

**BY LAWS**  
**OF**  
**SAN DIEGO COUNTY FOOTBALL OFFICIALS**  
**ASSOCIATION**

ARTICLE ONE.

REGULAR ASSOCIATION MEETINGS

The date, time, location and agenda for meetings will be announced by the Board of Directors, **hereafter referred to as the Board**. Meetings may be cancelled by a majority vote of the Board.

ARTICLE TWO.

SPECIAL ASSOCIATION MEETINGS

Section 1. A Special Meeting of the membership may be called at any time by the President, or shall be called at anytime on written request of one third of the ~~Directors~~ **Board** or one-third of the Certified members. Said requests are to be filed with the Executive Secretary, stating the purpose of the call.

Section 2. Special Association Meetings shall be held within 45 days of an official request and it will be the responsibility of the Executive Secretary to notify the membership of the date, time, location and reason.

ARTICLE THREE.

**BOARD OF DIRECTORS** MEETINGS

Section 1. The Board shall meet not less than four (4) times during the year at such time and place as determined or on call by the President; or by petition of one-third of the members of the Board.

Section 2. Board Meetings are open to the membership (**See exception Article Five, Section 5**).

Section 3. It will be the responsibility of the Executive Secretary to notify the membership of the date, time, and location at least seven days prior to the Board meeting.

Section 4. A Board Member may be absent provided he has a valid excuse for said absence, which excuse shall be submitted in writing to the President and the Executive Secretary no later than seven (7) days after the absent date, and the excuse shall be subject to approval by the remaining Board Members.

Section 5. Any Board member who has missed two (2) consecutive Board meetings or missed greater than fifty (50) percent of all Board Meetings during the year without a

valid excuse that has been approved by the remaining board members shall be removed from the Board immediately.

#### ARTICLE FOUR.

##### COMMITTEE MEETINGS

Section 1. Committees shall meet at such time and place as they may determine; or on call by the President; or on petition of one-third of the members of the Board.

Section 2. Standing committees shall be nominated by the President and be approved established by a majority Board vote.

Section 3. Ad Hoc committees maybe may be appointed by the President.

#### ARTICLE FIVE.

##### RULES OF PROCEDURES

Section 1. Roberts' Rules of Order, Revised shall govern all sessions of this Association, the Board, and the Committees whenever applicable, except when such rules conflict with the Constitution or the By Laws of the Association.

Section 2. The Executive Secretary shall be the Association Parliamentarian and be the Association expert on the rules of order.

Section 3. A quorum for conducting business in a General membership meeting shall be one-half of the certified membership. Voting for nominations and for election of the Board members shall be a secret ballot. There shall be no proxy voting.

Section 4. All resolutions will be passed by a simple majority unless contrary to the Constitution and the By Laws.

Section 5. ~~Meetings shall be open unless the President recommends otherwise for an executive session, having the approval of the Board.~~ Board meetings shall be open to membership. The President may call for a closed, executive session, for the purposes of reviewing matters relative to personnel decisions, ratings, appeals, member qualifications, or other private matters as agreed to by the Board.

#### ARTICLE SIX.

##### FISCAL YEAR

The fiscal year shall be the calendar year.

#### ARTICLE SEVEN.

##### REPORTS

A ~~term~~**Business and Operations** report shall be made to the membership by existing officers at a time and method designated by the Board. Other reports shall be made when deemed necessary by the Board. Prior to each officiating season, all Association policies shall be available for review by the membership.

## ARTICLE EIGHT.

### DUES, TURNBACK FEES AND ASSESSMENTS

Section 1. ~~These Dues, Turnback Fees and Assessments~~ shall be determined and levied by the Board and are non-refundable unless attaining Board approval. Membership shall be advised of such fees and assessments on an annual basis.

Section 2. Certified members' dues are required to be paid not later ~~than one week~~ **than a date determined by the Board** prior to the annual crew draft, in order to be eligible for the draft. **The Executive Secretary will notify the membership via Arbiter, or other comparable web-based assignment program, and post it on the Association website, after such date is determined by Board action.**

Section 3. Turnback fees are due to the appropriate assignment secretary not later than ~~2~~ **two weeks** after turning back any assignment or missing an assignment. Outstanding turnback fees will preclude that official from selection to any post season assignment. Any Certified officials who has any outstanding turnback fees, must pay these fees in full prior to the following years draft in order to be draft eligible.

Section 4. Assignment secretaries shall notify the board of all officials who have outstanding turnback fees after the two week period.

## ARTICLE NINE.

### OFFICIATING FEES

The Association shall accept fees for officiating service as set by the Board and approved by the Leagues or Institutions, if they are believed to be just and equitable.

## ARTICLE TEN.

### **ASSOCIATION ASSIGNMENTS**

Section 1. Members may not accept assignments for any game, clinic, and practice session or in any manner represent the Association unless authorized by the Board or the Assignment Secretary. ~~except in an employment related obligation.~~

Section 2. Games contract assignments received shall be considered accepted and honored. It is the responsibility of the member to ensure that dates that the member is not available are provided to the Assignment Secretary not later than the day prior to assignments being posted. Game turnbacks will only be accepted in extreme emergencies and then only with the concurrence of the **applicable** Assignment Secretary.

## ARTICLE ELEVEN.

### ASSOCIATION **APPOINTED** OFFICERS

Section 1. EXECUTIVE SECRETARY

- A. Shall be appointed by the Board for a term of one year.
- B. Shall assume responsibilities as outlined and directed by the Board.
- C. Shall be responsible to the Board for the conduct of Association business.
- D. With Board approval, may appoint subordinates to assist in his/her duties.
- E. Shall be compensated for services as determined by the Board.

Section 2. ASSIGNMENT SECRETARY

- A. Shall be appointed by the Board for a term of one year.
- B. Shall assume responsibilities as outlined and directed by the Board.
- C. Shall be responsible to the Board for the conduct of Association business.
- D. With Board approval, may appoint subordinates to assist in his/her duties.
- E. Shall be compensated for services as determined by the Board.

Section 3. TREASURER

- A. Shall be appointed by the Board for a term of one year.
- B. Shall assume responsibilities as outlined and directed by the Board.
- C. Shall be responsible to the Association for safekeeping and accounting of Association funds.
- D. Shall be compensated for services as determined by the Board.

Section 4. INSTRUCTIONAL CHAIR

- A. Shall be appointed by the Board for a term of one year.
- B. Shall assume responsibilities as outlined and directed by the Board.
- C. Shall be responsible to the Board for the conduct of Association business.
- D. With Board approval, may appoint subordinates to assist in his/her duties.
- E. Shall be compensated for services as determined by the Board.

~~Section 5. HISTORIAN:~~

- ~~A. Shall be appointed by the Board for a term of one year.~~
- ~~B. Shall assume responsibilities as outlined and directed by the Board.~~
- ~~C. There is no compensation for this position.~~

ARTICLE TWELVE.

OTHER

Section 1. All Association officers are responsible for the submission of regular reports, no less than annually.

Section 2. The Board will ensure outside financial audits are conducted annually with reports made to the Board.

ARTICLE THIRTEEN.

CONDUCT OF MEMBERS AND DISCIPLINARY MEASURES

Section 1. All members of the Association shall abide by the Constitution, By Laws, Policies, ~~Rules and Regulations~~, Ethical Standards and Requirements of the Association.

Section 2. Failure to comply with these provisions will subject the member to disciplinary action by the Board as may be determined at the time such failure to comply is brought to the attention of the Board.

Section 3. Disciplinary measures that may be employed by the Board include these:

- A. Censure
- B. Placement on special status
- C. Change in membership classification
- D. Suspension
- E. Expulsion

Section 4. Members suspected of violation of any of these provisions may be required by the Board to appear before the Board to state their case relative to circumstances.

Section 5. Any member suspected of committing an offense or any witness has a right to appear before the Board to explain or clarify a case.

Approved 07/07-~~XX~~/12