**New Jersey High School Tennis Officials Association**

**Constitution and By-Laws ( 2009 )**

**Article 1 Name**

The name of this organization shall be the New Jersey High School Tennis Officials Association ( NJHSTOA )

**Article 2 Purpose**

1. Promote the welfare of the game of tennis by uniformly interpreting and administering the rules set forth by the NewJersey State Interscholastic Athletic Association (NJSIAA ) and the United States Tennis Association (USTA ).
2. Promote a high standard of ethics among officials and maintain the highest level of tennis officiating by following a uniform set of mechanics.
3. Preserve the traditions, foster ideals, advance interest, and improve the quality of tennis officials through continuing education and on court experiences.

**Article 3 Membership**

1. Any person of good moral character and at least eighteen years of age is eligible to apply for membership to the Association.
2. Applicants shall meet all the requirements of the Association including taking and passing an exam.
3. Active members of the Association pledge themselves to be bound by its rulings. Members who violate any such rulings subject themselves to disciplinary action. Such cases shall be heard and decided by the Executive Committee in accordance with the by-laws thereof.
4. Active members, after paying dues of not less than seventy dollars, shall receive certain benefits including an annual rule book , an NJSIAA membership card, NFHS Officials Association membership, and become a duly registered NJSIAA tennis official.
5. An inactive member is a former active member who, for the ensuing year, has not been registered to officiate. An inactive member desiring active status must make application in writing to the secretary of the Executive Committee.
6. All members of this Association are independent contractors and not employees and are responsible for their own tax obligations.

**Article 4 Officers**

1. The Executive Committee of this association shall be made up of seven members. The Association’s Assignors

( normally three ) will have automatic positions on the Executive Committee. The remaining four members will be voted upon by the membership for a total of seven members. These seven Executive Committee members will hold positions of President, Vice-President, Secretary, Treasurer, and Members-at large. An Assignor may hold another position on the Executive Committee.

1. In the event of the resignation of an Executive Committee member, the remaining members of the committee shall appoint a successor for the remainder of that term.
2. A Nominating Committee of three shall be appointed by the President. They will present a slate of four members in good standing in addition to the three assignors, and this slate shall be voted on by the membership. The slate will be presented to the membership for approval in June. The new Executive Committee will assume their duties on July 1.
3. The officers of the Association shall not hold more than one office at one time.
4. Elections of the Association shall be held in every odd numbered year starting in 2009. The Executive Committee members shall hold their term of office for two years.
5. The President shall preside at all meetings of this Association and of the Executive Committee. The Vice-President shall act in the absence of the President. The Secretary shall be the legal custodian of all the records of the Association, conduct correspondence, send out notices, and record minutes. The Treasurer shall receive and disburse all monies, keep financial records, and submit annual financial statements. The Assignors shall assign officials for high school matches, tournaments, and events as needed within their area of responsibility.

**Article 5 Meetings**

Meetings for active officials will be held during the summer months and may include training and rules update /interpretations. There may be additional training/rules interpretation meetings throughout the year. A minimum of one training/rules interpretation meeting per year is mandatory for all active members. Failure to attend a yearly meeting will result in probation and/or other sanction.

**Article 6 Amendments**

The Constitution and By-Laws may be amended by a two-thirds vote of the membership at a meeting or by mail ( postal or electronic ). The Association will provide notice in writing of proposed amendment revision which has been filed with the Secretary. This information shall be provided to the membership at least seven days prior to the meeting or when a response to the proposed amendment is needed.

**Article 7 Grievances**

1. When a member of the Association believes that he/she has suffered through an unfair or inadequate treatment or through an act or conditions which is contrary to the Constitution and By-Laws of the Association, that member may file a grievance.
2. The grieved member shall present his/her complaint in writing to the Executive Committee through the secretary explaining full details of the grievance. This written grievance shall be accompanied by a sincerity fee of twenty-five dollars which will be returned to the grieved member if the grievance is upheld. If the action is initiated by the Executive Committee against a member, the fee will be waived.

**Article 8 Uniforms**

The approved Association shirt along with black shorts, skirt or slacks and tennis shoes must be worn at all assignments. If a jacket is worn, then a yellow colored jacket ( for visibility ) is preferred. An Association yellow fleece jacket is recommended .

**Article 9 Assignments**

1. A list of approved tennis officials who have fulfilled all requirements of the Association will be registered with the NJSIAA.
2. Assignors, designated by the Association, will assign an approved official (s) to officiate an event upon request or where designated by the NJSIAA.
3. No member of the association shall individually accept any assignments from any schools or organizations within our purview. Association officials may only work at events assigned to them by the Association assignor.
4. All members, after accepting an assignment, have a responsibility to the Association to appear neatly dressed in uniform at the time and place indicated by the assignor.
5. Upon acceptance of an assignment, a contract is in effect between the official and the school or tournament which is then responsible for direct payment to the official.
6. Members are responsible for an assignor’s fee, set by the Executive Committee, paid directly to the assignor at the end of each season or school year.
7. If an official does not appear for an assignment which has been accepted, he/she shall be fined the amount he/she would have been paid for such assignment unless a valid reason in writing if offered to and accepted by the Executive Committee.
8. In the case of last minute sickness, injury, transportation difficulties etc., every effort shall be made to contact the assignor who will attempt to secure another official. In extreme cases, a member should attempt to personally contact another official and then notify the assignor as soon as possible of this change.
9. The assignor or his designated helper must be available by phone until 3PM daily to receive calls from athletic directors and members.

**Article 10 Evaluation**

1. Prospective members must take and pass an exam with a minimum grade of 80% in order to gain certification into the Association.
2. A grade below 80% will require a retest prior to certification.

**Article 11 Cadets**

1. All new members will be classified as cadets in their first year as a member of the Association. All cadet applications must be accompanied by a cadet fee established by the Executive Committee.
2. A Training Supervisor may be appointed by the President in the north, central, and south sections each year. A stipend will be fixed by the Executive Committee.
3. Assignments should not be made by the Assignor to cadets until they have shadowed and/or trained on court with a certified NJHSTOA official(s).