



ROCHESTER CHAPTER
OF
CERTIFIED FOOTBALL OFFICIALS

CONSTITUTION AND BY-LAWS

ROCHESTER CHAPTER NYSACFO, INC. CONSTITUTION AND BY-LAWS

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ROCHESTER CHAPTER NYSACFO, INC.

CONSTITUTION

ARTICLE 1 - NAME

- A. This organization is known as The Rochester Chapter of the New York State Association of Certified Football Officials, Inc (RCCFO).
- B. This is a membership only organization.

ARTICLE 2 - PURPOSE

The purpose of this organization is:

- A. To maintain increasingly high standards of football officiating.
- B. To promote uniformity and efficiency in the matter of rules administration.
- C. To provide for admission of new members, establish a standard procedure for promotion, and provide an annual review of each member.

ARTICLE 3 – MEMBERSHIP

A. Eligibility

- 1. Membership in this chapter is open and shall be available to any person, 18 years of age or older by the application year, interested in football officiating provided they fulfill the requirements of membership and have complied with the ethical standards of the association.
- 2. Membership in this association shall be based on qualifications stated herein and in no way shall factors of religion, age, sexual orientation, race, creed, color, national origin, or sex be considered in such qualification.

B. Membership Classifications:

- 1. Application for membership shall be made in accordance with procedures and requirements as outlined by this constitution and the executive board. Membership in this chapter shall be classified into the following categories:
 - A. Candidate
 - B. Associate
 - C. Senior Associates
 - C. Active
 - D. Inactive
 - E. Honorary
 - F. Life Members

ARTICLE 4 – EXECUTIVE BOARD

Section A – The Officers of this Chapter are President, Vice-President, Secretary, Treasurer, Game Assignment Coordinator, Past President, and three (3) elected at-large Board members.

Section B – The President, Vice-President, Secretary, Treasurer, and Game Assignment Coordinator are elected for a one (1) year term.

Section C – A. A member may not serve in the office of the President or Vice President for more than two (2) consecutive one (1) year terms. They may be nominated for the same office after a lapse of one (1) year.

B. A member may not serve in the office of Treasurer for more than five (5) consecutive one (1) year terms. After serving they may be nominated for the same office after a lapse of one (1) year.

Section D – The three (3) at-large Board members are elected for three (3) year terms, one member is elected each year. After serving the three (3) year term, they may be nominated for the office after a lapse of one (1) year.

Section E – To be eligible for office on the Executive Board, you must be an active member in good standing and must have held an active membership for five (5) continuous years in RCCFO.

Section F – Election of officers is held at the second to last regularly scheduled general meeting each year.

Section G – No member of the Executive Board may hold more than one office or serve on the executive committee in more than one capacity.

Section H – The President or Acting President may call for a Special Election.

** Should the current/present football season be postponed or cancelled for unforeseen circumstances and reasoning, elections of President, Vice President, Secretary, Treasurer, Game Assignment Coordinator and Members-at-Large will be re-elected automatically, so that the cancelled season will not affect **the term** of serving and allow the elected members to serve on an active season.

ARTICLE 5 – EXECUTIVE COUNCIL

Section A – The Executive Council consists of the Executive Board and the Chairperson of each committee. The Executive Council shall meet on a regularly scheduled basis at the request of the President.

Section B – At the first Executive Board Meeting following their election to office, the President, with the approval of the Executive Board, will select Committees and appoint Committee Chairperson. The Chairperson of each Committee will become a member of the Executive Council. The following committees are required: Banquet, Ethics, Membership, Nominations, Ratings, Rules and Training. All other committees are at the discretion of the President.

Each member of the Executive Council shall have equal voting rights in all matters brought before it.

Section C – The President is an Ex-Officio member on all Committees.

- Section D – All active members in good standing qualify for the Chairmanship of each Committee. All members in good standing are eligible for positions on committees.
- Section E – The Executive Council shall have the power and duty to direct the affairs and policies of the Rochester Chapter of Certified Football Officials, to bring in effect and maintain its purposes as set forth in the Constitution and may be directed by an act of the members taken at meetings thereof. It may exercise these powers and duties by its' own acts or through supervision of activities of the President.
- Section F – The Executive Council shall conduct meetings as set forth by the President throughout the year. The exercise of the above delegated powers and the performance of the above delegated duties, provide full authority and power of the Rochester Chapter of Certified Football Officials.
- Section G – Ten (10) members present constitute a quorum for a meeting of the Executive Council to take place. No business may be taken either real or implied unless a **Quorum** is present. Six (6) Yes votes are needed for Approval of any action taken by the Executive Board.

ARTICLE 6 – MEETINGS

- Section A – The President & Vice President will arrange a calendar of meetings, the time, the place and business to be transacted. Notice of the calendar will be posted to the website and/or delivered electronically by the Secretary prior to the first meeting of the year.
- Section B – A minimum of eight meetings will be held. Attendance at six of these meetings is required of each member.
1. **(8) General Membership Meetings** each calendar year; the time and place determined by the Executive Council. These meetings shall include, but not be limited to, General Meetings, the Rules Interpretation/Clinic, and Scrimmage(s). Prior to June 1st of each year the Executive Board shall notify the membership by email and posting to the RCCFO website the General Membership Meeting Schedule for the year, the membership meeting requirements, as well as the dates of the Mandatory Rules Interpretation and Scrimmages.
 2. **Meeting Notification: ALL MEMBERS** of this organization (either an Active, Senior Associate, Associate or Candidate) shall remain so in good standing if they continue to comply with the Constitution and By-Laws of this organization. Should a member be unable to attend a General Meeting, the Mandatory Rules Interpretation meeting, clinics, Mandatory Scrimmage(s) and any scheduled activity of the RCCFO, the member is responsible for submitting a written notification/letter with explanation of why and how the missed event will be made up to satisfy and remain in good standing with the 5-Point Program (outlined within **Article 9 – Active Membership** of this document) and submitted to the RCCFO Chapter Secretary within 5 calendar days of scheduled meeting/event for documentation of absence.
- Section C – Participation at a Varsity scrimmage is required of each member prior to the start of the officiating season. All Candidates are required to attend and participate in a youth scrimmage.

ARTICLE 7 – QUORUM

A quorum to transact Chapter business at any regular or special meeting shall consist of more than twenty-five (25) percent of the Chapter's Active membership.

***Quorum:**

The quorum is the minimum number of members who must be present, at a properly called meeting to conduct business and pass motions, in the name of the group. The quorum refers to the number present, not to the number voting. A quorum should consist of a number that is as large as can be. The number of acceptable voting members that constitutes a quorum is specified in the organization's constitution. Meetings can be held when a quorum is not present, but official business cannot be transacted.

ARTICLE 8 – DUES AND ASSESSMENTS

Section A – The amount of annual dues will be determined by the Executive Council and approved by a majority vote of the Active members at a quorum meeting.

Section B – Annual dues must be paid by June 1. Unpaid dues may result in penalties up to and including ineligibility for Regular and Post-season assignments.

** Should the current/present football season be postponed or cancelled for unforeseen circumstances and reasoning, the executive council will determine and restructure payment outline.

Section C – Individual Game Assessment fees are levied by the Executive Council.

Individual Game Assessment Fees (which are designated by the Executive Council), for assignments for each official for the past football year/season. All Game Assessment fees must be paid in full by June 1st no matter your returning status for the upcoming year/season. Game Assessment Fee will be from previous officiated football season. Failure to pay by the due date may subject the member to sanctions up to and including: \$30.00 late fee, ineligibility for Regular and Post-season assignments and suspension.

** Should the current/present football season be postponed or cancelled for unforeseen circumstances and reasoning, the executive council will determine and restructure payment outline.

Section D – Assessments to cover emergencies may be levied provided they are recommended by the Executive Council and passed by a majority vote of the Active membership at a quorum meeting.

Section E – Failure to work an assigned game without notifying the responsible game coordinator will result in a fine of one game fee. The amount of the fine is based on the game fee for that assignment.

Section F – A game assignment that has been fully accepted, and turned back within (7) seven calendar days of the day of the contest, will be fined \$10.00 – paid to the organization (RCCFO). This payment will be added / incorporated into the game assessment fee at the end of the year. Individual turn back situations will be reviewed by the RCCFO Board on a case-by-case basis.

ARTICLE 9 – ACTIVE MEMBERSHIP

A member in good standing will follow the constitution and by-laws of the RCCFO & NYSACFO and satisfy all requirements of the 'Five Point Program'. Failure to satisfy all aspects of the Five Point Program may result in sanctions up to and including suspension. An Active Member in good standing is eligible to have his name submitted for Regular and Post-season game assignments.

'Five Point Program'

Each member will:

Section A. Observe the constitution and by-laws of the RCCFO & NYSACFO.

Section B. 1. Attend interpretation meetings and clinics of the RCCFO each year:

2. Attend a minimum of 6 of the 8 or more scheduled meetings
3. Attend the annual Rules Interpretation Meeting
4. Attend an annual Mandatory Varsity Scrimmage

Section C. Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to football.

Section D. Pass the National Federation Part II Exam as follows:

1. Active Member - 85% minimum score
2. Senior Associate Member - 85% minimum score
3. Associate Member - 75% minimum score
4. Candidate Member - 65% minimum score

Section E. Be listed with the NYSACFO Executive Director.

ARTICLE 10 – SUSPENSION

Section A. – Failure to meet the Five Point Program requirements may result in sanctions up to and including suspension. Subsequent to such a decision, the member shall be notified by letter from the Secretary. The letter shall note that the member has the right to appeal and contest the sanction in person before the Executive Council.

Section B. – Suspension is defined as the inability of a member to participate in any chapter activities, meetings, game assignments, Regular and Post-season game assignments and annual banquet from the point of suspension until such time that the member is reinstated.

Section C. – A member who has been suspended has the right to present their case to the Executive Council for reinstatement. The Council will review and act upon the evidence in all cases and make decisions on reinstatement. The member shall receive final written notice from the Secretary of the Executive Council's decision.

ARTICLE 11 – AMENDMENTS

The Constitution may be amended at any regular or special meeting by a two-thirds vote of the Active members present at a quorum meeting, provided each member has been duly notified in writing of the proposal, the time and place where the action is to be considered.

BY-LAWS

ARTICLE 1 – MEMBERSHIP

Members are expected to actively support the objectives of the Association and satisfy membership obligations. 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 strive to improve their ability through continuous study of the rules. 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. Members are responsible for submitting the completed Part I and Part II examination through the NFHS website.
- 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 NYSACFO.
- f. Once the member has agreed to accept an assignment (through designated system): shall notify game referee and carry out that assignment in a timely manner, unless released from that assignment by the designated game assignor.
- g. Shall comply with all aspects of the negotiated agreement between the United Sports Board Council and the Section V Interscholastic Athletics Office. (Officials Agreement Document)
- h. Shall refrain from criticizing in public or in the media and/or social 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 footage/tapes with anyone associated with any high school programs. Only the designated representative by the RCCFO Board is allowed to interact with high school programs for comments and review of game footage/tapes.
- j. Shall pay dues as established by the Executive Board for the succeeding year by June 1. If the annual dues have not been paid by June 1, unless special arrangements have been made with the RCCFO Treasurer, the member is notified of late payment and potential of established fine for late payment.

Section 1 – Requirements for Membership:

Fingerprinting of new officials:

- A. Only fingerprinted officials will be assigned in Section V. If the State Education Department (SED) denies an official's fingerprint clearance, that official will be suspended (not allowed to work games) until the case is reviewed and the official is cleared. New officials will be granted a conditional clearance upon being fingerprinted, pending approval by SED.
- B. It is the official's responsibility to make sure that the fingerprinting results are correctly given to the RCCFO Executive Board, as only approved officials will be eligible for assignment.
- C. Section V will reimburse new officials 50% of the fingerprinting fee. Reimbursement will only be provided to those officials who are cleared by SED. New Officials are responsible for the remaining 50% of the fee.
- D. The RCCFO Secretary & Treasurer will send written notice to the United Sports Board Council (USBC) Treasurer of new officials eligible for reimbursement. Eligible for reimbursement, the USBC Treasurer will submit that list to the Section V Treasurer for payment. Payments will be made approximately once a month for dispersal to individuals.
- E. All officials' organizations in good standing with the USBC (current with dues) are eligible for the reimbursement program. Should the RCCFO choose not to contribute, new officials in the RCCFO organization would not be eligible for the 50% reimbursement.

A. CANDIDATE – an applicant who has met the requirements of the RCCFO application:

- 1. Been accepted as an applicant by the Executive Council.
- 2. Paid such dues or fees as may have been set by the RCCFO.
- 3. Achieved a satisfactory score on initial football screening test.
- 4. Receive a minimum test score of 65% on the National Federation Part II examination as defined by the RCCFO, in order to be able to advance.

B. ASSOCIATE – a Candidate who in the most recent season:

- 1. Been recommended and approved by the Executive Council.
- 2. Paid such dues or fees as may have been set by the RCCFO.
- 3. Attended 75% of the scheduled training sessions and a minimum of one organized pre-season scrimmage clinic.
- 4. Worked a minimum number of game assignments as defined by the RCCFO.
- 5. Received a minimum number of performance ratings on games worked as defined by the RCCFO.
- 6. Received a minimum number of composite rating score on games worked as defined by the RCCFO.
- 7. Received a minimum test score of 75% on the National Federation Part II examination As defined by the RCCFO, in order to be able to advance.

C. SENIOR ASSOCIATE – an Associate who in the most recent season:

- 1. Been recommended and approved by the Executive Council.
- 2. Paid such dues or fees as may have been set by the RCCFO.
- 3. Attended 75% of the scheduled training sessions and a minimum of one organized pre-season scrimmage clinic.
- 4. Worked a minimum number of game assignments as defined by the RCCFO.
- 5. Received a minimum number of performance ratings on games worked as defined

- by the RCCFO.
- 6. Received a minimum number of composite rating score on games worked as defined by the RCCFO.
- 7. Received a minimum test score of 85% on the National Federation Part II examination as defined by the RCCFO, in order to be able to advance.

D. **ACTIVE** – that Senior Associate who in the most recent season:

- 1. Been recommended and approved by the Executive Council.
- 2. Paid such dues or fees as may have been set by the RCCFO.
- 3. Attended 75% of the scheduled training sessions and a minimum of one organized pre-season scrimmage clinic.
- 4. Worked a minimum number of game assignments as defined by the RCCFO.
- 5. Received a minimum number of performance ratings on games worked as defined by the RCCFO.
- 6. Received a minimum number of composite rating score on games worked as defined by the RCCFO.
- 7. Received a minimum test score of 85% on the National Federation Part II examination.

E. **An Active's status will be reviewed annually by the Executive Council.**

F. **INACTIVE** – a member who has served in the RCCFO for at least five years and who has attained Active Membership, may make request of the Executive Council for Inactive status.

An inactive member:

- i - Shall pay NYSACFO dues
- ii. - Shall not accept any game assignments
- iii. - Shall not be required to attend any meetings
- iv.- Shall have no voting rights

Upon request, and with the approval of the Executive Council, an Inactive member may be reinstated to Active status.

G. **LIFE MEMBERSHIP** – can be bestowed upon a member who has been in good standing in this or any other chapter of comparable rank for a period of fifteen years. Life Membership shall be granted upon recommendation of the Executive Council.

A Life Member:

- i.- Shall not be required to pay annual dues
- ii.- Shall not attend any meetings
- iii.- Shall not accept any game assignments
- iv.- Shall have no voting rights

H. **HONORARY** – Honorary Membership may be bestowed upon a non-member who has demonstrated a long and dedicated relationship with the RCCFO. Honorary Membership shall be granted upon recommendation of the Executive Council.

An Honorary Member:

- i.- Shall not be required to make payment of dues
- ii.- Shall not be eligible to hold an elected or appointed office
- iii.- Shall not accept any game assignments
- iv.- Shall have no voting rights.

I. **Official Called to Armed Services – Active Duty:**

In the event any official shall be called to Active Duty in the Armed Services of the United States or State of New York, upon his honorable return from Active Duty, they shall return to the same classification of membership they had when called to Active Duty and shall have no

obligation to pay dues to the State Association or the Local Chapter until their return.

A Military Member:

- i.- Shall be exempt from paying annual dues
- ii.- Shall have no requirements to attend meetings
- ii.- Shall have no requirements to take exams and the like while on Active Duty

NOTE: All changes in classification shall become effective following the final business meeting of the Executive Council

Section 2 – Transfer of Membership:

- A. An RCCFO member may transfer to another NYS Chapter providing such transfer meets with the approval of the Chapters concerned and the Constitution and by-laws of the NYSACFO.
- B. A member of an association not in NYS may apply for membership to the RCCFO provided his credentials meet RCCFO standards and are verified by the previous association.
- C. Application for such transfers shall be through the Secretary of the RCCFO.
- D. A transfer who holds the status of an Active member in a chapter other than New York State Association of Certified Football Officials (NYSACFO) shall initially be reviewed/evaluated for a ‘to be determined’ status, and thereafter, may be elevated to the ‘next level’ status at the discretion of the Executive Committee and the Membership Committee the next football season year.

Section 3 - Resignations:

All resignations shall be sent in writing to the Secretary and shall be effective upon receipt by the Secretary. 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 4 – Reinstatement

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

- a. Shall submit a request to be reinstated in writing to the Secretary.
- b. Shall complete the Part I and Part II examinations.
- c. Shall attend pre-season clinics/meeting as requested by the Membership Committee.
- d. Shall pay the annual dues prior to the first 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 mandatory Interpretation Meeting.

Upon completion of these steps and upon the recommendation of the Membership Committee and the recommendation of the Training Committee personnel, the application may be approved by the Executive Board and submitted for reinstatement.

ARTICLE 2 – NOMINATIONS

Section 1 – The Nominating Committee will present a slate of officers to the RCCFO membership. The slate of officers is to consist of at least one nomination for each office. In addition to any nomination made by the Nominations Committee the slate is to include the nomination of any eligible member which has been received by the Nominations Committee via written notice or email at least one

week before the scheduled presentation of the slate. Additional nominations may be made from the floor at the meeting at which the nomination slate is presented.
Section 2 – Nominations will be held at the 3rd General Meeting.

ARTICLE 3 – ELECTIONS

1. All officers are elected by ballot for the term prescribed by the constitution at the second to last regularly scheduled business meeting of the season.
2. Only Active Members in good standing are entitled to vote.
3. All ballots received prior to the second to last regularly scheduled business meeting will remain unopened until the meeting.
4. In the case of balloting where two or less candidates are on the slate, election is by a simple majority. If three or more candidates are on the slate, the candidate with the highest number of votes is elected. If two or more candidates tie with the most votes, any nominees with fewer votes are eliminated from the re-vote.
5. In case of ties, members present at the second to last regularly scheduled business meeting will vote again by ballot until there is a winner.
6. If a position is unopposed, a vote by the Secretary shall be cast to elect the individual to the position. Ballots will be counted by the Past President and a representative of the Nominating Committee, providing they are not running for a position.
7. Newly elected officers shall assume their respective duties at the first Executive Council meeting after January 1st.

ARTICLE 4 – DUTIES AND POWERS OF ELECTED OFFICERS

Section 1 – The President presides at all meetings, appoints Committee Chairmen for approval by the Executive Board. and submits all committees to the Executive Council for approval.

Section 2 – The Vice-President presides in the absence of the President

Section 3 – The Secretary will record and keep the minutes of all Chapter and executive meetings, be responsible for all records, reports, and correspondence, provide the members with a calendar notice of meetings, represent the chapter and serve as a Delegate to the NYSACFO Annual Meeting, publish a classified membership Roster on or about February 1st of each year. The Roster is to be sent to the NYPHSAA Secretary-Treasurer, the Executive Secretary of the NYSACFO and posted on the website for the availability of all members.

Section 4 – The Treasurer receives and disburses all funds and keeps an up-to-date account of such transactions. He will submit an annual financial report to be audited at the final business meeting of the season.

Section 5 – The Game Assignment Coordinator will maintain a record of game assignments made and served by this Chapter, arrange for and clear changes in assignments, arrange for officials to work games not included in the season's assignments, arrange for and clear any cancellation of games, notify the official(s) affected when a change occurs in a game location or time and supply the Membership Committee

with a record of all games worked by individual Chapter members.
Section 6 – Elected Members at Large will oversee select committees and serve in any other capacity that the President sees fit for the general well-being of the RCCFO.

ARTICLE 5 – DUTIES OF THE EXECUTIVE COUNCIL

The Executive Council will:

- A. Provide for filling any vacancies that may occur in the elective offices until they can be filled at the next scheduled election.
- B. Review and act upon all evidence in cases of suspension.
- C. Review credentials of individuals who are requesting a transfer from another football officiating association.
- D. Make such recommendations as it deems proper for the good of the RCCFO.
- E. Provide for any emergency and act upon questions that cannot be disposed of by a regular meeting of the RCCFO.

ARTICLE 6 – AMENDMENTS

Amendments to the by-laws may be made by a majority vote of the Active members present at a quorum meeting. (Refer to Article 7 – Quorum of Constitution)