

# Orange County Football Officials Association By-Laws



## BY-LAWS OF THE ORANGE COUNTY FOOTBALL OFFICIALS ASSOCIATION

As amended on 9/8/2021

## **ARTICLE I. NAME OF ASSOCIATION**

The name of this Association shall be the Orange County Football Officials Association, herein known as the Association, a unit of the California Football Officials Association.

## **ARTICLE II. PURPOSE OF ASSOCIATION**

### **Section 1. Primary Purpose**

The primary purpose of this Association shall be to provide an educational program which will certify officials to officiate California Interscholastic Federation football games.

### **Section 2. General Purposes**

The general purposes for which this Association has been formed are to increase the efficiency and competency of football officials through formal and informal instructions which shall include, without limitation, the mutual exchange of ideas and constructive criticisms of rules, game situations, and mechanics of football officiating; to promote the advancement of football by encouraging the spirit of sportsmanship among schools, coaches, players, spectators, and officials; and to submit to the Orange County Assignment Coordinator the names of those officials who are certified to accept assignments and officiate California Interscholastic Federation football games. Membership in this Association does not guarantee any official game assignments.

### **Section 3. Rights and Powers**

This Association shall have and shall exercise all the rights and powers conferred on incorporated or unincorporated, non-profit organizations under the laws of the State of California; however, this Association is not empowered to engage in any activity which is not in furtherance of its purposes as set forth in Sections 1 and 2 of this Article II.

### **Section 4. Reasons for Organization**

This Association is organized and operated for the purposes herein set forth, and any other nonprofit purposes and no part of any Monies shall inure to the benefit of any member, except as provided in these by-laws.

Section 5. Statement of Purposes

The foregoing statement of purposes shall be construed as a statement of both purposes and powers, and the purposes and powers stated in each clause shall be in no-way limited or restricted by a reference to or from the terms or provisions of any other clause, but shall be regarded as independent purposes and powers.

**ARTICLE III. MEMBERSHIP**

Section 1. Eligibility and Terms of Membership

Any person eighteen (18) years of age or older interested in officiating California Interscholastic Federation football games may apply for membership in this Association. Membership terms shall be on an annual period.

Section 2. Classification of Members

A. Certified Member

A certified member shall be one who achieves at least the minimum passing grade in a certification examination; takes and passes all other required examinations; meets the financial obligations imposed by this Association; fulfills the meeting requirement per Article 5, Section 1, fulfills all accepted game assignments; and does not engage in unprofessional conduct, or act in a manner which is detrimental to the welfare and purpose of the Association or its members.

Members who have met these requirements during the current season shall be considered certified for the following season.

A 1st year official will be a probationary member for the purpose of this article and shall be eligible to receive game assignments. Upon completion of the above requirements shall be certified for the following season.

## B. Non-Certified Member

A non-certified member is one who does not meet all of the requirements set forth for a certified member. A non-certified member shall not have the right to vote, hold office, or receive any game assignments. The Executive Board shall determine whether a member has failed to meet all the requirements of a certified member. If a member is found to be non-certified, the President shall immediately notify the member by telephone. E-mail or certified letter receipt requested. After being so notified the non-certified member may, within ten (10) days petition the Executive Board by telephone/e-mail or in writing for reinstatement to certified membership status. The Board shall, within (30) calendar days of receipt of such appeal, hold a hearing with the member present to review the petition. If after such hearing, it is determined that the member is still non-certified, the member has been determined to be non-certified or if the member fails to appeal, the Assignment Coordinator shall be notified to cancel the remainder of the non-certified member's game assignments for the current season. If the board determines the member is certified, the Board shall reinstate the member without loss of games.

## C. Life Member

Any member who retires from football officiating after twenty (20) or more years of certified membership in the Association, may request and be granted a life membership which shall be honorary in nature. The Executive Board may also decide to grant a life membership to any retiring football official who has less than twenty (20) years of certified membership, and has rendered distinguished service to the Association. A life membership shall have all of the rights, privileges and benefits of certified membership in the Association including serving on committees and if elected hold office. Note: Arbiter access will be given on a case by case basis as voted on by the Executive Board.

### Section 3. Dues

A condition of becoming a member for the Orange County Football Officials Association and in order to receive game assignments is to be a dues paying member of said Association. The amount of dues and the date they are due shall be set by the Executive Board. A penalty for the late payment of dues may be imposed by the Executive Board.

### Section 4. Motions

All motions shall require a majority of the votes cast in order to pass. Proxy votes will not be accepted at Executive Board, General or Special Meetings.

- A. The President shall not vote at any general or special meeting unless the vote is by Secret ballot or where the President's vote would change the results.
- B. The President may vote at all Executive Board meetings regardless of how the votes are cast.

### Section 5. Resignations and Expulsions

Membership in this Association shall terminate upon a member's request, or by action of the Executive Board.

- A. Any and all monies paid into this Association's Treasury by a member shall remain in the treasury upon the member's termination from this Association.
- B. All monies due this Association from a member shall become payable in full prior to the member's termination from this Association.

## **ARTICLE IV. OFFICERS**

### **Section 1. President**

The President shall be the presiding officer at all meetings and shall conduct the meetings according to parliamentary procedure. The President shall supervise and oversee the affairs of this Association and shall execute the will of this Association. The President shall see that the By-Laws of this Association are adhered to at all times and shall approve all vouchers and co-sign all checks drawn on this Association.

### **Section 2. Vice President**

The Vice President shall assist the President and shall preside at all meetings in the absence of the President. If, for any reason, the office of the President shall become vacant, the Vice President shall become the President for the unexpired term.

### **Section 3. Secretary/Treasurer**

The Secretary/Treasurer shall keep a record of all the business that is transacted by the Association and shall issue all correspondence and notices on behalf of the Executive Board and the Association. The Secretary/Treasurer shall keep a record of the minutes of all meetings and a copy of any minutes shall be made available to any certified member requesting them. The Secretary/Treasurer shall maintain a current roster listing all certified, non-certified, and life members of the Association and shall issue membership cards and kits to all certified members. The Secretary/Treasurer shall notify all members of all meetings.

The Secretary/Treasurer shall also be the financial officer of the Association and shall be responsible for all the monies and financial records. The Secretary/Treasurer shall deposit or hold in trust, all funds received on behalf of this Association and shall on authorization of the Executive Board, disburse such funds for the benefit of the Association. The Secretary/Treasurer shall submit a financial report in writing to the Executive Board prior to June 15<sup>th</sup> of each year. The Secretary Treasurer shall be bonded in

the sum of no less than five thousand dollars (\$5000.00), and the premium of the bond shall be paid by the Association.

- A. The financial report shall be audited by the Auditing Committee prior to July 15th of each year.
- B. The financial report, after having been approved by the Auditing Committee, shall be distributed in writing or electronically to all certified members at or prior to the first general meeting of each year.
- C. The financial report shall then be presented for approval at the first general meeting of each year.
- D. The financial status shall be reported at each Executive Board Meeting.

#### Section 4. Instructional Chairman

The Instructional Chairman shall direct and supervise the program of instruction for all members of the Association and shall direct and organize discussion for classroom groups. The Instructional Chairman shall preside over portions of the meetings relating to football rules and officiating mechanics. The Instructional Chairman shall prepare, maintain and update a list containing the names of those members who are certified to officiate California Interscholastic Federation football games. The Instructional Chairman shall submit a list of names of all active members who are certified to officiate California Interscholastic Federation games no later than DECEMBER 31<sup>st</sup> of each year to the Executive Board for final approval. A separate list of certified m

embers who have lost their certification and have become non-certified members per Article III, Sections A & B, shall be sent to the Executive Board for final approval no later than JANUARY 20<sup>th</sup> of each year. The Instructional Chairman may evaluate any new member with prior officiating experience who joins this Association and determine in which classification to place the new member.

#### Section 5. Rating Chairman

- A. The Rating Chairman's primary responsibility is to develop and implement a fair and impartial system to evaluate and rank all certified officials for the current season.

- This system should be presented to the Executive Board for approval each season no later than April 30<sup>th</sup>.
  - An appeal process will also be incorporated into this system
- The Rating Chairman shall create a Ratings Committee. (See Article VII Section 6)
  - This committee shall assist the Ratings Chairman in the training of all evaluators.
- The Ratings Chairman shall submit a playoff list to the Executive Board for their approval by a date to be determined by the CIF Office.

The Executive Board shall approve this list and forward to the Assignment Coordinator.

**Note:** Officials transferring into this Association must have a minimum of one (1) year as a certified official in the Orange County Football Officials Association to be eligible for assignment as a regular crew member. During their first year, transfers shall not work more than three (3) games with any individual crew.

#### Section 6. Executive Board

The Executive Board shall consist of the President, Vice President, Secretary/Treasurer, Instructional Chairman, Rating Chairman, and six (6) members-at-large.

#### Section 7. Election of Officers

- A. The candidates for election to the Executive Board shall be nominated by the Nominating Committee and/or any certified member no later than 14 days prior to commencement of the voting.
- B. The vote shall be by secret ballot and may be conducted in-person or electronically.
  1. No later than June 30<sup>th</sup> the Board shall set a date for completion of voting to occur on or before October 30<sup>th</sup>.
  2. The Nominating Committee shall prepare a ballot containing all the names of those persons nominated for office with space for a write-in candidate for each office. For in-person voting these ballots shall then be distributed to all certified members in attendance For electronic voting all Certified Members shall be provided a ballot or access to a ballot by secure electronic means.



- B. The votes shall be tabulated by the Nominating Committee, of which no member may be a candidate for office.
  - 1. The results of the election shall be announced immediately after the time for voting has ended and the votes have been tabulated.
  - 2. The number of votes each candidate received shall be made available to the membership within 72 hours of the vote.
- C. A candidate shall receive a majority of the votes cast in order to win an election.
  - 1. If a candidate does not receive a majority of the votes cast, a run-off election shall be conducted electronically within 2 weeks or in-person at the next regularly scheduled general meeting. The candidate(s) then receiving a plurality of the votes cast will be declared the winner.

#### Section 8. Term of Office

- A. All elected officers shall hold office for two (2) years or until a successor is selected.
- B. All elected officers shall assume the duties of their offices on the first day of January of the following year.

#### Section 9. Impeachment and Removal from Office

Any Association Officer whose actions or conduct are detrimental to this Association, or who fails to adhere to the by-laws of this Association may be removed from office by the following procedure:

- A. Any certified member may prefer charges against an Association Officer.
  - 1. The certified member shall notify the Executive Board in writing of the preferred charges against the accused officer, only after obtaining a minimum of twenty (20) signatures from certified members who have requested the impeachment of the accused officer.
  - 2. The Executive Board shall, within fourteen (14) days, call a special meeting for all certified members of this Association and shall notify the accused officer in writing of the scheduled meeting date and of the preferred charges.
  - 3. The meeting shall be conducted as a hearing according to parliamentary procedure.
  - 4. At the conclusion of the hearing, a vote of the membership present shall be taken by secret ballot and removal from office shall require two-thirds (2/3) of the votes cast.

Section 10- Executive Board Members holding multiple offices simultaneously

1. No Executive Board Member shall hold multiple offices during an elected term unless under extenuating circumstances as determined by a majority vote of the current Executive Board.
  - a. Examples of extenuating circumstances include but are not limited to:
    - i. Death or Disability of current officer
    - ii. Unexpected resignation of current officer
    - iii. Inability to fill position under normal election procedures

**ARTICLE V. MEETINGS**

Section 1. General Meetings

A minimum of six (6) general meetings shall be held during the current calendar year.

- A. The meeting dates shall be scheduled by the President and the Instructional Chairman.
- B. A minimum of two (2) meetings shall be held prior to the first game each year and remaining meetings prior to CIF Playoffs.

All members shall be required to attend all general meetings with the following exceptions:

1. Any member who has missed more than one meeting during the current calendar year, without a valid excuse that is approved by the Instructional Chairman and The Executive Board, shall be classified as a non-certified member for the following football season.

Section 2. Executive Board Meetings

- A. A minimum of four (4) Executive Board meetings shall be held during the year.
- B. Any Executive Board Member who fails to attend four (4) consecutive board meetings without an acceptable excuse to the Executive Board shall be considered to have resigned.
- C. Executive Sessions may be held by video or conference calls
  1. This type of meeting must meet all guidelines of Robert's Rules of Order for electronic meetings.

### Section 3.Special Meetings

The President may, after approval by the Executive Board, call a special meeting when necessary, only after all certified members have been notified fourteen (14) days in advance of the meeting date and have been informed as to the purpose of the meeting.

### Section 4. Quorum

- A. After being properly notified of any general or special meeting, any number of certified members present shall constitute a quorum sufficient for conducting the business, which is brought before them.
- B. A majority of the members of the Executive Board at any of their meetings shall constitute a quorum sufficient for conducting the business brought before them.
- C. In the case of a vacancy on the Executive Board, a quorum will be defined as the majority of the remaining members until the member(s) are replaced.

## **ARTICLE VI. EXECUTIVE BOARD**

### Section 1. Duties of the Executive Board

The Executive Board shall conduct, manage, and administer all the affairs of this Association and shall control and supervise the handling of all its funds and properties. They shall approve the expenditure of any funds and shall set the amount of fees or expenses that are paid to any member of this Association; however, at no time shall they permit the funds of this Association to be depleted. They shall enforce the provisions of these By-Laws and shall make recommendations and decisions regarding all matters affecting this Association. They shall approve all special meetings and shall appoint a Nominating Committee prior to September of each year. They shall attend Executive Board meetings and shall review and make a disposition regarding all absences. They shall prepare an operating budget prior to July of each year.

## Section 2. Termination of Board Members

- A. When there is a vacancy for whatever reason in any elected position, other than the presidency, the vacancy shall be filled by the Executive Board for the balance of the unexpired term.
- B. A vacancy in the Presidency shall be filled by succession to that office by the Vice-President who shall serve the remainder of the unexpired term of the vacant office. The resulting vacancy in the Vice-Presidency shall be filled by appointment of the Executive Board within thirty days of the vacancy
- C. If any other Board Member terminates for any reason, the Executive Board shall, within thirty (30) days, appoint a certified member to fill the unexpired term.

## **ARTICLE VII. COMMITTEES**

### Section 1. Committees

All committees and committee chairmen shall be appointed by the President, except the Nominating Committee.

- A. The President shall be a member ex-officio of every committee except the Ethics Committee and the Nominating Committee.
- B. All committees and committee chairmen shall be appointed prior to September of each year except the Referee Selection Committee, which shall be selected January 10th of each year.

### Section 2. Auditing Committee

The Auditing Committee shall consist of three (3) members of which one member shall be appointed as Chairman. The Committee shall audit the books of the Association annually and a financial report shall be submitted to all certified members for approval at the first general meeting of each year.

### Section 3. Ethics Committee

The Ethics Committee shall consist of five (5) members of which one member shall be appointed as Chairman. The Committee shall be responsible for determining whether a member has engaged in unprofessional conduct or has acted in a manner, which is detrimental to the welfare and purposes of this association.

- A. No member of the Executive Board shall be a member of the Ethics Committee.

- B. The following procedures shall be adhered to regarding the filing of a complaint against any member of this Association:
1. Any complaints of unethical conduct brought against any member shall be done in writing or by email to the Ethics Committee Chairman, by the complainant, within thirty (30) days of the incident.
  2. The Ethics Committee shall within 21 days of receipt of a complaint, review all support documentation and reach a decision on: a) whether it has jurisdiction over the complaint, and b) its merits. If the committee finds affirmatively on these considerations, it shall within the 21- day time limit, notify the accused member, in writing or by email, of a scheduled hearing date, the name of the complainant, and the general nature of the complaint. If the committee finds negatively on either of these considerations, it shall within the 21-day time limit, notify the complainant, in writing or by email, of its findings and that the complaint will not be pursued.
  3. The Ethics Committee shall inform and ask any necessary witnesses to be present at the hearing, including those requested by the accused member and approved beforehand by the committee.
  4. Once the hearing date, if applicable, has been scheduled, the accused member and the complainant shall have a period of 10 days during which they may communicate with the Ethics Committee Chairman regarding procedural, witness, or documentation matters only. Once notified of the complaint and hearing date, the accused member may not contact the complainant, any members of the Executive Board, or any members of the Ethics Committee other than the Chairman prior to the hearing.
  5. After the conclusion of the hearing, the Ethics Committee Chairman shall, within fourteen (14) days, notify the accused member and the Executive Board, in writing or by email, of the Committee's decision and any penalty, if applicable. Penalties may include, but not limited to, forfeiture of game assignment(s), suspension, or expulsion from the association.
  6. The accused member shall then have fourteen (14) days to appeal the decision of the Ethics Committee in writing or by email, to the Executive Board.
  7. After receiving the appeal, the Executive Board shall, within fourteen (14) days either upholds the Ethics Committee decision or conduct another hearing. During the appeal, any penalty imposed shall be held in abeyance until the appeal is resolved.
  8. After the conclusion of this hearing, the President shall, within fourteen (14) days notify the accused member, in writing and by email, of the Executive Board's decision.
  9. The decision of the Executive Board shall be final.

#### Section 4. Instructional Committee

The Instructional Committee shall consist of members who shall be appointed as instructors by the Instructional Chairman. The instructors shall be responsible for providing an educational and instructional program to increase the efficiency and competency of football officiating. The Instructional Chairman shall have the power to decide all matters relating to interpretations of rules, game situations, uniforms, and mechanics of football officiating. The Committee shall establish and conduct the certification examination and all other examinations, which it deems necessary or appropriate for their instructional purposes.

#### Section 5. Nominating Committee

1. The Nominating Committee shall consist of a minimum of three (3) members of which one shall be appointed as Chairperson. The committee shall be appointed by the Executive Board and shall call for, and record, the nomination of candidates for the Executive Board no later than 14 days prior to the commencement of the voting.

2. No candidate for any office shall serve on the Nominating Committee.

3. The Committee shall oversee candidate speeches and/or OCFOA posted statements, prepare and distribute, and/or provide electronic access to, ballots, tabulate ballots, and certify the election results.

4. The Committee may vote to void the whole or any part of a ballot, and such decision shall be final. A voided ballot shall be accompanied by a statement of the reason(s) for the voided ballot.

#### Section 6. Rating Committee

The Ratings Chairman shall form a committee by the first meeting for the coming year. It shall consist of a minimum of four (4) Orange County Football Official's Association Varsity Certified and/or Life members for the purpose of providing support to the Chairman for the following:

A. The chairman and his committee shall supervise the evaluation of members in order to formulate an annual playoff list.

- B. The committee shall arrange to train observers and have them attend games to critique and evaluate officials.

#### Section 7. Social Committee

- A. The Social Committee shall consist of a minimum of three (3) members.
- B. The committee shall submit a plan (for the coming year) to the Executive Board by April 30th.
- C. The Vice-President shall chair this committee.

#### Section 8. Referee Selection Committee

- A. The Referee Selection Committee shall consist of a minimum of three (3) members of who shall be appointed Chairman. The committee shall be responsible for interviewing, selecting and grading a list of certified members eligible to perform as Referee Crew Chiefs and/or alternate crew chiefs.

#### Section 9. By-Laws Committee

The By-Laws Committee shall consist of a minimum of three (3) members of which one of whom shall be appointed as Chairman. The committee shall be responsible for making proposed amendments to revise and update the By-Laws as necessary, and shall accept any proposed amendments that are submitted in writing with twenty (20) certified member's signatures by any certified member. The By-Laws Committee will then submit the proposed amendments, in writing, to the Executive Board for further action.

## **ARTICLE VIII. PARLIAMENTARY AUTHORITY**

### Section 1. Parliamentary Law

Robert's Rules of Order, {latest edition} shall be the authority on all questions on parliamentary procedure.

### Section 2. Parliamentarian

A parliamentarian may be appointed by the President to advise the President to see that the Association By-Laws and Policies and Procedures are adhered to at all times.

## **ARTICLE IX. AMENDING THESE BY-LAWS**

These Articles may be amended only in the following described manner:

- A. The proposed amendment(s) shall be presented, in writing or e-mail to the Executive Board by the By-Laws Committee.
- B. The proposed amendment(s) shall be presented in their entirety, in writing or e-mail to each member in order to be discussed at the next regularly scheduled meeting or at a special meeting called for that purpose.
- C. At the next regularly scheduled meeting the proposed amendment(s) shall be voted upon by the certified members. The vote shall be by secret ballot.
- D. An amendment shall require two-thirds (2/3) of the votes cast in order to be adopted. However, amending a proposed amendment to these by-laws shall require only a majority of the votes cast in order to pass, prior to the vote for adoption.