

COACHELLA VALLEY FOOTBALL OFFICIALS ASSOCIATION

CONSTITUTION

Adopted October 24, 1995
Amended September 12, 2006

ARTICLE I

NAME

The name of this organization shall be the "Coachella Valley Football Officials' Association."

ARTICLE II

OBJECTIVES

The primary objectives of this Association shall be:

- a) To foster a more widespread recognition of the values of amateur American athletics;
- b) To encourage, among the schools, spectators, players, coaches, and officials involved high ethical standards in all amateur athletics;
- c) To increase the efficiency and competency of each member of this Association by providing an instructional program for players, coaches, and officials with the purpose of increasing proficiency in the knowledge of the rules and mechanics of officiating;
- d) To promote the advancement of amateur athletics in Southern California by spreading the spirit of good sportsmanship and friendship among the schools, spectators, players, coaches, and officials and by cooperating with the news media in their educational programs.

ARTICLE III

MEMBERSHIP

Section 1. Eligibility

The Association will not discriminate against anyone seeking membership on any legally - recognized basis including, but not limited to, race, age, color, religion, sex, marital status, or national origin.

The Coachella Valley Football Officials' Association is an association of independent contractors; therefore, each member of the Association shall be classified as an independent contractor.

Membership in this Association shall be available to any person who is interested in officiating athletic contests, provided they fulfill the following obligations of membership:

- a) Be at least eighteen (18) years of age, and not enrolled in High School.
- b) Payment of established membership dues.
- c) Maintaining attendance requirements established by the Board of Directors.
- d) Satisfactory completion of the instructional program.
- e) Maintain good physical condition and good moral character, as is more fully set forth in the "Code of Conduct" in the Southern California Study Guide.
- f) Be approved by the Rating Committee.
- g) Comply with this Constitution, the By-Laws of the Association, and the Code of Conduct.

Section 2. Classification

An official shall be classified by the Rating Committee. Classifications shall be:

- a) Certified - (to work all Varsity games and CIF playoffs.)
- b) Approved - (to work JV and Frosh games. Work Varsity games only if no certified officials are available.)
- c) Probationary - (to work JV and Frosh games. May work less competitive Varsity games only if no certified or approved officials are available.)
- d) New - (New officials to work same assignments as probationary.)

Section 3. Classification Procedure

- a) In order to be classified in one of the four classifications, all officials shall:
 - 1) Meet the instructional program requirements as approved by the Board of Directors.
 - 2) Be recommended to the classification by the Rating Committee. The Rating Committee shall consider as many sources as possible when determining an official's classification. (i.e.: coaches' reports, observers' reports, reports of other officials as assigned by the Rating Committee.)
- b) The Rating Committee shall be responsible for establishing a system of evaluating and classifying officials and informing all officials of the system being used. Criteria for the various classifications shall be established by the Rating Committee.
- c) All new members of the Association shall be classified as "new" for their first year, unless they have had previous officiating experience, in which event they shall be classified as "probationary" for their first year. Re-classification is possible through the "Rating Committee".

- d) There shall be no time limitations as to the length of time a member may remain in any classification. There also is no guarantee as to the number of games or level of game assignments. However, all "certified" officials are to be assigned Varsity games before "approved" officials.
- e) Each member shall be advised of his rating at the first scheduled regular meeting in the fall.

Section 4. Playoff Game Assignments

The Board of Directors shall meet in closed session no later than the final week of the regular season to determine playoff game assignments. Only "certified" officials are eligible for playoff game assignments. The Board shall consider as many evaluation sources as possible when determining assignments, such as game evaluations tabulated by the rating committee. The Board shall also consider each official's strengths and weaknesses, and playoff game experience. The Board shall strive to assemble the most qualified crews while giving all eligible officials the opportunity to officiate playoff games.

Section 5 Termination of Membership

Membership may be terminated or suspended for unprofessional conduct, failure to pay dues, failure to comply with the Constitution, the By-Laws or the Code of Conduct, and/or other acts detrimental to the welfare of the Association, its purposes and objectives, or to amateur athletics. Termination or suspension of membership for any of the above reasons shall occur only upon the vote of five of the seven Board Members including the President.

Section 6 Reinstatement of Membership

Reinstatement of membership may be initiated by the written application of a person seeking such reinstatement. Such application shall require a vote of two-thirds majority of the General Membership in order to be approved.

Section 7 Disciplining Members

The Board of Directors will be responsible for disciplining members of the Association. Members may be disciplined for conduct detrimental to the Association. The discipline may take the form of a reprimand, reduction in schedule, removal from the playoff list, removal from a varsity crew, forfeiture of membership or other action as deemed appropriate by the Board. The member being disciplined shall have an opportunity to reply both orally and in writing, prior to the discipline being imposed.

If the affected member is dissatisfied with the discipline, he/she may request that the President call a special confidential meeting of the Board of Directors to discuss the matter with the member and any witnesses. The Board will then confer in private and render a decision. If the affected member is still dissatisfied with the Board's decision, he/she may appeal the matter to the Association membership by notifying, in writing, the President.

The membership shall hear the appeal at its next meeting. The President shall preside over the appeal, allowing the affected member to present his/her case, allowing witness testimony and presentation of the Board of Directors position. The membership shall decide through a secret ballot to either uphold or reverse the discipline. A simple majority of the ballots cast will be sufficient.

Section 8 Member Grievance

Members may bring grievances to the Board of Directors by notifying the President of the Board, in writing, of the nature of the grievance and request an audience with the Board. If the grieving member wishes to appeal the Board's decision, the member may do so to the general membership. In order to proceed with this level of appeal, the member must obtain signatures from ten percent of the Association's qualified members supporting this appeal. This procedure does not apply in the case of expulsion, suspension or reinstatement.

ARTICLE IV

OFFICERS AND THEIR DUTIES

Section 1. Organization

This association shall have its own separate Officers and Board of Directors and shall be governed by this Constitution, the By-Laws and the Code of Conduct.

Section 2. Officers

The officers shall be: President, Vice-President, and Secretary-Treasurer.

Section 3. Board of Directors.

- a) The Board of Directors shall contain seven (7) members, consisting of three officers (President, Vice-President, and Secretary-Treasurer), Immediate Past President and Instructional Chairman, and two other members elected at large from the membership.
- b) All members of the Board of Directors shall have the right to vote on any issue properly before the Board, but excluding the President (total of six {6} votes possible). The President shall acquire and shall exercise the right to vote only when it is necessary to break a tie vote.

Section 4. Meetings of the Board of Directors and Committees

Meetings of the Board of Directors may be called by the President upon notice to all members of the Board of Directors, at such times and places as he deems necessary for the conduct of the business of the Association.

Section 5. Duties

- a) The President shall preside at all meetings of the Association and of the Board of Directors, appoint all necessary committees, call special meetings, and execute the will of the Association.
- b) The Vice-President shall serve in place of the President in the event of the latter's absence. He shall be responsible for the orientation of new members. He shall also chair the Rating Committee. He shall monitor attendance at the General Meeting.

- c) The Secretary-Treasurer shall keep a record of the business transacted by the Association, give notice of meetings, maintain a current roster, and assist the President in clerical work when necessary. He shall collect dues, deposit or hold in trust all funds remitted to him in behalf of the Association, accounting for them by presentation of a written financial statement to the group at the first regularly scheduled meeting each year and at such other time as may be requested by any of the Directors. He shall submit, at the request of the Board of Directors, all bills for payment. He shall record all payments and present a treasury report at each meeting of the Board of Directors.
- d) The Instructional Chairman may appoint a co-chairman to assist him. He may also appoint other committee members if he desires.
- e) The Board of Directors shall exercise general supervision of the officers, members and committees of the Association. They shall decide questions affecting the Association. They may, for cause, declare any office vacant and the general membership at the next regularly scheduled meeting shall elect a member to fill such vacancy for the remainder of his term. They shall constitute a Board of Appeal to review decisions of committees or rulings of any officer. They shall promulgate By-Laws and a Code of Conduct and shall have the authority to amend such By-Laws and Code of conduct from time to time as is deemed necessary. They shall serve as the Rating Committee. A majority vote of the Board of Directors shall be sufficient to pass any issue or question, except where a different majority requirement is elsewhere specified. Any decision of the Board of Directors may be reversed at any regular meeting, providing that a quorum is present. The Board shall appoint a CIF assignment coordinator annually, who will serve at the Board's discretion
- f) The CIF Assignment Coordinator shall present the game assignment schedule to the board of Directors for review and approval.

The CIF assignment coordinator shall be paid on a per member basis (amount to be recommended by Board of Directors and approved by general membership at spring meeting) for making all game assignments.

Once a member has accepted a game from the CIF assignment coordinator, that official may not be removed from that game. In the event of an emergency the CIF assignment coordinator may transfer any official to another game of equal level without Board approval. If the Board feels they must remove an official for cause from a game it must be done by a vote of five of seven Board members including the President. The official will be paid the full game fee by the Association.

Section 6. Term of Office

The term of office for all officers, except where otherwise indicated, shall be one year; however, any officer may be re-elected for consecutive terms. The term of office for Directors at large shall be two years. These terms shall be staggered such that one Director shall be elected each year.

The Immediate Past President shall serve on the Board for only a one-year term. A third at large Director shall be elected to the Board for a one-year term if the re-election of the President would result in a second year for the Immediate Past President

Section 7. Qualification

Candidates for office in this Association shall be a member in good standing.

ARTICLE V

MEETINGS AND ELECTIONS

Section 1. Meetings of the General Membership shall be set forth by the Board of Directors in the By-Laws.

Section 2. Quorum

The quorum requirements shall be determined by the Board of Directors and set forth in the By-Laws.

Section 3. Election Procedure

The procedure to be followed for the election of officers shall be as follows:

- a) The President shall preside over the nominations and election to be held at the last regular meeting. Candidates for offices for the following year will be nominated from the floor and elected by secret ballot. To win, a candidate must receive a simple majority of the votes. If no majority, the two candidates with the most votes will be in a run-off election.
- b) The members elected to the Board of Directors shall take office January 1st.

ARTICLE VI

AMENDMENT

This Constitution may be amended as follows:

Proposed amendments to the constitution must be presented in writing to the membership at a general membership meeting in advance of the general membership meeting scheduled for the vote on the amendments. At this meeting, two-thirds of the entire membership shall constitute a quorum. The proposed amendments shall be provided to or read to the members present, at which time a two-thirds majority vote of the members present shall be sufficient to approve the amendments.

COACHELLA VALLEY FOOTBALL OFFICIALS ASSOCIATION

BY-LAWS

Adopted October 24, 1995

ARTICLE I

AUTHORITY

These By-Laws are adopted upon a two-thirds majority vote of a quorum constituting two-thirds of the general membership. Robert's Rules of Order prevails unless otherwise stated.

ARTICLE II

MEETINGS

Section 1. General Meetings

General meetings shall be held on the dates and at the times and places determined by the Board of Directors upon consultation with the CIF Assignment coordinator and the Instructional Chairman. These meetings are mandatory. If a member misses a second meeting the board will review the member's standing.

Section 2. Board Meetings

The first Board Meeting of each year shall be called by the President and shall be held in the Spring. Additional Board Meetings shall be called at the discretion of the President.

ARTICLE III

QUORUM

General Membership - a quorum shall consist of fifty-one percent (51%) of all active members in good standing unless otherwise specified in the Constitution. A quorum shall be required for all meetings at which any vote is to be taken.

Board of Directors - four members of the Board of Directors, or three plus the President, shall constitute a quorum. A quorum shall be required for all meetings of the Board of Directors at which any vote is to be taken.

ARTICLE IV

DUES AND FEES

The dues and fees of the Association shall be established by a vote of the association upon the recommendation of the Board of Directors. This vote shall be taken at the Spring meeting.

~~All members must belong to the NFIOA.~~

ARTICLE V

INSURANCE

The Association will obtain and pay the premiums for directors and officers liability insurance. The Association will also obtain and pay the premiums for general liability and medical expense coverages for all members of the Association. Policy limits will be determined by the Board of Directors. The Board of Directors will consider availability, coverages and premiums when determining policy limits.

ARTICLE VI

STANDING COMMITTEES

Section 1. Instruction Committee

The Instruction Committee shall be charged with the Instructional Program of the Association and the teaching and interpretation of the Rules and Mechanics.

Section 2. Rating Committee

Rating Committee shall consist of all members of the Board of Directors chaired by the Vice-President.

The Rating Committee shall review all results of examination, reports of coaches, commissioners and assigned raters, records of attendance, and other pertinent data and shall determine the eligibility and classification of members of the Association.

The Rating Committee shall:

- a. Present to the CIF Assignment Coordinator a list of Certified, Approved, Probationary, and New officials. All Certified officials must be assigned games before Approved officials, Approved before Probationary and Probationary before New.
- b. Handle paper work involving transferring official - examine all letters and recommendations from previous units of which official was a member. Rate transferring official as soon as possible.
- c. Assist Association's Member when transferring to another Association.

ARTICLE VII

TREASURY PROTECTION

The financial records of the Secretary-Treasurer shall be submitted for review at the end of each season or at any time the Board of Directors shall deem advisable. The Review Committee shall consist of three or more members and shall be appointed by the President from the membership at large. Any member may, upon request, review the financial records.

ARTICLE VIII

CLASS INSTRUCTION

Class instruction shall be for the use and benefit of all members in good standing, except that visitors may be admitted with the approval of the Board of Directors.

ARTICLE IX

AMENDMENT

These By-laws may be amended as follows:

Proposed amendments to the By-Laws must be presented in writing to the membership at a general membership meeting in advance of the general membership meeting scheduled for the vote on the amendments. At this meeting, two-thirds of the entire membership shall constitute a quorum. The proposed amendments to the By-Laws shall be provided to or read to the members present, at which time a two-thirds majority vote of the members present shall be sufficient to approve the amendments.

ARTICLE X

MEMBERS' RIGHT TO SPEAK AT BOARD MEETINGS

Officials of the general membership may speak at Board meetings by utilizing either of the following two methods:

1. Request a board member to put an item on the agenda of the next meeting and request that he (the official) be allowed to speak to this item.
2. Before starting discussion on agenda items, the President shall ask if there is any member present who wishes to speak to any item on the agenda.

ARTICLE XI

CLOSED SESSIONS OF RATING COMMITTEE

When the Rating Committee is rating officials, it shall go into a "closed session."

A member may request and be granted a meeting with the Rating Committee for an explanation of his rating.

ARTICLE XII

UNIFORM

The standard uniform to be worn by all CVFOA members shall be that which is approved by the California Football Officials Association.

ARTICLE XIII

BOARD OF DIRECTORS ATTENDANCE

If a Board Member misses two scheduled Board meetings without a valid Board approved reason, that member shall be removed from the Board effective immediately and a new member will be appointed by the remaining Board Members.