

**NOBSCOT VALLEY FOOTBALL OFFICIALS ASSOCIATION**

**CONSTITUTION AND BYLAWS**

**As Amended November 10, 2016**

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## ARTICLE ONE — NAME

*The organization shall be known as the **NOBSCOT VALLEY FOOTBALL OFFICIALS ASSOCIATION**, hereinafter “NVFOA”.*

## ARTICLE TWO — PURPOSE

*The purpose of the NVFOA shall be: to educate its members in the skillful officiating of football games; to disseminate information regarding football rules; to encourage higher ethical standards in football; and to help secure game assignments for its Members.*

## ARTICLE THREE — MEMBERSHIP

### SECTION I — MEMBERSHIP CLASSES

*There shall be five classes of membership:*

#### 1. CHARTER MEMBER

*All football officials who were certified and present at the NVFOA organization meeting held September 1, 1970 shall be Charter Members of the association. The rights and duties of Charter Members shall be the same as those of Active Members.*

#### 2. ACTIVE MEMBER

*Individuals may become Active Members after fulfilling the requirements in these Bylaws for meeting attendance, annual rules examination and payment of annual dues. They may vote and hold office.*

#### 3. HONORARY MEMBER

*Honorary Membership may be conferred by vote of the Members upon a person who by his or her conduct has served the best interest of football and football officiating. An Honorary Member may not vote or hold office.*

#### 4. LIFE MEMBER

*Life membership may be conferred upon a Member who is retired from on field officiating and who meets any one of the following conditions:*

- *Is a Charter Member*
- *Has completed twenty years as an Active Member of NVFOA*
- *Is a Member or former Member with less than 20 years of NVFOA membership and whose Life Member status has been conferred by a vote of the Members at the Annual Meeting*

*A Life Member may attend any NVFOA function or meeting without the right to vote or hold office, is not required to pay dues and shall be an invited guest to the annual banquet. A Life Member shall not be recognized as an active official and thus cannot accept assignments as an on field official or an official clock operator unless he or she fulfills the requirements of an Active Member.*

## 5. INACTIVE MEMBER

*A Member who no longer officiates, but wishes to remain associated with the NVFOA, may become an Inactive Member upon written application to the President or Secretary. An Inactive Member may attend meetings without the right to vote or hold office but must pay annual dues required of Inactive Members. An Inactive Member may not attend the annual banquet.*

### SECTION II — TRANSFERS

*A current football official who wishes to transfer and become an Active Member of the NVFOA must be a current member in good standing of a recognized football officiating board or association, pay the annual dues required of an Active Member, and agree to the meeting requirements of the NVFOA. An official who transfers midseason shall be given credit for any meetings attended at his or her prior board or association.*

### SECTION III — CANDIDATES

*Individuals new to football officiating are Candidates for Active Membership. The Executive Committee shall be empowered to define the training process, rules examination, fees and other requirements that Candidates must follow.*

### SECTION IV — MEMBERSHIP DIRECTORY

*An NVFOA Member Directory shall be prepared annually by the Secretary and distributed to all Members, schools, the MIAA, league commissioners and assigners in the areas serviced by NVFOA members.*

## ARTICLE FOUR – DUES

### SECTION I

*Annual dues for Active and Inactive Members shall be established by a vote of the membership at the Annual Meeting for the next season. The dues shall be payable no later than the third scheduled meeting of the next season. **[This Bylaw change shall become effective November 1, 2017]** Dues paid after that date will be assessed an additional \$5. Charter, Honorary and Lifetime Members who wish to also be Active Members must pay dues as an Active Member.*

### SECTION II

*Any Member in arrears at the end of the calendar year shall be automatically dropped from the rolls provided the Member has not, in the interim, become an Inactive Member. The Treasurer shall notify any Member in arrears by U.S. mail and email no later than ten days prior to the year-end deadline.*

### SECTION III

*A Member dropped for non-payment of dues may be reinstated by the Executive Committee upon written application to the Secretary and payment of a reinstatement fee of one-half of the annual dues in addition to the unpaid dues.*

## ARTICLE FIVE – OFFICERS

### SECTION I — OFFICERS AND TERM

*The elected Officers shall be President, Vice-President, Secretary, Treasurer, Parliamentarian, and Interpreter. Each Officer shall serve from December 1 after the annual banquet through the following November 30 or until a successor is elected. Each Officer must be an Active Member of the NVFOA. The offices of Secretary and Treasurer may not be held by the same person.*

### SECTION II — OFFICERS

***The President** shall preside at all meetings of the NVFOA and chairs the Executive Committee. He or she shall also appoints Members to other Standing Committees as defined herein and shall establish any other committees which support the purposes of the NVFOA. He or she shall exercise all other powers which are incidental to the office.*

***The Vice-President**, in the absence of the President, shall preside at NVFOA meetings and exercise all other powers of the President. The Vice-President or his or her designate will be responsible for the education and training of Candidates, as well as the rules education program for the membership.*

***The Secretary** shall keep a record of attendance and minutes of all Meetings of the NVFOA, prepare and distribute the Member Directory, send notices to the membership, and perform the usual duties of the office.*

***The Treasurer** shall collect and hold all dues, assessments, fundraising income and all other income of the NVFOA. He or she shall prepare an annual budget for review by the Executive Committee and approval by the membership. He or she shall make necessary disbursements, and make a financial report at each Annual Meeting and at such other times as called upon by the NVFOA. The Treasurer shall serve as the custodian of all NVFOA funds and other assets, unless the President has designated another Member to have physical custody of a particular NVFOA asset.*

***The Parliamentarian** shall chair the Bylaws Committee and implement Articles Seven and Eight of these Bylaws.*

***The Interpreter** shall rule on any interpretation of the NCAA rule book and the MIAA Handbook's football rules when questioned by any NVFOA Member. His determination is final and shall be observed by NVFOA Members.*

### SECTION III — REMOVAL OF AN OFFICER

*Any Officer may be removed with or without cause by a two-thirds vote of the Active Members present at a Special Meeting called for this purpose, provided that the Officer is given an opportunity to be heard prior to the vote for removal.*

## ARTICLE SIX – MEETINGS

### SECTION I— REGULAR MEETINGS

*There shall be a minimum of ten regular meetings each year. Active Members must attend most meetings to remain an official in good standing with the NVFOA. The Executive Committee is empowered to suspend a Member for poor attendance.*

## SECTION II— ANNUAL MEETING

*Nominations of Officers shall be made by the Nominating Committee at a regular meeting at least one week prior to the Annual Meeting.*

*The Annual Meeting shall be held by the second Thursday in November for the election of Officers and to hear the reports of all Committees.*

## SECTION III— SPECIAL MEETINGS

*A Special Meeting shall be called by the President or upon the written request of ten Active Members which shall specify the subject of such meeting and which shall be limited to such subject. Special Meetings must be called within ten days of the written request and all Active Members must be notified at least seven days before the date of the Special Meeting.*

## SECTION IV — QUORUM

*One-third of the voting membership shall constitute a quorum for the transaction of business at any Regular, Special or Annual Meeting.*

## SECTION V — QUANTUM OF VOTE

*A majority vote by the Active and Charter Members present at a meeting shall be sufficient to carry any motion, except an amendment to these Bylaws or the removal of an Officer, both of which require a two-thirds majority to pass.*

## ARTICLE SEVEN — AMENDMENTS

### SECTION I — NOTICE OF SPECIAL MEETING FOR PROPOSED AMENDMENTS

*Proposed amendments to these Bylaws shall be acted upon at a Special Meeting called for this purpose. Proposed amendments shall be submitted by any Member in writing to the Secretary at least fourteen days prior to the date of such Special Meeting and all Members shall be notified of the proposed amendments by the Secretary at least seven days before the Special Meeting. A two-thirds (2/3) vote by those Active and Charter Members present shall be necessary to adopt any amendment.*

### SECTION II — MODIFYING A PROPOSED AMENDMENT FROM THE FLOOR

*Any proposed amendment to the Bylaws may be further modified from the floor if the modification is presented in writing and directly pertains to the proposed amendment. The modification to the proposed amendment requires a simple majority vote of those present. If the modification passes, the amendment as modified requires the two-thirds (2/3) vote to be adopted.*

*No other proposed amendments to Bylaws may be made from the floor.*

## ARTICLE EIGHT — PARLIAMENTARY PROCEDURE AND AUTHORITY

*All meetings shall be conducted in accordance with Robert's Rules of Order when not in conflict with these Bylaws. The Parliamentarian shall make the final determination of parliamentary procedure.*

## ARTICLE NINE — GAME FEES

*Regular season and post-season game fees for officiating will be established in advance of the game by the hiring schools, leagues, youth football organizations, or their designated assigners. NVFOA Members should not work for less than the established fee and should not negotiate fees at game time with site management.*

## ARTICLE TEN — APPEALS BY A MEMBER

### SECTION I — APPEALS PROCESS

*Any Member who is affected by the decision of an Officer or Committee of the NVFOA shall have the right to appeal by following this process:*

- 1. Appeal for reconsideration to the Committee making the decision. The appealing Member making the appeal must submit a letter to the Secretary, with a copy to the chairman of the Committee, requesting a consideration of the decision.*
- 2. If the Committee reconsiders and upholds its original decision the Member may then appeal to the full NVFOA membership in the following manner:
  - a. File a letter of intent to appeal with the Secretary of the NVFOA.*
  - b. Request a Special Meeting (the appealing Member need not gather ten signatures to call this Special Meeting)*
  - c. Appeal to voting Members present at the Special Meeting.**

### SECTION II — SPECIAL MEETING TO HEAR THE APPEAL

*The NVFOA Special Meeting shall follow this process:*

- 1. The voting Members present shall hear the appealing Member's case and then listen to the Committee making the original decision.*
- 2. The case shall then be voted on by the membership by written ballot. A majority vote of the Members present shall carry the decision.*
- 3. The votes will be counted by a committee of three appointed by the President.*
- 4. The result of the vote shall be made known to the membership before the close of the Special Meeting.*
- 5. The Secretary shall inform the appealing member of the decision of the NVFOA and enter the results in the minutes of the Special Meeting.*

## ARTICLE ELEVEN — Standing Committees

### SECTION I — EXECUTIVE COMMITTEE

## **MEMBERS**

*The Executive Committee shall consist of the current Officers of the NVFOA and the immediate Past President.*

## **CHARTER**

*The Executive Committee shall be chaired by the President, shall establish NVFOA policies and make recommendations for vote by the NVFOA membership. The Executive Committee shall act on behalf of the membership when an emergency requires immediate action.*

*Other duties and powers of the Executive Committee include:*

- *Developing regular meeting agendas*
- *Planning the annual banquet and other social functions of the NVFOA.*
- *Approving transfer officials and new Candidates as Active Members*
- *Disciplining Members who have violated NVFOA membership, officiating or ethical standards*
- *Publicizing the NVFOA via the NVFOA website and other channels*
- *Reviewing the budget proposed by the Treasurer*
- *Reviewing amendments to Bylaws proposed by the Parliamentarian*

## **SECTION II — NOMINATING COMMITTEE**

### **MEMBERS**

*The Committee shall be chaired by the past President aided by two Members who are not Officers.*

### **CHARTER**

*This Committee shall nominate a slate of Officers for election at the Annual Meeting.*

## **SECTION III — BYLAWS COMMITTEE**

### **MEMBERS**

*The Committee shall be chaired by the Parliamentarian aided by volunteer Members.*

### **CHARTER**

*This Committee shall regularly review the current Bylaws of the NVFOA and make proposed amendments as required.*

## **SECTION IV — AWARDS COMMITTEE**

### **MEMBERS**

*This Committee shall be composed of three Members who are not Officers.*

### **CHARTER**

*This Committee shall review award recommendations from individual Members, and conduct the ballot vote by the full membership approving the honorees to receive the NVFOA annual awards.*



## SECTION V — MENTOR PROGRAM COMMITTEE

### MEMBERS

*This Committee shall be chaired by the Vice-President and two Members appointed by the President and Vice-President. There shall be one appointee each from the veteran and newer groups of Members.*

### CHARTER

*The Mentor Program Committee shall be responsible for the NVFOA Mentor Program pairing newer Members with veteran Members of the NVFOA.*

## ARTICLE TWELVE — FISCAL YEAR

*The fiscal year of the NVFOA shall be the twelve month period ending December 31.*

## ARTICLE THIRTEEN — ASSETS AND EARNINGS OF THE NVFOA

*No part of the assets of the NVFOA and no part of its net earnings shall be divided among or inure to the benefit of any Officer or Member or any private individual, or be appropriated for any purpose other than the purposes of the NVFOA.*

*Upon the liquidation or dissolution of the NVFOA, after payment of all of the liabilities of the NVFOA or due provision thereof, all the remaining assets of the NVFOA shall be donated to a single tax-exempt charitable 501(c)(3) organization recommended by the Executive Committee and approved by a majority vote of the membership in attendance at a scheduled meeting of the NVFOA.*