

BY-LAWS OF THE **SUFFOLK COUNTY FOOTBALL OFFICIALS ASSOCIATION, INC**

Article I: **Name and Office**

The name of this Association shall be the SUFFOLK COUNTY FOOTBALL OFFICIALS ASSOCIATION, INC. (SCFOA). The Association is incorporated in the State of New York as a Not-For-Profit Corporation.

The principal office of the Corporation shall be in the County of Suffolk, State of New York. The Corporation may also have offices at such other places within or without this state as the Board of Directors may from time to time determine or the Corporation may require. Henceforth, for the purposes of this document, the Corporation may also be referred to as the Association.

Article II: **Purpose**

1. The primary activity of the Association is to provide continuous education and training in the rules and mechanics of the sport of Football to its membership. The goal is to qualify members for yearly certification as Officials by meeting the requirements of both the National Federation of Football Officials and the New York State Association of Football Officials. As Certified Officials members can provide services to High School and Youth programs.
2. To maintain increasingly high standards of football officiating.
3. To promote uniformity and efficiency in the matter of rules administration.
4. To provide for the annual registration of officials through NYSPHSAA.
5. To provide for the recruitment, education and admission of new applicants.
6. To provide for progression from "Applicant" to "Candidate" to "Active" membership in accordance with the requirements set forth in Article III.
7. To administer the Annual National Federation Examination;
8. To distribute rule books, interpretation tests and other materials available from the National Federation of State High Schools Associations;
9. To work with, and be of service to, the schools and any groups interested in football.

Article III: **Types of Membership**

Section 1: Membership in the Corporation shall be open to all persons who have attained the age of eighteen (18) by September 1st of the current year and who may otherwise qualify regardless of race, color, creed, sex, or sexual orientation.

Section 2: The types of membership are Applicant, Candidate, Active, Inactive and Honorary.

Section 3: The minimum requirements for each type of membership are as follows:

- a) **APPLICANT** - An individual accepted as an Applicant for membership in the Corporation must:

1. Pay the current application fee;
2. Satisfactorily complete the necessary attendance at the Applicant School;
3. Pass the proctored Applicant Examination with a minimum grade to be determined by the Board of Directors
4. Be recommended to the Board of Directors by the 2nd Vice President (in capacity as Applicant School Chairman).

b) CANDIDATE –

A **First Year Candidate** is an Applicant who has:

Attended a minimum of three (3) Varsity and one (1) Junior Varsity game as per the requirements of the Mentoring Program and officiated a minimum of five (5) scholastic games. The preceding is required whether or not financial compensation is received;

1. Participated in a mandatory field mechanics clinic supervised by the Applicant School Chairman;
2. Received a satisfactory grade in the Annual National Federation (NFHS) Examination;
3. Paid annual dues and/or fees as set by the Association.
4. Completed the mandatory NYSACFO 5 Point Plan.

A **Second Year Candidate** is a First Year Candidate who, during the previous year:

Attended a minimum of three (3) Varsity and one (1) Junior Varsity game as per the requirements of the Mentoring Program and officiated a minimum of five (5) scholastic games. The preceding is required whether or not financial compensation is received;

1. At the discretion of the Board of Directors, worked at least one (1) pre-season scrimmage;
2. Received a satisfactory rating in the Annual National Federation (NFHS) Examination.
3. Paid annual dues and/or fees as set by the Association.
4. Completed the mandatory NYSACFO 5 Point Plan.

A **Third Year Candidate** is a Probationary Candidate who failed to meet the requirements of a First Year or Second Year Candidate and who, during the previous year:

1. Did not attend a minimum of three (3) Varsity and one (1) Junior Varsity game as per the requirements of the Mentoring Program and officiated a minimum of five (5) scholastic games. The preceding is required whether or not financial compensation is received;
2. At the discretion of the Board of Directors, worked at least one (1) pre-season scrimmage;
3. Satisfactorily passed a field mechanics examination unless exempted by a vote of the Board of Directors;
4. Received a satisfactory grade in the Annual National Federation (NFHS) Examination.

To qualify as a Third Year Candidate, the member must be recommended for the probationary status by the 1st Vice-President and must receive the approval of the Board of Directors.

After a third year as a Candidate, a member must either progress to a Active Membership or be dropped from the Association after which he/she may reapply for new membership.

c) ACTIVE -

An **Active member** is a Member who has:

1. Received a rating of 85% or above in the Annual National Federation Examination;
2. Officiated satisfactorily in at least twenty (25) interscholastic games within the last five (5) years;
3. Been evaluated by the Membership Committee and having been approved based upon on field performance and rating.
4. Been approved by the Membership Committee of the Chapter;
5. At the discretion of the Board of Directors, worked a minimum of one (1) pre-season scrimmage during each previous year of membership;
6. Paid annual dues and/or fees as set by the Corporation;

d) PROBATIONARY -

A **Probationary** member is a Member who:

1. Has been certified for two or more years in another jurisdiction equal to, or greater than, that of Section XI;
2. Is a member who is a Candidate;
3. Is eligible for fill-in assignments;
4. Met all criteria of a Candidate;
5. Has been certified by the Board of Directors;
6. Any member who has not met the requirements of the association and has been declassified from Active membership.
7. Any official transferring into the association.

e) INACTIVE -

Any member may request an annual change in status to Inactive Membership and may be placed there by the Association for a maximum of two years; provided the member has applied for the change in status and continues to pay an annual membership fee to be determined by the Board of Directors. Inactive members are those members who cannot work Section XI games or youth football games for outside assigners. Collegiate officials can remain on the inactive roster for a period to be determined by the Board of Directors. Inactive members must apply for reinstatement to Active and/or Inactive status membership annually.

Upon notification, Members on Active Duty with the US Armed Services will be placed on the Inactive list without a fee and will be automatically reinstated to their previous status upon return to the Association.

Inactive Varsity officials, who remain Inactive for a maximum period of two years and maintain a Member in Good Standing status, may return to their previously assigned crew.

f) HONORARY -

The Association, through the Board of Directors, shall have the authority to name as Honorary Members those who have ceased to be active officials and have by reasons of length of service and quality of performance proven deserving of such honor. Honorary members are placed on

the inactive list although they are not required to pay the annual membership fee for an Inactive Member. Honorary members shall also be entitled to attend the annual Association Dinner as guests of the Corporation.

At the discretion of the Board of Directors, an Honorary Member may officiate in any capacity available to the Corporation's membership upon the payment of the appropriate dues under Article XI. When that member once again ceases to actively officiate, he/she shall automatically revert to the status of Honorary Member, with all its rights and privileges.

Section 4: All resignations must be sent in writing to the Chapter Secretary.

Article IV: **Transfers**

Transfers will be admitted into the Corporation in accordance with the provisions set forth in the New York State Association of Certified Football Officials (NYSACFO) State Constitution and By-Laws. In addition to the foregoing, if a transferee held the membership status in an Association other than NYSACFO, he/she must serve a one-year period of probation and, thereafter, be accepted by the Board of Directors before being granted permanent membership status in this Corporation. See Article III, Section 3, Probationary, supra.

Article V: **Approved Membership**

Section 1: To be an "approved" member of the Chapter in any of the established classifications a member shall have met the requirements of the "Five Point Program" as established by New York State Association of Certified Football Officials, Inc. An approved member is one who is eligible to have his/her name submitted to the state for certification and to SECTION XI for game assignments in the succeeding year.

FIVE POINT PROGRAM

1. Observe the rules and regulations of the Corporation and the New York State Association of Certified Football Officials, Inc.;
2. Attend at least Five (5) meetings or 75% of the meetings scheduled for the current year, whichever is greater;
3. Pass the annual National Federation Football Rules Examination, Part II;
4. Be listed with the NYSPHSAA Secretary-Treasurer;
5. Give evidence of efficient performance on the field.

Section 2: Any member who does not meet any or all of the obligations of his/her membership category may be suspended or placed on Probationary status by a majority vote of the Membership Committee. Such member shall be notified in writing by the official means of communication of the Association of his/her change in status, the reasons for it and be invited to either appear in person before, or write a letter to, the Membership Committee presenting the reasons why she/he should be exempted from this action. If the Membership Committee denies this appeal the member may then request the Board of Directors to review the denial of his/her appeal. This request shall be made in writing to the Chapter Secretary within thirty (30) days of the member receiving the Membership Committee's decision. A majority vote of the Board of Directors is required to confirm the decision of the Membership Committee. Otherwise the member retains the status he enjoyed before the Membership Committee's action.

Article VI: **Reinstatement**

Section 1: Former members of this Corporation who were in good standing upon their withdrawal, and who have maintained their inactive status as per Article III; Section 3e, shall, upon their request, be reinstated at their former classification of membership.

Section 2: Former members of this Corporation who were in good standing upon their withdrawal may apply for reinstatement, in writing, to the Board of Directors. The Board of Directors shall approve or disapprove each such application.

Section 3: Except as stated in Section 1, when an applicant is accepted for reinstatement, the Board of Directors shall determine the classification of membership to be assigned to the applicant and determine requirements to be fulfilled by the applicant before re-certification of membership. The Board of Directors may require a personal interview of the applicant for reinstatement before determining the status of such application.

Section 4: Upon reinstatement, the member must attain a minimum grade of 85% on the current Annual National Federation examination before being certified to the state association.

Article VII: **Limitations**

No member shall be certified to Section XI to be assigned to officiate in an interscholastic Varsity or Junior Varsity level game unless the individual has met the requirements for advancement to the specified level, as set for by the association.

Article VIII: **Membership Meetings**

Section 1: GENERAL MEMBERSHIP MEETINGS

General Membership meetings of the Corporation shall be held at such time(s) and site(s) as designated by the Board of Directors. **All members of the Corporation must attend a minimum of Five (5) meetings** or 75% of the meetings scheduled for the current year, whichever is greater; in order to retain their membership status. Members are required to submit a letter via email or in writing to the 1st Vice-President and Secretary, prior to any meeting missed and must then be accepted and approved by the Membership Committee and the Board of Directors

Section 2: ANNUAL BUSINESS MEETINGS

It is mandatory that every member of the Corporation attend the Annual Business Meetings (2) of the Corporation. This meeting shall be the last General Membership Meeting each year, unless otherwise noted. The Chapter Secretary shall provide every member in good standing a notice stating the time and place of the Annual Business Meeting. Failure to attend these meetings shall cause the member to risk suspension or a change in membership status to Probationary. Members are required to submit a letter via email or in writing to the 1st Vice-President and Secretary, prior to the meeting and must then be accepted and approved by the Membership Committee and the Board of Directors in order to be excused.

Section 3: SPECIAL MEETINGS

The Board of Directors may call a special meeting for a specific purpose. The Chapter Secretary shall cause notice of such meeting to be *e-mailed* to all members, at their addresses as they appear in the membership role book, at least ten (10) days, but not more than fifty (50) days, before the scheduled date of such meeting. No business other than that specified in the notice may be transacted at such special meeting without the unanimous consent of all voting members present at such meeting.

Section 4: QUORUM

The presence at any membership meeting of not less than one-third (1/3) of the voting members shall constitute a quorum and shall be necessary to conduct the business of the Corporation.

Section 5: RULES INTERPRETATION / MECHANICS CLINIC MEETING

The Corporation shall conduct one Rules Interpretation meeting during the football season. It is mandatory that every member of this Corporation attend the Annual Interpretation and Mechanics Clinic. This clinic will be held prior to the Annual National Federation Part II Exam on a date and at a site determined by the Board of Directors. Failure to attend the clinic shall cause the member to forfeit status unless the reason for the absence is submitted in writing to the 1st Vice-President and Secretary, prior to the first scheduled contest and is accepted by the Board of Directors. Members must attend an Annual Interpretation Meeting as required by the NYS 5 Point Plan. Members may attend any other NYSACFO sanctioned Interpretation Meeting with the exception of any Suffolk County Coach's Interpretation Meeting.

Section 6: MEMBERSHIP ROLL

A record showing the list of all members as of the record date, certified by the Chapter Secretary of the Corporation, shall be produced at any meeting of members upon the request of any member who has given written notice to the Corporation at least ten (10) days prior to such meeting. All persons appearing on such membership roll as an Active, Inactive, Candidate, Probationary and Honorary members in good standing shall appear on the roll.

Section 7: ORDER OF BUSINESS

The order of business at all meetings shall be conducted in accordance with Robert's Rules of Order, except where they are in conflict with these By-Laws, in which case these By-Laws will prevail.

Article IX: Voting Rights

Section 1: All Members in good standing of membership within this Corporation shall have voting rights; with the exception of Applicants and First Year Candidates.

Section 2: No proxy votes shall be accepted by the Corporation for any business motions or elections.

Article X: **Fiscal Year**

The fiscal year for the Corporation shall be from January 1st through December 31st.

Article XII: **Membership Dues**

Section 1: Annual dues for all members and candidates shall be payable in advance to the Corporation's Treasurer on or before October 31st, in the year preceding the year covered by said dues.

Section 2: Inactive Members Dues shall be determined by the Board of Directors. Inactive members must apply for reinstatement to Active and/or Inactive status membership annually.

Section 3: Any member failing to pay the annual dues as previously set forth shall be assessed a minimum fine of Ten Dollars (\$10.00) per month. The Chapter Secretary of the Corporation shall give written notice to the member of such action. The annual dues and fine shall accrue until paid. (Fines shall not exceed 70% of the required dues). The Board of Directors shall, in special cases, extend the time of payment with or without penalty. Failure to make such payment shall cause the member to forfeit his/her membership in the Corporation. Dues must be paid prior to the March 31st deadline.

Section 4: Membership dues are to be set by the SCFOA Board of Directors as need dictates. Dues are not to exceed a level equal to a Varsity game fee.

Section 5: Members subject to such fine and/or forfeiture of membership may appeal, in writing, to the Board of Directors, for consideration. By majority vote of the Board of Directors, said action may be rescinded and the member placed on probation. The Board of Directors may, at its discretion, impose additional fines or penalties on such a member.

Article XIII: **Fees**

Section 1: The Board of Directors shall determine the fee(s) charged to applicants.

Section 2: Additional fees may be imposed on the members of the Corporation as deemed necessary by the Corporation, provided such fees are recommended by the Board of Directors or by a motion of the membership and passed by a majority vote of all members with voting rights under Article IX present at a quorum meeting.

Article XV: **Awards, Honorariums & Stipends**

Section 1: Members shall be recognized for years of service, contributions to the association and playoff recognition as determined by the Board of Directors. The Board of Directors shall select the award and the Board of Directors shall authorize the appropriate expenditures for this award.

Section 2: The membership may, following a recommendation by the Board of Directors, vote into the budget an honorarium or stipend to anyone who has made significant contributions for the benefit of the Corporation.

Section 3: At any time, the Board of Directors may vote to give a non-financial award to anyone for outstanding contributions to the Corporation and/or interscholastic football.

Article XVI: Amendments

Proposed amendments to the By-Laws may be put forth by the Board of Directors and members in good standing may submit recommendations and proposals in writing to the Bylaws Committee Chairman and the Association Secretary for consideration by the Board of Directors. Proposals must be in writing in order to be considered by the Committee.

By-Laws may be adopted, amended or repealed at an Annual Business Meeting, or at a Special Meeting convened for that purpose, by a majority vote of those voting, a quorum being present. Notification must be sent to the membership 30 days prior to the vote.

Article XVII: Membership Standards

All members bear a great responsibility for engendering public confidence in the sport of football. Therefore, members must hold and maintain the basic tenets of officiating, which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness. Accordingly:

Section 1: All members must be free of any obligation to any interest other than the impartial and fair judging of the interscholastic football game they are assigned to officiate. Without equivocation, game decisions slanted by personal bias are dishonest and unacceptable.

Section 2: All members must recognize that anything that could lead to a conflict of interest, either real or apparent, must be avoided. Gifts, favors, special treatment, privileges, employment or a personal relationship with a school or team that could compromise the perceived impartiality of officiating must be avoided. Members shall resist every temptation and outside pressure to use one's position as an official to benefit oneself.

Section 3: Members shall master both the rules of the game and the mechanics necessary to enforce those rules, shall display and execute superior verbal and non-verbal communication skills, and shall exercise authority in an impartial, firm and controlled manner. Members have a further responsibility to continuously seek self-improvement through frequent study of the game, rules, mechanics and the techniques of game management. They have a responsibility to accurately represent their qualifications and abilities when requesting or accepting officiating assignments.

Section 4: Members shall prepare themselves both physically and mentally; shall dress neatly and appropriately to, during and from a contest; shall be punctual in the fulfillment of all contractual obligations; and shall comport themselves in a manner consistent with the high standards of the profession.

Section 5: All members have an obligation to treat other members with professional dignity and courtesy. No member of this Corporation may criticize in public the ruling of any official who is a member of the Corporation or reflect upon his/her integrity as an official. Questions of rules or judgment should be brought up for discussion at the Rules Interpretation meetings.

Section 6: Members shall uphold the honor and dignity of the profession in all interactions with student-athletes, coaches, school administrators, colleagues and the public.

Section 7: Members shall not make statements to coaches, players, spectators or news media concerning a game to which the official is or is not assigned.

Section 8: Members shall not be party to actions designed to unfairly limit or restrain access to officiating, officiating assignments or Corporation membership. This includes selection for positions of leadership based upon economic factors, race, creed, color, age, sex, sexual orientation, physical handicap, country or national origin.

Section 9: Unless authorized by the Board of Directors, a Member may not speak or act on behalf of the Corporation nor allow, through action and/or inaction, the perception that he/she is representing the Corporation.

Section 10: Members shall never participate in any form of illegal gambling on sports contests, may never gamble on any sporting event in which they have either a direct or indirect involvement, and may never gamble on events involving high school athletics.

Section 11: Members shall work with each other and their governing bodies in a constructive and cooperative manner. Every member is required to abide by the terms and conditions of the Section XI Officiating Contract.

Section 12: Members shall accept responsibility for all actions taken.

Article XVIII: Officers

Section 1: The Executive Board of the Corporation shall consist of the President, First Vice President, Second Vice President, and Chapter Secretary/Treasurer.

Section 2: The President shall hold office for Three (3) years.

Section 3: The First Vice-President shall hold office for Three (3) years.

Section 4: The Second Vice-President shall hold office for Three (3) years.

Section 5: The term of office for the Chapter Secretary/Treasurer shall be for Five (5) years.

Section 6: The officers of this Corporation shall assume their duties at the Association Annual Dinner.

Section 7: Only members in good standing who have maintained an Active Status classification for a period of Two (2) Years shall have the right to run for, be nominated for, and to hold office on the Executive Board.

Section 8: All members of the Executive Board may be re-elected to their respective positions once. A member of the Executive Board may not hold their positions for more than two (2) terms. A member of the Executive Board may run for the next level of leadership within the Executive Board at the completion of his two (2) consecutive terms. (Example: 2nd to 1st VP to President)

Article XIX: Board of Directors

The Corporation is to be managed by a Board of Directors.

Section 1: COMPOSITION

The Board of Directors shall consist of:

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|--|--------------------------------------|
| a) President | f) Past President |
| b) 1st Vice President | g) Six (6) Directors-at-Large |
| c) 2nd Vice President | h) Interpreter (nonvoting) |
| d) Chapter Secretary/ Treasurer | |

Section 2: CHAIRMAN

The President shall be the Chairman of the Board of Directors. In the President's absence the next highest officer shall preside.

Section 3: DIRECTORS-AT-LARGE

The term of office for an elected Director-at Large shall be for Five (5) years and assume their duties at the Association Annual Dinner. Only members in good standing that have maintained an Active Status classification for a period of Two (2) consecutive years or any member who holds an Inactive member status in good standing; shall have the right to run for, be nominated for, and to hold office as a Director at Large to the Board of Directors.

Director terms will be voted on an annually rotating basis and are non-renewable.

Prior to the Annual Business Meeting the Director(s)-at-Large whose term of office expires will be identified. At the Annual Business Meeting, a member shall be elected as a Director-at-Large to fill any expiring term(s) of office.

Section 4: VACANCIES

Vacancies in membership on the Board of Directors (*except that of the Immediate Past President*) occurring between annual elections shall be provisionally filled by appointment of the President, subject to approval by a plurality vote of the Board of Directors and are thereafter subject to confirmation at the next Annual Business Meeting prior to any scheduled election(s). The appointee is to serve for the balance of the term involved in the vacancy. It is the purpose of this provision to maintain a full membership on the Board of Directors.

In the event of a vacancy in the position of Immediate Past President, the President shall nominate a past president to fill the remaining term. The nomination may then be confirmed by a plurality vote of all the remaining Board members.

Section 5: MEETINGS OF THE BOARD

Regular meetings of the Board shall be held upon notice to the Board members and may be called by the President upon a minimum of fifteen (15) days notice to each member either personally or by email.

The President may convene a **Special Meeting of the Board of Directors** upon a minimum of three (3) days' notice to each member either personally or by email. The President or Chapter Secretary may also convene a Special Meeting of the Board upon the written request of two (2) Board members. Special meetings shall require that a majority of the Board commit to either the President or Chapter Secretary, in advance, to attend.

Notice of a Special Meeting need not be given to any Board Member who submits a waiver of notice either before or after the meeting or who attends the meeting without protesting the lack of notice to him, either prior to the meeting or at its commencement.

A majority of the Board Members present, whether or not a quorum is present, may adjourn any meeting to another time and place. Notice of the adjournment shall be given to all who are absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Board Members.

Section 6: PLACE AND TIME OF MEETINGS

The Board may hold its meetings at the office of the Corporation or at such other places, either within or without the state, as it may from time to time determine.

Section 7: QUORUM

Unless otherwise provided in the certificate of incorporation, a majority of the entire Board shall constitute a quorum for the transaction of business or of any specified item of business.

Section 8: VOTING

Unless otherwise required by law, a vote of a majority of the Directors present shall be the act of the Board. Each Director present shall have one vote.

Section 9: RESIGNATIONS

A member of the Board of Directors may resign at any time by giving written notice to the Board, the President or the Chapter Secretary. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such Officer, and the acceptance of the resignation shall not be necessary to make it effective.

The right of succession shall take effect in the event of the resignation of the President or 1st Vice President.

Section 14: COUNSEL FOR THE CORPORATION

A non-voting member appointed by the President and confirmed by the Board of Directors

Article XX: Duties of Officers

Section 1: PRESIDENT

1. Preside at all regular and special meetings of the Corporation and the Board of Directors;
2. Appoint the members of the Membership Committee to assist the 1st Vice President;
3. Preside as Applicant School Chairman responsible for conducting the Applicant's School and appointing the personnel for the school;
4. Appoint the members of the Publicity Committee;
5. Appoint the members of the Nominating Committee; and
6. Nominate the Rules Interpreter

Section 2: 1st VICE PRESIDENT

1. Preside as Chairman of the Membership Committee;
2. Preside as Chairman of the Professional Development Committee;
3. Preside as Chairman of the Operating and Procedures Committee;
4. In the absence of the President, shall assume the duties of that office;
5. Nominate the Assistant Rules Interpreter;

Section 3: 2nd VICE PRESIDENT

1. Shall be a member of the Membership Committee;
2. Preside as Chairman of the Audit Committee;
3. Preside as Chairman of the Dinner Membership Committee;
4. In the absence of the 1st Vice President, shall assume the duties of that office;
5. In the absence of both the President and the 1st Vice President, shall assume the duties of the office of the President.

Section 4: CHAPTER SECRETARY/ TREASURER

1. Shall keep the records of the proceedings of every regular and special meeting of the Corporation and the Board of Directors;
2. Shall be the Attendance Chairman;
3. Shall maintain a classified directory of the individual membership;
4. Shall distribute such materials as may be available to members, including examinations, rule-books, etc.;
5. Shall incorporate into the records of the Corporation the minutes of the general meetings and the meetings of the Board of Directors;
6. Shall handle the correspondence of the Corporation;
7. Create and maintain attendance records.
8. Shall distribute to all members, the minutes of the proceeding meeting
9. Shall assist Chapter Treasurer in a manner Chapter Treasurer may impose and be a co-signer with the Chapter President upon the Corporation checkbook in keeping with best financial practices
10. Shall receive and disburse Corporation funds and keep an account of such transactions;
11. Shall submit the Corporation books for annual audit;

12. Shall submit a copy of the financial report to the Board of Directors at least one (1) month prior to the Annual Meeting. Upon receipt of the Board of Directors' approval, present a copy to the membership at the Annual Meeting;
13. Shall present a copy of the Auditors' Report to the Board of Directors by April 1st and to the membership at the first General Membership Meeting of the year;
14. Shall submit a copy of the proposed budget to the Board of Directors at least one (1) month prior to the first General Membership Meeting. Upon receipt of the Board of Directors' approval, present a copy to the membership at the first General Membership Meeting;

Section 5: INTERPRETER

The Interpreter shall be appointed by the President of the Corporation with the approval of the Board of Directors. The Interpreter shall be the Chairman of the Rules Committee.

Section 6: DELEGATES TO NYSACFO MEETINGS

The delegates of the Corporation to the New York State Association of Certified Football Officials, Inc.'s annual and special meetings shall be the President and the Chapter Secretary. In the event that one or none of the above officers can attend the meeting, the President shall then appoint a delegate from the remaining members of the Board of Directors.

Article XXI: Committees

Section 1: RULES COMMITTEE

The purpose of the Rules Committee shall be to promote uniform interpretation of the football rules and to maintain a uniform standard of proper officiating mechanics for officials.

The Chairman shall be the Rules Interpreter, who shall be nominated by the President. Additionally, an Assistant Rules Interpreter shall be nominated by the President in order to provide continuity.

The Rules Interpreter nominee and the Assistant Rules Interpreter nominee must be approved by a majority vote of the entire Board of Directors.

The Rules Interpreter and/or the Assistant Rules Interpreter shall represent the Corporation as delegate(s) to any and all NYSACFO Rules Interpreters meetings. In the event that neither of the above attends the meeting, the President shall have the authority to appoint an alternate delegate.

Additional duties of the Interpreter and Assistant Interpreter shall be to run the Applicants School Committee. They shall:

1. Conduct the Applicants School;
2. Prepare and administer the applicants' examination;
3. Conduct the field mechanics clinic and examination;
4. Proctor the administration of the Annual National Federation Part II Examination to Applicants and Candidates; and
5. Recommend Applicants as Candidates for membership in the Corporation.

Under the direction of the President and the Board of Directors, the Interpreter and Assistant Interpreter shall appoint additional members to the committee with Board Approval.
The President along with the Board of Directors shall appoint the members of this committee.

Section 3: MEMBERSHIP COMMITTEE

The Chairman shall be the 1st Vice President.

The duties of the Membership Committee shall be:

1. To submit all applicants for membership to Section XI and to report their findings to the Board of Directors;
2. Annually approve changes in member's status within the Corporation and review it with Board of Directors prior to setting final membership role; and
3. Suspend any members not meeting minimum requirements.

The Membership Committee shall be responsible for keeping an accurate record of membership including attendance at all meetings. The committee shall be responsible to see that all members maintain the minimum requirements for their respective membership status as determined within Articles III and V of these By-Laws.

Section 5: ETHICS COMMITTEE

The duties of the Ethics Committee shall be to investigate the conduct of members of this Association and also the conduct of participants and the conditions of any game(s) officiated by the members.

The President shall appoint a Chairman of the Ethics Committee. The Chairman shall appoint a committee which shall consist of Active members in good standing. The Counsel for the Corporation may also be a member of this committee and may be called upon to advise the committee.

The Ethics Committee may make recommendations up to and including; Fines; Suspension and Expulsion from the Association.

Any complaint(s) concerning members of the Corporation shall be filed with the Chairman of the Ethics committee.

Any member involved in an interscholastic contest protested by a contestant, or having a complaint about the conduct of participants and/or conditions of any contest, must file a written report with the Chairman of the Ethics Committee within five (5) days of the contest.

Section 6: DISCIPLINARY-HEARING COMMITTEE

This Committee shall be composed of the President as Chairman, the Executive Board and the Counsel for the Corporation

Section 7: AUDIT COMMITTEE

Shall be chaired by the 2nd Vice President with the duty to make an annual audit of the Corporations books and report the findings to the Chapter Treasurer prior to March 1st.

Section 8: DINNER COMMITTEE

Shall be chaired by the 2nd Vice President with the duty to select a location and arrange for the Annual Dinner at the conclusion of the regular interscholastic football season.

Section 9: PROFESSIONAL DEVELOPMENT COMMITTEE

The responsibility of the Professional Development Committee shall be to recommend to the Board of Directors, through the 1st Vice-President, policies and procedures to help maintain the highest on field performance standard at all levels.

The Professional Development Committee shall consist of:

1. Two members of the Association appointed by the Board of Directors for a term of one years;
2. Members of the Professional Development Committee may not serve more than two (2) consecutive terms.

Section 10: RATINGS

The Ratings Committee shall be chaired by the President of the Corporation and he shall determine an adequate number of members to serve on the committee. The Chairman shall oversee and report the findings of Section XI and shall report back to the Board of Directors. The results of which shall be distributed to all members of the Corporation via electronic means.

Section 11: PROFESSIONAL DEVELOPMENT COMMITTEE

The Professional Development Committee is responsible for Referee Development and shall be chaired by the 1st Vice President of the Corporation and he shall determine an adequate number of members to serve on the committee. The Chairman shall oversee and report the findings of Section XI and shall report back to the Board of Directors. The results of which shall be distributed to the Board of Directors and the members of the Referee Development Program. The Board of Directors shall have the responsibility to appoint members to Referee status through the Professional Development Committee.

Section 12: NOMINATING COMMITTEE

The President shall appoint a Nominating Committee at least thirty (30) days prior to the First (1st) General Membership Meeting of each year.

At least 3 meetings prior to the Annual Business Meeting, the Chairman of the Nominating Committee shall announce and/or publish the procedure by which members can submit their names for consideration for the current year's elections. Nominations for open positions shall be announced at the general meeting prior to the election meeting. Nominations for all open positions will be accepted and at the conclusion, all nominations will then be closed at that time.

The Nominating Committee shall meet at least once prior to Annual Business Meeting, at which time they will select one (1) member in good standing for nomination for each available office.

Section 13: BY-LAWS COMMITTEE

The By-Laws Committee shall review and propose modification to the By-Laws. The Committee shall consist of:

1. The President, who shall also be Chairman;
2. The Executive Board;
3. Two members chosen by the chairman, with the consent of the Executive Board.

Section 14: OPERATING AND PROCEDURES COMMITTEE

The Operating and Procedures Committee shall review and propose modifications to the Board of Directors. The Committee shall consist of:

1. The 1st Vice- President, as Chairman;
2. The Executive Board; and
3. Two members of the association chosen by the Chairman.

Section 15: COMMITTEES NOT COVERED HEREIN

The Board of Directors may, as necessary, create such Committees as it determines necessary to accomplish its goals and duties and appoint members in good standing to staff said Committees.

Article XXII: Elections

Section 1: The election of Officers and Directors-at-Large shall be conducted at the Annual Business Meeting of the Corporation.

Section 2: Every Officer and Director shall hold office until the expiration of the term to which elected or until his prior resignation or renewal.

Section 3: At the General Membership meeting just prior to the Annual Business Meeting, the Nominating Committee will present to the membership a nominee for each available office.

Nominations will then be opened to the membership, which may nominate additional members in good standing for each available office. All nominations from the membership must be seconded and approved by a plurality of the votes cast. The Nominating Committee Chairman or his representative shall then close nominations for the available offices.

Section 5: During the Annual Business Meeting nominees for the available offices shall be introduced to the membership and provided an opportunity to highlight past activities in the Corporation.

Section 6: At the Annual Business Meeting, following an introduction of the nominees for each office by the Nominating Committee, a closed ballot will be conducted for purposes of selecting a member to said office. A separate ballot will be provided for each available office.

Section 7: A tabulation of ballots will be conducted under the direction of the Nominating Committee, and the results announced to the membership. A simple majority of the votes cast for each office is required for election to that office. In the event there is more than one position open

for Directors at Large, nominees who received the two (2) highest totals of votes cast, shall be the election winners.

Article XXIII: DISCIPLINE PROCEEDURE

Any member or members of the Corporation may be disciplined for any act or conduct deemed to be against the best interests of the Corporation and/or to bring discredit to the Corporation or for failure to meet membership standards as prescribed by the Corporation.

The following procedures will be strictly followed in regard to the above:

A. Complaint: Any complaint of act(s) or conduct that coincides with the above shall be filed in writing with the Chairman of the Ethics Committee. A copy of the complaint of alleged misconduct and a notice of the date, time and location of the informal hearing must be mailed to the accused member(s) by registered mail, return receipt requested.

B. Hearing: An informal hearing shall be held before the Ethics Committee not more than fourteen (14) days nor less than five (5) days from the time the notice is received by the accused member(s). The member(s) filing the complaint shall present the alleged act(s) of misconduct to the Ethics Committee. The accused member or members shall then be given the opportunity to rebut the accusations. A vote shall then be taken by closed ballot and if a majority of the Ethics Committee finds sufficient cause for a Formal Hearing before the Disciplinary Hearing Committee, a formal statement of charges shall be prepared. The Ethics Committee shall provide the Disciplinary Hearing Committee with a transcript of the Informal Hearing and a record of its recommendation

C. Formal Statement of Charges: The Ethics Committee shall draw up a concise Formal Statement of Charges. The charges shall be specific as to the alleged misconduct and shall refer, so far as possible, to the date, time and place of the alleged misconduct. The statement shall give notice as to the date, time and place of the Formal Hearing before the Disciplinary Hearing Committee. The statement shall advise the accused that she/he has five (5) days from the receipt of the Formal Statement of Charges to file an answer, if he/she so desires. The formal statement of charges shall be sent by registered or certified mail with return receipt requested.

D. Disciplinary Hearing – The Disciplinary Hearing shall be scheduled not less than seven (7) days nor more than twenty-one (21) days after service of the Formal Statement of Charges. The hearing shall be held in a quasi-judicial manner, and the strict rules of evidence shall not apply.

A representative of the Ethics Committee shall present the charges against the accused to the Disciplinary Hearing Committee and thereafter the accused shall present his/her rebuttal. Both parties may, if they so wish, present various witnesses upon their behalf. The members of the Disciplinary Hearing Committee may question the parties and/or witnesses.

E. Determination – The Disciplinary Hearing Committee shall, by a 2/3 vote taken by closed ballot, find the accused to be either: **1) Not guilty;** or **2) Guilty.** The Disciplinary Hearing Committee shall then file its Determination with both parties and the Board of Directors within ten (10) days after the Disciplinary Hearing. The Determination shall contain the Committee's findings of facts, the conclusions that are the basis for those findings and impose such penalties as it deems appropriate.

F. Appeal Process – Upon a finding of Guilty by the Disciplinary Committee, the accused member may appeal to the Board of Directors within ten (10) days of receiving the Determination. The Board shall schedule a hearing of the appeal before the entire Board within eight (8) days of the filing of the appeal. The Chapter Secretary shall notify the accused and the Disciplinary Hearing Committee of the date of this hearing. At the hearing of the appeal, the accused shall present to the Board of Directors the basis for his/her appeal of the Determination or any part thereof. A representative of the Disciplinary Hearing Committee may then present a rebuttal or rely on the contents of the Determination. The members of the Board may question either party. A 2/3 vote of the Board of Directors, taken by closed ballot, shall be required to uphold or modify the Determination of the Disciplinary Hearing Committee.

G. Adjournments – Either party to the disciplinary process shall be entitled to one (1) adjournment at every stage of this process. The request for adjournment shall be presented in writing to the Chapter Secretary-Treasurer at least five (5) days prior to the scheduled hearing date. The adjournment shall not exceed fourteen (14) days. Failure to appear on the adjournment date shall result in a finding against the party failing to appear.

Article XXIV: Official Uniform

Basic Uniform: Due to the potential for changes to the official NFHS and NYSACFO uniform requirements, uniform policies shall be set forth in the Policies and Procedures of the Corporation.

Article XXV: NOTICES BY ELECTRONIC MEANS

Other than as otherwise expressly set forth herein, all notices regarding or in any way related to the business or activities of the Corporation and its members including, without limitation, notice of game assignments to members of the Corporation and notices of meetings to the members of the Board of Directors, officers of the Corporation and members of the Corporation shall, at the sole discretion of the Board of Directors, be given either by (a) posting such information on the Corporations website or (b) electronic email sent to the electronic mail address on file with the Chapter Secretary of the Corporation. The timing of any such notice shall be determined by the Board of Directors in their sole discretion.

Article XXVI: OPERATING AND PROCEDURES POLICY

The Operating and Procedures Policy shall supplement these By-Laws in the functioning and mechanics of the Corporation, except where they are in conflict with these By-Laws, in which case these By-Laws will prevail. The Operating and Procedures Policy can be modified by a majority vote of the Board of Directors.

Article XXVII: CONSTRUCTION

If there be any conflict between the provisions of the Certificate of Incorporation and these By-Laws, the provisions of the Certificate of Incorporation shall govern.