

By-Laws

Section I. **MEMBERSHIP**

- A. To qualify for membership one must:
 - 1. Fill out the proper application form
 - 2. Pay annual dues.
- B. The conditions of continued membership in the CFOA are applicable to all members alike. They are:
 - 1. Faithful compliance with these bylaws and all rules and regulation of the CFOA and the FHSAA
 - 2. Payment of all dues to the CFOA, and payment of all fines assessed by the CFOA. Members of the Board of Directors are exempt from dues during their term of office.
 - 3. Maintenance of conduct, which will bring credit to the CFOA.
- C. To qualify to work a high school meet sanctioned by the FHSAA one must
 - 1. Be a member in good standing of the FHSAA.
- D. If at any time the Board of Directors become aware of a physical impairment which in the opinion of the Board of Directors could impair the ability of a member or prospective member to work as a sports official, the Board of Directors can require, as a condition of membership or continued membership, that the member or prospective member provide the Evaluation Committee with a certificate from a medical doctor (MD) certifying the individual is physically capable of and able to function as a sports official.

Section II. **DUTIES OF OFFICERS, REGIONAL DIRECTORS and BOARD OF DIRECTORS**

A. **President**

- 1. It shall be the duty of the President to preside at all membership meetings of the CFOA, to execute all rules and regulations which pertain to the CFOA's business or organization, and to assure the association is operating within all FHSAA guidelines, rules and regulations. He/She shall make such appointments, with concurrence of the Board of Directors, as deemed necessary for the good of the organization. He shall serve as ex-officio member of all committees. He/She shall preside at the meetings of the Board of Directors.
- 2. The President shall have the authority to call a General Membership, Board of Directors, or Area Meetings.

B. **Vice-President(s) / Training Officer(s)**

- 1. The Vice-President(s) shall:
 - i. In the absence of the President, preside at meetings, including those of the Board of Directors

- ii. Serve as liaison between the CFOA and the schools it serves for the administration of education clinics.
- iii. Oversee their respective sport's sub-committee, area meetings and the education and training of the membership of the CFOA.
- iv. Establish the appropriate education/training curriculum for new officials.
- v. Inform the Board of Directors of duly qualified officials
- vi. Make a report as Chairperson of the Certification Committee at the Annual Meeting.
- vii. Serve as Chairperson of the Constitutional Review Committee.
- viii. Make a report as Chairperson of the Constitutional Review Committee at the Annual Meeting
- ix. Establish and maintain contact with FHSAA on all matters dealing with Education/certification of Officials.
- x. May appoint a Director of Education for their respective sport. The Education Director(s) shall be responsible for their respective educational programs and shall operate under the authority for each sport's Vice President and the Board of Directors
- xi.

C. Assignment Officer(s) (Booking Commissioner)

- 1. The Assignment Officer(s) shall:
 - i. Make all assignments or delegate the responsibility to make assignments, to all interscholastic athletic events of schools served by the CFOA for his/her sport. He/She shall notify officials and schools of their assignments. He/She shall comply with FHSAA assignment requirements and shall compile all data necessary for the rating of members. All assignments are subject to review by the Assignment committee.

D. Secretary

It shall be the duty of the Secretary to record the minutes of business meetings of the CFOA. The Secretary shall notify all members and schools serviced by the CFOA of all CFOA actions and policy changes. He/She shall handle all general correspondence of the CFOA. If the Secretary is unable to attend any meeting of the CFOA, he/she shall furnish the President with the minutes of the previous meeting. He/She shall, at the direction of the Board of Directors, submit a contract to schools or school authority serviced, for each sport.

E. Treasurer

- a. The Treasurer shall:
 - i. Collect all monies due from officials and schools and to keep a record of these collections.
 - ii. Report all delinquencies to the Board of Directors.

- iii. Maintain a checking account for all funds in a recognized bank in the name of the Central Florida Officials Association, Inc.
- iv. Pay all expenses as authorized by the Board of Directors
- v. Arrange for an annual audit as called by the President.
- vi. Furnish the CFOA members with a financial report at the annual meeting of the CFOA.
- vii. Develop a budget and present said budget for approval, by the membership, at the annual meeting,
- viii. Serve as chairman of the finance committee.
- ix. Maintain such other accounts as directed by the President and shall see that all government reports and tax returns are prepared and filed in due time.
- x. Establish and maintain a Surety Bond of not less than \$25,000 for those officers that are authorized to sign checks for the corporation.

B. Area Directors

- a. Twelve (12), three for each of the four (4) geographical areas, one for each sport (Basketball, Football and Flag Football). A member official may represent his area for multiple sports as long as he participates and has registered for that sport.
 - i. Be elected by a majority vote of the members of that geographical area present at the annual meeting.
 - ii. Be responsible for implementing the directives of the Board of Directors in his/her region.
 - iii. If called by the Assignment Officer, assist with coordinating assignments, changes, or help contact officials for games left off the assignment sheet.
 - iv. Be responsible for notifying the members located in their respective geographical locations.
 - v. Be responsible for establishing the date, time and site location, the agenda, and preside over any area meetings not called by the Board of Directors and presided over by the President, during his/her term of office.

C. Board of Directors

- 1. The business affairs of this corporation shall be managed by the Board of Directors.
- 2. The Board of Directors shall meet at the call of the President or any three (3) members of the Board of Directors. Members unable to attend shall contact the President or the Secretary prior to the meeting giving reason for non-attendance.
- 3. The Board of Directors may remove any of its members for cause, by 2/3 majority vote of the entire membership of the Board of Directors. Such removal shall also constitute removal from any office or directorship held by that member.

4. The President, or in the absence of the President, the designated Vice President, shall serve as chairman of the Board of Directors.
5. The Board of Directors shall have the authority to speak and act for the CFOA between meetings of the entire membership, and to expend money not in excess of three hundred (\$300.00) for any one expense. It shall hold such meetings as are necessary to formulate policies and to carry on the programs of the CFOA.
6. The Board of Directors shall designate power to the President to fill any vacancies in office which may occur between elections, with membership approval at the next regular meeting of the Board of Directors. Such interim Officers shall be named by the President within fourteen (14) days, and shall be confirmed, or replaced by the Board of Directors at the next meeting within a month.
7. The Board of Directors will preside over the CFOA and will perform and provide for the operations of the CFOA in the manner (but not limited to):
 1. Manage and preside over the CFOA at large, its basketball, football and flag football subcommittees, its membership, its budget, its training responsibilities, its government, and anything else deemed by the Board of Directors to be its responsibility in furtherance of the best interest of the CFOA.
 2. Enforce the rules of any national or state body to which the CFOA is affiliated.
 3. Enforce and interpret the bylaw articles of the CFOA.
 4. Act as the final appeal on any disciplinary fine, sanction, or rule interpretation, should those matters be presented to the Board of Directors by any member, officer or subcommittee.
8. This article and all its subsections shall prevail over any conflict in the bylaws if one exists.
9. Within 30 days of its election the Board of Directors shall form all subcommittees as required by the FHSAA.
10. No member of the Board of Directors may serve on any of the mandatory committees defined by FHSAA, except in an ex-officio capacity. A member of the Board of Directors may serve on only one committee in that capacity.

Section III. Election of Officers

Each officer shall be elected by the membership at its annual meeting in May. They shall continue in office until the next annual meeting of the corporation for the election of officers. If a vacancy occurs by resignation, death, or removal, the remaining Board of Directors shall have full power to fill all vacancies which may occur on the board, to serve until the next annual election.

Section III. **COMMITTEES**

FHSAA Officials Guidebook identifies the Committees A – E as **MANDATORY**

A. **Evaluation Committee**

The Evaluation Committee for each sport, consisting of three (3) or five (5) members shall be appointed by the Board of Directors. The committee shall meet at the discretion of the chairman. The evaluation committee is responsible for setting up the process and selection of those individuals who will assist with the evaluation/certification of member officials. Each official with two or more years of experience should be evaluated at least once during each season. First-year officials should be evaluated periodically throughout the season so that mini-clinics may be offered, if necessary, to re-enforce good officiating skills.

B. **Assignment Committee**

An Assignment Committee, for each sport, consisting of three (3) or five (5) members shall be appointed by the Board of Directors. The Assignment Committee shall meet at the discretion of the chairman. The Assignment Committee is responsible for overseeing the entire contest assignment procedure. This includes ensuring compliance with requirements on the composition of officiating crews, reviewing and approving each member official's schedule of assigned meets, and making the assigning officer aware of any corrections that need to be made before the assignment schedule is submitted. It is not implied that the Assignment Committee is to make assignments.

C. **Recommendations Committee**

A Recommendations Committee, for each sport, consisting of three (3) or five (5) members shall be appointed by the Board of Directors. Each member shall have had at least seven (7) years experience as an official in his or her respective sport. The Recommendations Committee is responsible for reviewing the evaluations of each member official during the regular season. This committee is also responsible for preparing and submitting to the FHSAA Office a list of member officials who deserve consideration for assignment to State Series Contests. The Assignment Officer should act on the recommendations of this committee.

D. **Grievance Committee**

A Grievance Committee, for each sport, consisting of three (3) or five (5) members shall be appointed by the Board of Directors. The Grievance Committee shall meet at the discretion of the chairman. The Grievance Committee is responsible for hearing complaints and appeals made or brought by one or more of its member officials. Member officials who have grievances because of penalties may appeal under the provisions of CFOA's Constitution and By-Laws.

E. **Education/Training Committee**

An Education/Training Committee, for each sport, consisting of three (3) or five (5) members shall be appointed by the Board of Directors. The Education/Training Committee shall meet at the discretion of the chairman.

The Education/Training Committee is responsible for the planning, content and implementation of training sessions, including on-the-field training. This also includes educating local officials on FHSAA policies and procedures, NFHS rules and mechanics, and developing a curriculum that is current and effective in both content and methodology.

F. Finance Committee

- a. The Finance Committee will cover all functions of the corporation. The Finance Committee shall be composed of the Treasurer, serving as chairman, all Vice Presidents, and two members appointed at large by the President.
- b. The Finance Committee shall meet at the discretion of the chairman.
- c. It shall be the duty of the Finance Committee to prepare a budget, make recommendations regarding dues, and all other financial matters. The Treasurer shall prepare a proposed budget for adoption by the members at the annual meeting.

G. Nomination Committee

The Board of Directors shall insure a nominating committee has been selected. The nominating committee shall consist of nine (9) members who do not currently hold any CFOA office, two from each area and one at large. The President shall appoint the at large member. The chairman of the nominating committee shall be the Immediate Past President who shall only vote in the case of a tie. The committee, by majority vote, shall select a slate of nominees by the 15th day of April prior to the annual meeting. The slate of nominees shall include at least one candidate for each office of the board and each Assignment Officer. The Secretary shall assure that the list of nominees is mailed to all CFOA members at their last know address, not less than twenty-one (21) days prior to the annual meeting. Nominations will be accepted from the floor at the annual meeting.

H. Constitutional/By Laws Review Committee

The Board of Directors shall insure that a Constitutional Review Committee is established for the purposes of reviewing any changes to the Constitution or By-Laws. The committee

Section IV. OFFICIALS – CLASSIFICATION AND DUTIES

- A. Official – A certified Official shall be competent to perform the duties, as specified in the National Federation of State High School Associations (NFSHA) Football Rule Book.
- B. Referee – A certified Referee shall be competent as an Official, plus in the duties of Referee as specified in the NFHSA Football Rule Book
- C. Officials' Assignments and Fees
 - a. Officials' assignments for high school contests are made by the assignment officer or a person designated by him/her. Only properly certified officials may be assigned to a contest.
 - b. Officials' fees for high school contests shall be as designated in the FHSAA Officials' Guide.

- c. Officials' assignments and fees for FHSAA Championships shall be designated in the FHSAA Officials' Guide.

Section V. **UNIFORMS**

- A. All officials in the CFOA must wear uniforms prescribed by the FHSAA and the Board of Directors of the CFOA.

Section VI. **CONDUCT OF OFFICIALS**

- A. Officials must pay their dues as outlined in Section VII.
- B. No official in the CFOA shall drink any alcoholic beverage on the day of any game to which he/she is assigned, nor shall any official use any tobacco product at any game site. Upon receipt of reasonable evidence of violation of this code, the Commissioner shall take appropriate action.
- C. All officials shall notify the Assignment Officer; a member of his/her assigned crew of officials, or a school game administrator, if at all possible, in the event of an emergency which prevents their reporting to an assigned game. Failure to report for an assigned game will result in the issuance of an assignment restriction on the official, and the Commissioner will determine the proper judgment for this offense.
- D. Upon the written complaint by a coach or fellow official of an official dressing shoddily and not in keeping with Section V, the Commissioner may place an assignment restriction on the official for one week and request the official to make corrections.
- E. An official, who by deceit or by accident receives assignments to interscholastic contest before he is properly registered with the FHSAA, shall be liable for all fines levied. The official shall pay an amount of the fines to the Treasurer of the CFOA, or the FHSAA, as applicable. Upon proof of a violation of this section, the Commissioner shall restrict the offending official immediately. The official shall be reinstated only when proof is submitted to the Commissioner of a valid registration and the official has paid any fines levied.
- F. The Commissioner or Grievance Committee shall investigate, or cause to be investigated, any complaints received concerning the conduct or competence of any member. The Commissioner and Grievance Committee have the authority to act in keeping with the findings in the best interest of the CFOA.
- G. Any assignment restriction, or any other penalty, may be appealed by the restricted official to the Board of Directors. This board may overrule the Commissioner or Grievance Committee by a majority vote.
- H. All complaints or reports to the Commissioner or Grievance Committee must be in writing.
- I. Any member accused of violation of any Section of these bylaws, has the right to be heard before any decision is reached. Any disciplinary action may be appealed by the member to the Board of Directors which shall have the final say on all such matters.

Section VII. **DUES**

A. Officials

- a. Each member of the CFOA shall pay annual dues for each sport in an amount determined by the Board of Directors and approved by the general membership at the annual meeting. The payments shall be made to the Treasurer at least one (1) month prior to the first game of the season of the sport worked. Members failing to pay dues shall not be assigned until such dues are paid.
- b. The minimum fee to be paid to members of the CFOA for officiating interscholastic contests of schools serviced by the CFOA shall be determined by the Board of Directors, in compliance with FHSAA guidelines.
 - 1 Such fees shall be paid by the schools to the officials, acting as independent contractors, assigned to the contest.
 - 2 If the school participates in CFOA's LUMP SUM program, the CFOA will pay the official on behalf of the school.
- c. Mileage expense to be paid by the schools for travel to the game site by the official shall be determined by the Board of Directors, in accordance with FHSAA guidelines.
- d. In case of postponement or cancellation of a game and the home team fails to notify the officials of such action thereby causing the officials to report to the game site as scheduled for the game, the school shall reimburse each official an amount set by the Board of Directors, in compliance with FHSAA guidelines.

B. Schools

- a. Each school being served by the CFOA shall pay a service fee to the Treasurer for each sport for which the CFOA assigns officials. The amount of the service fee shall be determined annually by the Board of Directors. Payment from the school shall be due at least one (1) month prior to the first game of the season for that particular sport.
- b. Each school being served by the CFOA will be given an option to participate in the LUMP SUM program. Whereas for a fee for each sport, as specified by the Board of Directors, the CFOA will pay the officials on behalf of the school for that sport. The school will submit to the CFOA one-half of the estimate game fees for that sport at least one (1) month prior to the start of the season for that sport. The remaining game fees are due mid-way through the season for that sport.

Section VIII. **Finance**

- A. The fiscal year of the CFOA shall be June 1 thru May 31.
- B. The Board of Directors may call for any type of audit it deems necessary upon a majority vote of the Board of Directors, and shall do so upon a majority vote of the membership at a general meeting.
- C. In the event of a shortage of funds, the Board of Directors may assess each member an equal share of money owed by the CFOA, provided the

amount is not more than the annual dues. Any member failing to comply shall not be in good standing.

- D. All officers may be reimbursed for any reasonable expenses incurred in the performance of their duties as officers of the CFOA. Presentation of receipted bills to the Treasurer shall be required. Any expense in excess of \$100.00 shall be approved by the Board of Directors.

Section IX. REGULATIONS

1. The Board of Directors shall adopt regulations, not inconsistent with these bylaws, to provide for orderly conduct of all meetings of the CFOA. The Secretary shall maintain a record of all such regulations adopted by the Board of Directors.
2. In the absence of specific rules, Robert's Rules of Order, Revised, shall govern the deliberations of the CFOA.
3. A Parliamentarian may be appointed by the President for any business meeting of the CFOA.

Section X. AMENDMENTS

- A. The By-Laws may be amended at any meeting of this organization provided such amendment was presented in writing to the Secretary of the CFOA. In turn submitted to the membership at least thirty (30) days prior to the meeting. Amendments shall be passed by a vote of a simple majority of the quorum as defined by Article XI, Section I of the Constitution.
- B. Any member in good standing may propose an amendment to the By-Laws.