

BY-LAWS

Article I – Qualification for Active Membership

Section I – All persons who make an application for membership shall become active members upon passing the theoretical and practical examinations or upon holding an unexpired rating and payment of annual dues. Active membership shall automatically expire upon retiring from officiating.

Section II – Active membership shall be forfeited for failure to attend at least one regular meeting during the year, or for the loss of rating for complaints of inefficiency or for charging more or less than the recommended fees established by the Board or for being officially connected with any organization detrimental to the best interests of girls' and women's sports.

Article II - Duties of Officers and Standing Committee Chairs

Section 1 Officers

A. Duties of Board Chair

1. Preside over meetings of the board.
2. Act as Chair of the Executive Committee.
3. Coordinate the work and serve as an ex-officio member of all committees of the board.
4. Keep informed of all board activities, reports of ratings, and communications from the Affiliated Boards of Officials, NAGWS.
5. Check on annual reports of the sports committee which are to be sent to the National Office.
6. Act as official representative of the board to the Executive Council of the Affiliated Board of Officials.
7. Rule on matters of local board policy.
8. Authorize payments of bills as submitted by the Treasurer.
9. Submit a final report for the sport promptly to the appropriate Examinations and Ratings Chair for that specific report.

B. Duties of Secretary/Treasurer

1. Keep a record of minutes of all board meetings and Executive Committee meetings.
2. Maintain an accurate and up-to-date list of names, addresses, and ratings of members.
3. Keep an accurate record of all board activities.
4. Notify members of meeting dates of the board.
5. Publicize dates and places of clinics and other board sponsored activities.
6. File copies of all newsletters and similar materials which are sent from the Affiliated Board of Officials, NAGWS.
7. Collect dues from board members.
8. Keep accurate records of all receipts and expenditures.

9. Disburse money for payment of bills upon authorization of Chairperson of the Board.
10. Submit a financial statement to the Board at its final meeting of the year.

Section 2 – Standing Committee

- A. There shall be a Sports Examination Committee. The committee shall meet with all appropriate officers.
- B. Additional standing committees may be created by the Board as may be deemed necessary.
- C. Duties of Sports Examination Chairperson:
 1. Conduct the theoretical and practical examinations for the sport.
 2. Keep accurate record of all ratings and submit this list to the Chairperson and Secretary.

Article III – Rating Examinations Procedure

Section 1 – A candidate may be examined not more than twice in one year.

Section 2 – State, Apprentice, Local and Intramural

A candidate may be certified as a State, Apprentice, Local or Intramural Official upon meeting the qualifications as outlined in the current Policies and Procedures Handbook for the Affiliated Board of Officials of the National Association for Girls and Women in Sport. At least once each year each sport committee shall meet prior to the sport season.

Section 3 – Anyone who earns a rating must be listed on the Board report, and is obliged to join the Board and pay the annual dues for the current year.

Article IV – Dues

Annual dues for all members shall be established by the Executive Committee and are payable on or before June 1 of each year.

Article V – Official Uniform

The official uniform for ABO officials is specified in the current NAGWS Guide. The NAGWS/ABO patch is required of all officials and NRT pins are required for the National Rating Team. All officials who receive a fee or expenses for officiating are required to appear in official uniform.