

**By-laws of**  
**NENOA**

**ARTICLE I – ASSOCIATION**

**Section 1. Association.**

This corporation, Northeastern Nevada Officials Association (NENOA), Inc., shall be herein referred to as “the association”.

**ARTICLE II – COMMISSIONER**

**Section 1. Recognition.**

The association shall recognize the commissioner appointed by the Nevada Interscholastic Athletic Association (NIAA) as the liaison between the association and the NIAA.

**Section 2. Authority.**

The commissioner shall:

- a. Ensure that officials and rules instructional chairman and assignors, or assignment committees, are organized for each sport in each NENOA chapter.
- b. Prepare a roster of all NIAA registered officials in all sports (including name, address, phone numbers and email address) and deliver the roster to the NIAA.
- c. Relay communications to the association from NIAA and deliver them to the president and make all NIAA required reports on behalf of the association to the NIAA.
- d. Receive, process and attempt to resolve written complaints from officials and member schools about the officiating of contests, deliver a copy to the president and, when necessary, communicate them to the NIAA with recommendations.
- e. Represent the NIAA at the annual, pre-season coaches and officials’ clinics for each sport.
- f. Receive written deletions of officials from member schools (maximum two per sport before first contest for the sport) and deliver a copy to the NIAA, the president, the assignor for that sport, and the official deleted.
- g. Receive written reports from officials on participant disqualifications due to flagrant or unsportsmanlike conduct and deliver a copy to the NIAA, the president and the member schools involved; and
- h. Oversee the assignment process used in the assigning of association officials to all interscholastic contests, both league and non-league, in all recognized

sports for which officials are needed by member schools within NENOA region.

Section 3. Prohibitions.

The commissioner shall have no authority to:

- a. Handle association funds, receipts or expenditures or use any association credit card. That function shall be performed by the association treasurer.
- b. Make the assignments of NIAA registered officials to regular season contests in north-eastern Nevada. That function will be performed by the assignor or assignment committee for each chapter. However, the commissioner is responsible with the NIAA to ensure that all contests are assigned to NIAA officials or other approved associations as necessary for the coverage of games. The actual assignments will be made by the assignor or the assignment committee unless necessary for the covering of a game or games.
- c. Run the officials' association meetings. That function will be performed by the president. The commissioner shall make NIAA announcements at such meetings.

**ARTICLE III – MEMBERSHIP**

Section 1. Membership.

The membership of the association shall be all active NIAA registered high school sports officials residing in North-Eastern Nevada, i.e., the counties of Elko, Eureka, Humboldt, Lander, and White Pine.

Section 2. Out of Area Membership.

Any membership outside of North-Eastern Nevada (Humboldt, Lander, Elko, White Pine, and Eureka) will be paid mileage from closest member school when mileage is applicable or approved differently by the commissioner.

Section 3. Officials

1. Qualified Official
  - a. A qualified official must meet the following requirements.
    - i. pay fees (NIAA and NENOA)
    - ii. Register with NIAA
    - iii. Register with Arbiter
    - iv. Complete part one (1) NFHS rules test and pass with 70% or better in their respective sport.
    - v. Attend mandatory 10 hours of training (per sport)
2. Post Season Qualification
  - a. Any qualified official in good standing is eligible for Post Season assignments.
  - b. Complete part one (1) NFHS rules test and pass with 90% or better in their respective sport.

- c. There is no time limit or years of service required for Post Season qualification.
  - d. All Post Season assignments will be recommended to NENOA commissioner for approval.
- 3. Qualified officials are eligible to work any level of sporting event that they are registered for.
  - a. Qualification does not guarantee assignment of any specific level, Post Season assignment, or game.
  - b. All assignments for regular season and post season will be recommended by the assigning committee to the NENOA commissioner for approval.

#### Section 4. Conflict of interest.

Unless the athletic directors of the schools involved in the contest and the commissioner agree, no official shall be assigned or officiate a varsity contest if:

- a. The contest involves the official's child or stepchild.
- b. The contest involves a school at which the official or a member of their immediate family\* coach.
- c. An immediate family\* member of the official is a team member of one of the involved teams.
- d. The contest involves a school from which the official has graduated within the last four (4) years.
- e. There are other factors or relationships between the official and a participating school that, in the judgment of the commissioner or the official, might give rise to the appearance of a conflict of interest.
- f. Any question as far as conflict of interest need to be reported to the NENOA commissioner.

\*Definition of "immediate family" as used in this policy:

Spouse, parents and grandparents, children, and grandchildren (including adopted and step), brothers and sisters, mother and father-in-law, brother and sister-in-law, daughter and son-in-law.

#### Section 5. Ethics and conduct

Officials at interscholastic athletic events are participants in the educational development of high school students. As such, they must exercise a high level of self-discipline, independence, and responsibility. The purpose of this code is to establish guidelines for ethical standards of conduct for all NENOA officials.

- a. Officials shall master both the rules of the game and the mechanics necessary to enforce the rules, and shall exercise authority in an impartial, firm, and controlled manner.
- b. Officials shall work with each other in a constructive and cooperative manner.

- c. Officials shall uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, athletic directors, school administrators, colleagues, and the public.
- d. Officials shall prepare themselves both physically and mentally, shall dress neatly and appropriately, and shall present themselves in a manner consistent with the high standards of the profession.
- e. Officials shall be punctual and professional in the fulfillment of all contractual obligations.
- f. Officials shall remain mindful that their conduct influences the respect that student-athletes, coaches, and the public hold for the profession.
- g. Officials shall, while enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall inform event management of conditions or situations that appear unreasonably hazardous.
- h. Sexual harassment and discrimination based on race, color, national origin, religion, sex, age, disability, pregnancy, or sexual orientation in any term, condition or privilege of employment are violations of State and federal law.
- i. Officials shall take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.
- j. Officials shall maintain an ethical approach while participating in online forums, chat rooms, and all forms of social media.
- k. An individual official or commissioner shall not engage in the following conduct:
  - 1. Use tobacco products (including e-cigarettes), illegal drugs, cannabis, and/or alcoholic beverages, or be under the influence of illegal drugs, cannabis, and/or alcoholic beverages at an interscholastic event.
  - 2. Unsportsmanlike conduct at an interscholastic event.  
 “Unsportsmanlike conduct” includes, but is not limited to, unwarranted physical contact, profane language, and/or taunting. Unwarranted physical contact initiated by an official toward a coach/player/spectator shall be considered a gross act of unsportsmanlike conduct.
  - 3. Make a bet or take a bribe in connection with an interscholastic event.
  - 4. Engage in any action which, within the discretion of the NENOA president, commissioner, or (BOD) gives rise to a concern for the safety of children due to the official’s conduct, indicates that the official cannot objectively perform the official’s duties, or otherwise is inconsistent with the NENOA’s responsibilities to its member schools, the student participants, or the parents of the participants.

- l. It shall be considered an act of unsportsmanlike conduct if officials make comments to the media that criticize or disparage school representatives. Whether or not a violation occurred, and the appropriate penalty shall be determined by the (BOD).
- m. **Procedure for Reporting Ethical or Conduct Violations**
  1. A complaint against an official for violating the ethics and conduct guidelines as outlined shall be submitted to the NENOA president, commissioner, or a (BOD) Member.
  2. If a complaint is filed with a local association, the local association shall immediately notify the NENOA president and commissioner.
  3. Upon finding that an official has violated the ethics and conduct guidelines as outlined, ***the president, commissioner and/or the (BOD)*** may impose on the official any of the penalties set forth in Article III Section 6.

Section 6. Authority to suspend or expel a member.

The president shall have the authority to suspend a member for such period as the president deems appropriate, not to exceed one (1) sport season. The (BOD) shall have the authority to expel a member and/or to suspend a member for such a period as the board deems appropriate. An expulsion is a permanent loss of membership; a suspension is a temporary loss of membership which may not exceed one (1) year.

Section 7. Grounds to suspend or expel a member.

Some of the reasons for suspension or loss of membership include:

- a. Failure to remain in good standing by non-payment of dues prior to the start of the sport season.
- b. Failure to attend the prescribed meeting.
- c. Unprofessional or unethical conduct on or off the field/court/mat.
- d. Open criticism of other officials, coaches, players, or administrators except in the prescribed manner at association, chapter, or NIAA board of control meetings.
- e. Use of intoxicating beverages or controlled substances within twelve (12) hours prior to the officiating assignment.
- f. Withdrawal from officiating and/or failure to meet scheduled assignments without a valid reason.
- g. Officiating a varsity contest that the official has a conflict of interest as defined in Article III Section 4.

Section 8. Procedure for suspension or expulsion.

- a. Presidential Suspension may be made:
  1. After a due-diligence meeting with the member to hear their side of the situation,

2. Without other notice or hearing.
3. Can only be for the remainder of the current season (fall, winter, spring)
- b. A suspension or expulsion by the board may be made:
- c. Only after a hearing with At least ten (10) days written notice to the member.
  1. Opportunity for the member to be present and tell their side of the situation with or without a representative.
  2. Can be any determined length of time.

## **ARTICLE IV – MEMBERSHIP MEETINGS**

### **Section 1. Meeting of members.**

For each high school sport, there ***shall be no less than 5 meetings*** per sport prior to and during the season. This is currently the minimum number of meetings required by NIAA rules.

### **Section 2. Notice of meetings of members.**

Written notice of the first meeting of the members for each sport, stating the time, place, and object, shall be emailed to each member at such address as appears on the books of the association, no less than fourteen (14) days before such meeting.

### **Section 3. Voting.**

The presence of ten (10%) percent of the active membership constitutes a quorum. A majority vote of such members where a quorum is present is necessary to make a decision, except where some other number is required by law or these by-laws. Members may vote via in person, text or email (must be verifiable immediately).

### **Section 4. Annual meeting.**

An annual meeting of the members shall be held at such time and place as the president shall call.

### **Section 5. Nominations**

- a. Nominations for BOD and Assigners will open no less than fourteen (14) days prior to annual meeting.
- b. All nominations must be emailed to the Secretary:
  - nenoasecretary@gmail.com

### **Section 6. Elections of Assigners and Board of Directors (BOD)**

- a. Elections will be held at the annual membership meeting.
- b. Voting by Proxy will not be allowed for BOD election.

## **ARTICLE V – BOARD OF DIRECTORS**

### **Section 1. General Powers and duties.**

The business and affairs of the association shall be managed by its (BOD), and the (BOD) may exercise all such powers of the association as are not by law, or by the

article of incorporation or by these by-laws directed or required to be exercised by the members.

Section 2. Composition.

The (BOD) shall be composed of eight (8) directors, serving a 2-year term.

- a. Seat A – Board Member
- b. Seat B – Board Member
- c. Seat C – Board Member
- d. Seat D – Board Member
- e. Seat E – Board Member
- f. Seat F – Board Member
- g. Seat G – Board Member
- h. Seat H – Board Member

Section 3. Election of directors.

The directors shall be elected by the members at the annual meeting of members.

- a. Seat A, B, C, D, elected on even years.
- b. Seat E, F, G, H elected on odd years.
- c. The Board, at its first meeting and at every annual meeting thereafter shall appoint members of the Board to facilitate the roles of President, Treasurer and Secretary.
- d. Secretary and treasurer position may be combined annually by voice vote at the annual meeting by the (BOD)

Section 4. Meetings.

The annual meeting of the (BOD) shall be held within 30 days before the annual meeting of the members. Regular and special meetings of the (BOD) shall be held at any time on the call of the president or at the request of a majority of the (BOD). An agenda must be produced for each board meeting.

Section 5. Quorum.

A majority of the directors currently in office shall constitute a quorum for the transaction of business at any meeting of the (BOD). Electronic motions, seconds and votes may be conducted with membership and/or (BOD). The secretary shall keep accurate records of all meetings and votes.

Section 6. Informal action.

Any action required to be taken at a meeting of the (BOD) may be taken without a meeting if consent in writing setting forth the action so taken shall be signed by the majority of the (BOD). A board member may give their consent to board action by email or text.

Section 7. President.

The president shall be appointed each year by the (BOD) and serve as an *ex officio* member of the board and shall chair its meeting; *provided however*, that the president must cast a vote to break any deadlock in any matter before the (BOD).

The president shall

- a. Function as the chief executive officer of the association.
- b. Caused to be called regular and special meetings of the board in accordance with these bylaws.
- c. Shall perform all the duties responsible for the role.
- d. Shall have executive authority to see that all orders and resolutions of the (BOD) are carried into effect, and, subject to the control vested in the (BOD) by statute, by the article of incorporation or by these by-laws,
- e. Shall administer and be responsible for the overall management of the business affairs of the association.
- f. Shall appoint a substitute on an interim basis for any vacated elected position.
- g. Shall be compensated \$1000.00 per year.

#### Section 8. Vice President

The vice president shall be appointed each year by the (BOD) and serve as a regular board member. In the absence of the president they shall serve as an *ex officio* member of the board and shall chair its meeting; *provided however*, that the vice president must cast a vote to break any deadlock in any matter before the (BOD).

In the absence of the President, the vice president shall assume all duties of the President outlined in section 7. There will be no compensation for the Vice President position.

#### Section 9. Secretary.

The secretary shall be appointed each year by the (BOD) and serve as a member of the board and:

- a. Keep minutes of the meetings of the board meetings.
- b. See that all notices are duly given in accordance with the provisions of these by-laws or as required by law.
- c. Be custodian of the records of the association.
- d. Shall be compensated \$1000.00 per year.

#### Section 10. Treasurer.

The treasurer shall be appointed each year by the (BOD) from within the membership of the NENOA. They may serve as a member of the (BOD) if they were elected to the BOD by the membership and:

- a. Receive and be responsible for all funds of the association and, in connection therewith, among other things, keep or cause to be kept full and accurate records and accounts for the association; deposit or cause to be deposited to the credit of the association all money, funds and securities so received in such bank or other depository as the (BOD) or an officer designated by the (BOD) may from time to time establish; and disburse or supervise the



- disbursement of the funds of the association as may be properly authorized.
- b. Collect dues from sport officials, pay for the rule books and materials of the association and collect all receipts from association tournaments and events.
- c. Render an annual accounting to the members of the association at the annual meeting; and
- d. Renders an accounting to the (BOD) and/or members when requested by the president.
- e. Treasurer shall be compensated \$3,000.00 per year.

#### Section 11. Removal of Board Members:

Any member of the board may be removed by the affirmative vote of (2/3) of the board members then in office, excluding the member who is under consideration for removal, whenever in the Board's judgement such removal would serve the best interest of the association.

#### Section 12. Resignations:

A resignation of a board member shall be effective upon receipt in writing of such resignation by the President and presented to the board during a regular or special meeting.

Section 13. Robert's Rules of Order: The Board shall use Robert's Rules of Order, unless stated otherwise herein.

### **ARTICLE VI – ASSIGNING COMMITTEES**

#### Section 1. Assignor.

The assignor, or assignment committee,

- a. Shall be nominated by the members of the sport that they will be assigning. The BOD will select the assigning group from the list of nominated assigners.
- b. Shall assign qualified members to officiate all NIAA contests in north-eastern Nevada.
- c. All communications by officials regarding schedules (such as cancellations due to illness or emergency) shall be made to the assignment committee or the commissioner as necessary to ensure game coverage.
- d. Shall be responsible for entry of officials' assignments into Arbiter.
- e. Shall be responsible for recommendation of assignment to the NENOA commissioner.
- f. **Seat A** of Each sport will be the **Primary Assignor** for that sport.
  - a. Duties will include:
    - i. Scheduling all assigning meetings
    - ii. Updating all travel into Arbiter
    - iii. Communication with officials on game changes and cancellations
    - iv. Attending all annual meetings
    - v. Attending all (BOD) meetings where their presence is needed
    - vi. Reporting on their sport at the annual meetings

- g. **Seat B** of each sport will be the **Secondary Assignor** for that sport.
  - i. Scheduling all assigning meetings
  - ii. Communication with officials on game changes and cancellations
  - iii. Attending all annual meetings
- h. **Seats C & D** of each sport will be the **Trainer** for that sport.  
 Training all officials in their sport's rules and mechanics and ensuring all training and meeting minimums are met. They will assist in making assignments when required.
  - a. Minimum of 10 hours of training provided.
- i. Assigners will be appointed by the BOD to the following groups.
  - a. Football
    - i. Seat A
    - ii. Seat B
    - iii. Seat C (Trainer)
  - b. Volleyball
    - i. Seat A
    - ii. Seat B
    - iii. Seat C (Trainer)
  - c. Soccer
    - i. Seat A
    - ii. Seat C (Trainer)
  - d. Basketball
    - i. Seat A
    - ii. Seat B
    - iii. Seat C (Trainer)
    - iv. Seat D (Trainer)
  - e. Wrestling
    - i. Seat A
  - f. Baseball/Softball
    - i. Seat A
    - ii. Seat C (Trainer Baseball)
    - iii. Seat D (Trainer Softball)
- j. Any vacated sport will be replaced by a member of the president's choosing on an interim basis.
- k. Compensation values will be 450.00 per seat A and B per year for all sports but basketball which will be compensated at 750.00 per seat A and B per year. Seat C & D will be paid the same value of Seat A per year, per respective sport.
- l. All members in good standing are eligible to hold the position of assigner, including the commissioner, NENOA officers, and NENOA board members.
- m. Any grievance with the assigning committee must be made in writing to the (BOD) to be recognized.

## **ARTICLE VII – BOOKS AND RECORDS**

### **Section 1. Inspection.**

The books, accounts and records of the association shall be open to inspection by any member of the (BOD) at all times; and open to inspection by any active member at such times, and subject to such regulations as the (BOD) may prescribe, except as otherwise provided by statute.

### **Section 2. Audit.**

The accounts of the association shall be audited by a certified public accountant (CPA) when/if appointed by the president with the approval of the (BOD). The CPA shall provide a report of any audit to the (BOD) and which shall also be provided to the active members at the next annual meeting. The payment for this service is a pre-authorized voucher, if activated.

## **ARTICLE VIII – DUES**

### **Section 1. Annual dues.**

The board shall determine from time to time the value of annual dues payable by the members of the association. In addition, dues to NIAA and occupational insurance premiums shall be paid in full for each sport when appropriate.

## **ARTICLE IX – MISCELLANEOUS PROVISIONS**

### **Section 1. Fiscal year.**

The fiscal year of the association shall end on the 15<sup>th</sup> day of May in each year.

### **Section 2. Depositories.**

The Treasurer shall appoint banks in which shall be deposited from time to time the money of the association.

### **Section 3. Checks.**

All checks for the payment of money shall be signed by two (2) members of the (BOD).

### **Section 4. Credit Card or Bank Card Purchase/Payments.**

The **(President and Treasurer)** of NENOA are authorized to use a bank card for the purpose of conducting the organization's financial affairs, subject to the following limits and restrictions:

#### **President/Treasurer responsibilities:**

- a. The President and/or Treasurer may use the bank card for expenses related to the day-to-day operations and activities of

- the organization, as well as expenses directly related to their roles and responsibilities.
- b. The President and/or Treasurer shall not use the bank card for personal expenses or any purposes that are not consistent with the nonprofit's mission or goals.
  - c. Any expenditure exceeding \$500, or any expenditure deemed non-routine or significant in nature shall require prior approval from the (BOD).

Financial Documentation and Records:

The President and Treasurer are responsible for maintaining accurate and complete record and documentation for all transactions made with the bank card, including original receipts, invoices, or other supporting documents. Both the President and Treasurer shall provide regular reports to the (BOD) regarding bank card usage and expenditures, including a reconciliation of transactions.

Compliance with Legal Financial Requirements

The use of bank cards by the President and Treasurer shall comply with all applicable federal and state laws, as well as tax regulations governing 501(c)(3) organizations.

Section 5. Contracts.

Except as otherwise provided in the by-laws, the President may enter into any contract in the name of and on behalf of the association, which are authorized by the board, except as otherwise determined by the (BOD).

Section 6. Statue of members.

All members of the association are independent contractors in their officiating capacities and not employee of the association. All members of the association recognize this status and understand that the association, its officers, the NIAA, its officers and the NIAA member schools, and their respective districts, are not employers of officials, and therefore, the members may not collect worker's compensation from them.

Section 7. Amendment of by-laws.

These by-laws may be amended or repealed by a vote of the active members in good standing present at any meeting of the members of the association duly called and regularly held.

**ARTICLE X**

**Mileage and Travel Reimbursement Policy**

**Section 1. Mileage Reimbursement Rate**

The mileage reimbursement rate for officials shall be established by the NIAA Board of Directors (BOD) and shall be based on the current Nevada State Rate.

Section 2. Single Rider Fee

In addition to the standard mileage reimbursement, a Single Rider Fee, as determined by the NENOA, shall be paid to an official who elects to travel alone to a designated site.

Section 3. Driver and Passenger Reimbursement

Only one Driver Fee shall be paid per vehicle. Additional officials traveling from the same geographic area as the driver shall be eligible for a Rider Fee, as established by the NIAA BOD.

**ARTICLE XI**

**Lodging Reimbursement Policy**

Section 1. Authorization Requirement

Hotel accommodations for NENOA officials shall only be reimbursed when prior authorization is granted by the NENOA Commissioner or the NENOA President. Authorization may also be granted in cases where weather conditions create safety concerns.

Section 2. Reimbursement Rate

Reimbursement for hotel rooms shall be based on the Nevada State Rate for lodging. Any amount exceeding the state rate shall be the financial responsibility of the official.

Section 3. Unauthorized Lodging

Hotel rooms secured without prior authorization shall not be eligible for reimbursement. The full cost of any such lodging shall be the sole responsibility of the official.

**Adopted at the annual meeting of the NENOA membership on August 7, 2025**

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**President**

**Attest:**

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**Secretary**

Amended                      pass \_\_\_\_\_ fail \_\_\_\_\_