

I: NAME

This organization shall be known as the Texas Association of Sports Officials (TASO) – Football Division. TASO – Football is a division of the Southwest Officials Association, a Texas nonprofit Corporation dba Texas Association of Sports Officials, hereinafter referred to as TASO.

II. PURPOSE AND INTENT

The purpose of these Operating Procedures (and accompanying attachments) is to supplement TASO By-Laws and to provide more specific details, i.e. a guide to conduct TASO Football business. They further delineate the TASO Football Board's expectations and objectives of the Membership in its service to the public and private schools in the State of Texas, the University Interscholastic League (UIL), TAPPS, TASO, and to the TASO Football membership. It is the intent of these operating procedures to provide the TASO Football membership with the methods and procedures utilized in TASO Football operations by the elected officers and board members, and by the various appointed committees of the TASO Football Board of Directors. It is further intended that all TASO Football members follow these Operating Procedures and that each member have access to a copy throughout the duration of their membership in TASO Football.

The TASO Football Board of Directors has adopted the following Operating Procedures to be effective on the date stated at the conclusion of this document. These procedures may be amended as necessary by a majority vote of the Football Board of Directors at their sole discretion. The re-writing of these procedures to reflect amendments during the term of this document is neither required nor prohibited; however, amendments should be noted in the minutes of the board meeting in which the amendment(s) are/is adopted. The current Football Board shall review these TASO Football Operating Procedures, at least once per year, and make any revisions necessary to stay current with the changing state of Texas High School football, associated governing bodies, and its football membership; and adopt the newly revised Operating Procedures by a majority vote of the TASO Football Board of Directors. Such changes shall become effective immediately unless circumstances dictate otherwise.

Suggested revisions to these Operating Procedures should be submitted in writing to a member of the TASO Football Board of Directors for review and consideration.

III: CHAPTERS AND DISTRICTS

Geographical Districts – The membership will be divided into the following geographical districts. The number and composition of these districts may be changed at any time by a majority vote of the Board of Directors.

DISTRICT I – Consists of the following Chapters: Amarillo, South Plains, and North Texas

DISTRICT II – Consists of the following Chapters: Abilene, El Paso, Permian Basin, and San Angelo

DISTRICT III – Consists of the Fort Worth Chapter

DISTRICT IV – Consists of the following Chapters: Austin, College Station, and Southeast Texas

DISTRICT V – Consists of the San Antonio Chapter

DISTRICT VI – Consists of the following Chapters: Corpus Christi and Rio Grande.

DISTRICT VII – Consists of the Dallas Chapter.

DISTRICT VIII – Consists of the Houston Chapter

DISTRICT IX – Consists of the following Chapters: Central Texas, Pecan Valley and Waco

DISTRICT X – Consists of the following Chapters: East Texas, Commerce, Tyler-Lone Star and SFA

Establishing a new Chapter

I. GENERAL: The establishment of a new chapter will be considered at the "Off-Season" meeting of the Football Board of Directors. A new chapter will be considered in an area that fills the requirements to best support the University Interscholastic League activities in an area. The new chapter should be beneficial to both the schools concerned and the TASO Officials. New chapters normally will not be approved for a split of a chapter because of in-house political or factional problems.

REQUIREMENTS: The official(s) making application for the establishment of a new chapter is required to submit all of the following information to the TASO Office in order to have the request acted upon at the "Off-Season" Board of Directors Meeting. This required information is due no later than 45 days prior to the Board meeting.

A copy of your proposed Chapter by-laws.

A list of the proposed officer's names, addresses, e-mail addresses, home and business telephone numbers.

A list of all prospective members of the new chapter: names, addresses, and note if they are current or past members of the TASO Football and the last affiliated TASO Football Chapter.

List of the schools to which you plan to offer the new chapter's services, if the chapter is approved. Note on this list the chapter(s) now serving each school.

PROCEDURES: The TASO Office will forward copies of the application to the District Director(s) affected by the establishment of the new chapter. The Director(s) will investigate the application, note the impact on the current organization, and make their recommendation to the entire board at the next meeting, at which time a vote on the new chapter request will be taken. If the new chapter is approved, the Board will then assign the new chapter to a District.

A new Chapter may not be formed in the same county as an existing Chapter.

APPEALS: There is no appeal of the Board Vote. Applicants may resubmit in two years from the date of the original application.

Chapter Duties and Responsibilities

Chapter Game Assigning Criteria

All game assignments will be made directly through the chapter's assigning authority to include all play-off games. Failure to follow this procedure may result in sanctions imposed on officials accepting game assignments from sources other than the chapter's assigning authority. The assigning authority of each chapter must be an ACTIVE/LIFE member with TASO-Football. This requirement insures the assigning authority his Board of Directors is covered under the TASO Liability Insurance.

A chapter assigning authority must not assign non TASO Football officials to any game played at the seventh grade level and above. Only TASO Football ACTIVE members may be assigned games at the seventh grade level and above. Only ACTIVE members eligible to officiate varsity games may be assigned to varsity games.

A copy of the varsity game assignment procedures must be provided to the District Director

Each Chapter is required to establish Chapter By-laws and/or Operating Procedures. A current copy of these documents must be provided to the District Director at all times.

Each Chapter must provide the District Director by April 1st of each year a copy of the Financial Statement from the previous year and a Budget for the current year.

If there is a conflict between any provisions of the Football Division operating procedures adopted by the Football Board of Directors or TASO By-laws, and any provisions of a football chapter's by-laws or operating procedures, the former shall prevail.

IV: OFFICERS AND DIRECTORS

The Officers of the Division shall be one President, one President-Elect, one Vice President, one Immediate Past President and the TASO Executive Director or his/her designated representative. The officers, with the exception of the Executive Director who is appointed by the TASO Board of Directors, shall be elected and serve office as outlined in these Operating Procedures.

The Board of Directors shall consist of the Officers and one (1) member from each District.

A. PRESIDENT AND PRESIDENT ELECT

1. The President shall preside at all meetings of the Division or of the Board of Directors, shall conduct all negotiations in behalf of the Division in conjunction with the Executive Director and shall make every effort possible to further the policies adopted by the Division.
2. The President-Elect, in the absence or disqualification of the President, shall assume the responsibilities of the President.
3. If the position of President Elect is vacant, that position may be filled by an appointment by the President, subject to Board of Director's approval. The appointee must have previously served as Football Board of Directors member for at least two years. This appointment is not required, but if the vacant President Elect position is filled, he/she does not automatically assume the President position. The next election will include a vote on President as well as President elect and Vice President.

B. VICE PRESIDENT AND IMMEDIATE PAST PRESIDENT

- 1. Vice President.** In the absence or disqualification of the President and President-Elect, the Vice President shall assume responsibilities of the President.
- 2. The Immediate Past President shall perform such duties as may be prescribed by the President and the Board of Directors. The Immediate Past President shall perform the duties of the Vice President in the absence of the Vice President.**
- 3. In the event of a vacancy in the office of the Immediate Past President, the President, subject to approval of a majority vote of the Board of Directors present, shall appoint a former member of the Board of Directors to fulfill the duties and obligations of the Immediate Past President.**

V: ELECTION OF OFFICERS AND DIRECTORS

- 1. All officers and directors to be eligible to hold office, either elected or appointed, must be and remain ACTIVE members of the TASO Football Division during their term of office.**
- 2. Prior to holding office as a District Director, the member must be an ACTIVE member of the TASO - Football Division, have been a member of the Football Division for a minimum of 5 years and his/her home Chapter must be within that District.**

Prior to holding office as President Elect or President, the member must have served on the Board of Directors for a period of at least two (2) years.

President Elect and Vice President Election Procedure –

- (a) The President-Elect and Vice President shall be elected by a majority of the votes cast online in even numbered years.**
- (b) Candidate's names must be submitted in writing to the TASO State Office no later than September 1st. Nominees will be notified of their nomination status by the TASO State Office. (c) Voting will begin on the first Monday in October and will conclude on the third Monday of October the same year. Election winners will be notified in writing by the TASO State Office by December 1st. The new officers will assume their new positions at 12:01 AM on January 1st of the following year.**

3. The term of office for the Vice President is for two (2) years and he/she is not eligible for re-election to the same office at the conclusion of the term. The Vice President is eligible for election to the office of President-Elect. The term of office of the President Elect is for two (2) years and at the conclusion of his/her term shall assume the position of President for a two (2) year term. The retiring President shall become Immediate Past President. The Immediate Past President may not run for President, President-Elect, or Vice-President until two years from conclusion of his/her term as Immediate Past President. The Executive Director or his/her designee shall serve as Secretary-Treasurer of the Division.

4. District Director Election Procedure – The term of office for a District director is two (2) years. A Director may be re-elected once, but cannot be elected for more than two (2) consecutive two year terms. Odd numbered Districts shall have elections in odd numbered years. Even numbered Districts shall conduct elections in even numbered years.

- a. Candidate's names must be submitted in writing to the TASO State Office no later than September 1st. (Nominees will be notified of their nomination status by the TASO State Office before ballots are prepared.)**

- b. In any district where there is only one declared candidate, no election will be conducted and the one candidate will be declared the winner.
- c. Voting for District Directors shall be done by on-line voting only.
- d. Voting will begin on the first Monday in October and will conclude on the third Monday of October the same year
- e. Election winners will be notified in writing by the TASO State Office by December 1st.
- f. Winners will take office at 12:01 AM on January 1st of the following year.

5. TASO members that are ACTIVE are eligible to vote in District Director Elections. However, they may only vote in the District Director Election in which their Home Chapter is located.

VI: BOARD OF DIRECTORS

1. The Board shall have full power to adopt all regulations to govern its own deliberations.
2. The Board member representing a District shall be responsible for the promotion of regular meetings of officials to discuss rules interpretations in his own district. All officers and directors shall assist and encourage officials and do all in their power to further the interest and objectives of the Football Division and TASO.
3. The Board of Directors shall have full power to act and pass on all matters of business pertaining to the Division.
4. District Director Duties –

Listed below are the duties of District Directors of the Football Division. Directors are not limited to those listed and are encouraged to assist all members of their District whenever possible.

- (a) When a member has been notified that they have been elected District Director, they should immediately contact their predecessor for a briefing as to their duties and the District File.
- (b) Each District Director is required to maintain a "District File" which shall include, but is not limited to: (1) Board of Directors Minutes (2) Each Chapter Constitution/By-Laws, Financial Statements and Varsity Game assignment procedures (3) the TASO By-Laws, the Division By-Laws (4) All pertinent correspondence (5) A roster of each chapter's Board of Directors to include phone numbers and addresses.
- (c) As soon as practical after being elected, contact each chapter President and Secretary and discuss any areas of concern.
- (d) At the first Board of Directors meeting following the director's elections, a review of the Directors Duties will be conducted. This will include investigations, due process procedures and game solicitation policies.
- (e) If there are any problems the Director will assist the chapter in attempting to solve the problems.
- (f) When a Director contacts a chapter, they should remind the officers that dues and records are due at a certain time, and these dates are to be kept in order for the TASO office to operate efficiently.
- (g) When the TASO Football Division has scheduled the Annual Meeting, all Directors should notify each Chapter they represent to have at least two officers to attend all business meetings and rules interpretations, plus a meeting that they will hold themselves for their District or area. On this notification, inquire if they have all of their dues, records and recommendations in order and filed with the TASO office. If not, let their Director know so they can help solve the problem before the annual meeting.

- (h) Each Director will oversee an annual District Meeting(s) before the playing season starts. These meetings will include TASO & UIL Administrative information, current Rules and Mechanics information. These meetings will be scheduled so that as many members as possible may attend. Directors will report to the members in attendance at each workshop/clinic in their district.
- (i) Directors are ex-officio (non-voting) board members of each chapter within their district. Directors shall visit each chapter a minimum of one time during the season at a regularly scheduled meeting. Directors will notify the chapters when they will visit.
THE DIRECTORS SHOULD SET THE DATES....NOT THE CHAPTERS.
These visits should be immediately after the state meeting or early in the season. These meetings will include the ethics, due process, conflicts of interest, and incident reporting procedures. If the Director is not a top rule interpreter they should take one with them. All Directors should encourage all chapter officers and members to participate in the rules seminars, workshops and clinics to be held.
- (j) When the season is over notify their chapters of the paper work for which they are responsible, also, the target dates for completion.
- (k). Each Director should contact the TASO office during the season and when the season ends to see if any chapter in their area has not complied with all rules and regulations and all problems have been solved.
- (l) It is the responsibility of all Directors to keep records up to date in their District Directors notebook so when their tenure of office is completed the new Director will have a complete file of each chapter in their District or area.
- (m) When notified that their successor has been elected, contact that member as soon as practical and brief them as to their duties and give them the District File.
- (n) Directors are expected to attend all Division Board of Directors Meetings.
- (o) Directors will be reimbursed necessary expenses incurred in performing their duties. These expenses should be filed within thirty (30) days.
- (p) Directors will be responsible for gathering game footage, tape, and/or DVD's for use in producing training videos. Directors may work through the chapter secretaries, coaches or administrators. (This in no way exempts a director from being held to a higher standard of game solicitation and ethics)

VII: MEMBERSHIP

1. Every football official whose application is approved by the Board of Directors or Executive Director shall be admitted to membership as a Division V official or an Associate member. To be eligible for membership, an applicant must be least 18 years of age at the time the application is submitted or 16 years of age for an Auxiliary membership.
2. Application for membership shall be made in writing to the Secretary-Treasurer on printed or electronic forms prescribed by the Board of Directors. A non-refundable application fee, the amount to be determined by the Board of Directors, must accompany each application. In addition to the application fee, an applicant who is accepted for membership must pay the current annual dues.
3. An **ACTIVE MEMBER** is a member that has met all requirements as follows:
 - a. **Renewal or Reinstating Member:**
 - (i) Paid State and local dues
 - (ii) Completed and submitted all required documents
 - (iii) Has not transferred or left another TASO Football Chapter with any outstanding dues or fees or has any current disciplinary actions imposed by TASO or the previous chapter not disclosed to the new chapter.
 - b. **New Member:**
 - (i) Paid State and Local dues
 - (ii) Submitted all necessary documents

4. Varsity Game eligibility

- a. An active member must take and pass (with a minimum score of 70%) an annual rules and mechanics exam before working his/her first varsity game assignment. Failure to meet this requirement will make the member ineligible to officiate a varsity game for the upcoming season.**
- b. An active member must receive credit for at least one TASO Football approved Rules Clinic Session prior to the first game of each season. Failure to meet this requirement will deem the member ineligible to officiate a varsity game for the upcoming season. A TASO approved Rules Clinic Session is defined as credit for:
 - 1) At least 4 hours of classroom breakouts at the State Meeting, or**
 - 2) Attendance at a Regional Rules Clinic, or**
 - 3) Completion of an approved on-line course.****
- c. A new member is considered an active member and must comply with items a. and b. BEFORE he/she may be assigned or officiate a varsity game.**
- d. A member may not officiate more than one varsity contest in a span of one calendar day. This doesn't apply to six-player games or to the emergency rescheduling of games due to inclement weather.**

5. The annual exam will be prepared and available to all officials no later than July 15th, or as determined by the TASO Football Division Board of Directors.

6. All active members are eligible to vote in TASO elections.

7. Communications from the Executive Director, Officers and Directors must be answered promptly with return of information requested or statement of reason why it must be delayed or withheld.

8. Members shall be classified in one of six Divisions (I, II, III, IV, V and Auxiliary) based on the points accumulated at the end of the previous football season. Points are awarded as follows:

Educational Points (No maximum)

State Meeting Attendance: 6 Points

State Meeting Breakouts: 1 Point per classroom hour

Regional Clinic: 3 Points

District Meeting: 2 Points

On-Field Clinic: 5 Points

TASO Test Score 70-78: 4 Points

TASO Test Score 80-88: 6 Points

TASO Test Score 90-100: 8 Points

Game Assignment Points (No Maximum)

Varsity games (including college): 2 Points

Sub-Varsity (JV, Junior High or Middle School): ½ Point

Chains/Clock: ½ Point

Scrimmages: 1 Point

Auxiliary Members are eligible to be a clock operator (game and play clocks), or part of the chain crew only. Chapters may not assign anyone to run chains for varsity games, unless they are active or auxiliary members. Members will be classified in Divisions based on the number of lifetime points:

Auxiliary Member: points do not apply
Division V: 0 – 59 points
Division IV: 60 – 179 points
Division III: 180 – 359 points
Division II: 360 – 659 points
Division I: 660 and more points

A Member At Large is a member of TASO Football, but not a member of a local chapter. He/she may not officiate any TASO assigned games. Member At Large dues are equal to the dues of a regular member.

9. The Board of Directors has full authority to change any member's classification whenever, in its opinion, such change is in the best interest of the Division.

10. Reporting Points – At the conclusion of each season, and before February 1st, each member shall submit a properly completed and signed Points Summary for the previous season which will be maintained by the Chapter Secretaries. No later than March 1st, Chapters will submit, using the procedure as prescribed by the Football Board of Directors, an Excel spreadsheet summary of its members that includes season and lifetime points. Included with the Excel spreadsheet will be a statement by the Chapter Secretary or Chapter President attesting to the accuracy of the points reported. Any member or secretary that fails to report the season's points by August 1st of the following year will not be credited points for that year.

11. It is recommended that each member have a physical examination annually.

12. New Members transferring from another State – All new members who transfer from another State will be placed in Division V for their first year as a TASO Football member. The new member is responsible to abide by all requirements of TASO and the local chapter to become an ACTIVE member. During the first season, the transferring member may submit officiating records to his district director in order to obtain points in TASO. These records must include, but are not limited to:

- a. Game records detailing the dates, teams, and level of play (e.g. Varsity, Junior Varsity, Junior High, Middle School, College)**
- b. Letter of recommendation from the previous organization stating that the transferring member did abide by all of the regulations of the organization**
- c. Records of meeting, training clinics, rules clinics, etc. attended**

The TASO Football Operating Committee will review these documents and determine the number of points to be awarded. Based on previous criteria and past practices, points will be awarded as follows:

- a. A maximum of one-quarter (1/4) point will be awarded for each sub-varsity game worked.**
- b. A maximum of one (1) point will be awarded for each varsity and/or college game worked.**
- c. Points will be reduced by 20% per year for any years immediately preceding the transfer season that the official did not work games. An official who has been off the field for five consecutive years since their last season will receive no transfer points.**

These numbers can be reduced at the discretion of the Operating Committee based on factors such as, but not limited to: the number of years of records submitted; the verifiability of the documentation, etc.

The Operating Committee will award the points and the Executive Director will be charged with informing the appropriate TASO Chapter Secretary of the decision. The transferring official may use the points for his/her benefit starting in the second year of service.

If the TASO Chapter Secretary believes further review is required, an appeal can be submitted to the President of TASO-Football. The appeal will be discussed by the Football Board at a regularly scheduled meeting. After the appeal is decided, the ruling is final.

13. Former Member transferring back from another State – If a member leaves the state and returns to TASO, he/she will be placed in the same Division as when they left TASO. If the member is transferring to another chapter different from the chapter they were a member of when they left TASO, a Chapter membership form must be obtained from the previous chapter. If the member would like credit for games worked while not a TASO member, the procedure outlined in paragraph 12 above must be followed.

14. Dual Chapter Membership Policy

This is a list of a dual member's rights and responsibilities:

- a. A member may join as many chapters as he/she wishes however the member must designate one (1) chapter as his/her HOME chapter. The home Chapter is defined as the Chapter that submits the member's state dues. The member may only accept varsity game assignments from his/her home chapter. However, the home chapter's board of directors may waive this restriction for a member for a single game or the entire year.
- b. Attendance requirements for local chapter meetings will be determined by the local chapter's by-laws and OP's. Any ruling rendered by the chapter's board of directors regarding meetings will be upheld by the TASO State Office. Dual membership is not a reason to miss regularly scheduled meetings in either chapter. However, active members may be granted credit for attendance at home chapter meetings in the event that the member may have attended a meeting of another TASO chapter, if the home chapter allows it.
- c. All state dues and game reports shall be submitted by the home chapter. Additional chapters are responsible for local dues only, if any.
- d. Test scores are the responsibility of the home chapter; however, it is the responsibility of all chapter secretaries to verify that a member is an active member.
- e. A member **MUST** report to all chapter secretaries his/her status. This status is either a primary member or a secondary member.

This is a list of the Chapters rights and responsibilities:

- a. Maintain records for all primary members.
- b. Report any disciplinary action to all secondary chapters.
- c. Honor any disciplinary action taken by another chapter unless otherwise specified by the Executive Director of TASO or his designee.

d. Coordinate with any other chapters in an effort to best serve the chapter, the member, and the schools which we service.

e. A chapter will determine if the application for membership from a member will be accepted. Admittance to a chapter is at the sole discretion of the Board of Directors of that chapter. This right also extends to the development of the chapters playoff list.

VIII: MEMBERSHIP RENEWAL PROCESS AND DUES

1. The membership year begins on February 1st and ends on January 31st of each year, which coincides with the submission of TASO dues. Any member of a TASO Football Chapter that receives ANY chapter assignment (on-field, chains, timer, observer, etc.) must also be a member of the TASO Football Division.

2. Dues for membership for each Division shall be:

New Members: \$35

Auxiliary Members: \$35

Renewal Members: \$60

Late Renewing Members: \$60 plus \$25 Reinstatement Fee

3. Procedures for payment of dues and the method of notification shall be determined by the Board of Directors. Each member will follow the prescribed procedure. Renewal dues are to be remitted by the member to the State Office by February 1st, to avoid a late fee, using the procedure as prescribed by the Football Board of Directors.

4. The Board of Directors may establish requirements to approve the reinstatement of an expired membership.

IX: UNIFORMS

1. The Board of Directors shall prescribe a regulation uniform for use of members.

2. Members shall be required to wear the regulation uniform when officiating in any game assigned through the TASO.

3. A Chapter may adopt the Summer Uniform for games played below the varsity level (refer to the TASO Mechanics for the Summer Uniform).

X: OFFICIATING FEES AND TRAVEL ALLOWANCE

1. Officiating fees, travel allowance and expense for any game will conform to the fees and allowances as prescribed by the Board of Directors.

2. For charity, intersectional, post season and other games involving unusual circumstances, exceptions to standard fees and travel allowances may be requested through the Executive Director.

XI: OFFICIATING PROCEDURE

1. All members and Chapters shall conform to the mechanics and procedures prescribed by the Board of Directors and/or the office of the Executive Director.

XII: MEETINGS

- 1. The Annual Meeting of the TASO Football Division shall be held at such time and place as the Board of Directors shall determine.**
- 2. The purpose of the TASO Football Division Annual Meeting is to discuss and interpret football rules and update officials statewide on all football related issues in the State of Texas. It shall be held prior to each football season.**
- 3. Special meetings of the Board of Directors shall be held at such times as the President shall elect, and the President must call such meetings when requested to do so by a majority vote of the Board.**

XIII: COMMITTEES

- 1. The President shall appoint committees as necessary to effectuate the purposes of this organization.**
- 2. The Executive Director of the Texas Association of Sports Officials shall serve as an "ex-officio" member of each committee.**

XIV: VOTE AND QUORUM

- 1. Twenty five percent of the members of the Football Division, or a majority of the Board of Directors shall constitute a quorum, but any number may adjourn a meeting.**
- 2. An electronic (e-mail) vote of the members, or of the Board of Directors, may be taken and shall be in all respects as valid as though taken with the members or Directors assembled. An issue, which culminates with an electronic vote, may only be undertaken if the matter cannot wait until the next scheduled meeting of the Board of Directors. The President, President-Elect or the Executive Director, with concurrence from one of the other two positions, may call for a vote by e-mail. When doing so, the President, President-Elect, or Executive Director must specify a timeline when the issue will be discussed and voted upon. No votes will be cast until the discussion phase has expired. Upon commencement of the voting phase, a board member may change his/her vote at any time until the voting phase expires. All discussions and votes must be made by "reply-all" return e-mail.**
- 3. A meeting of the Board of Directors may be conducted via Teleconference and/or web conference and shall be in all respects as valid as though taken with the Directors assembled.**

XV: SOLICITATION of GAMES

See TASO Policies

XVI: CONFLICT of INTEREST

See TASO Policies

XVII: ETHICS POLICY

See TASO Policies

XVIII: DUE PROCESS

See TASO Policies

XIX: ADMINISTRATIVE

1. Members who violate the provisions of the Operating Procedures, TASO By-Laws, or who fail to cooperate with the officers and members of the Board of Directors in maintaining the purposes of the organization, its Code of Ethics, and established solicitation policy may, after due notice and hearing in accordance with the TASO Football Ethics and Due Process Procedures, may have their membership canceled.

2. For due cause, to be determined in accordance with the TASO Football Ethics and Due Process Procedures, a member who has failed or refused to comply with the requirements of the By-Laws or who has been charged with conduct contrary to the ethical standards of the organization, may be suspended from membership pending a final hearing and decision as to reinstatement or cancellation of membership.

XX: EXPENSES

1. TASO Football reimburses Officers, Directors and members for reasonable business travel expenses incurred while on assignments away from the normal home location or Chapter. All District Director travel for any purpose not outlined in the District Director Duties in this document must be approved in advance by the TASO Football President or TASO Executive Director. All travel and expenses for members must be approved in advance by the TASO Executive Director or TASO Football President

2. When approved, the actual reasonable costs of travel, meals, lodging and other expenses directly related to accomplishing business travel objectives is reimbursed by a Travel & Expense Report (T&E). When travel is completed, the Director, Officer or member should submit completed travel expense reports for approval within 10 business days, supported by receipts for each expense, regardless of amount.

3. Directors, Officers and members who are involved in an accident while traveling on TASO business must promptly report the incident to the TASO Executive Director and/or the TASO Football President. Vehicles rented by Officers, Directors and members may not be used for personal use without prior approval.

4. Abuse of this business travel expenses policy, including falsifying expense reports to reflect business costs not incurred by the Officer, Director or member can be grounds for disciplinary action, up to and including termination of TASO membership.

5. Guidelines

a. Expense Reporting

- i. Expense Reports must be submitted on TASO Expense Report forms.
- ii. Business purpose of each expense is required for income tax purposes.
- iii. Original receipts should be chronologically attached. Officers, Directors and Members should retain copies of receipts and expenses for their records, if needed.

b. Air Travel

- i. The standard commercial airline mode is coach/economy, or when available, supersaver or special reduced fares. Officers, Directors and Members are required to use the lowest logical fare to a destination. If plans are not expected to change, make reservations 7 to 14 days prior to the trip to save up to 40% or more. Reservations with non-refundable fares generally provide a greater cost saving even if occasional penalties occur for changing.**
- ii. Receipt of the airline ticket is required where provided by the airline. If the airline does not issue tickets, a copy of the travel agent or online confirmation of reservation and payment by the employee is required. Also, if available, include a copy of the itinerary.**
- iii. Officers, Directors and members may directly benefit from frequent flyer programs, but may not specify particular airlines to accumulate mileage if it results in a higher fare than via another carrier.**
- iv. Any purchase of flight or luggage insurance is a personal expense and not reimbursable.**

c. Rental Cars

- i. Officers, Directors and Members may rent cars as good judgment dictates only with approval of the TASO Executive Director or TASO Football President. Other forms of ground transportation such as taxis, bus or shuttles are to be used when it is more cost efficient to do so. The vehicle is to be rented in the name and address of the officer, director or member.**
- ii. Anyone involved in an accident while driving a rented car must call the police and file an accident report and notify the rental car company. A copy of the police report is to be sent to the TASO Executive Director or the TASO Football President.**

d. Personal Car

- i. Mileage, dates, destination and business purpose are to be entered on the T&E form. A travel allowance of the State of Texas per mile rate is provided for approved personal auto travel. No other personal auto expenses are reimbursable.**

e. Other Transportation

- i. Taxi, bus and shuttle fares are reimbursable only with a receipt, and if it involves a trip to/from airport, and TASO event. Shuttle services should be used when available and if more cost-effective than a taxi. Officers, Directors and members traveling together to the same destination should use one taxi or shuttle.**
- ii. Any receipts received for tolls, parking, bus and rail expenses should be attached to the T&E form for other reimbursable business travel costs.**

f. Parking

- i. Parking fee reimbursement is limited to fees incurred in conjunction with TASO business, excluding fines.**

g. Hotels

- i. Reasonable cost of hotel accommodations (generally \$75 to \$125 per night plus taxes) is reimbursable while on overnight business. A single room with private bath in a business class hotel is appropriate. Use of a deluxe hotel is not justified without prior approval from the TASO Executive Director or TASO Football President.**
- ii. Travelers may not specify particular hotels on frequent stay or frequent flier programs when it results in higher cost than other hotels.**
- iii. Reimbursements for tips are limited to those gratuities in general practice and in the accepted percentages. Personal expenses that are not reimbursable include videos, and games, refreshments, mini-bar and snack charges, massages, laundry, dry cleaning, personal care purchases and tips for hotel maids.**

h. Telephone

- i. Telephone calls should be made using the least expense method available.**

i. Meals

- i. Meal expenses are reimbursed when incurred with overnight business trips. Reimbursement for tips is limited to those gratuities in general practice and only in acceptable percentages.**

ii. TASO Football's meal policy is very simple - spend wisely as if it were your personal expense, with the following general guidelines:

Breakfast	up to \$10.00
Lunch	up to \$15.00
Dinner	up to \$25.00

Daily maximum	\$50.00
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iii If you skip a meal or do not exceed a meal guideline, you may spend that amount on dinner, not to exceed the daily maximum of \$50.00 supported by receipts. Meals and refreshments included on a lodging receipt are to be reported as meals as required for income tax reporting.

XXI: MISCELLANEOUS

1. If there is a conflict between any provisions of the by-laws, ethics policy, or due process guidelines adopted by TASO and any provisions of the Football Division and/or Football Chapters by-laws, operating procedures, ethics policy or due process guidelines, the former shall prevail.

Date Adopted:	March 27, 2004
Revised:	July 22, 2004
	January 13, 2005
	March 24, 2006
	September 28, 2008
	February 20, 2009
	February 5, 2010
	February 18, 2011
	April 14, 2011
	July 22, 2011
	March 2, 2012
	February 22, 2013
	February 21, 2014

FOOTBALL 2014 CALENDAR

JANUARY

- 1 New Directors take office
- 3 E-mail Blast to members for mechanics changes suggestions
- 15 Football Operating Procedures modification suggestions
- 15 Life Member nominations due in State Office
- 15 Class Room and On-Field Regional Clinic Applications due

FEBRUARY

- 1 TASO Dues and signed 2013 Point Summary or TASO Renewal application
- 21-22 Football Board of Directors Meeting

MARCH

- 1 All Star Games nominations
- 15 Class Room and On-Field Clinic applications extension

JUNE

- 11 Chapter submit names for "Train the Trainers" session at State Meeting

JULY

- 15 Test goes on-line
- 26-27 State meeting in Houston

AUGUST

- 15 UIL - Football: First day for interschool scrimmages, 6A-1A with no spring training
- 22 UIL - Football: First day for interschool scrimmages, 6A & 5A, with spring training

SEPTEMBER

- 1 Notice of intent to run for District Director due in State office in writing

OCTOBER

- 1 On-Line elections for officers and directors opens
- 15 On-Line elections for officers and directors closes