



Constitution & By Laws

**Dedicated
"To Improving the Quality of
Officiating in the CFOA"**

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Constitution of the
California Football Officials' Association
(CFOA)

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Article I

Name and Definitions

- Section 1. The name of this organization shall be California Football Officials' Association, hereinafter referred to as the Association (or CFOA).
- Section 2. Member Units, hereinafter referred to as the Units, are football-officiating organizations representing various geographic regions who seek support from the Association in their own efforts at recruiting, training, and assigning officials for their specific local regions.
- Section 3. The Association shall function as a membership association.
- Section 4. The Executive Council, hereinafter referred to as the Council, shall be the Association's governing body.

Article II

Objective of the Association

- Section 1. The objectives of the Association shall be to:
- a. Uphold, encourage, and promote high ethical standards among the officials, institutions, participants, coaches, and spectators involved in football.
 - b. Provide a high quality instructional program for the training and development of football officials.
 - c. Encourage a thorough knowledge of the rules, effective mechanics and sound philosophies for proper administration of the game.
 - d. Promote high ethical and professional standards among the membership of the Units.
 - e. Provide a forum for Units to air issues that may be peculiar only to that Unit, but that may ultimately affect the Council as a whole or any of the other Units individually.

Article III

Membership

- Section 1. Members of the Association shall be certified members of the associated Units.
- Section 2. Each Unit shall be considered a member of the Association based on the provisions herein.
- Section 3. Each Unit shall establish requirements for its members consistent with the Bylaws of the Unit.
- Section 4. Groups of football officials may petition the Council for admission into the Association as a Unit.

Section 5. All Units shall abide by this Constitution.

Section 6. Unit membership in the Association may be withdrawn by the Council for due cause.

Section 7. Dues.

- a. Membership to the Association requires payment of dues by the Units as established by the Council.
- b. The Secretary-Treasurer shall affirm receipt of annual membership dues from the respective Units.

Article IV

Organization

Section 1. The Association.

- a. The Association shall be comprised of the Units and their individual members.
- b. The Association shall be governed by the Council, which shall consist of three (3) representatives from each Unit.
- c. Each Unit shall have only one (1) vote on matters considered by the Council.
- d. It is the responsibility of each Unit to be sure that their representative(s) are in attendance of all meetings of the Council.

Section 2. Officers.

- a. The Officers of the Association shall be the President, President-Elect, Instructional Chairman, Secretary-Treasurer, and immediate Past President. The President-Elect, Instructional Chairman, and Secretary-Treasurer shall be elected by the Council by a simple majority of the Units present.
- b. The Officers shall be elected to two-year terms. The President-Elect will succeed the President automatically.
- c. No Individual may hold more than one Officer position during the same term. Any officer may be removed from an unexpired term by a two-thirds vote of the Council.
- d. **In the event of an Officer vacancy, the Officers shall have the authority to fill that position in the method they deem most appropriate, by either appointment or election for the remainder of the unexpired term of the vacancy.**
- e. Each Unit shall determine the method of selecting its representatives to the Council. The names of the representatives shall be submitted to the Secretary-Treasurer on or by Dec. 1 each year.

Section 3. The Council.

- a. The Council shall call two general meetings each year, one in the winter and the other during the summer.
- b. Election of Officers shall be held at the winter meeting in appropriate years., **except for the Instructional Chairman who will be elected at the summer meeting in appropriate years.** The Officers shall take office immediately following the meeting when they are elected, and shall preside at the Council's next semi-annual meeting. **The Instructional Chairman will take office on January 1 of the following year after the election.**
- c. The Council shall elect an Instructional Chairman and a Secretary-Treasurer, who shall be non-voting members of the Council. The Council shall adopt an annual budget.
- d. The Council shall set annually the membership dues assessed the Units.
- e. Committees.
- f. The Audit Committee shall oversee the Association's financial activity and its accounting. It shall review the end-of-the-year financial statement submitted by the Secretary-Treasurer and either approve it or investigate any concerns or discrepancies.
- g. The President of the Council shall appoint any other committees as deemed necessary.

Article V

Duties of the Officers

Section 1. President.

- a. The President shall preside at all Council meetings.
- b. The President shall:
 1. Establish the dates of the semi-annual meetings.
 2. Set the agenda for the meetings.
 3. Call meetings to order and properly adjourn them.
 4. Be an impartial and conscientious arbiter of discussion of debate and insist on fairness in the actions and discussions of members.
 5. Have a vote in all matters.

Section 2. President-Elect.

- a. The President-Elect shall preside at meetings in the absence of the President.
- b. The President-Elect shall:
 1. Coordinate the organization, agenda, and activity of all standing and ad hoc committees.

2. Perform any other function assigned by the President or the Council.
3. Automatically succeed the President at the next biannual election.
4. Have a vote in all matters

Section 3. The Secretary-Treasurer.

- a. The Secretary-Treasurer shall be responsible for the recording of all business conducted in the meetings.
- b. The Secretary-Treasurer shall:
 1. Keep accurate and complete minutes of general and committee meetings and store them for future reference.
 2. Keep accurate records of matters pertaining to membership.
 3. Keep accurate records of matters pertaining to all standing and ad hoc committees.
 4. Prepare all correspondence of the Association as directed by the President and the Council.
 5. Keep ready for inspection a strict account of all monies of the Association, including, but not limited, to their collection and disbursement.
 6. Keep the Council informed about the financial status of the Association.
 7. Submit a financial statement for review by the Audit Committee at the end of the fiscal year or when requested by the President or the Council.
 8. Perform other related duties as deemed by the President and the Council.
 9. Be considered a non-voting member of the Council.

Section 4. The Instructional Chairman.

- a. The Instructional Chairman shall, at the direction of the Council:
 1. Prepare and administer the instructional program for the Association. This shall include, but is not limited to, the publishing of pre-season rules study materials, rules interpretations and philosophies, mechanics guidelines, and other training resources.
 2. Assist Units with their local instructional programs, whenever possible.
 3. Answer inquiries addressed to the Association regarding football rules and/or their interpretations.
 4. Perform other related duties as deemed by the President and the Council.
 5. Be considered a non-voting member of the Council.

Section 5. The Past President.

- a. The Past President shall be the immediate Past President and shall, at the direction of the Council:
 1. Perform duties as deemed by the President and Council.
 2. Have a vote in all matters.

Article VI

Meetings

- Section 1. The Council shall meet semi-annually in the winter and in the summer, the exact dates of which shall be set by the President.
- Section 2. The President may call any additional Council meetings, as necessary.
- Section 3. A quorum must be present to take action or a vote on any matter before the Council. A quorum shall consist of a simple majority (51 percent) of Units.
- Section 4. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Association may adopt.

Article VII

Ratification and Amendment

- Section 1. This Constitution shall be in force when ratified by a two-thirds majority of the Council.
- Section 2. The Constitution may be amended by two-thirds of the Units present at any meeting in which a quorum has been met.
- Section 3. Before an amendment may be voted on, it must have been submitted in writing to the Units at least sixty (60) days prior to its discussion by the Council.