

CONSTITUTION AND BY-LAWS

COLONIAL FOOTBALL

OFFICIALS ASSOCIATION

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ARTICLE 1: NAME

The name of this association shall be the COLONIAL FOOTBALL OFFICIALS ASSOCIATION (CFOA)

ARTICLE 2: PURPOSE

1. The purpose of the Association shall be: to promote, to the highest degree, the American game of football; to maintain the standards of football officiating and the uniform interpretation of National Federation football rules; to maintain a high standard of integrity and sportsmanship and encourage the spirit of fair play; to cooperate with other organizations and schools officially connected with the American game of football in furthering its interest, beliefs and ideals.

(Amended November 2008)

2. To cooperate to the maximum with the principals, directors of athletics and coaches of schools serviced by the CFOA, in order that the spirit of football may be advanced and maintained on a high plane.

3. To coordinate activities with all other football associations in the State of Connecticut, and to keep the mechanics of football officiating on a smoothly run, efficient scale that brings prestige to all concerned.

ARTICLE 3: OFFICERS

The officers of the Association shall be a President, Vice-President, and Secretary/Treasurer.

ARTICLE 4: BOARD OF DIRECTORS

The Board of Directors (BOD) shall consist of the officers of the Association, and two at-large members, and the immediate past president.

The immediate past president's term to the Board of Directors shall be only the first year after he leaves his presidency. He may only serve the Board of Directors term under the condition of not having been removed as President of the Association for malfeasance. His inclusion to the Board of Directors carries no voting privileges on matters that come before Board. (Amended 9/30/03)

ARTICLE 5: COMMITTEES

1. CURRICULUM COMMITTEE: The president shall appoint a Curriculum Committee, consisting of the CFOA Rules Interpreter, Chief Evaluator and two other at-large active members.

The Curriculum Committee will have the following duties:

1. Directing clinics
2. Conducting the rules portion of the bi-weekly meetings.
3. Rendering rules interpretations.
4. Administer all examinations to the general membership

The CFOA Rules Interpreter will be chairman of this committee and be member of the Better Officiating Committee (BOC).

The Chief Evaluator will be a member of the BOC.

2. NEW CANDIDATE COMMITTEE: The president shall appoint a New Candidate Committee. The New Candidate Committee is responsible for recruiting, training and administering examinations to new

candidates. Chairman of New Candidate Committee will be appointed by the president and be a member of the BOC.

3. NOMINATION COMMITTEE: The President shall appoint three at-large members. The committee will nominate a slate of officers for the ensuing year.

4. BETTER OFFICIATING COMMITTEE: The purpose of this committee is to:

a. Review qualifications of officials for:

1. Varsity crew assignment
2. Swing list.
3. Varsity officiating position(s).

b. Review and report to the Board of Directors:

1. Ratings of officials.
2. Game films.
3. Complaints of coaches, Commissioners, and/or officials.

The membership in the Better Officiating Committee shall be composed of:

- a. The Vice-President (Chairperson)
- b. The CFOA Rules Interpreter
- c. The Chief Evaluator
- d. The New Candidate Committee Chairman
- e. The CFOA Commissioner

The President will vote in place of any committee member who has not attended the meeting and a tie must be broken. If two committee members have not attended the meeting the president has only one vote.

5. GREIVANCE Committee This committee will consist of a Chairman, appointed by the president, and two members in good standing. This committee will take written grievances from members. The issue will be reviewed by the Committee and reported to the Board of Directors. All grievances will be decided by the Board of Directors. The decisions shall be rendered through the guidance of the Constitution.

6. AUDIT COMMITTEE: This committee shall consist of a Chairman and two association members appointed by the President. The purpose of the Audit Committee is to examine the Association accounts and assignments annually and report their findings at the Annual Meeting.

7. ASSIGNMENT COMMITTEE: This committee shall consist of the CFOA Commissioner, the Chairman of the Better Officiating Committee and three (3) members of the CFOA at-large. The President shall select the at-large members who shall not be members of the Board of Directors. No member of this committee, except the CFOA Commissioner, shall serve more than two (2) consecutive terms. As a committee, this group will develop all varsity game assignment schedules. Final varsity schedule assignments must be provided by the CFOA Commissioner by August 15 for processing and distribution to officials.

8. OTHER COMMITTEES: The President shall appoint any committee not mentioned above which he deems necessary for the efficient running of the Association.

(Amended 8/2018)

ARTICLE 6: MEMBERS

1. Any person desiring to officiate in the game of football may become an active member by giving satisfactory proof to the Curriculum Committee of their qualifications and by meeting the requirements set forth in Article 15 hereof.

2. Any active football official may be a member of one or more high school football associations. This member may not be elected or assigned to the Better Officiating Committee or the Board of Directors.

Note: Being a member of a college association does not affect dual membership ~~limits~~. (Amended 8/2012)

ARTICLE 7: DUTIES OF THE OFFICERS

1. PRESIDENT: The President shall preside at all meetings of the Association and the Board of Directors. He shall, under the direction of the Board of Directors, conduct all negotiations in behalf of the Association, and shall make every effort to further the policies and standards adopted by the Association. He shall be an exofficio member of all committees.

2. VICE-PRESIDENT: Chairperson of the BOC and in the absence of the President, Vice-President shall perform the duties of the President.

3. SECRETARY/TREASURER: The Secretary/Treasurer shall keep a record of all meetings of the Association and the Board of Directors. He shall attend to the correspondence of the Association. The treasurer shall be custodian and guardian of all the funds belonging to the Association. He shall be prepared to present a written statement of the receipts and expenditures at each meeting. For such services his dues shall be remitted.

(Amended 8/2018)

ARTICLE 8: DUTIES OF THE BOARD OF DIRECTORS

The Board of Directors shall be in charge of and shall manage the affairs of the Association, shall hear and act upon all suggestions and complaints made which, in any way, effect the game of football or the Association and shall have full power to act upon any questions arising between meetings of the Association except as otherwise provided for. The Board of Directors shall instruct the Audit Committee to examine accounts annually and report at the Annual Meeting.

ARTICLE 9: MEETINGS

1. Regular meetings of the Association will be held throughout the football season, commencing prior to the regular season, on a date to be determined by the Board of Directors.

2. The Annual Business Meeting of the Association will be held during the final meeting.

3. Special meetings of the Association or the Board of Directors may be called at the discretion of the President.

ARTICLE 10: ELECTIONS OF OFFICERS, DIRECTORS, AND CFOA COMMISSIONER

1. The election of Officers, at-large members of the Board of Directors and Assigning Commissioner will take place during the Annual Business Meeting.
2. The Nomination Committee will present a slate of officers, at-large members of the Board of Directors and a candidate for the position of CFOA Commissioner. Nominations for all offices will be open to members in good standing. Election will be by secret ballot. All Officers shall be elected by a majority vote of the members who are present and in good standing.
3. All positions for election will take place at the Annual Business Meeting. The new Officers will take office after the annual Awards Dinner. They shall hold office for a period of one year or such time as their successors are elected or appointed. If, at any time, an office becomes vacant, the Board of Directors shall appoint a member of the Association to fill the vacancy. The member so appointed shall hold office until the Annual Business Meeting.
4. No member may be elected or appointed to an office unless they are members in good standing and have met their meeting requirements as outlined in our Constitution and By-Laws.

ARTICLE 11: QUORUM

A quorum shall consist of 51 percent of the members in good standing, two (2) of whom are members of the Board of Directors. A quorum of a meeting of the Board of Directors shall consist of a majority of the Directors

ARTICLE 12: DUES

1. The annual dues shall be in the amount of a varsity fee and shall be payable on or before January 1. Insurance premiums will be covered by this fee. If dues not paid by March 1st, a late fee of \$10.00 per month will be assessed until payment is made in full. Late fees will be posted on the first of every month. If any member's financial obligations are not paid in full by March 1st, the members' status within the CFOA will be changed to that of a Probationary Member. (Amended 8/2011)

ARTICLE 13: ASSESSMENTS

When in the judgment of the Board of Directors, additional moneys are needed for the Association in order to maintain efficient operation, special assessments may be authorized providing that the assessment is approved by two-thirds vote of the total membership present and in good standing.

ARTICLE 14: NEW MEMBERSHIP

1. The Association will recognize competent officials who transfer from other recognized football associations in the United States. The transferee must have an endorsing letter from the Secretary of the association from which he departed. Such endorsement will be directed to the President and approved by the Board of Directors.
2. The application fee shall be twenty-five (25) dollars. When any new applicant passes the written examination, he must pay the balance of the membership dues by September 15th. of that year.

3. A new applicant for membership in the Association must be sponsored by a member of the Association in good standing.

4. A new applicant must have successfully passed a written exam prepared by the Curriculum Committee and given no later than September 10th. of the year of his application. The written exam shall be corrected by the New Candidate Committee and a mark of 85 percent or better will be required for passing.

5. If all requirements are successfully met, the candidate may then be recommended for full membership by the New Candidate Committee or by any Association member to the members at the Annual Business Meeting. A two-thirds majority vote of the members present and in good standing will be required for acceptance.

6. New members may not be assigned to Varsity games during the first two (2) years following their acceptance as full members of the Association. Any exceptions to this rule must be approved by the President and the Board of Directors.

(Amended 8/2018)

ARTICLE 15: GENERAL MEMBERSHIP

Classification in the Association shall be Active, Probationary, Clock Operator, Honorary and Associate.

1. ACTIVE MEMBERS are those members in good standing having no financial obligation owed to the Association or Commissioner for current or previous years. Only active members will enjoy the privilege of voting on Association matters. (Amended November 2008)

2. PROBATIONARY MEMBERS include all new applicants who have met all requirements of the New Candidate Committee. They shall be allowed to discuss any motion put to the membership but will not be allowed to vote on any motion. Active Members who are moved to Probationary Member status as a result of outstanding financial obligations will not be able to accept any CFOA game assignments. Removal of probationary status from previously Active Members can only be obtained by payment of all outstanding financial obligations and fines. When all financial obligations or other probationary terms are satisfied the treasurer or assigning commissioner will notify the Board of Directors, who then must approve and notify the assigning commissioner of the return of the member to Active Member status. (Amended 8/2018)

3. CLOCK OPERATOR MEMBERS are members required to pay dues (varsity fee), must attend annual clinic, annual business meeting and take and pass a written test, otherwise the member will be ineligible for post season assignments. They are also required to attend each varsity pre-game for which they are scheduled. These members are exempt of ART 16-6 and ART 19. These members cannot work ANY on-field games. These members will enjoy voting privilege on Association matters. Declaration for this option must be done prior to August 1 of that given year. (Added August 2011)

4. ASSOCIATE MEMBERS are members required to pay dues (full fee), attend clinic, and take and pass the written test. These are the only requirements for these members. There can be no more than 10% of Associate members from the association roster. These members are not eligible for on field or varsity assignments. (Amended September 2010)

5. HONORARY MEMBERS are members who have retired from the CFOA. There are no dues, testing or meeting requirements for honorary members. Any member in good standing can request the Board to consider any retired member for Honorary Membership status, by doing so in writing. The Board of Directors will, after acceptance, announce their names to the Association at the annual business meeting. (Added 8/24/04)

6. CADET MEMBERS are members, under the age of 18 who will only be eligible to work youth football games. These members are required to pay dues equal to the Youth football fee, must pass a written test, must attend the annual clinic and attend CFOA meetings. Excluding the annual clinic, Cadet members who miss a meeting will have the opportunity to make-up the missed meeting by contacting the Rules Interpreter no later than the date of this meeting for a quiz regarding the meeting topic. This quiz must be taken and passed within two days of receipt of the quiz for it to count. (Added 11/2018)

7. Members who missed three or more of the association's regularly scheduled meetings in any one year shall be ineligible for any playoff contest. (Amended 11/13/96)

8. The commissioner and secretary will have a report on eligibility of members for playoff contests. (Amended November 2008).

The sanctions required by this Section are not subject to relief by the Board of Directors.

ARTICLE 16: LEAVE OF ABSENCE

An active member must be in good standing to request a leave of absence, stating the reason in writing, for a period of not to exceed, one (1) year and the decision will be made by the BOD. Dues (minus any Association costs) and attendance requirements will be waived during the leave of absence period.

ARTICLE 17: VOTE PRIVILEGE

Active, Associate, and Clock Operator members in good standing will be the only members permitted to vote on Association matters. Probationary members and honorary members are not allowed this voting privilege. (Amended August 2011)

ARTICLE 18: ATTENDANCE

Conscientious attendance at meetings of the Association by all members is essential to the maintenance of the professional character and integrity of the Association. The Association will schedule a minimum of six (6) meetings per football season. It is expected that each active, and probationary member will attend these meetings. Attendance at the annual clinic is mandatory for active, probationary, and clock operator members. Attendance at the Annual State Clinic can be used as credit towards a missed meeting requirement (other than the CFOA mandatory clinic). (Amended 8/2018)

For the missing of meetings, the following sanctions shall apply:

- a. The following graduated scale of fines or sanctions that will apply for nonattendance of meetings.

- One (1) missed meeting - no fine.

- Two (2) missed meetings - \$10

- Three (3) missed meetings - \$15 additional (\$25 total)

- Four (4) missed meetings - \$20 additional (\$45 total)

- b. For missing three (3) or more meetings see Article 16, Section 6.

- c. Fine for missing annual clinic ten (\$10) dollars. (Amended September 2010)

ARTICLE 19: DISCIPLINARY HEARINGS

Complaints may be brought against any member by any member of the organization. Such complaints must be submitted to the President, in writing, and must specifically include the date(s), time(s), person(s) involved and the nature of the alleged violation of the Association Rules. The President shall submit the complaint to the Board of Directors who shall set a date for a hearing on the complaint. The Board of Directors must notify the accused member of the complaint brought against him in writing at least seven (7) days prior to a hearing at which the member will have an opportunity to defend himself. The Board of Directors after hearing all the facts, shall submit to the Association membership a written report which will include its recommendations. A two-thirds majority vote of the Association membership is necessary to uphold any suspension or fine. Members may be suspended from active membership or fined for the following reasons:

1. Violating the Constitution and By-Laws of the Association.
2. Soliciting football games
3. Failure to appear at assigned games.
4. Working with an official who is not a member of an approved board.
5. Conduct unbecoming of an official.
6. Conduct that may bring disgrace to the Association.
7. Turning back any accepted assignments will result in a fine of ten dollars (\$10.00). This fine may be appealed to the Board of Directors. The appeal must be in writing and be received within one week of the scheduled game that was turned back. The Commissioner will notify the Board of Directors of any games that are turned back under this section. (Amended 9/03/03)

ARTICLE 20: EXPENSES

The expenses incurred by the officers of the Association in attending special meetings to conduct special business of the Association or meetings of the Connecticut Football Officials Association, on behalf of the Association, shall be paid by the Treasurer of the Association. Reasonable amounts for meals and travel expenses shall be paid at the rate per mile permitted in IRS Regulations.

ARTICLE 21: SUGGESTED ORDER OF BUSINESS (Amended 8/2018)

1. Meeting called to order
2. Roll call of officers and members
3. Reading of the minutes of the previous meeting
4. Report of the Treasurer
5. Report of the Secretary
6. Bi-weekly clinic and rules interpretation
7. Report of Commissioner
8. Unfinished business
9. New business
10. Report of the Committees

ARTICLE 22: GAME ASSIGNMENTS

1. If any member accepts an assignment to a Varsity, Junior Varsity, Freshman, Clock Operation or Youth football game, he must attend the game and perform all the duties of an assigned official. If the Board of Directors determines that an official has failed to perform all the duties, the official may be fined the fee of the game. (Amended August 2011)

2. Post Season Assignments - No official, who is eligible, may work more than two (2) consecutive years of state (CIAC) championship games. BOD will have the ability to override, if necessary.

(Amended 8/2018)

2a. No member shall work more than two consecutive SWC league championship games that are assigned by the CFOA. Only games assigned by the CFOA will be considered. BOD will have the ability to override, if necessary. (Amended 8/2018)

3. The season Varsity Schedule shall be published prior to August 15. JV and freshman full season assignment schedules shall be published ten days prior to the first official varsity regular season game. Youth assignment schedules shall be published for the full season ten days after they have been made available to the assignor. (Amended 8/2018)

ARTICLE 23: AMENDMENTS

1. Amendments to the Constitution and By-Laws may be made at any scheduled meeting and shall require a two-thirds majority vote for passage of the membership present, and in good standing. (Amended 8/2018)

2. Proposed amendments must be presented in writing to the Association Secretary fourteen (14) days prior to the scheduled meeting. The Secretary will then notify the membership of the proposed amendments.

(Amended (11/13/96)

ARTICLE 24: CODE OF ETHICS AND PRACTICE

The football official has a distinct opportunity to apply his talents for the service 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 chosen avocation, it is the duty of every official:

1. In his relationship to the public to:

- a. Interest himself in the game of football and apply his special talents, knowledge, training and skills, that recreation and interest may be safeguarded and the game advanced through improvements of mankind.
- b. Cooperate with others in the promotion of higher standards of officiating.
- c. Support legislation in the board's tending to advance the qualifications, standards, legal standings, and public recognition of all football officials, and oppose legislation to derive the officials of any rights.
- d. To refrain from associating himself with or allowing the use of his name by any 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, 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 State Association and extend to them the same courtesies and considerations consistent with those of his own Association.
- 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, managers, or athletic directors. Such practice is a direct affront of the Constitution and By-Laws, and detrimental to the game of football. Practice of this sort is grounds for suspension.
- h. Hold himself ready at all times to instruct on rules interpretations and position assignments.

i. Employ the proper use of the uniform at all times. He will be responsible for the conditions of his uniform and see it reflects the best interest of his Association and fellow officials.

3. All members of the association, Active, Probationary, Clock Operator or Associate will be required to complete a **Background Document** that will include questions concerning whether that member was involved with any of the following offences:

- a. Convicted of misconduct with a minor.
- b. Inclusion on a sex offender list in any state in the United States of America.
- c. Convicted of any felony.
- d. Convicted of any other type misdemeanor (excluding minor traffic violations).
- e. Possession, use or the intent to sell any illegal drug substance.
- f. Surrendering, revocation, suspension, annulment, rejection, invalidation, or denial for any cause of any professional certificate, license, permit, or other credential (including but not limited to, an educational certificate).
- g. Subject to any disciplinary or adverse action in relation to any type of professional credential.

This document must also be completed by anyone applying for membership before they begin any training session.

If a member chooses not to complete the document or for the reasons below, then the CFOA Board of Directors has right to take any appropriate action it deems necessary to maintain the high ethical standard of the association and the safety of its members as well as the athletes, coaches and organizations that the CFOA services.

- A. Failure to honestly and completely answer all of the questions on the CFOA **Background Document**.
- B. Failure to inform the CFOA secretary/treasurer immediately if charged or convicted of any of the above-mentioned offences (a thru g).

The Board of Directors has the discretion to modify the **Background Document** as the needs arise. Any rulings or actions taken by the Board of Directors related to this section are not subject to consideration by the Grievance Committee.
(Amended August 2009)

ARTICLE 25: REMUNERATION

The official is entitled to compensation for his services performed at a fair rate. His fee shall conform to general practice and shall render services for not less than those established by the State Board for varsity and sub-varsity games.

ARTICLE 26: CFOA COMMISSIONER

1. A commissioner is to be elected to office on an annual basis. There will be no time limitations for this position; however, the commissioner may be removed from office for malfeasance of duty by the Board of Directors. (Amended (10/29/02)

2. The assignment records shall be available to the audit committee 14 days prior to the annual **business** meeting.
(Amended November 2008)

3. The Commissioner is not an officer or a member of the Board of Directors of the Association.

4. Members shall be assessed six percent (6%) of the value of each accepted assignment and shall be fined ten dollars (\$10.00) for each accepted assignment returned. This will include assignments for all varsity, sub-varsity, youth (Pop Warner & AYF), clock operation and chain crew assignments. All pre-season scrimmage, jamboree, and CIAC post-season games are exempt from commissioner fees. Assessment fees for the current season will be paid directly to the CFOA secretary/treasurer by the first regular CFOA meeting in October of that season, and a true up of assessments and fines will be done by November 30 of that season. True-ups must be paid or credited monies returned by the end of that calendar year. A member may petition Board of Directors to extend payment time or waive above mentioned assessment fees and/or fines based upon evidence of good cause. The six percent (6%) assessment fee, net cost of assignment technologies fees (e.g. Arbiter), will be paid to the commissioner by the secretary/treasurer by December 15 of that season.
(Amended 11/2018)

5. The CFOA secretary/treasurer will be responsible for payment of fees that are due for use of assignment technologies (electronic/internet based system) that assist in the scheduling of officials for all types of assignments. (Amended 8/2018)

ARTICLE 27: Awards

1. The CFOA will present an annual sportsmanship award to a deserving high school and youth program that is serviced by the CFOA.

2. The deserving high school and youth program will be chosen at the annual business meeting by vote of the members present.
3. The selections will be made on the basis for sportsmanship by actions and behavior of the players, coaches, fans and school administration.
(Amended 8/2018)