

CAPITAL DISTRICT CHAPTER  
NEW YORK STATE ASSOCIATION  
CERTIFIED FOOTBALL OFFICIALS  
**CONSTITUTION**  
Last Update: November 2010

## ARTICLE I - NAME

This organization shall be known as the Capital District Chapter of the New York State Association of Certified Football Officials (NYSACFO). (CDFOA is an acceptable acronym for the local Capital District Chapter).

## ARTICLE II - PURPOSE

Section 1 - The purpose of the Chapter is to promote uniform interpretation of rules and high standards of officiating in cooperation with other chapters and with other groups interested in football.

Section 2 - The particular aim of this Chapter shall be to promote the objectives stated above and to be of service to the schools in this area.

## ARTICLE III - MEMBERSHIP

Membership in this Chapter shall be divided into the following categories:

- (A) Candidate
- (B) Associate
- (C) Active
- (D) Inactive
- (E) Honorary

## ARTICLE IV - OFFICERS

Section 1 - The officers of this Chapter, elected for two (2) years, shall be President, First Vice-President, Second Vice-President, Secretary-Treasurer, Delegate to the Athletic Council of Section II and in years called for, a member to serve as our representative in the office of President of our State Association as required by its constitution.

Section 2 - Election of officers shall be held at the annual business meeting of each even year.

Section 3 - Only active members shall qualify for elective offices and for membership on the nominating and membership committees.

Section 4 - No member of the Executive committee may hold more than one office or serve on the Executive Committee in more than one capacity.

## ARTICLE V - EXECUTIVE COMMITTEE

Section 1 - The Executive Committee shall consist of the President, First Vice-President, Second Vice-President, Secretary-Treasurer, and The Delegate to the Athletic Council of Section II.

Section 2 - Each member of the Executive Committee shall have equal voting rights in all matters brought before it.

Section 3 - The Executive Committee shall meet on a regularly scheduled basis at the request of the President.

## ARTICLE VI- STANDING COMMITTEES

The President shall appoint the following Committees consisting of three (3) members each and chaired by an active member to serve for a period of two years:

- |                     |                |
|---------------------|----------------|
| A. Membership       | B. Nominating  |
| C. Grievance        | D. Resolutions |
| E. Public Relations | F. Welfare     |
| G. Auditing         | H. Social      |

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## ARTICLE VII - MEETINGS

Section 1 - The Executive Committee shall arrange a calendar, which will specify the number of meetings, the time, the place and the agenda for each meeting. The Secretary-Treasurer shall forward a printed notice of the calendar to each member no later than ten days before the first scheduled meeting.

Section 2 - The last meeting of each year shall be designated as the Business Meeting. The President shall designate one or more additional meetings as Examination Meetings in conformity to the State Association Rules. Attendance at all Examination and Business Meeting and one assigned scrimmage shall be compulsory. The required attendance will be determined each year by the Executive Committee and will depend on the number of meetings. At no time will there be less than six (6) meetings, which is part of the "Five Point Plan" requirement of the State Association. Failure to meet these requirements for two consecutive years will automatically result in suspension. Members shall be required to attend the minimum number of meetings as specified in the NY State Constitution in the "5 Point" Plan. (1)

Section 3 – Special Meetings must be called or approved by the President when the Executive Committee authorizes them or upon the request of at least fifty-one percent of the Active and Associate Members.

## ARTICLE VIII - QUORUM

Section 1 - Attendance of a majority of the Active and Associate members collective shall constitute a quorum.

Section 2 - A majority of those Active and Associate members present shall be required to pass new legislation.

## ARTICLE IX – DUES AND ASSESSMENTS

Section 1 - Chapter monetary responsibilities (dues and assignor fees) shall be payable thirty days after receipt of dated annual statement from the Secretary/Treasurer. The amount of dues shall be voted upon at the annual business meeting. Failure to pay dues by the due date will automatically result in a fine. Failure to pay within sixty days of dated statement will result in an additional fine. Failure to pay within ninety days of dated statement will automatically result in suspension. State Association dues for each member will be paid from the Chapter Treasury.

Section 2 - Dues from members who are Inactive because of service in the Armed Forces will be waived by the Chapter.

Section 3 - Assessment to cover emergencies may be levied provided they are recommended by the Executive Committee and a notice of such intention is given the membership at least one week prior to the meeting at which the proposal is to be considered.

Section 4 - Assessment of fees for candidates will be set by the Executive Committee.

## ARTICLE X - SUSPENSIONS

Section 1 - Failure to meet the *Attendance Requirements* as listed in *Article VII, Section 2*, will automatically result in suspension from officiating for the following year during which time dues must be paid and meeting requirements fulfilled unless written notification is presented to the Executive Secretary prior to such absence or within two weeks if prior notification cannot be given. The Executive Committee will determine the validity of the absences.

Section 2 - Any official who fails to meet the Part II Examination score required by his Classification for two (2) consecutive years will automatically drop to the next lower classification.

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Section 3 - Any official who is in violation of the "*Code of Ethics of Good Officiating*" or whose conduct or actions are judged to be detrimental to the Chapter by the Executive Committee will be liable to suspension and or fine. The suspension and or fine will be determined by the Executive Committee before the next regular meeting after receipt of evidence of such violation.

## ARTICLE XI - AMENDMENTS

The Constitution may be amended at any Regular or Special Meeting by a two-thirds (2/3) vote of those present Active and Associate Members, providing each member has been duly notified at least one (1) week in advance in writing of the proposal, the time and place where the action is to be considered. Acceptable forms of notification include; (a) notice via U.S. Mail to the member's latest residence address as provided by the member to CDFOA, (b) notice via electronic mail (email) to the member's latest email address as provided by the member to CDFOA, or (c) printed notice distributed to the members present at any regular or special meeting at least one (1) week in advance of the scheduled vote. The CDFOA will fund, support and facilitate notifications to the membership.

(1) NYS 5 Point Program: NYSPHSAA, Inc., BYLAWS and ELIGIBILITY STANDARDS APPROVED OFFICIALS (pages 92, 93 effective August 1, 2008): Officials shall qualify through completion of the Officials' Five Point Program. Each approved official shall:

1. Observe the Constitution and Bylaws of their local and state officials' organization.
2. Attend interpretation meetings and clinics of the local organization each year.
3. Give satisfactory evidence of proficiency in the mechanics of officiating and of competent performance related to the specific sport.
4. Pass the National Federation, State, or other approved rules examination.
5. Be listed with the NYSPHSAA, Inc. Executive Director.

NOTE: To insure quality competitive experiences, the selection and assignment of officials must provide priority to competent officials (those who have been trained and tested in the approved rules and regulations of the specific game to be officiated).

## BY-LAWS

### ARTICLE I MEMBERSHIP

Section 1- Requirements for Membership:

(A) Candidate - One who is accepted as an applicant and attains a grade of at least 70% on the chapter exam for candidates.

(B) Associate - A Candidate may advance to Associate membership upon approval of the chapter at the annual business meeting providing Candidate has:

1. Filed notice of intention with the Chairman of the Membership Committee.
2. Successfully completed requirements of the Candidates' school and has the recommendation of the candidate Instructor.
3. Received a grade of 70% on the written Part II Examination, subject examination taken under closed book conditions.

(C) Active - An associate member may advance to active membership upon approval of the Chapter, at the annual business meeting, providing associate member has:

1. Filed notice of intention with the Chairman of the Membership Committee.
2. Officiated in 8 on-field games of varsity scholastic competition.
3. Held Associate status for a minimum of 3 years and obtained 70% on Part II Examination in at least 3 of those years.
4. Received a grade of 85% on the written Part II examination for advancement. Subject examination taken under closed book condition.

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5. Submitted to the membership committee a list of all varsity games worked with signatures of Referees assigned on those games. This list must be submitted prior to the annual business meeting.
6. Successfully completed requirements of the Associate classes and has the recommendation for advancement of the Associate Chair.

(D) Inactive - A member who has served in this Chapter for at least five years, and who has attained either an active or associate membership, may make written request of the Executive Committee for inactive status. A Member who is unable to officiate may be granted inactive status for a period not to exceed two years. Upon seeking reinstatement shall take the written Part II Examination and attain the required passing grade for former classification. Upon fulfilling this requirement and with the approval of the executive committee, shall be reinstated to former classification. Failure meet this requirement will result in automatically being dropped to next lower classification.

(E) Honorary Life- A member no longer active who has been in good standing in this or any other chapter of comparable rank for a period of fifteen years may apply for, or be awarded<sup>1</sup> honorary membership. Honorary membership shall be granted upon the recommendation of the Executive Committee, and by a majority vote of the membership present at a regular business meeting. No dues are payable for this classification.

## ARTICLE I MEMBERSHIP

Section 2. Transfer of Membership - State Constitution.

Section 3. Responsibilities of Membership:

- A. To strive to improve ability through continuous study of the rules.  
To take the National Federation Examination each year and pass it with the required grade as established by the Executive Committee. (Active 85% - Associate 70%).
- B. To accept officiating assignments only through Chapter clearing house.
- C. Confirmations of assignments:
  - a. To acknowledge the acceptance of games in writing to the assignor,
  - b. Verbally, at least 72 hours prior to the game, to the Game Referee
  - c. As the Game Referee, contact the school at least 48 hours prior to the scheduled game that the crew is assigned and confirmed.
- D. To officiate only with members of the State Association or with members of other officials' group of comparable rank, and to fully comply with the recommended "official uniform" described in the current version of the *General Reminders* section under *Prerequisites for good Officiating in the Basic Philosophy and Principles* section of the *National Federation of State high School Associations Football Official's Manual*.
- E. To officiate for no less than the minimum fee as prescribed by the current Section II Contract.
- F. An associate member is not permitted to referee in a varsity game unless members of the active rank are not available for duty or become incapacitated during contest.
- G. To keep one's self in good physical condition so as to be able to properly officiate games. (Chapter recommends annual physicals).
- H. To be governed by the Chapter regulations regarding dress and mechanics of officiating.

## ARTICLE II ELECTIONS

All officers shall be elected by ballot for a two-year term at the annual business meeting of each even year. A majority vote of those active and associate members present and voting shall constitute a valid election.

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## ARTICLE III NOMINATIONS

Section 1. The Nominating Committee shall present a list of candidates for all elective offices to the membership at all business meetings that include elections.

Section 2. The President shall call for nominations from the floor.

## ARTICLE IV DUTIES AND POWERS OF OFFICERS

Section 1. The President shall:

- A. Preside at all meetings,
- B. Appoint all committees,
- C. Appoint a representative to attend the State Association Interpretation Meeting, and appoint the Chapter delegate or alternate to attend the State Association meetings,
- D. Appoint a second delegate who is an active member to attend association meetings.
- E. Chair the Nominating Committee.

Section 2. The Vice-President shall preside in the absence of the President, or at the latter's request. Will also act as chairperson of the membership committee and be responsible for attendance at all Chapter meetings.

Section 3. The Secretary-Treasurer shall:

- A. Record and keep minutes of all Business meetings and the meetings of the Executive Committee,
- B. Collect all dues and fees,
- C. Be responsible for all correspondence,
- D. Provide the members with a calendar notice of meetings,
- E. Operate the Clearing House in accordance with the regulations (specified in Article IX),
- F. Publish a classified membership roster each year. The roster is to be sent to all chapter members and the organizations, which the chapter serves,
- G. Receive as annual fee for his services.

Section 4. The Second Vice President shall be responsible for the CDFOA's annual members training program. He will secure the assistance of members to organize, plan and execute appropriate training programs for all levels of membership designed to enhance their performance at all levels. Additionally, the Second Vice President will support and assist the activities of all other officers when possible and requested.

Section 5 – The Delegate to the Athletic Council of Section II shall represent the CDFOA in all matters before Section II and will lead the Fees Negotiating committee. The Delegate will report to the membership regularly and at each annual business meeting on the current status of any open issue of concern as well as progress and compliance with all contract issues between CDFOA and Section II.

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## ARTICLE V DUTIES OF THE EXECUTIVE COMMITTEE

The Executive Committee shall:

- A. Provide for filling any vacancies that may occur in the elective offices until they can be filled at the next Business meeting
- B. Review and act upon all evidence in cases of suspension
- C. Make such recommendations as it deems proper for the good of the Chapter
- D. Provide for any emergency and act upon questions that cannot be disposed of by a regular meeting of the chapter.

The Rules Interpretation Committee shall, in cases of disagreement render decisions on the rules which will serve as guides to the members until a play ruling is obtained from the proper National Federation representative by the Chapter interpreter.

The Fees Negotiating Committee, under the leadership of the Delegate to the Athletic Council of Section II, will meet with the Section II Athletic Council prior to the contract termination date to determine the process for the next negotiations of fees and conditions of new contract.

## ARTICLE VI DUTIES OF COMMITTEES

(A) The *Membership Committee* shall:

- A. Arrange for and supervise examinations for entrance and advancement,
- B. Review credentials of candidates for entrance and advancement and transfer of association members in the Chapter, and recommend appropriate action to the Chapter on the same,
- C. Furnish new members with copies of the constitution and by-laws of both the chapter and state association.

(B) The *Nominating Committee* shall present a slate of officers at the annual business meeting of each even year in accordance with Article IV of the Constitution.

(C) The *Resolutions Committee* shall prepare and submit a report at the annual business meeting each year. Resolutions must be submitted in accordance with Article XI of the Constitution.

(D) The *Public Relations Committee* will make any necessary news media releases.

(E) The *Welfare Committee* is responsible to take whatever action deemed necessary by the Executive Committee, in case of illness or death within the chapter. (Membership should alert committee member if needed).

(F) The *Auditing Committee* shall audit all transactions of the Treasurer and submit a report on it.

(G) The *Social Committee* will make the necessary arrangements for all Chapter social functions (i.e. golf outing, annual dinner etc.).

## ARTICLE VII MEETINGS

Order of Business for annual business meeting

- A. Roll Call
- B. Reading of Minutes
- C. Reports of Committees
- D. Admission of new members
- E. Reports of Officers

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- F. Old Business
- G. New Business
- H. Nomination and Election of Officers (even years)
- I. Adjournment

## ARTICLE VIII FEES

Section 1. Per Section II Contract

## ARTICLE IX CLEARING HOUSE

As a service to the organizations in this area the chapter shall operate a clearing house in accordance with the following regulations:

- A. Officials must list the dates on which they are engaged, and upon which they will be unable to accept assignments.
  - B. A separate clearing house for Pop Warner and similar type games may be established under the direction of the Chapter clearing house. An assessment may be made on a per game basis to help defray the cost of this service.
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