

# NORRISTOWN CHAPTER OF FOOTBALL OFFICIALS (NCFO)

## CONSTITUTION & BY-LAWS

### Constitution

#### ARTICLE I – NAME

Section 1. The name of this association shall be the PIAA Norristown Chapter of Football Officials (NCFO).

#### ARTICLE II – OBJECTIVES

Section 2. The objectives of this association shall be:

- A. Train prospective and qualified officials in the techniques of football officiating;
- B. Retain registered officials;
- C. Recruit prospective individuals to become PIAA registered football officials;
- D. Promote fellowship and fair play among players, coaches and officials;
- E. Meet and comply with PIAA Constitution and By-Laws developed by the PIAA.

#### ARTICLE III – MEMBERS

Section 1. Any interested party shall be eligible for membership.

Section 2. Any person paying the annual dues and meets PIAA requirements may become a member.

#### ARTICLE IV – OFFICERS

Section 1. Officers of this association shall consist of a President, a Vice-President, a Secretary, a Treasurer, and the immediate Past President.

Section 2. The five officers of this association shall constitute the Board of Directors of this association with authority to transact business of the association between meetings.

Section 3. Three voting members of the Board of Directors shall constitute a quorum.

Section 4. The Board of Directors shall have the authority to rule on any subject not specifically covered in the Constitution or By-Laws.

Section 5. No member shall simultaneously hold more than one office.

## BY-LAWS

### ARTICLE I – DUTIES OF OFFICERS

Section 1. President. The President shall:

- A. Preside at all chapter meetings and all special meetings;
- B. Preside at all Board and advisory group meetings;
- C. Have general supervision of the affairs of the NCFO;
- D. Appoint all committee and chairpersons of committees with the advice of other Board members;
- E. Conduct meetings by Robert's Rules of Order;
- F. Approve expenditures of \$150 or less to be communicated to the Treasurer.

Section 2. Vice-President. The Vice-President shall:

- A. In the absence of President, shall have the authority to exercise the powers of the President described above in Section 1;
- B. Coordinate and schedule a speaker for the annual NCFO dinner meeting;
- C. Perform other duties as assigned by the President.

Section 3. Secretary. The Secretary shall:

- A. Keep an accurate record or minutes of the proceedings and attendance records for the Association members;
- B. After each meeting, including the Annual Rules Interpretation Meeting, submit names of attendees to the PIAA.
- C. Serve as a point of contact for individuals seeking to apply for membership to the NCFO;
- D. Notify the Board of Directors in confidence of any member failing to be in good standing including but limited to Chapter meeting attendance requirements or required PIAA clearances;
- E. Assist member to transfer requests and other PIAA procedures relating to membership;
- F. Coordinate, collect and validate playoff forms for chapter members to be submitted to the district representative responsible for the assignment of football officials for playoffs;
- G. Perform all duties as assigned by the President or as required by the PIAA.

Section 4. Treasurer. The Treasurer shall:

- A. Receive and distribute all NCFO funds in the Chapter's established bank account;
- B. Keep and maintain an accurate record of collections and disbursements, including but not limited the collection of dues, fines or other payments to or from the Chapter;

- C. Report an accounting of Chapter funds at each General Membership meeting;
- D. Notify the President's secretary of any member not in good standing for the failure to pay Chapter dues;
- E. Present balance of funds in the NCFO bank account Report of Expenditures at the Pre-Season Board and Advisory Group Meeting;
- F. Request receipts of Chapter related expenditures when appropriate.

Section 5. Board of Directors. The Board of Directors shall:

- A. Transact the business of the Association between meetings, subject to approval of the membership;
- B. Consider and promote methods by which the objectives of the Association may be furthered;
- C. Hold meetings upon the call of the President;
- D. Levy fines, make suspensions and arbitrate controversies with the Association; and
- E. Have its administrative expenses borne by this Association. Receipts are required for reimbursements.

Section 6. Interpreter. The Interpreter shall:

- A. Attend the Annual PIAA State Rules and Interpretation Meetings for Interpreters.
- B. Conduct PIAA Rules Interpretation Meeting prior to the season members and coaches.
- C. Plan and conduct presentations for each meeting to assist chapter members developing football officiating knowledge, rules, interpretation, skills and mechanics.

## ARTICLE II – COMMITTEES

Section 1. The President shall appoint committees as needed and shall appoint chairpersons for each such committee. The Committees shall consist of at least two additional members. Each member a committee must be an active member of the Chapter. The standing committees of the NCFO shall be as follows:

- A. Awards Committee
- B. Banquet Committee
- C. Website Committee
- D. Recruitment/Public Relations Committee

## ARTICLE III – MEETINGS

Section 1. The General Membership meeting shall consist of at least ten (10) meetings. General Membership meetings including time and place is set at the Spring or

Pre-Season Planning Meeting by the Board of Directors. Availability of location and cost for the meeting place are factors to be considered.

- Section 2. The attendance roster at the meetings specified in Article III, Section I, shall be closed one-half hour after the meeting begins. Any member not in attendance at this time, or who leaves before the meeting is adjourned, will be considered absent, unless excused by the presiding officer or on business of the Association.
- Section 3. A rules interpretation shall be held prior to the first General Membership meeting. A clinic can be scheduled at the discretion of the Executive Board. Attendance at this clinic is mandatory. The member must submit in writing to the Board of Directors their reasons for non-compliance in order for the Board of Directors to make any exception to this section.
- Section 4. All members must attend an interpretation meeting and the minimum number of General Membership meetings as provided the PIAA By-Laws.

#### ARTICLE IV – REQUIREMENTS FOR NCFO OFFICIALS

- Section 1. Any individual desiring to become a PIAA NCFO football official, must meet the following requirements:
- A. Pass the PIAA examination;
  - B. Comply with meeting attendance requirements as mandated by the PIAA;
  - C. Payment of the annual dues of the Association;
  - D. Meet PIAA Transfer requirements and be a PIAA football official in good standing.
- Section 2. TRANSFER OFFICIALS: In order to qualify as a transfer official coming into this Association after Oct 1, the applicant must comply with the PIAA rules and by laws to do so.
- Section 3. Voting privileges shall be extended to any member in good standing.
- Section 4. Member officials requesting a leave of absence must notify the Chapter Secretary and PIAA accordingly.

#### ARTICLE V – DUES

- Section 1. The annual dues for each official shall be approved by the membership, and shall be paid to the treasurer before October 15<sup>th</sup> of the current year. Any dues paid after due date are subject to five dollar penalty. Any changes to the annual dues must be submitted pursuant to the Chapter's procedures and voted upon by the General Membership.

## ARTICLE V – ELECTION OF OFFICERS

- Section 1. Officers shall be elected by written or electronic ballot and majority vote of the members present and voting at the second to the last General Membership meeting of the year. If no majority vote is received on any ballot, the individual with the lowest number of votes will be dropped for subsequent ballots. For those members who wish to vote by email, electronic or email ballots shall be submitted to the secretary with forty-eight (48) hours of the election to be certified by both the president and secretary of the Chapter.
- Section 2. The Vice-President, Treasurer and Secretary, shall be elected for a term of two years and may be re-elected. The President shall also be elected for a term of two years and may not be re-elected until a two-year period had elapsed from the end of the last Presidential term.
- Section 3. Vacancies among the officers or directors shall be filled by appointment of the Board of Directors, subject to approval of the membership. These appointed officers shall serve for the balance of the term to which their predecessors had been elected.

## ARTICLE VI – MEETINGS

- Section 1. General Membership meetings shall be held throughout the football season. Meetings other than General Membership meetings shall be held when necessary or desired upon call of the President or Vice-President.

## ARTICLE VII – AMENDMENTS

- Section 1. Amendments to this Constitution shall be made at any General Membership or special meeting of the year, and must be approved by at least two-thirds of the members present and voting by written or electronic ballot.
- Section 2. No proposed amendment to this Constitution shall be acted upon unless
- A. A copy of the proposed amendment will be emailed or given to every member of this association at least seven days prior to a General Membership or special meeting of that year and;
  - B. The proposed amendment having met the requirements of Section 2., A., shall be acted upon at a General Membership or special meeting. If the proposed amendment is passed, it shall be effective immediately, unless otherwise specified.
  - C. Proposed changes or amendments to the By-Laws shall be circulated by email or posted on the NCFO website at least seven days prior to the meeting.
- Section 3. Any Chapter member in good standing can propose an amendment to the Chapter Constitution and By-Laws by submitting it in writing to the Board of Directors

which will then give proper notice to members for consideration and vote in accordance with the Robert Rules of Court.

### ARTICLE VIII – ACTIVE MEMBER REQUIREMENTS

- Section 1. Active members must pay annual PIAA dues. Members must pay annual NCFO dues by October 15<sup>th</sup> of the football season. A fine of \$5 will be assessed after that date. Members must attend the annual PIAA Rules Interpretation Meeting (Chapter sponsored), at the PIAA convention or online through the PIAAdot.org. Members must attend the required number six (6) Chapter meetings and are encouraged to attend more.
- Section 2. Inactive member requirements are to be applied to those members not currently officiating football for any reason except suspension by the PIAA. Those inactive members are required to pay dues to the PIAA but not the NCFO. Inactive members cannot vote or hold office in the NCFO.
- Section 3. Honorary membership to the NCFO applies to any member who voluntarily ceases to be active and has served at least fifteen years as an active member of the Chapter. The Board of Directors vote on awarding honorary membership after requests or nomination is received by the member. Any current or past Chapter officer may recommend those Chapter members for honorary membership status. Those individuals awarded honorary membership status may attend all social functions of the NCFO, but are not able to vote or hold office. No payment of dues for the NCFO will be required.