

Southern California Aquatics Federation - Water Polo

Bylaws

Updated and Approved February 2026

- I. Name:
 - A. The name of this organization shall be Southern California Aquatics Federation-Water Polo (hereafter referred to as "SCAF-WP", "SCAF-WP Association", or the "Federation").

- II. Scope:
 - A. The scope of these bylaws is the Federation membership as defined in Article VI -Membership.

- III. Purpose 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 governing bodies which appoint SCAF-WP as the official assignment organization, in San Luis Obispo (for Community College assignments only), Channel Coast, Los Angeles, Foothill, Inland, and Orange County areas, (hereinafter referred to as "Southern California") and to work for the betterment, development and growth of water polo officials in Southern California who are current members in good standing of SCAF-WP.

 - B. Objectives:
 - 1. To coordinate and promote the recruitment, training, and certification of technical officials for events assigned by SCAF-WP.
 - 2. To coordinate and/or assign qualified officials for specified levels of competition.
 - 3. To ensure that members of the organization are fairly compensated for their services.
 - 4. To solicit and receive funds for the support of SCAF-WP events and programs.
 - 5. To borrow money, contract debts, and to issue notes of obligations of SCAF-WP as needed for any 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 Bylaws.

IV. Community College Officials

- A. SCAF-WP Board of Directors is solely responsible for the elevation to the College List of eligible officials and the training of said officials. This training will include yearly rules tests and a mandatory clinic to be held every two years (in even numbered years). The SCAF-WP Instructional Chair will provide the rules test to the officials and tabulate the results for dissemination to the Community College Assignor. These actions are directly focused and limited to Community College officials, not NCAA 4-year level officials.
- B. The SCAF-WP Board of Directors works in support and in collaboration with the Community College Assignors and Conference Commissioners in regards to any concerns or disciplinary actions.

V. 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 odd numbered years, for a two (2) year term beginning April 1 of odd numbered years. Area Association elections shall be carried out in a manner consistent with the Federation Bylaws. Additional Associations may be accepted into the Federation only by the approval of the Board of Directors of the Federation. Each Area Association will be bound by the Federation Bylaws. Minimally, each Area Association must have a President, Vice-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 (1) Area Association for the purposes of voting and representation to SCAF-WP. They may affiliate with other Area Associations for the purpose of assigning. Officials, unless given permission by their Area President, shall undergo training in the same area where they vote and receive representation.

B. Each Area Association shall have Bylaws, which shall:

1. Specify the composition of the Area Board of Directors, which shall include the officers specified below and may include other elected or appointed officers or members.
2. Each Area Board shall consist of an elected President, Vice-President, and Treasurer. All other positions, for example Secretary, At-Large, and Instructional Chair shall be appointed by the President and approved by the Area Board.
3. Be approved by the majority vote of the Area Association members, and may be modified by a 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.

5. Any Area Board member that acts in direct conflict with SCAF-WP Bylaws or Policies and Procedures, may be disciplined, removed from office / position, or be suspended from SCAF membership by the SCAF-WP Board of Directors.
- C. Each Area Association shall have Policies and Procedures which shall:
1. Include operational policies and procedures necessary for Area Association operations.
 2. Be approved by a majority vote of the Area Association Board of Directors and may be modified by majority vote of the Area Board of Directors.
 3. Be overruled by the Federation Bylaws or Policies and Procedures when the Area Association Policies and Procedures conflict with the 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. Appoints individuals to lower level positions for approval.
 3. Coordinate instructional programs that allow area members to meet SCAF-WP educational eligibility requirements.
 4. Coordinate the evaluation, mentoring, and rating of its Area members annually, according to a method approved by the SCAF-WP Board of Directors.
 5. Communicate Area Associations information to the Federation Board of Directors which assists in carrying out the duties of the Federation and its Directors.
- E. Vice-President: The Area Vice-President is an elected position. He/She assumes the responsibilities of the President in his/her absence, resignation, or removal from office. The Area Vice-President performs other duties as assigned by the President or the Board of Directors.
- F. 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 approval and/or signatures of the Treasurer and President for both physical and electronic payments.
 3. Provide financial reports to the Area Association on a quarterly basis, or upon request from the Area President, Area Board of Directors, or the SCAF-WP Board of Directors.
- G. The Area Association Instructional Chair shall be appointed by the Area Association President, and has the following duties:
1. Work with the SCAF-WP Instructional Chair to produce instructional materials.

2. Facilitate instructional clinics and other training as specified by the SCAF-WP Board of Directors.
3. Due to the importance and influential nature of the Instructional Chair position, no individual may be on the coaching staff of any institution (High School or Community College) that SCAF-WP is responsible for training an/or assigning officials, and be named as the Instructional Chair for any SCAF-WP Associated Areas. This limitation will be for the entire season of a sport, for example, the 2022-23 High School or Community College season for boys and girls water polo.

VI. Membership:

- A. Each member of the SCAF-WP Association shall pay dues annually, no later than each July 1st to the Federation in an amount established by the Board of Directors of the Federation.
- B. A member in good standing is defined as one who is 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, has passed the SCAF-WP High School Rules Test and has completed the required training materials to date.
- 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 and Board of Directors 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 assignments 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 actions in writing, or by electronic means, to the SCAF-WP 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, through and in conjunction with Area Associations, will provide sufficient training and certification programs to meet sanctioning body requirements and to prepare members to officiate the sanctioned events. Members must complete the approved training and certification program to be eligible for assignment by SCAF-WP to sanctioned events.
- 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 Federation Board of Directors. No member of the SCAF-WP Board of Directors or Area Association Board of Directors, may nominate him/herself for Life Membership.

2. Those granted Life Membership to SCAF-WP are exempt from the payment of dues (SCAF-WP) to the Federation.
3. Past Presidents of SCAF-WP shall be granted Life Membership, provided the entire term of Presidency was fulfilled without resignation or removal.

VII. Federation 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 business of the Federation.
- B. All decisions of the Board of Directors shall require the approval by majority of the membership of the Board present at any scheduled or special meeting, provided that a quorum is established (see Article X, B). Communication of such decisions or any other such matters of policy or philosophy regarding SCAF-WP will 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 Federation Board of Directors shall consist of members who shall be selected in accordance with the procedures set forth in Article V. The SCAF-WP President shall be the presiding officer of all meetings of the Board as well as any special meeting.
- D. SCAF-WP Board composition shall include: President, Vice-President, Treasurer, Secretary, Senior Programs Chair, Jr. Programs Chair, the five (5) Area Association Presidents, two (2) members at-large Instructional Chair, Membership Chair, and Electronic Media Chair.
- E. 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 of maintaining a stable group of officials who are members in good standing, providing certified officials to local High Schools and Community Colleges.
 2. May create other positions and appoint standing committees as it deems necessary to conduct the Federation's business.
 3. Shall create such Policies 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, to include CIF Southern Section and all Community College Conferences in the Southern California Area.
 6. To ensure that certification and training programs are held annually for certification and that those programs satisfy the requirements of the sanctioning bodies.
 7. To act as a resource for Area Associations when conflicts of interest arise, to make decisions on the remediation of officials, the disciplining of officials (up to, but not limited to suspensions), or to remove an official

from SCAF-WP active list if any actions, past or present that come to the attention of the SCAF-WP Board of Directors, are deemed to put the reputation of the SCAF-WP Board of Directors at risk.

VIII. Officers and other members of the SCAF-WP Board of Directors:

A. Officers possess one (1) 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 SCAF-WP Board of Directors.

B. The elected officers of the organization are 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 Bylaws 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) Has one (1) vote, but only casts his/her vote to break ties.
- g) Maintains accreditation with the State of California.
- h) Processes all disciplinary action reports, for players and coaches, in their applicable playing area. This includes, but is not limited to Red Card, Misconduct, and Flagrant Misconduct reports that require action by member schools.
(1) Or a delegate of the President, i.e, Junior Programs Chair.
- i) Collect play-off lists of officials and provide said list to CIF.
(1) Or a delegate of the President, i.e. Junior Programs Chair.

2. Vice-President:

- a) Assumes the responsibilities of the President in his/her absence, or resignation, or removal from office.
- b) Performs other duties as assigned by the President or the Board of Directors.
- c) A voting member with one (1) vote.

3. Treasurer:
 - a) Keeps records of all income and expenditures of SCAF-WP.
 - b) Deposits funds and issues checks, or other authorized forms of payment, 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 SCAF-WP Director.
 - d) Maintains a SCAF-WP "referees relief fund", which upon SCAF-WP Board approval, may provide funds to water polo officials who are facing financial challenges brought on by extraordinary circumstances such as health issues, death of an official, or the death of a family member. This fund consists of monies approved by the SCAF-WP Board and maintained in the SCAF-WP Savings Account.
 - e) All expenditures made by the Treasurer shall require approval by the SCAF-WP President, or in his/her absence, the Vice-President.
 - f) A voting member with one (1) vote.

4. Senior Programs Chair:
 - a) An officer, ex-officio with one (1) vote
 - b) Elected by vote of the SCAF-WP members by March 31 of even numbered years.
 - c) Represents SCAF-WP and the Board of Directors to the governing bodies and assignors for Community College and four-year collegiate water polo.
 - d) Maintains current SCAF-WP ratings list for use by the appropriate assignors.

- C. Each Area 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 Presidents together form the Executive Committee of the Federation. Elected officers consist of: President, Vice-President, Senior Programs Chair, and Treasurer. The Executive Committee shall only meet coincident with the Federation Board of Directors meeting.
- E. The immediate past President shall serve for two (2) years immediately following a successor assuming office, as a full voting member of the Board of Directors, unless the past President was removed from office by the Federation Board of Directors, or if the immediate past President resigned his/her position.
 1. The immediate past President may be removed from the Board of Directors by a $\frac{2}{3}$ (two-thirds) vote 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 terms of office shall begin when they are confirmed, and end 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) appointed member-at-large. Otherwise, there may be two (2) appointed 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.
- G. Other officers and members are selected by the President and assume office after approval by a majority of the Executive Committee. The term of the appointed members expires on the next March 31 of even-numbered years.
 - 1. The term of all appointed members serving at the time of adoption of these Bylaws shall end on March 31 of the next even-numbered year.
- H. 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 conflicts of interest.
- I. Appointed members:
 - 1. Junior Programs Chair: Appointed / voting member with one (1) vote.
 - a) Is an officer of the Federation and a voting member of the Board of Directors with one (1) vote.
 - b) Represents SCAF-WP to sanctioning bodies for high school events.
 - c) Assists in the recruitment and orientation of new officials.
 - 2. Secretary: Appointed non-voting member
 - a) Sends notice of the SCAF-WP Board of Directors meeting and their agendas to all parties who express interest.
 - b) Sends notice of the SCAF-WP Special Meetings to all members 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 Federation Board of Directors may approve a stipend for this position.

3. Instructional Chair: Appointed no-voting member
 - 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) Appointed by SCAF-WP President and approved by the SCAF-WP Board of Directors.
 - c) Coordinates the required training opportunities for the SCAF-WP Area Associations, to ensure consistent instruction and training for all officials.
 - d) Plans, organizes and coordinates SCAF-WP training for all levels of play and members to satisfy sanctioning body requirements.
 - e) Creates, administers, and records the results of a rules test for all Community College and High School level officials.
 - f) Coordinates the evaluation of all SCAF-WP officials, in conjunction with each Area Associations Instructional Chair.
 - g) The Board of Directors may approve a stipend for this position.
 - h) Due to the importance and influence of the Instructional Chair position, no individual may be on the coaching staff of any institution (High School or Community College) that SCAF-WP is responsible for training and or assigning officials, and be named the Instructional Chair for any SCAF-WP Associated areas, This limitation will be for the entire season of a sport, for example, the 2022-23 high school season for boys and girls water polo.
 4. Membership Chair: Appointed / non-voting member
 - a) Maintains current membership, certification, rating, and mailing lists.
 - b) Acts as a liaison for Directors to contracted volunteer staff operating and maintaining SCAF-WP membership rolls.
 - c) Maintain all SCAF-WP clinic attendance records and test scores, in coordination with the SCAF-WP Instructional Chair and the Area Associations Instructional Chairs.
 - d) The Board of Directors may approve a stipend for this position.
 5. Electronic Media Chair: Appointed / non-voting member
 - a) Maintains the SCAF-Wp 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.
- J. 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 ($\frac{2}{3}$) vote of the members of the Executive Committee 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 make the motion.
 3. Any officer or appointed member who forfeits membership in SCAF-WP or has membership removed shall also forfeit the office or appointed position on the SCAF-WP Board of Directors.
- K. Replacement of vacant SCAF-WP Board Positions:
1. Should the President position be vacant, the Vice-President shall assume full responsibilities as replacement for the balance of the term.
 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.

IX. 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 (1) 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 election. If the run-off election ends in a tie, the Board of Directors shall determine the manner in which the tie is to be broken.
- E. Unfilled elected offices: In case no member is nominated, or no qualified candidate runs for one of the SCAF-WP open positions in an election year, the remaining Executive Committee members (Area Presidents) shall be in charge of seeking out individuals to fill the vacant positions. Approval will be based on a majority vote of all five (5) Area Presidents. The Past President will remain in office until a successor is elected.
- F. Inspector 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 the 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 the approval of the Board of Directors. Inspectors may not be candidates for any elected position being contested for the SCAF-WP Board of Directors.
 2. The Inspector shall:

- a) Determine the eligibility of voting members
- b) Hear and clarify all challenges and questions in any way arising in connection with the right to vote.
- c) Determine when the polls shall open and close.
- d) Receive votes, count and tabulate votes, determine the results, 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 (3) inspectors of the election the decision, act, or certificate of a majority is effective in all respects as the decision, act or certificate of all.

X. Meetings:

A. Special meetings of the Membership

1. Special meetings of the membership may be called as necessary by majority vote of the Board of Directors. Notice of such meetings 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 Directors meeting:

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%) 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 a majority vote of the Board of Directors.
5. The President shall set the dates and locations of Board of Directors 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 designees may organize a meeting of the Board of Directors, with written approval of more than fifty percent (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.
8. Proxy voting is not allowed at SCAF-WP Board meetings.

XI. 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, in coordination with the SCAF-WP Treasurer, 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 Association may charge additional dues for any use consistent with the purposes and objectives of SCAF-WP.

B. Disbursements:

1. The Treasurer shall be authorized to make payments on behalf of 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, and Treasurer. In the case of electronic payment for an amount greater than five hundred (\$500) dollars, the Treasurer shall obtain approval from the President or Vice-President.
3. In cases where extraordinary circumstances exist or time is of the essence, the President may authorize expenditures as 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.

XII. Amendments:

- A. Amendments to these Bylaws must be approved by the Board of Directors and then ratified by a two-thirds ($\frac{2}{3}$) vote of the general membership voting in an election.

XIII. Community College Responsibilities:

- A. The SCAF-WP Board of Directors shall prepare a rules test each year prior to the start of the season for officials who only referee at the Community College level and no higher. This duty falls to the Senior Programs Chair who will work with the NCAA Rules Coordinator to create an appropriate test, grade said test, and communicate the results to the officials and the SCAF-WP Board of Directors.
- B. Every two (2) years, even numbered year, the Senior Programs Chair will, in conjunction with the NCAA Rules Coordinator, hold a training clinic for all members who are refereeing at the Community College level, but no higher.

XIV. Dissolution:

- A. SCAF-WP may be dissolved by a two-thirds ($\frac{2}{3}$) 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 the time of dissolution.