

SOUTHERN CALIFORNIA AQUATIC FEDERATION – WATER POLO By-Laws

REVISED and APPROVED March 2018

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 Federation membership as defined in Article V – Membership.

III. PURPOSES AND OBJECTIVES

A. Purpose

To provide development, training and leadership through the general supervision of water polo referees for all water polo events sanctioned by those bodies which appoint SCAF-WP as the official assignment organization, 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 officials in Southern California who belong to SCAF-WP.

B. Objectives

1. To coordinate and promote the recruitment, training, and certification of technical officials for events assigned by SCAF-WP.
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 obligation 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. AREA ASSOCIATIONS

The Federation shall be made up of six (6) area Associations established throughout Southern California as described in Article III, Section A, Purpose. Each Area Association shall elect its own officers no later than March 31 of the odd numbered years, for two (2) year terms beginning April 1 of the odd numbered years. Area Association elections shall be carried out in a manner consistent with the Federation Bylaws. Additional Area Associations may be accepted into the Federation only by approval of the Board of Directors of the Federation.

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Each Area Association will be bound by the Federation by-laws. Minimally, each Area Association must have a President, Treasurer, and Instructional Chair. All other elected or appointed positions are optional.

- A. Area Associations are established by the Federation:
 - 1. SCAF-WP members shall be officially affiliated with only one Area Association for the purposes of voting and representation to SCAF-WP. They may affiliate with other Area Associations for the purposes of assignment and training.

- B. Each Area Association shall have Bylaws, which shall:
 - 1. Specify the composition of the Area Association Board of Directors, which shall include the officers specified below and may include other elected or appointed officers or members.
 - 2. Specify whether the Instructional Chair and Treasurer are elected or appointed, and the method of appointment and removal for officers and members.
 - 3. Be approved by a majority vote of the Area Association members, and may be modified by majority vote of the Area Association members.
 - 4. Be overruled by the Federation Bylaws or Policies and Procedures when the Area Association Bylaws conflict with Federation Bylaws or Policies and Procedures.

- C. Each Area Association shall have Policies and Procedures, which shall:
 - 1. Include operational policies and procedures necessary for Area Association operation.
 - 2. Be approved by a majority vote of the Area Association Board of Directors and may be modified by majority vote of the Area Association Board of Directors.
 - 3. Be overruled by the Federation Bylaws or Policies and Procedures when the Area Association Policies and Procedures conflict with Federation Bylaws or Policies and Procedures.

- D. The Area Association President is an elected position, and has the following duties:
 - 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 Area Association information to the Federation Board of Directors which assists in carrying out the duties of the Federation and its Directors.

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- E. The Area Association Treasurer is an elected position, and has the following duties:
 - 1. Collect and disburse Area Association fees as necessary for Area Association operation.
 - 2. Maintain an Area Association bank account. Disbursements from the account shall require signatures of the Treasurer and President.
 - 3. Provide financial reports to the Area Association President and to the SCAF-WP Treasurer on a quarterly basis.

- F. The Area Association Instructional Chair may be appointed by the Area Association President or elected, and has the following duties:
 - 1. Work with the SCAF-WP Instructional Chair to produce instructional materials.
 - 2. Facilitate instructional clinics and other trainings as specified by the SCAF-WP Board of Directors.

V. MEMBERSHIP

- A. Each member shall pay dues annually (no later than each April) to the Federation an amount established by the Board of Directors of the Federation.

- B. A member in good standing is defined as current with dues, current with all other financial obligations to the Federation or an Area Association, and not currently under any sanction by the Federation or an Area Association.

- C. Members of SCAF-WP may vote in Federation and Area Association meetings and/or elections provided he/she has been a member in good standing for at least the previous calendar year preceding the vote.

- D. Only SCAF-WP members who have been certified by an Area Association Instructional Chair may be assigned to officiate water polo events under the 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 Area Association claiming urgent circumstances must report his/her action in writing, to the Board of Directors, within ten (10) days.

- E. Membership in the Federation does not by itself qualify an individual to officiate a water polo match. The Federation Board of Directors will provide sufficient training and certification programs to meet sanctioning body requirements and to prepare members to officiate in the sanctioned events. Members must complete the approved training and certification program to be eligible for assignment by SCAF-WP to sanctioned events.

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F. 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 dues to the Federation, and its area Associations.
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 body of the Federation 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 membership of the Board present at any scheduled or special meeting, provided a quorum is established (see ARTICLE IX, 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 members who shall be selected in accordance with the procedures outlined 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 of the Federation Board of Directors:
 1. Has final responsibility to ensure 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.

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6. To assure that certification and training programs are held annually for certification and that those programs satisfy the requirements of the sanctioning bodies.
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.

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. No person may hold more than one voting position on the Board of Directors.
- B. The elected officers of the organization are the President, Vice-President, Treasurer, and Senior Programs Chair. Elected officers serve a two (2) year term, beginning April 1 of even-numbered years.
 1. President
 - a. Organizes and sets the agenda for the SCAF-WP special meetings and Board of Directors meetings.
 - b. Acts on 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.
 2. Vice President
 - a. Assumes the responsibilities of the President in his/her absence, on resignation or removal.
 - b. Performs other duties as assigned by the President or the Board of Directors.
 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.

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4. Senior Programs Chair
 - a. An officer, ex-officio with vote.
 - b. Elected by vote of the SCAF-WP referees named on the SCAF-WP College List on June 30 of the year immediately preceding the election.
 - c. Represents SCAF-WP and the Board of Directors to the governing bodies and assignors for community and four-year collegiate water polo.
 - c. Maintains a current SCAF-WP rating list for use by appropriate assignors.
- C. Each area Association President shall be an ex-officio officer of the Federation and a voting member of the Board of Directors.
- D. The Elected Officers and the Area Association Presidents together form the Executive Committee of the Federation. The Executive Committee shall only meet coincident with Federation Board of Director meetings.
- E. The immediate past President shall serve for the two (2) years immediately following a successor assuming office, as a full voting member of the Board of Directors, unless the immediate past President was removed from office by the Federation Board of Directors.
 1. The Immediate Past President may be removed from the Board by vote of 2/3 of the Executive Committee of the Federation.
 2. A President removed from office by the Executive Committee shall be considered removed from the Immediate Past President role as well.
- F. The SCAF-WP President may nominate individuals to be members-at-large, who must be confirmed by a majority vote of the Executive Committee. Their term of office shall begin when they are confirmed, and end on March 31 of the next even numbered year.
 1. Members-at-Large are officers of the Federation and full voting members of the Board of Directors.
 2. If there is an Immediate Past President serving on the Board of Directors, there may be one (1) member-at-large. Otherwise, there may be two (2) members-at-large.
 3. Members-at-large shall not be appointed from the same Area Association.
 4. The President is not required to provide a nomination to fill open Member-at-Large positions.

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- D. Other officers and members are selected by the President and assume office after approval by a majority of the Executive Committee. The term of appointed members expires on the next March 31 of an even-numbered year.
 - 1. The term of all appointed members serving at the time of adoption of these bylaws shall end on March 31, 2018.
- E. All eligible officers or voting members of the Board of Directors may vote on all motions or resolutions before the Board, regardless of potential or perceived conflict of interest.
- F. Appointed members:
 - 1. Junior Programs Chair
 - a. Is an officer of the Federation and a voting member of the Board of Directors.
 - b. Represents SCAF-WP to sanctioning bodies for high school and youth events.
 - c. Assists in the recruitment and orientation of new officials.
 - 2. Communications Chair (Secretary)
 - a. Sends notice of the SCAF-WP Board of Directors meetings and their agendas to all parties who express interest.
 - b. 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.
 - c. Assists the President in the preparation of the agenda for Directors and special meetings.
 - d. Maintains minutes of the Board, special meetings and sends copies to all Board members, within fourteen (14) days of each meeting's adjournment.
 - e. Maintains Federation correspondence, such as letters, requests, disciplinary reports, mediation and complaints.
 - f. The Board of Directors may approve a stipend for this position.
 - 3. Instructional Chair
 - a. Plans and implements a training program approved by the SCAF-WP Board of Directors for water polo technical officials at all levels of ability.
 - b. Coordinates the required training opportunities for the SCAF-WP area Associations, to ensure consistent instruction and training for all officials.

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- c. Plans, organizes and coordinates SCAF-WP training for all levels of play and members to satisfy sanctioning body requirements.
- d. Coordinates the evaluation of all SCAF-WP water polo officials.
- e. The Board of Directors may approve a stipend for this position.

4. Membership Chair

- a. Maintains current membership, certification, rating, and mailing lists.
- b. Acts as liaison for Directors to contracted or volunteer staff operating and maintaining SCAF-WP membership records.
- c. Maintain all SCAF-WP clinic attendance records and test scores.
- d. The Board of Directors may approve a stipend for this position.

5. Electronic Media Chair

- a. Maintains the SCAF website and any social media sites or pages as directed by the Board of Directors.
- b. The Board of Directors may approve a stipend for this position.

G. Removal of officers and appointed members

- 1. A motion to remove an officer or appointed member may be made by any officer or appointed member of the SCAF-WP Board of Directors at a meeting of the Board where there is a quorum of the Executive Committee. The officer or appointed member shall be removed from office by a two-thirds vote of the members of the Executive Committee present at a meeting of the Board of Directors where there is a quorum of the Executive Committee.
- 2. An Executive Committee member who is the subject of a motion for removal from the SCAF-WP Board of Directors shall retain the right to vote on that motion, as shall an Executive Committee member who made the motion.
- 3. Any officer or appointed member who forfeits membership in SCAF-WP or has membership revoked shall also forfeit the office or appointed position on the SCAF-WP Board of Directors.

H. Replacement of Vacant SCAF-WP Board Positions

- 1. Should the President position be vacant, the Vice President shall assume the full responsibilities as replacement for the balance of the term.

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2. Other vacant officer and appointed positions shall be filled for the balance of the term by nomination of the President and the approval of the Executive Committee.

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, by 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. In order to be eligible to vote, members of the Federation must be current on all financial obligations to the Federation and any Area Association.
- 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 SCAF-WP members as Inspector Assistants with approval of the Board of Directors, provided the Instructional Chair is not a candidate in the election. If the Instructional Chair is a candidate for an elected position or has another conflict of interest, the President shall appoint no more than three (3) SCAF-WP 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 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.
 - e. 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.

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IX. MEETINGS

A. Special Meetings of the Membership

1. Special meetings of the Federation 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 of the meeting. Those members present at a meeting called with proper notice 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. For the Board of Directors and the Executive Committee, the attendance of more than fifty percent (50%) of the voting members, registered in fifty percent (50%) or more of the Area Associations shall constitute a quorum.
3. The attendance of the President shall not count toward establishing a quorum.
4. Meetings shall be open to all interested parties unless closed by majority vote of the Board of Directors.
5. The President shall set the dates and locations of Board of Director meetings, and reasonable notice of meetings shall be provided to the Board of Directors and to the Federation membership.
6. An officer other than the President or designee may organize a meeting of the Board of Directors, with written approval of more than 50% of the voting members. Reasonable notice of this meeting shall be provided to the Board of Directors and to the Federation membership.
7. The attendance of more than fifty percent (50%) of the members of the Executive Committee, registered in 50% or more of the Area Associations, shall constitute a quorum of the Executive Committee.

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.

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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 Treasurer 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. The action must be nonetheless authorized by the Board of Directors post facto, at the next scheduled meeting of the Board of Directors.

XI. AMENDMENTS

Amendments to these by-laws must be approved by the Board of Directors and then ratified by two-thirds (2/3) vote of the general membership voting in an election.

XII. DISSOLUTION

SCAF-WP may be dissolved by a two-thirds (2/3) 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.