

CONSTITUTION

of the

Channel Coast Football Officials Association

ARTICLE I - NAME

The name of this organization is the Channel Coast Football Officials Association (CCFOA).

ARTICLE II - PURPOSE

The CCFOA is a non-profit organization dedicated to furthering the avocation of football officiating by:

- Increasing the competency and efficiency of members through instruction on football rules, mechanics, and judgment.
- Classifying members according to ability and knowledge.
- Providing qualified officials for youth, high school and college games.

ARTICLE III - MEMBERSHIP

3.1. Membership Eligibility - Membership is open to any person interested in the avocation of officiating football provided that they:

- 3.1.a.** Are at least eighteen (18) years of age.
- 3.1.b.** Complete the instructional program approved by the Board of Governors and presented by the Instructional Chair.
- 3.1.c.** Satisfy attendance requirements approved by the Board.
- 3.1.d.** Pay the membership dues approved by the Board.
- 3.1.e.** Maintain good physical and mental condition as required of an active football official.
- 3.1.f.** Comply with this Constitution and other rules and regulations established by the Board.

3.2. Member Classification - There are five (5) member classifications as defined below. The Instructional and Rating Chairs make recommendations to the Board who makes the classifications.

- 3.2.a. Members in their first year of officiating are new officials.
- 3.2.b. Members who successfully complete one year of officiating, fulfill Instructional and Rating Chair requirements, and receive approval by Board are probationary officials.
- 3.2.c. Members who successfully complete at least one year as a probationary official, fulfill Instructional and Rating Chair requirements, and receive approval by the Board are approved officials.
- 3.2.d. Members who successfully complete at least one year as an approved official, fulfill Instructional and Rating Chair requirements, and receive approval by the Board are certified officials.
- 3.2.e. New members with officiating experience in other Associations are transfer officials.

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3.3. **Membership Rights** - All membership classifications have voting rights.

3.4. **Membership Termination** - Membership terminates either by resignation of the member, suspension, or expulsion by the Board.

3.4.a. The Board may suspend or expel a member for unprofessional conduct, failure to pay dues, or failure to comply with this Constitution or other rules and regulations established by the Board.

3.4.b. Suspension or expulsion of a member requires a two-thirds majority of the Board.

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3.5. **Membership Re-Instatement** - A suspended or expelled member may make written application for re-instatement.

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- 3.5.a. A review board, consisting of the Board and four (4) members of the Association at large, hears the application.
- 3.5.b. The applicant may select two of the members of the Association at large. The Board will select the other two.
- 3.5.c. Reinstatement requires a two-thirds majority of the review board.

ARTICLE IV - BOARD OF DIRECTORS

4.1. General - An executive body known as the Board of Directors is responsible to govern and manage the affairs of the CCFOA. On questions of interpretation of the Constitution or other rules and regulations, the decision of the Board is final.

- 4.1.a** The Board consists of eleven (11) members. The membership elects the President, Vice President, Secretary/Treasurer and four (4) Board members at large. The Board selects the Instructional Chair, Ratings Chair, and Assignor. The Past President is the member who has just completed his term as President.
- 4.1.b.** Elected members and the Past President serve two year terms. The Instructional and Ratings Chairs serve one year terms. The Assignor serves a term as contracted, not more than two years.
- 4.1.c.** Only certified or approved members of the Association may be candidates for election or selection to the Board.
- 4.1.d.** Board members are eligible for re-election or re-selection.
- 4.1.e.** The Board fills vacancies from the membership at large.
- 4.1.f.** The Board fills mid-term officer vacancies in an appropriate manner dependent on the circumstances of the vacancy.

4.2. Duties - The duties of the Board are as follows:

- 4.2.a.** The President presides at all meetings of the Association and of the Board. He appoints necessary committees, calls special meetings, and executes the will of the Association. He is an ex-officio member of all committees.
- 4.2.b.** The Vice President has such powers and duties as described by the President, and discharges the duties of the President in his absence.
- 4.2.c.** The Secretary/Treasurer:
 - Keeps the minutes of the Association and the Board.
 - Notifies members of the affairs of the Association as determined by the Board.
 - Prepares correspondence and reports, and keeps the records of the Association.
 - Collects dues and fees.
 - Deposits or holds in trust funds remitted in behalf of the Association.

- Disburses funds to defray expenses and pays salaries as authorized by the Board.
- Prepares an annual budget for approval by the Board.
- Presents a financial report at each meeting of the Board, and at the Annual meeting of the Association.

4.2.d. The Past President acts in place of the President and Vice President in the event of their absence.

4.2.e. The Instructional Chair develops a program of instruction for approval by the Board. He oversees instruction and ensures that it meets standards established by the Board. He monitors performance and makes recommendations to the Board as to the classification of members.

4.2.f. The Ratings Chair develops a program to evaluate and classify members of the Association for approval by the Board. He monitors performance of new, probationary, approved, and transfer members and makes recommendations to the Board as to their classification.

4.2.g The Assignor is a non-voting member of the Board, who is contracted by the Board, and whose duty is to assign the appropriate and qualified officials to the scheduled high school and youth football games in the areas covered by the CCFOA. The Assignor will assign these games in accordance to the policies of the CCFOA, and the rules and guidelines of the Leagues and California Interscholastic Federation for the areas covered by CCFOA.

As a contracted position, the Assignor is managed by the Board. Any changes in the Assignor position will be set forth in a manner determined by the Board at any time deemed necessary.

4.2.h. Members at large exercise general supervision of the Officers, committees, and members of the Association. They serve on committees and perform other tasks as described by the President.

4.2.i. All members of the Board have the right to vote on any issue properly before the Board except for the President and Assignor. The President votes only when necessary to break a tie. The Assignor is a non-voting member of the Board.

ARTICLE V - MEETINGS

All meetings of the CCFOA shall be conducted in accordance with Robert's Rules of Order

5.1. General Meetings - General meetings take place on dates and at times determined by the Board as recommended by the Instructional Chair.

- 5.1.a.** The President will call additional general meetings upon the written request of ten (10) percent of the members. The Secretary/Treasurer will provide at least seven days notice of such meetings.
- 5.1.b.** A quorum consists of one-half (1/2) of the membership. There must be a quorum for any vote by the membership.
- 5.1.c.** The last general meeting of the year will be the annual meeting.

5.2. Board Meetings- Board meetings will normally take place in conjunction with general meetings of the Association.

- 5.2.a.** The President or Secretary/Treasurer may call additional meetings as required to conduct Association business.
- 5.2.b.** A quorum consists of six (6) voting members of the Board. The President would count towards a quorum. There must be a quorum for any vote by the Board.

ARTICLE VI - ELECTIONS

6.1. Nominations - At the second general meeting of the Association, the President will appoint a committee to nominate candidates to fill Board vacancies for the following year.

- 6.1.a.** The Past President will chair the nominating committee.
- 6.1.b.** The President will appoint two members of the committee from the membership at large.
- 6.1.c.** The committee will notify the membership of its nominations at the last general meeting before the annual meeting.

6.2. Elections - The Association will conduct elections between the notification of nominations and before the end of the annual meeting.

6.2.a. The nominating committee will serve as the election committee and will conduct the election, establishing such rules and procedures to ensure a fair and impartial election.

6.2.b. The election committee will accept nominations from the floor.

6.2.c. A majority of votes cast under the rules and procedures established by the election committee is sufficient for election.

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6.2.d. In the event of a tie, the election committee will determine the method to resolve the deadlock.

6.2.e. Newly elected officers will take office on January 1 after their election.

ARTICLE VII - DUES and FEES

The Board will establish dues and fees as necessary. If there is dissent, any member may place a call for ratification of dues or fees before the Association.

ARTICLE VIII - AMENDMENTS

The Association may amend this Constitution at any general meeting. The Secretary/Treasurer will distribute copies of proposed amendments at least seven days before the meeting. For the purpose of amending this Constitution, a quorum consists of two-thirds (2/3) of the general membership of the Association. A two thirds (2/3) majority of members voting is required for ratification.

ADOPTED: October 1949
AMENDED: September 1954
AMENDED: September 1963
AMENDED: September 1970
AMENDED: January 1980
AMENDED: October 1983
AMENDED: September 1999
AMENDED: November 2003
AMENDED: September 2010
AMENDED: October 2015