

CONSTITUTION AND BY-LAWS

EMPIRE CHAPTER OF THE
EASTERN ASSOCIATION OF
INTERCOLLEGIATE FOOTBALL OFFICIALS

DATED AUGUST 2003

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CONSTITUTION

ARTICLE I NAME

The name of this Association shall be the Empire Chapter of the Eastern Association of Intercollegiate Football Officials (herein after noted as "Chapter")

ARTICLE II PURPOSE

The purpose of this Chapter shall be:

- 1) To unite in the membership of this Chapter all fully qualified college football officials residing in and around the State of New York and to create a greater amount of good fellowship and cooperation among the members of this Chapter;
- 2) To develop, establish and maintain the highest ideals of fair play and sportsmanship in connection with the game of football;
- 3) To provide for the training of new officials, to develop, among all football officials, a definite responsibility as to their knowledge of rules and conduct of the game as officially adopted and published by the National Collegiate Athletic Association (NCAA) and to promote uniform interpretation of the rules of football;
- 4) To encourage every official to sensibly enforce all rules of the game, both in letter and spirit of the rules and to uphold the Constitution and By-Laws of this Chapter;
- 5) To promote the welfare of the American game of intercollegiate football, its players and officials.

ARTICLE III MEMBERSHIP

The membership of this Chapter shall consist of those duly selected to membership in accordance with the By-Laws of this Chapter and they shall be classified as follows:

Section 1. ACTIVE: Active members are those in good standing with no financial obligation owing to the Association for current or previous years, who have successfully passed all required qualifications for membership, and who are active on-field officials or clock operators with the EAIFO. All existing Active on-field college football officials or clock operators are eligible for membership and may be considered Active members with all rights and privileges, including the right to vote and hold office;

Section 2. LIFE: Any member of this Chapter who has ceased working as an on-field official but wishes to continue affiliation with the Chapter, provided that member was an Active on-field official for at least 5 years. Life members cannot hold office and have no right to vote. The application is subject to review and approval of the Executive Committee;

Section 3. ASSOCIATE: All EAIFO members who are members of collegiate or professional officiating groups who wish to associate themselves with the Chapter. Associate members cannot hold office and have no right to vote. The application shall be subject to review and approval of the Executive Committee.

Any member from other recognized collegiate football associations might make an application to become an Active member of this Chapter. The application shall be subject to review and approval of the Executive Committee.

ARTICLE IV OFFICERS

Section 1. The elected officers of this Chapter shall be:

- a. President
- b. 1st Vice-president
- c. 2nd Vice-president
- d. Secretary-Treasurer
- e. Directors (2)

Section 2. EXECUTIVE COMMITTEE: The Elective Officers, President, First Vice-President and Second Vice-President and two (2) Directors collectively shall form the Executive Committee and are charged with the administration of the affairs of the Chapter, including the running of annual, regular and special meetings. The offices of President, First President and Second President shall rotate annually between the three (3) regions of the Chapter. These regions are Syracuse, Rochester and Buffalo. For 2003, the President is from the Buffalo Region, the First Vice-President is from the Rochester Region and the Second Vice-President is from the Syracuse Region. For each succeeding year, the region holding the President shall nominate the Second Vice-President for the succeeding year. The First Vice President shall become the President and the Second Vice-President shall become the First Vice-President automatically.

Section 3. Term: With the exception of the Directors, all officers, shall be elected annually for a term of one (1) year.

Section 4. ELECTION: Election of Officers shall take place at the annual meeting of this Chapter. All elections of officers shall be by written ballot. Ballots shall be tallied and results announced under the direction of the Secretary-Treasurer. Terms of office shall be from January 1st through December 31st of each year.

Section 5. VACANCIES: The Executive Committee shall have the power to fill a vacancy in any office, except President, between the annual meetings. When the Executive Committee makes an appointment to fill a vacancy, such appointment will only be for the period until the next annual meeting following the appointment. In case there is a vacancy in the office of President, the First Vice-President shall become President.

Section 6. DIRECTOR: There shall be two (2) Directors to the EAIFO. The Chapter shall elect one Director for a four (4) year term each biennium.

ARTICLE V DUTIES OF OFFICERS

Section 1. PRESIDENT: The President shall be the Chief Executive Officer of the Chapter. He will preside at all meetings, appoint all committees and perform such other duties as imposed upon him by the By-Laws. The President shall be an ex-official member of all committees;

Section 2. FIRST VICE-PRESIDENT: The First Vice-President shall assume the duties of the President in his absence;

Section 3. SECOND VICE-PRESIDENT: The Second Vice-President shall assume the duties of the President and First Vice-President, if both are absent.

Section 4. SECRETARY-TREASURER: It shall be the duty of the Secretary-Treasurer to:

- a. Keep the minutes of all regular and Executive Committee meetings, record decisions of the Executive Committee, transact all correspondence reporting same at the next meeting, discharge financial obligations authorized by the Executive Committee, render a report at the annual meeting and conduct all similar administrative financial matters, to include the preparation of the annual financial standing for audit by a committee appointed by the President;
- b. Provide new members and candidates accepted as Active members with all necessary publications of this Chapter, including the Constitution and By-Laws;
- c. At the expiration of his term of office, he shall prepare a complete report of his activities, unfinished business and recommendations for improvement in conducting affairs of this Chapter to his successor.

ARTICLE VI AMENDMENTS

Section 1. This Constitution and By-Laws maybe amended by submitting to the Secretary-Treasurer written notice of such amendment at least ten (10) days prior to the Annual Meeting. A vote shall be taken at the Annual Meeting upon such amendment at which time a two-thirds majority of the members present is required for enactment of such amendment.

BY-LAWS

ARTICLE I. BUSINESS MEETING AND QUARUM

SECTION 1. REGULAR MEETINGS: Regular meetings of this Chapter shall be held as contained in a schedule that shall be presented to the membership by the Executive Committee, such meeting shall include annual business meeting, annual interpretation meeting, annual clinic and various other regional meetings.

SECTION 2. ANNUAL MEETING: The Annual Meeting for election of officers shall be at our banquet meeting.

SECTION 3. SPECIAL MEETINGS: Special meetings may be called by the President or as petitioned by twenty-five (25%) percent of the Active membership.

SECTION 4. QUORUM: Forty (40%) percent of the Active membership at any meeting shall constitute a quorum for the transaction of business at any regular or special meeting.

SECTION 5. REGIONAL MEETINGS: Meetings to discuss rules, exams and mechanics shall be formed by each Region of the Chapter (Syracuse, Rochester and Buffalo) before and during the football season. Attendance must be recorded and sent to the Chapter Secretary/Treasurer.

SECTION 6. SUGGESTED ORDER OF BUSINESS: At the Annual Meetings the order of Business may be as follows:

- a. Roll call;
- b. Reading of the Minutes;
- c. Report of the Secretary-Treasurer;
- d. Other reports;
- e. Unfinished business;
- f. New business;
- g. Adjournment.

ARTICLE II. COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE: The Executive Committee will:

1. Meet at least once a year whenever the President deems is necessary;
2. Appoint from the membership an assistant to the Secretary-Treasurer who will serve on a yearly basis and whose duties will be to act under the supervision of the Secretary-Treasurer or in his absence;
3. To pass upon any Chapter business that has been referred to it and make whatever recommendations are in order to the membership.

SECTION 2. CLINIC/COMMITTEE: The President shall appoint a Clinic Committee that shall be charged with the following duties:

1. Conduct a clinic that emphasizes rules interpretations, present mechanics of officiating and other related aspects of football officiating;
2. Conduct and provide rules interpretations and written examinations.

SECTION 3. NOMINATING COMMITTEE: As provided, in Article 4 Section 4 of this Constitution, the President shall appoint a Nominating Committee This Committee shall consist of three (3) members, one from each region of the Chapter. The duties of this Committee shall be as follows:

1. To select from the membership a slate of nominees, each of who is in good standing;
2. To validate prior to announcement of said slate that all nominees will be available and willing to serve in any office to which they should be elected;
3. To conduct the election at the annual meeting, assisting the Secretary-Treasurer as Election Judge. An Election Judge shall be responsible for:
 - a. The preparation and distribution of all written ballots;
 - b. Conducting the mechanical operations of the election, such as collecting and counting ballots; and
 - c. Validating that the count of ballots is correct and announcing the results.

SECTION 4. AUDIT COMMITTEE: The President shall appoint a Committee to audit the financial accounts. The audit committees report shall be presented to the membership at the annual meeting each year.

SECTION 5. OTHER COMMITTEES: The President shall appoint any other committees he deems necessary not mentioned above.

ARTICLE III. APPLICATIONS FOR MEMBERSHIP

1. An applicant for membership shall be at least 21 years of age as of January 1st of the year for which he applies for membership. He shall have been a member of a recognized football officials association for at least (4) years and officiated at least twenty-five interscholastic or intercollegiate varsity or equivalent football games. He must have written recommendations for two Active EAIFO officials, comply with uniform screening procedures and be physically fit to meet the demands of football officiating;

2. An applicant for membership shall signify his intention in writing to the Secretary-Treasurer, together with a fee of \$25.00;
3. A successful applicant shall become a member of this Chapter;
4. The Chapter will not discriminate against any member or applicant for membership because of race, creed, color, national origin, age or sex.

ARTICLE IV. VOTING PRIVILEGES

SECTION 1. ENTITLEMENT: Only Active members in good standing are entitled to vote, each such member having one vote. A member must be present to vote. No proxy voting will be allowed;

SECTION 2. RESTRICTION: The President shall have no vote except when votes are equally divided.

ARTICLE V. DISCIPLINE/TERMINATION OF MEMBERSHIP

SECTION 1. TERMINATION OF MEMBERSHIP:

Membership may be terminated by vote of the Executive Committee either on its motion or by motion to the Committee by any member of the Chapter, at any duly constituted meeting of the Committee, and by a majority vote therefore, after due consideration of the facts and circumstances presented. Such action of the Board shall be promoted by, but not limited to, the failure of a member to pay his financial obligations timely, repeated inattention to Association obligations and responsibilities, conduct or practices bringing discredit to the Chapter. A member so terminated may appeal the decision to the Directors of the EAIFO.

SECTION 2. INACTIVE STATUS:

Any Chapter member may request to become inactive by stating his intentions in a letter to the Chapter Secretary and receiving approval of the Executive Committee. Inactive members may become Active members by writing to the Chapter Secretary requesting Active membership, fulfill any or all Chapter membership obligations and receive the approval of the Executive Committee. If a Chapter member is granted Inactive status, such member may remain Inactive for not more than two (2) consecutive years.

SECTION 3. CONDUCT:

- a. No member of this Chapter shall directly or indirectly solicit games from a coach, school, or organization for the personal benefit of himself or any other person. Such conduct shall be deemed to be detrimental to the best interests of football;

- b. No member shall intentionally violate the Constitution or By-Laws or engage in conduct unbecoming an official or which may bring disgrace to the Chapter.

SECTION 4. SUSPENSION:

Any member of the Chapter whose actions are considered by the membership to be detrimental to the best interests of intercollegiate football or which may bring discredit upon the Chapter pursuant to these By-Laws and the By-Laws of EAIFO is subject to suspension, expulsion, and/or to be fined. Any complaint regarding a member shall be submitted in writing to any member of the Executive Committee specifying the exact nature and time of the alleged improper conduct. Upon receipt, the complaint shall be forwarded to the Secretary/Treasury who shall forward a written copy of the charges to the member by certified mail, return receipt requested, and advise him as to when a hearing will be held. A hearing shall be held no less than seven (7) days from the time that the member is notified in writing of the charges against him and no more than thirty (30) days following said notice. At the time of the hearing, evidence will be taken and the person so charged will have an opportunity to produce such evidence on his own behalf. In addition, the person so charged will have an opportunity to cross-examine the person or persons making the charge. After the hearing, the Executive Committee will make such determination as it deems just and proper under the circumstances, and report it to the membership. All determinations of the Executive Committee, with regard to suspension, expulsion, or disciplinary action will require a three-fourths vote. One copy of the determination shall be sent to the Secretary/Treasurer of the EAIFO and one copy to the member charged sent by certified mail, return receipt requested. Any member who is suspended, expelled, or fined by the Chapter may appeal the determination to the Directors of the EAIFO by certified mail, return receipt requested, within thirty days after receipt of the determination from the Executive Committee of the Chapter. Such notice of appeal must state the name and address of the charged, the nature of the charge, the date of the hearing, the determination made and the fact that the charged member wishes to appeal such determination. A copy of the notice of appeal must also be sent to the Secretary/Treasury of the Chapter, certified mail, return receipt requested. All determinations by the EAIFO shall be final.

SECTION 5. DEFICIENCIES: Any member deficient in payment of monies due the Association thirty days after notification thereof, will be ineligible to receive game assignments until the indebtedness is discharged.

ARTICLE VI. ATTENDANCE

Conscientious attendance at the business meetings of this Association by all members is essential to the maintenance of the professional character and integrity of the Association. It is also recognized that situations arise such as illness, business trips, family emergencies, etc., which make attendance at a particular meeting impossible. For purposes of this Article, a member of this Board who is working assigned college football games on the day of the meeting shall be considered as having attended that meeting.

All Active on-field officials MUST attend at least eight (8) meetings in order to maintain their active membership, including the annual interpretation meeting and clinic.

All Active clock operators MUST attend at least three (3) meetings in order to maintain their active membership, including the annual interpretation meeting.

ARTICLE VII. DUES AND ASSESSMENTS

SECTION 1. The membership year shall be from January 1 to December 31 annually.

SECTION 2. Annual dues for all members shall be established by the Executive Committee prior to the Annual Meeting and approved by the membership by majority vote at the annual meeting.

SECTION 3. No annual dues shall be charged to life members.

SECTION 4. When in the judgment of the President and Executive Committee additional monies are needed for the Association to maintain efficient operation, they may recommend a special assessment that must be approved by a majority vote of the membership present.

SECTION 5. Dues shall be payable in advance prior to DECEMBER 31 for the succeeding year. The Secretary/Treasurer shall mail a dues notice to each member no later than OCTOBER 1 of each year to the address furnished by said member. Any member whose dues have not been received by the Secretary/Treasurer by DECEMBER 31, shall be mailed a second notice by the Secretary/Treasurer, directing such member to pay his dues, together with a \$15.00 delinquency fee, no later than MARCH 31. In the event of a member's failure to pay his dues and delinquency fee in full by APRIL 1, his membership shall be terminated.

SECTION 6. In the event of termination of membership of a resignation, the Secretary/Treasurer shall refund the member's dues if such event takes place prior to August 1.

ARTICLE VIII. DECORUM

SECTION 1. The principals of Roberts Rules shall govern the conduct of all meetings.

SECTION 2. Unless otherwise specified, all matters of the Chapter and Executive Committee shall be passed upon a majority vote. All members present and in good standing shall have the right to vote. There shall be no proxy voting.

ARTICLE XI. CODE OF ETHICS AND PRACTICE

The football official has a distinct opportunity to apply his talents for the services of the sport and society. That this service may be performed efficiently and in a manner consistent with the high standards of sportsmanship, dignity, integrity and honor of his chosen avocation, it is the duty of every official:

1. In the relationship with the public to:
 - a. Interest himself in the game of football and apply his special talents, knowledge, training and skills to advance the recreation and interest in the game of football;
 - b. Cooperate with others with the promotion of higher standards of officiating;
 - c. Support legislation in the Chapters tending to advance the qualifications, standards, legal standings and public recognitions of all football officials and oppose legislation to deprive the official of any of his rights;
 - d. To refrain from associating himself with or allowing the use of his name by any enterprise of questionable character.
2. In his relationship as an official he shall:
 - a. Act for players and coaches in all matters as a faithful agent and arbitrator with fairness to all concerned;
 - b. Treat as confidential his knowledge of affairs and technical processes of coaches or players where their interest requires secrecy;
 - c. Refuse to accept financial or other compensation for the discharge of his duties from more than one source;
 - d. Cooperate with fellow officials and boards in dissemination of general officiating information and experience;
 - e. Recognize legally licensed registered officials of any Chapter and extend to them the same courtesies and considerations consistent with those of his own Chapter;
 - f. Avoid using unfair means in gaining recognition or to injure unjustly the reputation of another official or his character in order to secure or hold a favorable advantage;
 - g. Not accept work as an official on the basis of solicitation from schools, coaches, managers or athletic directors. Such practice is a direct affront to the Constitution and By-Laws and detrimental to the game of football and practice of this sort are grounds for suspension;

- h. Hold himself ready and prepared at all times on rules interpretation and position assignments;
- i. Employ the proper use of the uniform at all times. He will be responsible for the condition of his uniform and see that it reflects the best interest of his Corporation and fellow officials.