

BY-LAWS OF THE BROWARD FOOTBALL OFFICIALS ASSOCIATION

12/25/11

ARTICLE I. PRESIDENT

Section 1. The President shall act as the Chief Executive of the Broward Football Officials Association (BFOA). The President shall preside at all meetings of the BFOA general membership and the Board of Directors. The President shall carry out all the duties of this office and shall have the authority to suspend members temporarily when events warrant; such action pending review and action by the Board of Directors.

ARTICLE II. VICE PRESIDENT

Section 1. The Vice President, in the absence or incapacity of the President, shall be vested with the powers and duties of the President. The Vice President shall perform duties as may be assigned by the President or the Board of Directors.

ARTICLE III. SECRETARY

Section 1. The Secretary shall keep a chronological record of the entire general membership and Board of Directors meetings. This individual shall, as directed by the President, submit the record of the previous meetings to the general membership for approval as the official minutes of the BFOA. The Secretary shall prepare and distribute all notices as required by the President or the Board of Directors.

ARTICLE IV. TREASURER

Section 1. The Treasurer shall collect and have charge of all fees and dues. The Treasurer shall place all monies of the BFOA into one fund from which all expenses and disbursements shall be made as authorized by the Board. The Treasurer shall maintain an account of all BFOA funds in a bank approved by the Board. The Treasurer will co-sign all checks with the President. A budget will be prepared and presented to the general membership for the next calendar year. The

budget will provide three alternatives for dues and expenditures. The membership will approve one of the budgets by majority vote of the membership present. During the budget year, any expenditure over \$500.00, which was not included in the approved budget will be presented to the general membership for approval or disapproval by majority vote of the general membership.

ARTICLE V. AT LARGE DIRECTORS

Section 1. The At-Large Directors shall receive and evaluate all applications for membership, and after review by the Board of Directors, notify each candidate of acceptance or rejection. Accepted members will be furnished all related FHSAA publications as well as a copy of the Constitution and By-laws.

Section 2. The three At-Large Directors shall perform duties as assigned by the President or the Board of Directors.

ARTICLE VI. BOARD OF DIRECTORS

Section 1. The Board of Directors (Board) will consist of the elected officers of the BFOA and will serve as the association's governing body.

Section 2. The Board will audit and thereafter accept or reject the Treasurer's bi-annual financial report.

Section 3. The Board will appoint an Evaluation Committee, Assignment Committee, Recommendation Committee, Grievance Committee and Training Committee and any others as may be deemed necessary. These committees will have membership composition, duties and responsibilities as defined in the FHSAA Officials Guidebook under Local Officials Associations - Committees. The term of appointments to committees will be the same as the term of the Board, two years, except that the terms of the Assignment Committee and Recommendations Committee, each of which shall be for one year. This provision shall not be interpreted as limiting the number of years, or consecutive years that any member may serve on these, or any other committee. The Board retains the right to dismiss any committee or any committee appointee when deemed necessary.

Section 4. The Board will review and act on any recommendation submitted by the Grievance Committee.

Section 5. The Board, with recommendations from the Evaluation Committee, has the responsibility for establishing the guidelines for evaluation and annual approval of existing varsity officials. The potential new varsity officials must be reviewed and approved by the Board and the Booking Commissioner before promotion to the varsity level.

Section 6. The Board shall have the power to fine, suspend or expel from the organization any member found in violation of the Constitution, By-Laws, Rules of Conduct, or Code of Ethics as established and published by the FHSAA or National Federation of High School Associations. The Booking Commissioner shall be notified, in writing, of all such disciplinary actions.

Section 7. A member disciplined by the BFOA Board has the right to appeal any imposed sanction to the general membership. Written notification of intent to appeal must be submitted to the Secretary within 14 days of the Board's final action. The appeal will be presented at a regular general meeting or special meeting called for this purpose. The President will present all facts and hearing findings to the general membership. A two-thirds vote of the general membership shall be necessary to reverse a Board's action regarding a disciplined member. The Board will not seek further review, if its' action is reversed by the general membership vote.

Section 8. A disciplined member, whose Board-imposed sanction is not reversed by a general membership vote, shall have the right to seek a review by the FHSAA for final adjudication, in accordance with procedures established by that organization.

Section 9. The Board of Directors shall meet a minimum of once per month. An agenda shall be established prior to each meeting. Minutes of each meeting shall be posted on the association website once they have been approved at the subsequent board meeting.

Section 10. The Board shall appoint a Sergeant At Arms to assist, if needed, in maintaining order and decorum at general meetings.

Section 11. The Board shall establish the number of varsity crews for each season and designate the crew chiefs/referees to lead those crews. If new crew chiefs/referees are needed, the Board will establish the criteria and a selection process to fill the vacant or new crew chief/referee position(s).

ARTICLE VII. BOOKING COMMISSIONER

Section 1. The Booking Commissioner must abide by the Constitution and By-Laws of the BFOA when assigning officials. Those members deemed not to be in good standing with the FHSAA or BFOA are specifically prohibited from receiving game assignments. The assignments shall not be altered or exchanged without prior consent of the Booking Commissioner.

Section 2. The Booking Commissioner will make assignments consistent with the members' classification. The Booking Commissioner shall have the authority to assign members from lower classification only in circumstances when appropriate level officials are not available.

Section 3. In compliance with applicable FHSAA regulations and policies regarding local officials associations concerning assigned officials "scratch" procedures, BFOA and the governing local officials association, BCAA, will adhere to the following guidelines:

- a.** Scratches received from schools by the BCAA Booking Commissioner should be accompanied with a written explanation of the school's action.
- b.** A BFOA member may request examination of any explanation. In the event the member chooses to question or otherwise pursue the matter he/she may do so by requesting further clarification only through the Office of the BCAA Booking Commissioner.
- c.** BFOA members are prohibited from directly contacting school personnel concerning any scratch related issue. BFOA imposed disciplinary sanction may result if this prohibition is violated.

Section 4. On the fourth giveback an official shall be fined a JV game fee. When the official pays the fee he or she will be allowed to officiate again. The official has the right to go in front of the Board to hear his reason for the giveback, with the Board having the right to rescind the fine.

ARTICLE VIII. CLASSIFICATIONS

Section 1. All members of the BFOA will be classified by the classification system consistent with that of the FHSAA.

Section 2. Officials transferring into the BFOA, from out of state or another FHSAA association, will be evaluated by the Evaluation Committee with a recommendation provided to the Board regarding

placing the transferee on the varsity list. The Booking Commissioner will provide a list of those transferees needing evaluation to the Chairman of the Evaluation Committee at the beginning of the season.

ARTICLE IX. GAME FEES

Section 1. Varsity and sub-varsity game fees will be set by the FHSAA in the Officials' Guidebook. The travel fee will be set by negotiations between the Board and the BCAA Director of Athletics.

Section 2. The Board shall negotiate with appropriate BCAA officers for the purpose of obtaining payment of the highest game fee rate, the number of officials for varsity games and travel fees possible.

ARTICLE X. MEMBERSHIP AND DUES

Section 1. Members with good standing with the FHSAA will be granted membership in the BFOA.

Section 2. Admission to BFOA membership shall be submitted on the Board mandated application form. The membership year shall begin annually on June 1 and will end on May 31 of the following year.

Section 3. Each member shall pay annual dues to the BFOA in an amount set by the membership at the Association's last scheduled meeting of the prior year.

Section 4. Annual membership dues shall be paid by July 31st of each year, or another deadline set by the Board and communicated to the membership. Any dues not paid by the deadline are subject to a late fee as determined by the Board. Individuals who have not paid BFOA dues by the deadline will be deemed to not be "members in good standing" and will remain in that status until all dues and late fees are paid in full. Individuals who have not paid dues by the deadline will not be eligible to participate in the annual varsity crew selection process.

Section 5. In accordance with the provisions of The Lundsford Act, members will be required to pass a Broward County School Board Level II Background Certification before being assigned to officiate, time or be a member of a chain crew for any public or private school contest for which the BFOA provides and/or assigns the personnel.

ARTICLE XI. GENERAL

Section 1. BFOA members are permitted to join, and participate in

officiating interscholastic football games with members of, other FHSAA-sanctioned associations. However, BFOA members must give first preference to BFOA assignments whenever there is conflict with those of other interscholastic or lower-level officiating organizations.

Section 2. In compliance with FHSAA Guidelines and Rules, the BFOA Board will develop and submit to the Booking Commissioner specific rules of conduct to be followed by each member as stated on the BFOA application form, i.e., reporting time, dress, missed assignments, etc. Rules and corresponding penalties will be approved by the membership.

ARTICLE XII. MEETINGS

Section 1. A quorum for a meeting will constitute one-third (1/3) of the general membership in the BFOA.

Section 2. Any member, in good standing, who misses two (2) consecutive meetings unexcused, shall be suspended for a one-week period commencing with the next assignment period. Members seeking an excused absence from a general meeting must submit reasons in writing to the BFOA Secretary via letter or email. If via email, it is the responsibility of the member to verify that the Secretary received the request.

Section 3. The President shall establish the Order of Business at all meetings.

Section 4. Robert's Rules of Order shall control all parliamentary questions in the conduct of all meetings, except wherein the Rules conflict with specific articles of these By-Laws.

Section 5. The Sergeant-at-Arms may remove unruly members when instructed by the President.

ARTICLE XIII. AMENDMENTS

Section 1. The By-Laws will be automatically amended to comply with any newly enacted requirements of the FHSAA.

Section 2. Any member in good standing may sponsor an amendment to the By-Laws. A preliminary draft of a proposed amendment may be submitted to the Board of Directors at any meeting for inclusion on the agenda (presentation to the general membership followed by discussion) at the next meeting. The final draft of a proposed

amendment must be submitted to the Board of Directors no later than the next-to-last meeting of the year. Amendments to change the By-Laws will be voted on by roll call ballot at the last scheduled meeting of the year.

ARTICLE XIV. PLAYOFF RECOMMENDATIONS

Section 1. As provided in Article VI, Section 3 of these By-Laws, the Board will automatically appoint the #1 five-man playoff crew from the prior year, to serve as the current year's Recommendations Committee. All members appointed will be ineligible for assignment to any on-field playoff crew position during the year they serve on the committee. If a member of the prior year #1 playoff crew is unable, or unwilling to serve, the Board may appoint a replacement. The restriction from being assigned to an on-field playoff position will be in effect for any member replaced, or appointed to serve on the committee. The composition of the committee will be communicated to the membership no later than the second scheduled general meeting of the season. The Board of Directors shall determine the number of 5-man and 7-man crews to be recommended by the Committee.

Section 2. The Board of Directors shall determine the deadline by which the Recommendations Committee will present to the general membership the number and composition of each crew for approval. The general membership will be notified of this deadline not later than the scheduled general meeting following the first week of interscholastic contests.

Section 3. When determining the composition of playoff crews, the Recommendations Committee shall consider evaluation results that are available from the previous and current seasons, the current year's exam score and FHSAA ranking, and each eligible member's availability during playoff dates. In addition, the Committee will adhere to, and observe the following criteria and guidelines:

- a.** Members who have been selected to a varsity crew for the current year will be considered for playoff crew assignment (Exception 3b. below). Members who have not been selected to a varsity crew for the current year shall be considered for playoff crew assignment if the BCAA Booking Commissioner reasonably anticipates that the member will officiate at least six (6) varsity contests on the field in the current year and the member has been registered as a football

official with the FHSAA for at least ten (10) full years prior to the current year and has officiated varsity football, on the field, in the State of Florida, for at least five (5) of the preceding seven (7) full years. For the purposes of this article, a full year consists of officiating no less than six (6) varsity contests in the same calendar year, unless exceptional circumstances exist (such as a hurricane) that limit a full year to less than six (6) varsity contests, in which case the Board may authorize less than six (6) varsity contests as a full year assignment.

- b.** Members without prior varsity crew officiating experience, who are working their first season on a varsity crew, will not be considered for playoff crew assignment.
- c.** Members who will be unavailable for assignment the first week of playoff games will not be eligible for playoff crew assignment. Members who will be available for assignment the first week of playoff games, but will not be available for assignment the second week of playoff games, may be assigned to a 5-man crew for the first week of playoff games. Officials unavailable for the second week of playoff games may not be assigned to playoff crews that will be converted to 7-man crews for the second and subsequent weeks of playoff games. If any member selected for a playoff assignment cannot or does not accept their playoff assignment, the Recommendations Committee will select a replacement prior to the final submission to the FHSAA. The committee will adhere to all stated FHSAA and BFOA selection criteria in choosing the replacements.
- d.** Members who have at least two full prior seasons' experience on a varsity crew who have changed to a different on-field position from that worked during the immediately previous season, or who change position during the current season will NOT be disqualified from consideration.
- e.** Members who have transferred from other FHSAA-sanctioned associations and are on a varsity crew in their first season of membership in BFOA may be considered for playoff crew assignment at the discretion of the Committee.
- f.** Members who have transferred from associations outside the State of Florida, and are members of varsity crews, are not eligible for playoff crew assignment during their first year of membership in

BFOA.

Section 4. Eligible members shall be recommended for playoff crews at the on-field position that they will work during at least 50% of their game assignments during the current year. However, a member who is working as a varsity referee during his/her first two seasons at that position, may request Recommendations Committee consideration for playoff crew assignment at his/her former on-field position. Members who are recommended for 7-man crews as a Field Judge or Side Judge should have demonstrated experience in these positions.

Section 5. Timers for playoff crews must meet eligibility requirements as stated in Section 3, and be capable of working on the field should that become necessary during a playoff assignment.

Section 6. The Board of Directors appointed liaison to the Recommendations Committee shall request from the Booking Commissioner a list of officials meeting the criteria stated in Sections 3 & 4 of this Article and provide this list to the Recommendations Committee at its first formal meeting to begin the selection process.

Section 7. The Recommendations Committee shall publish a preliminary list of all members identified as having met the criteria for consideration to playoff crew assignment as soon as final FHSAA test scores become available. Members not listed as eligible for playoff consideration will have 10 days from the date the list is published to submit a written request asking for a review of their status by the Recommendations Committee if they believe they meet the criteria.