

# **CONSTITUTION OF THE INTERNATIONAL CITY FOOTBALL OFFICIALS ASSOCIATION**

## **PREAMBLE**

We the members of the International City Football Officials Association, in order to perpetuate better football officiating for the schools of middle Georgia and its surrounding areas, do establish this constitution for the members of said Association.

## **Article I**

### **Section 1 Procedure**

Parliamentary procedure in general shall conform to “Roberts Rules of Order Revised” except as modified by this constitution and/or its Bylaws

### **Section 2 Name & Membership**

Paragraph 1 This organization shall be known as the International City Football Officials Association. Throughout this document where the acronym ICFOA is used it shall be known to refer to International City Football Officials Association.

Paragraph 2 This organization shall have members and its legislative powers shall be vested in such members. ICFOA shall have two levels of membership, which include both Regular Members and Associate Members.

Paragraph 3 Regular Membership shall consist of all current ICFOA Regular Members who have met the past or current requirements for Regular Membership in ICFOA and any future Associate Members who shall meet the requirements for Regular Membership as described in this Constitution and/or its Bylaws.

Paragraph 4 Associate Membership shall consist of any person with or without formal football officiating experience desiring to become a member of ICFOA. Such persons shall submit his/her name to the Membership Committee for approval. After such approval said person shall become an Associate Member for a period of two qualifying years provided the person has no formal football officiating experience. If said person has prior formal football officiating experience and submits approved credentials as described by this constitution and its Bylaws, they shall serve as an Associate Member for one qualifying year.

Paragraph 5 A qualifying year shall consist of one fiscal year as described in Article II, section 8, in which a person has meet all training, attendance and other such mandatory requirements as described in this Constitution and its Bylaws. In such case that a person was not a member at the beginning of the fiscal year or was on leave of absence at the

beginning of the fiscal year, said person shall begin their fiscal year at the time of registration with ICFOA

Paragraph 6 In order to become a Regular Member of ICFOA, each person shall execute a pledge the pledge below and shall solemnly bind themselves to and be governed by this constitution and its adopted Bylaws. Regular Membership shall become effective immediately following and not before executing this pledge.

*I, (stated name), do hereby vow to abide by the rules, procedures and other guidance contained in the Constitution and Bylaws of the International City Football Officials Association. I also pledge to diligently study the rules and mechanics of the game, and to take advantage of opportunities offered to enhance my officiating skills.*

Paragraph 7 Here within where the term “Member” is used it shall refer to both Associate and Regular Members. Where term “Regular Member” is used it shall only refer to those Regular Members who have been appointed legislative powers as described by this Constitution. Where the term “Associate Member” is used it shall only refer to those members who have been approved as an Associate Member as described by this Constitution. Where the term “Legislative body” is used it shall refer to a quorum of Regular Members as described in Article II, Section 3 of this Constitution.

Paragraph 8 Members shall always have the right to appeal to the legislative body the decision of any committee that affects their membership.

Paragraph 9 When a committee has issued a ruling upon a specific member and the member feels that the decision is not just, the member may use the following appeal process:

- a) Upon receiving the decision from said committee, the member shall make known his/her intention to appeal. The member then has seventy-two (72) hours to present in writing, a notice of his/her appeal to the President, Recorder, or Chairperson of the committee that issued the ruling. The letter should include a recount of the incident for which the decision was issued and the reason for which the member believes that the decision is un-just. In such case that a letter is not presented within the stated time period, the appeal process shall end.
- b) Once a member has stated their intention to appeal, then the decision for which they are appealing shall not be carried out until completion of the appeals process.
- c) At the next scheduled or called meeting the presiding officer shall read aloud the members letter and shall state which committee’s decision is being appealed.
- d) The committee, whose decision is being appealed, shall then have a representative give said committee’s recount of the incident and the reason(s) for the decision that was made.
- e) The presiding officer shall then make a motion to uphold the committee’s decision and it shall be second by the committee’s

representative. After open debate the presiding officer shall call for a secret ballot vote of the membership (a quorum shall not be necessary but only Regular Members have voting privileges), which shall be counted and verified by the Membership Committee. In such case that the Membership Committee is involved in the appeal, the executive committee shall count and verify the votes.

- f) If the votes are cast in favor of the Committee then the appeals process is over and the committee's original decision shall be in order. If the votes are cast in favor of the Member, the appealed decision is nullified and there shall be no further action taken concerning the issue at hand.

Paragraph 10 If a member believes he/she is not being scheduled according to his/her qualifications, said member has the right to bring this to the attention of the Membership Committee. If the Membership Committee is unable to satisfactorily resolve the member's complaint, they shall submit same to the Executive Committee which shall make a binding decision.

### **Section 3      Dues**

Paragraph 1 All Members of ICFOA shall be subject to dues as prescribed by the Constitution.

Paragraph 2 At the second Business meeting of each Fiscal year the Executive Committee shall submit for approval, a proposed registration fee to be known as Membership dues for said fiscal year. These dues shall be in the form of a one-time fee per fiscal year in order to provide sufficient revenue for the operation of ICFOA and the registration of each member.

### **Section 4      Special Assessment**

Paragraph 1 Individuals - ICFOA members of the Executive Committee the authority to determine the amount of assessment levied against individual members of the association within the confines of this Constitution and its Bylaws.

Paragraph 2 General Membership - If a general assessment is necessary to off-set unforeseen costs; the Executive Committee shall determine the amount and recommend same to the Legislative Body for approval with or without modification.

## **Article II**

### **Section 1      Legislative Powers**

The Legislative powers of ICFOA shall be vested in the Regular Members and shall only be exercised during legislative assemblies at duly constituted regular or called meetings at which a quorum is present. Each Regular Member shall have vested Legislative power of one vote for each question called before the Legislative body.

## **Section 2      Legislative Body**

The Legislative body shall consist of a quorum of Regular Members in attendance at a duly constituted meeting who has been assigned legislative powers as described in this Constitution.

## **Section 3      Quorum**

Paragraph 1    A quorum shall consist of two-thirds of the average attendance of Regular Members from the three (3) immediately preceding, duly constituted regular meetings or shall consist of a simple majority of the entire regular membership, whichever number is lower.

Paragraph 2    For the purpose of Constitutional amendments as described in Article V, a quorum shall consist of two-thirds of the average attendance of Regular Members in attendance at the three (3) immediately preceding, duly constituted regular meetings.

## **Section 4      Method of Voting**

When not specified otherwise in this Constitution, the assembly shall vote viva voce or by show of hands unless challenged. In a challenged vote a roll call vote shall be mandated.

## **Section 5      Meetings**

Paragraph 1    ICFOA shall have regular scheduled meetings which shall be held at such times as the Executive Committee, with the advice of the President, shall appoint and cause to be published.

Paragraph 2    There shall be two types of regular meetings: 1) business meetings and 2) training meetings. There shall not be more than one regular business meeting per month. All remaining meetings each month shall be Training Meetings.

Paragraph 3    ICFOA shall have the right to assign called meetings and shall be constituted by obtaining approval from the President and then giving forty-eight (48) hours notice to the Members. Called meetings shall be for business or training purposes.

Paragraph 4    The President shall have at his/her discretion, if for good cause, the power to cancel a regular or called meeting. Such cancellation shall take place by notice of cancellation no less than twenty-four (24) hours prior to the assigned beginning of said meeting.

## **Section 6 Meeting Agenda**

Paragraph 1 The order of business for all meetings shall adhere to either Article II, Section 6, Paragraph 2 or Paragraph 3 (below) in accordance with the type and purpose of said meeting.

Paragraph 2 Regular Business Meeting Agenda:

- a) Roll Call (Secretary or Membership Committee Chairperson)
- b) Reading of Minutes of the previous meeting (Recorder)
- c) Report from officers and/or Committee Chairpersons as appropriate
- d) Items of concern/interest (President or member with prior approval of President)
- e) Old business
- f) New business
- g) Training as warranted should time permit (Training Committee)

Paragraph 3 Training Meeting Agenda:

- a) Roll Call (Secretary or Membership Committee Chairperson)
- b) Reading of Minutes of the previous meeting (Recorder)
- c) Limited number Items of concern/interest (President or member with prior approval of President)
- d) Business that cannot wait to be handled at the next regular business meeting (must be approved by the President prior to the meeting).
- e) Training (Training Committee)

Paragraph 4 The President shall have the right, if for good cause, to dispense with any or all procedures as described in Article II section 6, except as described in Article 1 section 1.

## **Section 7 Public Record of Meetings**

Paragraph 1 This Constitution, its Bylaws and any subsequent amendments thereto, shall be placed into the custody of the Recorder and uploaded to the ICFOA website. New Members shall be given the website internet address in order to view/download the aforementioned ICFOA documents. If website is unavailable for whatever reason, the recorder will email these documents as required on a case-by-case basis.

Paragraph 2 A journal containing the minutes from each meeting of the ICFOA shall be prepared by the Recorder and shall be made available as a reference to any Member or visitor. Such journal shall remain in the custody of the Recorder.

## **Section 8 Fiscal Year**

Paragraph 1 A single Fiscal Year shall consist of all actions taken and/or completed during the period between January 1 and December 31 of the same year.

## **Article III**

### **Section 1      General Executive and Administrative powers**

Paragraph 1    The executive and administrative authorities of ICFOA shall be vested in its Officers and Committees.

Paragraph 2    Officers of ICFOA who shall hold certain executive and/or administrative powers as described within this Constitution and its Bylaws, shall be as follows: President, Vice-President, Parliamentarian, Secretary, Treasurer, Recorder and Sergeant-At Arms.

Paragraph 3    The Committees of ICFOA which shall hold certain executive and/or administrative powers as described within this Constitution and its Bylaws, shall include: the Executive Committee, the Scheduling Committee, the Membership Committee, the Training Committee and the Election Committee.

Paragraph 4    Other Committees, not afore mentioned, may be appointed by the President as deemed necessary to perform actions not otherwise assigned in this Constitution or its Bylaws to the aforementioned Officers and/or Committees.

### **Section 2      President**

Paragraph 1    The executive powers not otherwise delegated by this Constitution and its Bylaws shall be vested in the President.

Paragraph 2    The President shall be the executive and presiding officer at all duly constituted meetings of ICFOA.

Paragraph 3    To be eligible for nomination for the office of President, the member shall have been a Regular Member for four (4) qualifying years.

### **Section 3      Vice-President**

Paragraph 1    The Vice-President shall act as the executive and presiding officer at all duly constituted meetings of ICFOA in the event of the absence, death or disqualification of the President.

Paragraph 2    The Vice-President shall serve as the Chairperson of the Executive Committee.

Paragraph 3    To be eligible for nomination for the office of Vice-President, the person shall have been a Regular Member for four (4) qualifying years.

## **Section 4      Secretary**

Paragraph 1    The Secretary shall keep and maintain the official roll and make same available to other officers and/or committees as necessary.

Paragraph 2    The Secretary in an emergency shall accept or reject game assignments, those not already included in present contracts, at his/her discretion when such assignments cannot be accepted or rejected at Regular Scheduled Meetings.

Paragraph 3    To be eligible for nomination for the office of Secretary, the person shall have been a Regular Member for five (5) qualifying years.

Paragraph 4    In such event as the Secretary cannot perform his/her duties, the Recorder shall then perform those duties listed in Article III, Section 4, Paragraph 1 and the President shall perform those duties listed in Article III, Section 4 Paragraph 2 until such time as the Secretary can again perform these duties or a new Secretary is elected.

## **Section 5      Recorder**

Paragraph 1    The Recorder shall record and maintain the official minutes of all duly constituted ICFOA meetings. Said minutes shall become official upon being reviewed and subsequently signed by both the presiding officer and the Recorder.

Paragraph 2    The Recorder shall collect and maintain records as described in Article II, Section 7, and make public when requested.

Paragraph 3    The Recorder shall serve as the historian for ICFOA.

Paragraph 4    To be eligible for nomination for the office of Recorder, the person shall have been a Regular Member for one (1) qualifying year.

## **Section 6      Treasurer**

Paragraph 1    The Treasurer shall be the custodian of all monies and shall serve as the collecting and disbursing officer of ICFOA.

Paragraph 2    The Treasurer shall maintain a checking account in the name of the organization at a locally recognized banking institution. The Treasurer shall maintain a journal of accounting containing cash receipts and disbursements and/or other such accounting materials as may be required. The Treasurer shall at the last meeting of each fiscal year, present all financial accounting materials to the Executive Committee for the purpose of audit.

Paragraph 3    To be eligible for nomination for the office of Treasurer, the person shall have been a Regular Member for four (4) qualifying years.

## **Section 7      **Parliamentarian****

Paragraph 1    The Parliamentarian shall, at the request of the presiding officer or any member of ICFOA, give opinions on procedure in accordance with this Constitution, its Bylaws and/or “Roberts Rules of Order Revised”. Such opinion shall be advisory only and, in the event of conflict, shall be resolved by majority vote as described in Article II of this Constitution.

Paragraph 2    To be eligible for nomination for the office of Parliamentarian, the person must be a Regular Member.

## **Section 8      **Sergeant-At-Arms****

Paragraph 1    The Sergeant-At-Arms shall on instruction from the presiding officer, during any duly constituted meeting, use such force as deemed necessary to maintain proper order.

Paragraph 2    To be eligible for nomination for the office of Sergeant-At-Arms, the person must be a Regular Member.

## **Section 9      **Executive Committee****

Paragraph 1    The President shall appoint an Executive Committee consisting of the Vice-President as Chairperson of said committee and four (4) additional Regular Members. Such appointment shall be subject to approval by the Legislative Body.

Paragraph 2    The Executive Committee shall serve as a steering committee for ICFOA and as an advisory panel for the President and other officers.

Paragraph 3    The Executive Committee shall act as committee for setting dues and special assessments as described in Article I, Section 3 and Section 4, respectively.

Paragraph 4    The Executive Committee shall act as a committee on meeting dates as described in Article II, Section 5.

Paragraph 5    Ideally, at the second business meeting of the year (but no later than the third business meeting of the year) the Executive Committee shall submit to the Legislative body a prioritized list of Referees for the current year for the various levels of play. Motions to amend or modify the list may be made before the Legislative body votes for its approval.

Paragraph 6    The Executive Committee shall function to administer actions deemed necessary for personnel problems.



## **Section 10      Scheduling Committee**

Paragraph 1    The Scheduling Committee shall consist of the Secretary, who will serve as Chairperson, and two (2) additional members appointed by the President and approved by the Legislative Body.

Paragraph 2    The Scheduling Committee shall serve as a committee with the sole power to assign the membership to work contractual games. Game assignments shall be made based on the following: 1) GHSA Classification of Official, 2) Ability of Official, 3) Seniority of Official, and 4) Other considerations deemed appropriate by the Scheduling Committee.

## **Section 11      Membership Committee**

Paragraph 1    The President shall appoint a Membership Committee consisting of a Chairperson and two (2) additional Regular Members. Such appointment shall be subject to approval by the Legislative Body. The Chairperson shall be the member who has the highest level of ICFOA seniority.

Paragraph 2    It shall be the duty of the Membership Committee to collect and investigate reports on prospective members. These duties shall include, but not be limited to, counseling with Associate Members during the time that they are associated with ICFOA. The Membership Committee shall collect and investigate exceptional game reports and counsel members when necessary. They shall also require certification from a doctor certifying health good enough for the purpose of officiating, if an official's health is suspect.

## **Section 12      Training Committee**

Paragraph 1    The President shall appoint a Training Committee consisting of a Chairperson and at least one (1) additional member(s). Such appointment shall be subject to approval by the Legislative Body. The Chairperson shall be a Georgia High School Association Certified Football official.

Paragraph 2    It shall be the duty of the Training Committee to formulate training for members of ICFOA. The Training Committee shall coordinate scheduling of such training with the Executive Committee as specified in Article III, Section 9, Paragraph 4. The goal of the Training Committee shall be to annually update all members on any changes to the rules and game mechanics. Additionally, the Committee shall provide members with a review of the rules and game mechanics as deemed appropriate by the committee and the officers of ICFOA. Also, the Committee shall provide separate training sessions for new and registered members to enable them to reach an acceptable level of knowledge with regard to the rules and game mechanics as rapidly as possible.

## **Section 13      Election Committee**

Paragraph 1    In the years where it is necessary to elect officer(s) as described in Article III, Sections 2 through 8, an Election Committee shall be formed on the date of the scheduled meeting for elections. The Election Committee shall be comprised of the President, Parliamentarian, and the Executive Committee.

Paragraph 2    In the case as that one or more of these members is a candidate for one or more of the offices, that member shall be excused from his/her duties during the election for that office for which they are a candidate. The President shall appoint a replacement for the vacancy.

Paragraph 3    The Election Committee shall serve to provide fair and accurate results of the election process as described in this Constitution and its Bylaws. The Election Committee shall cause to be published a meeting for nominations of officers and a meeting for the elections. These two meetings shall not be less than one (1) week apart.

## **Article IV**

### **Section 1      Election of Officers**

Paragraph 1    The term of office for all constituted officers shall be two (2) years beginning on the first day of the fiscal year following their election to office.

Paragraph 2    The President shall appoint a Nominating Committee consisting of three (3) Regular Members and shall present the names of said committee to the Legislative Body for approval no later than the October business meeting of the election year. The Nominating Committee shall collect the names and qualifications of Members interested in obtaining or continuing in an elected position with ICFOA. They shall present one candidate for each elected office for approval by the Legislative Body at the meeting for such as described in Article III, Section 13, Paragraph 3. At the Meeting prescribed for the election of officers, Regular Members may make additional nominations from the floor for any position being elected. However, all nominees must meet the minimum qualifications required of the office for which they are nominated.

Paragraph 3    All nominees, for the current election must be made by the Nominating Committee or from the floor by a Regular Member. A person can only be nominated for one elected position for the current election. All floor nominations are subject to a second in order to be approved. All nominations for all offices will be closed prior to the beginning of the election process.

Paragraph 4    Officers shall be elected, by receiving a majority of votes cast by the Legislative Body. If no candidate receives a majority of votes cast, there will be a run-off between the two (2) candidates who received the highest numbers of votes cast.

Paragraph 5 Votes cast during the election process shall be by secret ballot submitted to the Election Committee.

Paragraph 6 After the votes have been cast, tallied and confirmed for each office, the Election Committee shall submit the results.

## **Article V**

### **Section 1 Amendments**

Paragraph 1 This constitution may be amended by the introduction and approval of a bill proposing such.

Paragraph 2 The Legislative body through use of secret ballot must pass proposed amendment during a balloting process conducted by the Election Committee. Such approval is subject to approval by two-thirds (2/3) of the Legislative Body.

Paragraph 3 The proposed amendment and notice of the meeting date and time for balloting, shall be read to the organization one (1) week prior to balloting for the proposed amendment.