

BY LAWS
OF
SAN DIEGO COUNTY FOOTBALL OFFICIALS
ASSOCIATION, INC.

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 any time on written request of one third of the 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 as called for 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 forty-eight (48) hours 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 may 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 as called for 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 by a majority Board vote.

Section 3. Ad Hoc committees may be appointed by the President and are not subject to Board approval.

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. 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 Business and Operations report shall be made to the membership by existing Appointed 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.

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 NINE.

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.

Section 2. Game 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 TEN.

DUES, TURNBACK FEES AND ASSESSMENTS

Section 1. 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. It is the Board's intention to cover the cost of the banquet with general association funds. However, the Board reserves the right to implement a banquet fee should the need arise.

Section 3. Certified members' dues are required to be paid not later than a date determined by the Board prior to the annual crew draft, 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 4. Turnback fees are due to the appropriate assignment secretary not later than two weeks after turning back any assignment or missing an assignment. Failure to pay

turnback fees will preclude that member from selection to any post season assignment. Such members must pay outstanding turnback fees in full prior to the following years' draft to be considered draft eligible.

Section 5. Assignment secretaries shall notify the Board of all officials who have outstanding turnback fees after the two-week period.

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. Shall personally assign football games at the High School and above level only.
- E. With Board approval, shall appoint Assistants to assign youth football games.
- F. With Board approval, may appoint subordinates to assist in his/her duties.
- G. 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.

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, SDCFOA Code of Ethics, Board Policies, 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. If the conduct of a member is in question, the following is an outline of steps to be used in matters brought before the SDCFOA Mediation Committee:

- A. The Mediation Committee Chair shall gather a written account of the complaint from the presenting party/parties and shall present the issue to the committee members for review.
- B. The Mediation Committee shall contact the complainant, the member in question, and may contact any direct witnesses, and other parties with relevant information to the matter in question.
- C. The Mediation Committee shall put forth a suggested solution to the matter for the Board to consider, including any suggested disciplinary actions as allowed by the SDCFOA documents.
- D. At the next meeting, the Board will vote to accept, amend, or reject the Mediation Committee's recommendation.
- E. The Executive Secretary will notify the member in question of the Board's decision in writing electronically within 10 days of the decision.
- F. The disciplined member will have 5 days from issuance of the Board's decision to appeal the decision in writing electronically to the Executive Secretary which shall include an explanation of the reasoning behind the appeal via a written submission, or an appearance before the Board.
Only one appeal is permitted.
- G. If there is an appeal, at the next board meeting the Board will:
 - a. Hear from parties referenced in Section 3.B. above that wish to speak.
 - b. Vote to accept, amend, or reject the previous decision.
- H. The Executive Secretary will notify the member in question of the Board's decision in writing within 10 days of the decision.

Section 4. 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 5. 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 6. The Board shall prior to **expelling or suspending** a Member, provide the Member with a written Notice of Intent to take Disciplinary Action stating the reasons for such action, at least 15 days prior to taking the proposed disciplinary action against the Member.

Section 7. Any Member subject to disciplinary action by the Board under Section 6 of this Article, may within 5 days before the effective date in the Notice of Intent submit an appeal of the Board's proposed disciplinary action orally or in writing to the Executive Secretary. Failure to timely submit an appeal shall result in the proposed disciplinary action set forth in the Notice of Intent to become final.

Section 8. A Member who timely appeals a Notice of Intent and Members not subject to discipline under Section 6 of this Article, shall be afforded an opportunity to appear before the Board to explain or clarify the Members conduct. The Board shall then issue a final determination as to the disciplinary action, if any, which shall be taken.

Approved: July 2023