

- a. An officer, ex-officio position 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.
- b. Maintains the SCAF website as directed by the Board of Directors including, but not limited to:
  - 1. Updating rosters
  - 2. Posting announcements
  - 3. Creating links for membership, testing, etc.
- c. Term length – 4 years.

G. Removal of officers

- 1. 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.
- 2. Any officer who forfeits membership in SCAF-WP or has membership revoked shall forfeit the office.
- 3. Any vacated office (excluding the President) shall be filled for the remainder of the term by nomination of the President and majority vote of the Board of Directors.

H. Resignation of SCAF Officers

1. President: The Vice President shall assume the full responsibilities as replacement for the balance of the term.
2. Other officers: Shall be filled for the balance of the term by nomination of the President and the approval of the SCAF-WP Board of Directors.
3. Area President: Area Association selects a replacement for the balance of the term.

VIII. ELECTIONS

- A. Elections for officers shall be conducted no later than March 31 of even numbered years. These elections may be held at a special meeting, mail or by electronic means.
- B. Other matters requiring members' approval may be conducted in the same manner.
- C. Each voting member shall have one vote.
- D. The candidate for each office receiving 50% plus one vote of the votes cast shall be elected. If more than two candidates run for an office and no one receives 50% plus one vote, then the two highest recipients of the votes cast shall vie in a run-off. If the run-off ends in a tie, the Board of Directors shall determine the manner in which the tie is to be broken.
- E. Inspector(s) of Elections:
  1. The Instructional Chair shall assume the role of Inspector of Elections with the power to appoint two (2) additional voting members as Inspector Assistants with approval of the Board of Directors, provided the Instructional Chair is not a candidate in the election. In the event that the Instructional Chair is a candidate for an elected position, the President ~~may~~ shall appoint no more than three (3) voting members as inspectors with approval of the Board of Directors. Inspectors may not be candidates for any elected position being contested for the board.
  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.

## IX. MEETINGS

### A. Special Meetings

- 1. Special meetings 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.

### B. 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 fifty one percent (51%) of the voting members, registered in at least three (3) different area Associations 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.

## X. 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. The Membership Chair 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 Associations may charge additional dues for any use consistent with the purpose and objectives of SCAF-WP.

### B. Disbursements

- 1. The President or his/her designee shall be authorized to make payments on 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/her sole discretion. His/her 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.

XI. AMENDMENTS

Amendments to these by-laws may be approved by a two-thirds vote of a general membership voting in an election.

XII. DISSOLUTION

SCAF-WP may be dissolved by a two-thirds vote of the general membership at a special 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 time of dissolution.

### XIII. DEFINITIONS

Individual – A person who officiates water polo within the jurisdiction of SCAFWP.

Member – An individual that is current with their annual dues.

Member in Good Standing – A member that is current with meeting attendance and not under any sanctions by the Federation or local association.

Federation – The entire body of SCAFWP that includes members of all local associations within the boundaries of SCAFWP. Local associations include: Channel Coast, Foothill, Inland, Los Angeles, North Coast, Orange County.

Board of Directors – The current elected Board of Directors. This Current BOD may then confirm appointments by the President to itself or take recommendations from the President and confirm appointments to itself. All appointments must be confirmed by a majority vote of the current elected Board of Directors.

Current Elected Board of Directors – Composed of all elected officials. Includes: President, Vice-President, Treasurer, Senior Chair, 6 elected area Presidents and the Immediate Past President in the 2 years following the election of a new President.

President – The current President

Year – Fiscal year is from May 1 to April 30. Membership year is from May 1 to April 30 of the following year.

Official – An individual that officiates water polo.