

Westchester County Football Officials Association Constitution and Bylaws

2023 Edition

The Constitution

Article I – Name

The name of this Association shall be the Westchester County Football Officials Association Inc. (the Association). The Association was incorporated on November 5, 1993 as a Type B Not-For-Profit Corporation pursuant to Section 201 of the New York State Not-For-Profit Corporation Law and is located at the home address of the Secretary-Treasurer.

Article II – Objectives

The objectives of the Association shall be to provide qualified and well-trained officials to officiate games involving Section I school districts that are coordinated by the BOCES Interscholastic Athletics Office, the New York State Public High School Championships, and local community youth football programs. The Association shall support all efforts to promote good sportsmanship, upgrade the quality of officiating, and provide uniform interpretation and application of the National Federation of State High School Associations' rules at all levels.

Article III – Membership

Section 1 – Eligibility and Procedures

Persons eligible for election to Association membership:

- a. Shall support the objectives of the Association.
- b. Shall be in good health.
- c. Shall be 18 years old by September 1st and a high school graduate or equivalent.
- d. At inception of membership, shall be a resident of or full time employee in Westchester or Putnam Counties.
- e. Shall have satisfied all New York State and BOCES accreditation requirements pertaining to background, character, and identity.
- f. Shall satisfy the basic membership requirements of a Student as found in Article III Section 2b.
- g. In the case of transfer of membership from an accredited Football Officials Association:
 - i. Shall have satisfied all requirements under Article III, Section 1, Paragraphs a thru f.
 - ii. Shall have presented a valid letter of transfer from that Association to the Secretary-Treasurer.
 - iii. Shall have passed the Part I and Part II examinations with a grade of 85 or better.
 - iv. Shall have paid the current year's dues.

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- v- Shall have been recommended for membership classification by the Education and Personnel Committees and approved by the Executive Board.
- h. Election of students to membership shall take place at the Annual Meeting. Election of transfers to membership may take place at any one of the Association's eight General Meetings held during the year
- i. Applicants
Each applicant to whatever class of membership shall be of good moral and professional character and must subscribe to the principles of the Westchester County Football Officials Association as well as such principles as may from time to time be adopted by this Association and shall recognize the authorized officers of the Association as the proper authorities to interpret any doubtful points of ethics. This said applicant shall meet all requirements established by the Executive Board as necessary for the attainment of any class of membership. Membership shall not be granted to any person who has been convicted of a felony, misdemeanor or a crime involving moral turpitude unless such conviction has been officially pardoned or the record of same has been expunged, or a certificate of rehabilitation, or like equivalent, has been issued by an appropriate governmental agency.
- j. Membership shall not, however, be denied or abridged on account of gender, color, creed, race, religion, ethnic origin, age, disability or sexual orientation.
- k. Existing Members
Any individual member within the Association found guilty of a felony or of a misdemeanor or a crime or violation involving moral turpitude and/or found guilty by a majority of the Executive Board of the violation of any provision of the rules and regulations of the Westchester County Football Officials Association shall, by majority vote of the Executive Board, be removed as a member of the Association. Such individual shall be notified forthwith by letter from the President that he has been removed and such removal shall be effective immediately upon the execution of such letter by the President.

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Article III – Membership

Section 2 – Membership and Potential Membership Classes

All members of the Association are independent contractors in carrying out their officiating responsibilities and game assignments. As outlined below, there shall be six classes of Association membership: Candidate, Associate II, Associate I, Active, Inactive, and Life. There shall be one class of potential Association membership: Student.

a- Student: Persons preparing for membership eligibility who:

- i. Shall have paid the application fee.
- ii. Shall have completed the training classes to the satisfaction of the Education Committee and attained a minimum grade of 85 or higher in both the written and practical examinations administered by the Education Committee.
- iii. Shall have provided certification by an Active or Associate I Member that the Student has participated in four varsity games as a member of a chain crew.
- iv. After an interview with the Education and/or the Personnel Committee, has been recommended by those Committees to the Executive Board for approval of submission of the student's name to the BOCES Interscholastic Athletics Office for assignment to junior varsity and/or modified games. Once approved by the Executive Board, the student shall pay one half the current year's dues prior to a date established by the Secretary-Treasurer.

b- Candidate: Is a Student who:

- i. Shall have formally requested advancement by submitting a letter to the Chair of the Education Committee no later than November 1st.
- ii. Shall have been proposed for advancement by the Education and Personnel Committees, approved by the Executive Board, and been elected to Membership by the Association at the Annual Meeting.
- iii. Shall have paid the annual dues and attended the required number of Meetings.
- iv. Shall have successfully completed the Part I, Part II and the Mechanics examination (when required) with a grade of 85 or higher.
- v. NOTE: If the Candidate fails to advance to Associate II membership status after three years, the Candidate may be removed from membership upon the recommendation of the Education and Personnel Committees and the approval of the Executive Board in accordance with Article III, Section 5.
- vi. A Candidate shall be eligible to work Varsity games with the recommendation of the Education and Personnel Committees and confirmation by the Executive Board. A First Year Candidate shall not be a member of a Varsity crew.

c- Associate II: Is a Candidate who:

- i. Shall have formally requested advancement by submitting a letter to the Chair of the Education Committee no later than November 1st.
- ii. Shall have been proposed for advancement by the Education and Personnel Committees and approved by the Executive Board.
- iii. Shall have paid the annual dues and attended the required number of Meetings.
- iv. Shall have successfully completed the Part II examination with a grade of 85 or higher.

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- v. Shall have provided certification by Active or Associate I officials that over the last two seasons the Candidate has participated on the field with that official as a Referee, Head Linesman, Umpire, Line Judge or Back Judge in at least twelve regularly scheduled varsity, junior varsity, or modified games.
- vi. Has been listed as a Candidate on the Membership Roster for at least two years

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Article III – Membership

Section 2 – Membership and Potential Membership Classes

- vii. NOTE: If the Associate II fails to advance to Associate I membership status after three years, the Associate II may be removed from membership upon the recommendation of the Education and Personnel Committees and the approval of the Executive Board in accordance with Article III, Section 5.
- d- **Associate I:** Is an Associate II who:
 - i. Shall have formally requested advancement by submitting a letter to the Chair of the Education Committee no later than November 1st.
 - ii. Shall have been proposed for advancement by the Education and Personnel Committees and been approved by the Executive Board.
 - iii. Shall have paid the annual dues and attended the required number of Meetings.
 - iv. Shall have successfully completed the Part 1, Part II and Mechanics (when Required) examination with a grade of 85 or higher.
 - v. Shall have provided certification by Active officials that over the last two seasons, the Associate II has participated on the field with that official as a Referee, Head Linesman, Umpire, Line Judge or Back Judge in at least 12 regularly scheduled varsity, junior varsity, or modified games. It is recommended that at least six of the twelve games be at the Varsity Level.
 - vi. Has been listed as an Associate II on the Membership Roster for at least two years.
 - vii. NOTE: If the Associate I fails to advance to Active membership status after three years the Associate I may be removed from membership upon the recommendation of the Education and Personnel Committees and the approval of the Executive Board in accordance with Article III, Section 5.
- e- **Active:** Is an Associate I who:
 - i. Shall have formally requested advancement by submitting a letter to the Chair of the Education Committee no later than November 1st.
 - ii. Shall have been proposed for advancement by the Education and Personnel Committees and approved by the Executive Board.
 - iii. Shall have paid the annual dues and attended the required number of Meetings.
 - iv. Shall have successfully completed the Part 1, Part II and Mechanics (when required) examination with a grade of 85 or higher.
 - v. Shall have provided certification by Active officials that over the last two seasons, the Associate I has participated on the field with that official as a Referee, Head Linesman, Umpire, Line Judge, or Back Judge in at least 12 regularly scheduled varsity, junior varsity, or modified games. It is recommended that at least nine of the twelve games be at the Varsity level.
 - vi. Has been listed as an Associate I on the Membership Roster for at least two years.
 - vii. Note: Only Active Members are eligible for assignment to post season bowl or sectional playoff games with the exception that an Associate I will be eligible for assignment who has worked at least twelve varsity games over two seasons with a varsity crew that is assigned to a post season or playoff game.

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- f- **Inactive:** A member shall become Inactive upon receipt of a letter by the Secretary-Treasurer requesting transfer to Inactive membership status, recommendation of the Education and Personnel Committees, and approval by the Executive Board. An Inactive member:
 - i. Shall not accept any game assignments in Section I.
 - ii. Shall pay one half of the annual dues and is not required to attend any Meetings
 - iii. Shall successfully complete the Part I and Part II examinations in a manner which will satisfy New York State requirements.

Article III – Membership

Section 2 – Membership and Potential Membership Classes

- iv- Note: An Inactive Member may be removed from membership upon recommendation of the Education and Personnel Committees and approval by the Executive Board after being Inactive for two years in accordance with Article III, Section 5.
- g. **Life Member:** has been an Active Member of this Association for at least twenty years and recommended as a Life Member by the Executive Board. A Life Member shall not be required to pay annual dues, attend any Meetings, nor accept any game assignments in Section I.

Section 3 – Membership Obligations

Members are expected to actively support the objectives of the Association and satisfy membership obligations as listed under the classes of membership and potential membership. The failure to maintain the standard requirements listed under the classes of membership and potential membership may be sufficient cause for reclassification in membership status. Any member who does not satisfy all of the following obligations may be fined, suspended, reclassified and/or removed from membership as recommended by the Education and Personnel Committees and approved by the Executive Board in accordance with Article III, Section 5.

All members:

- a. Shall adhere to the Code of Ethics of the National Federation of Sports Officials as outlined in the National Federation of State High School Associations Rule and Case Books.
- b. Shall attend the required number of Meetings as prescribed by the Executive Board.
- c. Shall complete the Part I and Part II examinations within the timeframe prescribed by the Executive Board. Should a member be unable to attend the Part II Meeting, the member is responsible for submitting the completed Part I or Part II examination postmarked or hand delivered within five days of the Part II examination Meeting date to the Secretary-Treasurer.
- d. Shall accept all game assignments with the understanding that all officials working the game are members in good standing of this Association or an Association of equal standing.
- e. In carrying out game assignments, shall wear the appropriate uniform as designated by the Education Committee
- f. Once the member has agreed to accept an assignment: shall carry out that assignment in a timely manner, unless released from that assignment by the assigning party or organization. Members may accept assignments in Section I within Westchester and Putnam counties. At the request of the BOCES Interscholastic Athletics Office, they may also accept BOCES regular season assignments in Dutchess and Rockland Counties and post-season New York State Playoff games.

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- g. Shall comply with all aspects of the negotiated agreement between the Association and the BOCES Interscholastic Athletics Office including minimum fees for games and scrimmages.
- h. Shall refrain from criticizing in public or in the media any on-the-field ruling of any member of this Association or reflect negatively on the integrity of any member of the Association.
- i. Shall refrain from individual comment and review of game tapes with anyone associated with any high school program without the express permission of the Interpreter and/or Education Committee.
- j. Shall pay dues as established by the Executive Board for the succeeding year by the December 1st. If the annual dues have not been paid by that date, unless special arrangements have been made with the Secretary-Treasurer, the member is automatically removed from membership. Should the member desire reinstatement, the member must send the Secretary-Treasurer a letter requesting reinstatement and enclosing the annual dues and the established fine for late payment.

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Article III – Membership

Section 3 – Membership Obligations

- k. Should a member have a concern, a question, or a comment relative to the following issues, they should be directed to the Chair of the appropriate committee as indicated below:
- i. Membership status or obligations - Personnel;
 - ii. Section I game assignments - External Relations;
 - iii. Dues, meeting attendance, financial obligations, game day player/official injury, Executive Board decisions - Secretary-Treasurer;
 - iv. Game site conditions or game incidents involving the conduct of coaches, players, or fans -The Executive Board BOCES Incident Report and the Interpreter.
 - v. Rules interpretation or mechanics - The Interpreter.

Should the Committee Chair feel follow-up action is warranted, the Chair may convene the appropriate Committee and report any Committee action as appropriate to the Executive Board and the member.

Section 4 – Resignations

All resignations shall be sent in writing to the Secretary-Treasurer and shall be effective upon receipt by the Secretary-Treasurer. Resignation shall not relieve the member of the obligation to pay any dues or other charges previously accrued and unpaid prior to the receipt of the resignation letter.

Section 5 – Disciplinary Action – Fine, Suspension, Reclassification or Removal from Membership

Upon the recommendation of the Personnel and Education Committees and a majority vote of the Executive Board, a member may be fined, suspended, or membership status reclassified for adequate reasons as outlined in Article III, Section 3. Subsequent to such a decision, the member shall be notified by letter from the Secretary-Treasurer. The letter shall note that the member shall have the right to personally appeal and contest the fine, suspension, or reclassification of membership status in person or in writing before the Executive Board. Any member proposed for removal from membership shall be given advance written notice including the reason for the proposed action, the opportunity to contest the action in person or in writing before the Executive Board, and shall receive final written notice of the Executive Board's decision. Any decision to remove a member shall be by a two-thirds vote of the Executive Board. Subsequent to such a decision, the member shall be notified by a certified return receipt requested letter by the Secretary-Treasurer.

Section 6 – Reinstatement

Reinstatement of a former member who withdrew or resigned in good standing may be made to the Secretary-Treasurer in the following manner. The former member:

- a. Shall submit a request to be reinstated in writing to the Secretary-Treasurer.
- b. Shall complete the Part I and Part II examinations.
- c. Shall attend pre-season clinics as requested by the Personnel Committee.
- d- Shall pay the annual dues prior to the Annual Meeting in the year prior to reinstatement or pay the annual dues in addition to an amount equal to the established fine for late payment prior to the Interpretation/Clinic.

Upon completion of these steps and upon the recommendation of the Education Committee and the recommendation of membership classification from the Personnel Committee, the application may be

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approved by the Executive Board and submitted for election to membership at one of the Association's eight General Meetings.

Article IV – Governance

Section 1 – The Officers and the Executive Board

The Officers of the Association shall be the President, the Vice-President, the Secretary-Treasurer, and the Assistant Secretary-Treasurer. The Officers along with the Chair of the Nominations Committee, the Chair of the Education Committee, the Chair of the Personnel Committee, the Interpreter, the Assistant Interpreter and the Past President, who may or may not be a voting member as outlined in Article VI Section 1, shall constitute the Executive Board. Any member of the Association, who is an elected official of the New York State Board of Certified Football Officials Association, may attend Executive Board Meetings as a non-voting member. The Officers and members of the Executive Board shall be Active Members who shall take office on January 1 of each year.

Section 2 – Terms of Office

- a. The **President** and the **Vice President** shall serve for two years or until a successor is elected to the unexpired portion of the term. Their terms of office shall overlap so that one is elected each year. Upon completion of one full term, the President and the Vice-President shall not again hold the same office until the first day of January of the following year.
- b. The **Secretary-Treasurer** and the **Assistant Secretary-Treasurer** shall serve two year terms or until a successor is elected to the unexpired portion of the term. Their terms of office shall overlap so that one is elected each year.
- c. The **Interpreter** and the **Assistant Interpreter** shall serve two year terms or until a successor is elected to the unexpired portion of the term. Their terms of office shall overlap so that one of them is elected each year. The Interpreter and the Assistant Interpreter shall have no term limits.
- d. The **Chair of the Nominations Committee** shall serve a single two year term or until a successor is elected to the unexpired portion of the term. Upon completion of one full term, the Chair of the Nominations Committee may not again hold the same office until the first day of January of the following year.
- e. The **Chairs of the Personnel and Education Committees** shall serve two-year terms or until a successor is elected to the unexpired portion of the term. Their terms of office shall overlap so that one of them is elected each year. It is recommended that the Chair of the Personnel Committee and the Chair of the Education Committee not hold the same office for more than two consecutive terms.
- f. The **Past President** shall serve a two-year term or until a former Executive Board member is elected to the unexpired portion of the term. By definition the Past President is limited to one term.

Section 3 – Qualifications for Office

Candidates for election as an Officer of the Association or member of the Executive Board shall be an Active Member who has served a minimum of two years as a voting member of a Standing Committee since 1992 or as a member of the Executive Board since 1982. Candidates for President shall have served

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a minimum of two years as a member of the Executive Board. The Secretary-Treasurer, the Assistant Secretary Treasurer, the Interpreter and the Assistant Interpreter may serve as a Committee Chair of the Education, Personnel, or Nominations Committees.

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Article V – Qualified Voters, Corporate and Special Meetings

Section 1 – Qualified Voters

All members who have satisfied their financial, meeting, and membership requirements as determined by the Executive Board shall be entitled to vote at each Meeting. Proxy voting and e-mail voting WILL be permitted. Voting shall be permitted from 2 days prior to a meeting until 8 P.M. the night before the meeting. The proxy votes would then be added to the votes cast at the meeting. The Secretary will then enter the tally of the total number of votes. Students are not eligible to vote.

Section 2 – The Annual Meeting

The Annual Meeting shall be held no later than November 21st of each year. At the Annual Meeting, in addition to receiving annual committee reports, elections shall be held for Officers, Chairs of the Standing Committees, elected committee members and appropriate Association delegates. Candidates for office shall be from the slate that was presented by the Nominations Committee to the membership no later than one General Meeting prior to the Annual Meeting as well as other nominations that were made from the floor at the General Meeting when the Nominations Committee presented their slate. Prior to the election, all candidates, from the slate and from the floor, must have agreed to serve in those positions to which they have been nominated.

Section 3 – General Meetings

There shall be a minimum of eight General Meetings each calendar year, the time and place determined by the Executive Board. These Meetings shall include, but not be limited to the Interpretation/Clinic, Part II Exam, General Meetings, and the Annual Meeting. Prior to June 1st of each year the Executive Board shall notify the membership by mail of the General Meeting schedule for the year, the membership Meeting requirements, as well as the dates of the mandatory Interpretation and Part II Examination Meetings.

Section 4 – Special Meetings

A Special Meeting shall be called by the Executive Board or upon the petition of 25 qualified voters.

Section 5 – Meeting Notification

Notice of the time, place and agendas of all General and Special Meetings, including Executive Board Meetings, shall be posted on the website a minimum of seven days prior to the Meeting. Notification of Executive Board Meetings shall be sent to the Executive Board a minimum of seven days prior to the Meeting and in the case of Special Meetings sent to the membership a minimum of seven days prior to the Meeting.

Section 6 – Presiding Officer, Meeting Procedure, and Quorum

The President shall be the presiding officer and the Secretary-Treasurer shall keep minutes of all General, Special, and Executive Board Meetings. The Secretary-Treasurer shall serve as the Parliamentarian and the Sergeant-at-Arms at all Meetings. The presence of forty qualified voters shall constitute a quorum. A majority vote of such members, where a quorum is present, is necessary to make a decision except where some other number is required by law or these Bylaws. Meetings shall be conducted in accordance with the most recent edition of Robert's Rules of Order Newly Revised except that a motion to table shall be out of order if the effect would be to cut off discussion of the motion under consideration before a reasonable time has been allowed for discussion. The affirmative vote of a majority of qualified voters present and voting, blanks and abstentions excepted, shall constitute approval of all matters of business except that a two-thirds affirmative vote shall be necessary for approval of those motions which would

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restrict debate or amendment of the Constitution and Bylaws. Voting shall be by hand unless there is a motion and a second that the vote be by secret ballot. Ballots shall be provided and counted by the Secretary-Treasurer assisted by an Active Member present at the Meeting who shall be appointed by the President.

Article VI – The Executive Board

Section 1 – Membership, Voting, and Quorums

The Executive Board shall consist of the President, the Vice-President, the Secretary-Treasurer, the Assistant Secretary-Treasurer, the Chair of the Nominations Committee, the Chair of the Personnel Committee, the Chair of the Education Committee, the Interpreter, and the Assistant Interpreter as voting members. Non-voting members in most circumstances shall be the Past President and any member of the Association who is an elected official of the New York State Board of Certified Football Officials Association. Should the Secretary-Treasurer, the Assistant Secretary-Treasurer, the Interpreter or the Assistant Interpreter serve as a Committee Chair of the Education, Personnel, or Nominations Committee; the Past President shall then become a voting member of the Executive Board. Should the Chair of the Nominations, Personnel, or Education Committees be unable to attend an Executive Board Meeting the Vice-Chair of that Committee may attend as a non-voting member. Regular Meetings shall be held on three occasions from December 1 thru May and as needed from June 1 thru November 30th. The President or any five voting members of the Executive Board may call a Special Meeting. A quorum shall consist of six voting members. In the absence of a quorum, the Past President shall have voting privileges for that meeting only. Minutes shall be kept of all Executive Board Meetings.

Section 2 – Responsibilities

The Executive Board:

- a. Shall be the coordinating, governing, and policy making body of the Association
- b. Shall take such official actions as it deems to be in the best interests of the Association and submit proposed actions, when appropriate, to the qualified voters for approval at a General or Special Meeting.
- c. Shall approve membership classification, censure, including suspension or removal from membership, schedules of dues, fees, and fines and other matters as proposed by the appropriate Standing Committee.
- d. Shall review and approve budgets as presented by the Secretary-Treasurer.
- e. Shall approve when necessary, Ad-Hoc committees as recommended by the President.
- f. Shall approve persons proposed by the Nominations Committee to fill vacancies on the Executive Board and elected, voting, and non-voting members of the Standing Committees. Such appointments shall serve until the member resumes service or the term expires, whichever comes first.
- g. Shall approve representatives of the Association to other organizations.
- h. Shall act in any situation not covered by these Bylaws including the appointment of counsel and auditors where appropriate.

Section 3- Resignations

Any member of the Executive Board may resign at any time having given written notice to the President or the Secretary-Treasurer. Such resignation shall take effect at the time specified therein and, unless otherwise specified, the acceptance of the resignation shall not be necessary to make it effective.

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Article VI – The Executive Board

Section 4 – Vacancies

Should vacancies occur on the Executive Board, the Nominations Committee shall propose a qualified replacement to the membership to fill the unexpired term at the next General or Special Meeting. At that Meeting, nominations of qualified candidates for the vacant position may also be made from the floor. During the period from date of resignation until the General Meeting, the Past President shall become a voting member of the Executive Board unless the Past President was already a voting member as outlined in Article VI Section 1. Should the Past President already be a voting member, the President, with the assistance of the Nominations Committee, may appoint a former Executive Board member or the Vice-Chair of the Standing Committee as a voting member for the interim period confirmed by a 2/3rds vote of the Executive Board.

Article VII – Fiscal Year

The Fiscal Year of the Association shall be the calendar year.

Article VIII – Amendments

The Constitution and Bylaws may be amended at a General Meeting by a two-thirds affirmative vote, provided that:

- a. The proposed amendment(s) to be voted on has been proposed in writing by a member to the Secretary Treasurer and endorsed by a two-thirds vote of the Executive Board or proposed by a member to the Secretary-Treasurer accompanied by a petition signed by any twenty-five Active members endorsing the member's proposal.
- b. A copy of all proposed amendment(s) satisfying the criteria in Paragraph a is provided to each member no later than the second General Meeting after endorsement by the Executive Board or submission of the petition to the Secretary-Treasurer.
- c. Open discussion and membership voting on proposed amendment(s) shall be initiated at the next General Meeting after the membership has received the proposed amendment(s).

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Article IX – Transition

Section 1 – Constitution and Bylaw Timetable

- a- The following Articles of this Constitution shall take effect immediately upon adoption:
 - i. Article I – Name
 - ii- Article II – Objectives
 - iii. Article III – Membership
 - iv. Article IV Section 3 – Qualifications for Office
 - v. Article V – Qualified Voters, Corporate, and Special Meetings
 - vi. Article VII – Fiscal Year
 - vii. Article VIII – Amendments
 - viii- Article IX – Transition
- b. The following Articles of this Constitution shall take effect on January 1, 2003.
 - i- Article IV – Governance - Sections 1 and 2
 - ii. Article VI – The Executive Board

c- The Bylaws shall take effect on January 1, 2003

Section 2 – November, 2002 Annual Meeting Elections

At the General Meeting prior to the November 2002 Annual Meeting, the Nominations Committee shall present the following slate for election:

President	Term Expiring	2004
Vice-President	Term Expiring 2003	
Secretary-Treasurer	Term Expiring 2003	
Assistant Secretary-Treasurer	Term Expiring	2004
Interpreter	Term Expiring 2003	
Assistant Interpreter	Term Expiring	2004
Member Administration and Finance Committee	Term Expiring 2003	
Member Administration and Finance Committee	Term Expiring 2004	
Chair Education Committee	Term Expiring 2003	
Member Education Committee	Term Expiring 2003	
Member Education Committee	Term Expiring	2004
Chair Personnel Committee	Term Expiring	2004
Member Personnel Committee	Term Expiring 2003	
Member Personnel Committee	Term Expiring 2004	
Chair Nominations Committee	Term Expiring 2004	
Member Nominations Committee	Term Expiring 2003	
Member Nominations Committee	Term Expiring	2004

Section 3– Standing Committee Appointed Members

As specified in Article II, Section 3, Paragraph g, Sub-paragraph iii of the Bylaws, the Nominations Committee shall submit a list no later than December 1st of no less than two nor more than fourteen Association members, to serve as members on each Standing Committee to the Executive Board who shall take office on January 1, 2003. This list should comply with the Membership, Terms of Office, and Organization requirements as specified in Article II, Section I of the Bylaws including that at least two of the voting members of the Standing Committee, other than the Chair, must be Active Members

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Section 4 – Term Limits

Officer and Committee member term limits shall begin on January 1, 2003.

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Article I – Duties of the Officers

Section 1 – The President

The President shall be the Principal and Chief Executive Officer of the Association responsible for all management functions and business affairs of the Association. Among other responsibilities the President:

- i. Shall preside at all Meetings of the Association.
- ii. Shall promptly advise the membership of significant actions taken and decisions made by the Executive Board.
- iii. Shall prepare a brief annual report to be presented at the Annual Meeting of all significant actions taken and decisions made by the Executive Board during the previous calendar year.
- iv. Shall be a non-voting member except in the case of a tie vote on the Executive Board and all Standing Committees with the exception of the Nominations Committee where the President is not a member.
- v. Shall serve as the Association's media representative. The President may delegate this responsibility to another member of the Association if approved by the Executive Board.
- vi. May appoint Ad-hoc committees with the assistance of the Nominations Committee and with the approval of the Executive Board.

Section 2 – The Vice-President

The Vice President shall, among other responsibilities, serve as the Chair of the External Relations Committee and as President in the absence of the latter.

Section 3 – The Secretary-Treasurer

The Secretary-Treasurer shall be the Chief Administrative Officer of the Association and among other responsibilities:

- a. Shall be the official representative of the Association to the Annual and Special Meetings of the New York State Association of Certified Football Officials.
- b. Shall conduct the official correspondence, prepare all mailings and official announcements in accordance with these Bylaws, maintain the official files and membership records of the Association, and provide the BOCES Interscholastic Athletics Office and the State of New York as requested, a roster of the Association membership by classification.
- c. Shall take minutes of all Executive Board, General, and Special Meetings of the Association.
- d. Shall maintain a file of minutes and reports submitted by the Officers and Committee Chairs.
- e. Shall maintain a list defining the membership classification of each member and promptly notify each member of any change in membership classification or status as approved by the Executive Board.
- f. Shall be responsible for the receipt, disbursement, and safekeeping of funds and assets of the Association in accordance with appropriate Executive Board authorizations.
- g. Shall provide written documents where needed.
- h. Shall provide a budget for the current year at the June General Meeting, a projected Annual Report at the Annual Meeting, and a final financial report at the first Executive Board Meeting

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after January 1st. Copies of the final financial report shall be available at the June General Meeting.

- i. Shall be the Chair of the Administration and Finance Committee.

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Article I – Duties of the Officers

Section 3 – The Secretary-Treasurer

- j. Shall preside at all Meetings in the absence of the President and the Vice-President.
- k. Shall coordinate the Annual Dinner and Service Awards.
- l. Shall receive the following benefits: waiver of the Annual Dues, receive a complimentary ticket to the Annual Dinner, as well as an annual honorarium as approved by the Executive Board.

Section 4 – The Assistant Secretary-Treasurer

The Assistant Secretary-Treasurer

- a. Shall carry out responsibilities as delegated by the Secretary-Treasurer and act as Secretary-Treasurer in the absence of the latter.
- b. Shall be a voting member and Vice-Chair of the Administration and Finance Committee.
- c. Shall record individual members attendance at all Meetings.
- d. Shall receive the following benefits: waiver of the Annual Dues, receive a complimentary ticket to the Annual Dinner, as well as an annual honorarium as approved by the Executive Board.

Section 5 – The Chairs of the Nominations Committee and the Standing Committees

The Chairs of the Nominations Committee and the Chairs the Standing Committees shall serve on the Executive Board and insure that their respective Committee carries out its Association responsibilities as specified in these Bylaws.

Section 6 – The Interpreter

The Interpreter shall, among other responsibilities, act as the Official Interpreter for the Association in the interest of uniformity and strict interpretation of the rules, mechanics, and techniques of outstanding officiating as well as act as a resource for the BOCES Interscholastic Athletics Office and the Coaches Association. In addition, the Interpreter:

- a. Shall be a voting member of the Education Committee and the External Affairs Committee.
- b. Shall attend the Annual Interpretation Meeting of the New York State Association of Certified Football Officials.
- c. Shall be entitled to a dues free membership.

Section 7 – The Assistant-Interpreter

The Assistant Interpreter:

- a. Shall act as Interpreter in the absence of the Interpreter or when so designated by the Interpreter.
- b. Shall be a voting member of the Education Committee and, in the absence of the Interpreter, the External Affairs Committee.
- c. Shall be entitled to a dues free membership.

Section 8- The Education Chair

The Education Chair:

- a. Shall be the Chair of the education Committee.
- b. Shall keep the records of all members as they progress through the organization.
- c. Shall be entitled to a dues free membership.

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Article II - The Standing Committees

Section 1. Membership, Terms of Office, and Organization

The Standing Committees of the Association shall be the: External Affairs, Finance and Administration, Education, Personnel, and Nominations Committees.

- a. With the exception of the External Affairs Committee, as noted in Article II, Section 1, Paragraph b, each Standing Committee shall have from two to sixteen voting members including two voting members who are elected and serve overlapping terms and at least two voting members who are Active Members. The remaining voting members shall be appointed by the Executive Board utilizing the slate presented by the Nominations Committee to the Executive Board by December 1st of each year. Voting members, except where specified, may serve two consecutive two-year terms. It is recommended that all committee members serve overlapping terms of office. Each Standing Committee, at the request of the Chair and after consultation with the Nominations Committee and approval of the Executive Board, may add up to four non voting members who need not be Active Members to serve one year terms.
- b. The **External Affairs Committee** shall be chaired by the Vice President. It shall consist of the Past President who shall serve as the Vice-Chair, the Interpreter, and two Active members appointed by the Executive Board. The terms of office of the appointed **voting** members shall overlap so that one is appointed each year.
- c. The **Finance and Administration Committee** shall be chaired by the Secretary-Treasurer and consist of the Assistant Secretary-Treasurer who shall serve as Vice-Chair, two elected voting members, and up to two voting members who are appointed by the Executive Board. At least two of the four voting members shall be Active members of the Association. The Web master and Assistant Web master shall also be voting members of this Committee and shall have no term limits.
- d. The **Education Committee** shall consist of the Chair, the Interpreter, the Assistant Interpreter, two elected voting members and a minimum of ten, a maximum of fourteen voting members appointed by the Executive Board. Among the voting members appointed by the Executive Board, the Committee shall include ten Active members – two from each position: referee, head linesman, umpire, back judge, and linesmen who shall serve as Senior Position Mentors to the Association. Beginning on January 1, 2004, upon completion of one full term, Senior Position Mentors shall not again be a Senior Position Mentor until the first day of January of the following year. The Chair shall appoint a Vice-Chair.
- e. The **Personnel Committee** shall consist of the Chair, the Chair of the Education Committee, two elected voting members, and up to two voting members appointed by the Executive Board. At least two of the four voting members shall be Active members of the Association. The Chair shall appoint a Vice-Chair.

Westchester County Football Officials Association

Article II - The Standing Committees

Section 1. Membership, Terms of Office, and Organization

- f. The **Nominations Committee** shall consist of the Chair, two voting members who are Active Members elected by the membership, and two voting members appointed by the Executive Board who are Active Members. Each appointed member of the Nominations Committee shall serve for one year or until a successor is elected. Elected members shall serve for two years. The terms of office shall overlap so that one member is elected each year. Elected members of the Nominations Committee may serve only one term and may not serve on the Nominations Committee until the first day of January of the following year. Appointed members may serve only two consecutive one year terms and may not serve again on the Nominations Committee until the first day of January of the following year. The Committee's Vice-Chair shall be the elected member whose term expires on December 31.
- g. Elected members of each Standing Committee shall be elected at the Annual Meeting and shall take office on January 1.

Section 2 – Standing Committee Organization and Meetings

Each Standing Committee:

- a. Shall have a Vice-Chair.
- b. Shall hold a minimum of two committee meetings during the off-season and two committee Meetings during the season.
- c. Meetings may be held by assembly, conference call, email or other means acceptable.
- d. A quorum shall consist of the majority of the voting membership.
- e. The Chair shall report to the Executive Board on the Committee's activity and proposed actions requiring Executive Board approval.
- f. Should the Chair be unable to attend any Meeting of the Executive Board, the Vice Chair shall represent the Committee in a non-voting capacity.

Section 3 – Standing Committee Responsibilities

- a. Each Standing Committee shall have the responsibilities listed below and other responsibilities as the Executive Board may assign to it.
- b. Each Committee shall maintain a listing of its policies, a copy of which should be given to the Secretary-Treasurer and passed on from Chair to Chair.
- c. **The External Affairs Committee**, chaired by the Vice-President:
 - i. Shall deal with all outside organizations including the BOCES Interscholastic Athletics Office and other officiating boards
 - ii-. A member or members of the committee shall be the Association's representative(s) in all contract negotiation.
 - iii. Working with the President, it shall coordinate all interaction with the media, coaches, school districts, and the public.
 - iv. **Annually verify to the membership that each member received an equal opportunity to work varsity games.**
 - v. **Annually report to the membership the rules and procedures of any ratings program developed by BOCES and/or members of this organization.**

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- vi. **Annually report to the membership the rules and procedures developed by BOCES, Section I, and/or members of this organization for selecting officials to work post season games.**

- d- **The Finance and Administration Committee**, chaired by the Secretary-Treasurer
 - i- Shall be responsible for all financial aspects of the Association
 - ii. Shall be responsible for all communications with the membership including the website.
 - iii. Shall insure completion of a biennial audit of the Association's books.
- e- **The Education Committee**
 - i. Shall be responsible for all instruction and training within the Association, including the administration, supervision, and evaluation of all written and practical examinations.
 - ii. Shall coordinate all mentoring programs.
 - iii- Shall collaborate with the Personnel Committee on issues of membership advancement and individual remedial training.
- f- **The Personnel Committee**
 - i. Shall be responsible for dealing with membership classification/advancement and assessing the adherence by members to their membership obligations.
 - ii.** Shall collaborate with the Education Committee on issues of membership advancement and shall recommend to the Executive Board, in coordination with the Secretary-Treasurer, all changes in membership classification and all matters relating to membership discipline.
- g. **The Nominations Committee**
 - i. Shall be responsible for identifying and proposing members of the Association to fill the officer and committee positions necessary to carry out the mission of the Association.
 - ii. Shall propose a slate of officers and elected committee members as required by the Constitution and Bylaws to the membership for election at the Annual Meeting no later than one General Meeting prior the Annual Meeting.
 - iii. Shall submit a list no later than December 1st to the Executive Board and Standing Committee Chairs of from two to fourteen voting Committee members insuring that there are no fewer than two voting members who are Active members on each Committee.
 - iv. Should vacancies occur on the Executive Board or elected Committee positions, the Nominations Committee shall propose a qualified replacement(s) to the membership to fill the unexpired term at the next General Meeting. At that Meeting, additional nominations of qualified candidates for the vacant position may also be made from the floor.

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Table of Organization

<u>Office</u>	<u>Ending 2003</u>	<u>Ending 2004</u>
President		1
Vice President	2	
Secretary-Treasurer	3	
Assistant Secretary-Treasurer		4
Interpreter	5	
Assistant Interpreter		6
Past President		7
Standing Committees		
<u>External Relations</u>		
Vice President		
Past President – Vice Chair		
Interpreter		
Two Executive Board Appointed Voting Members	8	9
<u>Personnel Chair</u>		10
Education Chair		
Two Elected Voting Committee Members	11	12
Up to Four Executive Board Appointed Voting Members	13.14.	15.16
<u>Education Chair</u>	17	
Interpreter		
Assistant Interpreter		
Two Elected Voting Committee Members	18	19
Up to Four Executive Board Appointed Voting Members	20-21	22-23
Up to Ten Appointed Voting Senior Position Mentors	24-28	29-33
Including two referees, two head linesmen, two umpires, two back judges, and two line judges.		
<u>Finance and Administration</u>		
Secretary-Treasurer		
Assistant Secretary-Treasurer - Vice Chair		
Two Elected Voting Committee Members	34	35
Up to Two Executive Board Appointed Voting Members	36	37
Web master		38
Assistant Web Master	39	
<u>Nominations Chair</u>		40
Two Elected Committee Voting Members	41	42
Two Executive Board Appointed Active Voting Members	43	44