University of Wisconsin-La Crosse Intramural Sports
Student Officials Association (SOA)
Constitution and By-Laws

Written February 2015

Article I – Organization Name and Affiliation
1. Name
   The name of the student organization will be the University of Wisconsin-La Crosse Student
   Officials Association. Acceptable abbreviations include “UWLSOA” and “SOA.”

2. Institutional Affiliation
   The SOA will be affiliated with UW-La Crosse (UW-L), UW-L Recreational Sports, and Intramural
   Sports. The organization will work directly with Intramural Sports as part of the program’s
   operations related to officiated contests. The SOA will use sport-specific rules adapted by UW-L
   Intramural Sports, the Wisconsin Interscholastic Athletic Association (WIAA) and the National
   Federation of State High School Associations (NFHS). In some cases, sport-specific rules will be
   used directly from National Intramural and Recreational Sports Association (NIRSA) rule books.

Article II – Purpose
1. General
   The purpose of the SOA is as follows:
   a. To promote the officiating profession in order to recruit and provide quality officials
      for the UW-L Intramural Sports program while aiding in the development of each
      member’s officiating and transferrable like skills.
   b. To educate interested students on ways in which they can obtain certifications in
      order to continue officiating outside of the collegiate environment.
   c. To provide an introductory out-of-the-classroom perspective of a component of
      athletic administration often overlooked.
   d. To reward more experienced and emerging new officials by offering opportunities
      to work out in the La Crosse and Coulee regions while the academic semesters are
      in-session.

2. On-Campus
   Members of the SOA will have the opportunity to become engaged in continuing development
   exercises. These on-campus endeavors include:
   • Assisting with rule creation, revision, and implementation
   • Creating training clinic materials
   • Leading training discussions
   • Videotaping and evaluating/analyzing others
   • Attending meetings centered around film review, point-of-emphasis discussions, and
     rules exams
   • Attending presentations from guest speakers in the profession
   • Possibility of serving on the advisory board
3. Community Involvement
   Members of the SOA will have the opportunity to become engaged in continuing development
   exercises. These off-campus endeavors include:
   - Networking with community administrators
   - Working additional games/contests in the community
   - Attending games for observational purposes

Article III – Membership

1. Eligible Members
   All current UW-L students and faculty are eligible to become members of the SOA. Community
   members interested in officiating are encouraged to join the Coulee Region Officials Association
   (CROA). Being an Intramural Sports official does not automatically make you an SOA member.
   Interested individuals must contact the Intramural Sports program. SOA educational
   opportunities will also be presented to all officials during IM training clinics.

2. Length of Membership
   Prospective members can choose between two membership options:
   - One Semester
   - Academic Year (September thru May)

3. Dues
   a. General Fees
      General fees are paid on a one-time basis at the beginning of each semester. All fee-paying
      members are eligible to vote and run for advisory board positions. Students and/or faculty
      members wishing to withhold payment may still attend SOA meetings but will not be eligible
      to vote on advisory board positions, attend SOA social events, or purchase discounted
      equipment.

      Fees are non-refundable and outlined as follows:
      - One Semester: $10 per official
      - Academic Year: $15 per official ($5 savings)

   b. Explanation of Dues
      All collected dues will help fund subscriptions to rules publications, capital purchases for
      Intramural Sports officials, SOA socials, the UW-L “Official of the Week Program,” the
      “White Whistle” championship program, and will also provide per diem for officials
      representing the SOA at regional tournaments approved by Recreational Sports.

4. Membership Benefits
   Upon joining the SOA, members will receive the following benefits:

   Improving Officiating Abilities       Help Implement Rules On-Campus
   Aid in Training Clinic Planning      Receive Consistent Performance Reviews
   Video Reviews by WIAA Officials     Evaluate Other Officials (i.e. Supervise Officials)
   Monthly Points-of-Emphasis Discussions Assistance on WIAA and Other Certifications
   Attend Guest Speaker Presentations   Discounts on Personal Officiating Equipment
   Attend Staff Socials
   Access to REFEREE Magazine and Other Publications
   Chance to Officiate Community Games (More Money)

   AND MUCH MORE!
Article IV – Values and Requirements

1. Values
   The UW-L SOA values many characteristics:
   • Promptness
   • Hustle and Determination
   • Attention to Detail
   • Professionalism
   • Communication
   • Willingness to Learn
   • Striving for Improvement
   • Confidence
   • Helping Others
   • Having Fun!

2. Requirements
   a. Officials Expectations
      It is expected that officials adhere to the following as members of the SOA:
      • Maintain a professional appearance
      • Attend clinics and meetings on a regular basis
      • Study and be up-to-date on contest rules

   b. Working Intramural and Community Contests
      All officials will have the opportunity to join the SOA, as outlined in the membership section. Community appearances will not dictate the number of Intramural contests an official will be scheduled to work. Officials electing to abstain from SOA membership will be scheduled in the same manner as SOA members who also officiate Intramural contests.

   c. Meeting Attendance
      It is encouraged, but not required, that all SOA members attend any scheduled meetings. Failure to attend meetings may result in lost opportunities to officiate in the community and to receive feedback/help on other officiating-related items.

Article V – Organizational Leadership

1. Student Advisory Board
   a. General Overview
      The SOA will be comprised of student leaders, officially known as the “advisory board.” The advisory board will oversee SOA operations and assist with administrative Intramural Sports officiating responsibilities.

      Advisory board members are not guaranteed a service staff job at the REC (i.e. IM Supervisor, Building Manager, Customer Service Representative, etc.).
Organizational Leadership – Student Advisory Board (continued)

b. Requirements
All SOA advisory board members must meet the following requirements:
- Have a background in sports officiating (Intramural experience preferred)
- Attend at least 80% of SOA meetings
- Evaluate Intramural officials at least once per week in assigned seasons
- Spend at least two (2) hours in the administrative office each week in assigned seasons
- Maintain the IM Sports D2L officiating pages
- Determine which officials will represent UW-L IM Sports and SOA at regional/extramural events
- Assist the faculty advisor/Intramural Sports program on special projects related to officiating
- Meet expectations outlined in respective job descriptions

2. Board Positions and Descriptions
The advisory board is comprised of the following positions:
- President and Vice President (*specific VP duties in italics*)
  - Enforce constitution and by-laws
  - Have a thorough understanding of SOA operations
  - Oversee all aspects of officials’ training clinics
  - Assist with game assignments
  - *Perform the duties of the President in his/her absence*
  - *Oversee elections and applications*

- Secretary/Treasurer
  Responsible for:
  - Keeping meeting minutes log
  - Overseeing membership and collecting dues
  - Overseeing the IM Sports “White Whistle” program
  - Working with faculty advisor on financial management
  - Developing ideas for SOA apparel orders
  - Planning SOA social events

- Community Outreach
  Responsible for:
  - Developing recruitment process for Intramural officials
  - Reaching out to the community for prospective tournaments/contests
  - Overseeing the IM Sports “Official of the Week” program
  - Assisting with equipment purchases
  - Overseeing alumni outreach efforts
  - Developing SOA marketing concepts.
Article VI – Leadership Elections
1. Applying for Leadership Positions
   Interested individuals may apply for advisory board positions when available. Vacant positions will be announced prior to spring break each spring semester and applications will be reviewed annually in April.

   Interested applicants will fill out an online interest form. From there, an advisory board member will contact the applicant to set up an interview time.

2. Elections
   Following interviews, qualified candidates will be offered to give a brief presentation/speech at the election meeting in front of all members. Members will then vote on each position vacancy. Applicants running unopposed will still need to fulfill all application requirements.

   Once elected, an advisory board member will be allowed to serve in his/her elected capacity until he/she graduates or leaves the institution.

   General and advisory board members may have membership privileges revoked by the advisory board and/or faculty advisor if, upon determination, the member has failed to meet requirements or standards set forth by the SOA.

Article VII – Faculty Advisor
1. Selection
   The faculty advisor will be chosen by the advisory board during the annual position elections. Typically, the Intramural Sports Coordinator will have the first option to serve as the faculty advisor. The advisor position is a two-year term. In the event that the advisor cannot fulfill his/her duties, the President of the SOA or Intramural Sports Graduate Assistant will serve as interim advisor until the advisory board appoints a full-time advisor.

2. Role of Advisor
   It is expected that the faculty advisor adheres to the following:
   • Oversee selection of the advisory board
   • Has a strong understand of sport-specific rules and mechanics
   • Maintains access to updated WIAA and NFHS materials
   • Attends every monthly meeting
   • Assists in recruitment of members and Intramural Sports officials
   • Helps network within the UW-L and greater La Crosse community
   • Oversees SOA financial practices
   • Keeps the SOA in good standing with UW-L and maintains its status as a recognized student organization

Article VIII – Budget and Finances
The SOA advisory board and faculty advisor will oversee the program’s budget and finances. Although the SOA is a not-for-profit organization, membership dues will be collected in order to supplement the cost of providing a well-rounded experience for members and Intramural officials.

The budget will be reviewed annually prior to advisory board elections. The budget will be maintained and available for member reviews on a semesterly (end of fall and end of spring) basis.
**Article IX – Constitution**

1. **Overview of Authority**
   
   This constitution shall be the governing authority of the UW-La Crosse Student Officials Association.

   The SOA shall conform to the regulations outlined in the UW-La Crosse student code of conduct and other laws and rules governing to the University of Wisconsin-La Crosse and its community. The SOA will not condone hazing of any kind.

2. **Amendments**
   
   Any member of the SOA may suggest amendments to this constitution. Any suggestions must be submitted to the SOA President or faculty advisor in writing. Any proposed amendments will be presented to the general membership at the annual elections meeting. A 3/5 majority is needed to amend this constitution.