

CALIFORNIA FOOTBALL OFFICIALS ASSOCIATION
SAN GABRIEL VALLEY UNIT

BYLAWS

ARTICLE I

MEETINGS

SECTION 1. BOARD MEETINGS

The Board of Directors shall hold a minimum of three (3) Board Meetings between seasons. All Board Members shall take office on January 1st, and the first meeting of this Association shall be held no later than March 1st.

AMENDED – SEPTEMBER 8, 2009

Any Board member missing 2 consecutive meetings or three (3) Board Meetings in any one season may be subject to removal from the Board.

AMENDED – SEPTEMBER , 2009

SECTION 2. GENERAL MEETINGS

General Meetings shall be held during the football season. The Board of Directors shall determine the number of meetings, time, and place. Prior to the beginning of the season, the membership shall be advised of the schedule of meetings.

SECTION 3. SPECIAL MEETINGS

Special Meetings are those called for by the President *or collective Board* of the Association for any special purpose. The membership shall be advised in writing or by announcement at a regularly scheduled meeting; at least two weeks in advance of such meeting.

ADDED – FEBRUARY, 2007

SECTION 4. EXECUTIVE COUNCIL MEETINGS

The Executive Council Meetings shall be attended by the following:

- A. President and/or Vice-President
- B. Instructional Chair
- C. Secretary/Treasurer
- D. Appointed representative by the President

ARTICLE II

QUORUM

A Quorum shall be required to conduct business at any meeting and said Quorum shall be defined as greater than 50% of the membership.

AMENDED – SEPTEMBER 8, 2009

ARTICLE III

FEES AND DUES

The Board of Directors shall establish the Fees and Dues of the Association.

ARTICLE IV

STANDING COMMITTEES

SECTION 1. PROCEDURE FOR APPOINTMENT OF COMMITTEES

Except for the Instructional Committee, all Standing Committees may consist of three (3) or more members. The President, with the approval of the Board of Directors, shall appoint the chairperson of all committees. The chairperson shall appoint the remaining members of the committee.

ADDED – FEBRUARY, 2007

SECTION 2. SOCIAL COMMITTEE

The Social Committee shall have jurisdiction over all social activities of the Association. The Chair of this Committee shall be the unit's Secretary-Treasurer.

AMENDED – JUNE, 2007

SECTION 3. INSTRUCTIONAL PROGRAM/CHAIRMAN REVIEW COMMITTEE

The Instructional Program/Chairman Review Committee shall review the curriculum and guidelines of the Instructional Chairman of the San Gabriel Valley Football Officials Association. The Committee Chairperson will meet with the Instructional Chairman and review the lessons and guidelines for the SGVFOA. This Committee shall report its findings to the Board of Directors

AMENDED – MARCH 2012

SECTION 4. AUDIT-BUDGET COMMITTEE

The Audit-Budget Committee shall audit the records of the Secretary-Treasurer at the end of each season, or at any time the Board of Directors shall deem advisable. The Audit-Budget Committees report(s) shall be presented at a scheduled meeting of the Board of Directors.

SECTION 5. RATING COMMITTEE

A Rating Committee shall be established to work with the Board of Directors to compile data relative to the performance of officials.

SECTION 6. ASSIGNOR/ASSIGNMENT REVIEW COMMITTEE

The Assignor/Assignment Review Committee shall review the assignor on an annual basis. A recommendation shall be forwarded to the Board of Directors at the first board meeting of the following year. *The Assignor Review Committee shall compile data from officials / Board of Directors / and schools we service.*

The Assignor/Assignment Review Committee shall also review the SGVFOA master schedule of regular game assignments each season. The Assignor/Assignment Review Committee will verify that all game assignments are in compliance with the assignor guidelines prior to publication of assignments to the membership.

The Assignor/Assignment Review Committee shall also review the assignor's self-assignments. In addition, the Assignor/Assignment Review Committee shall review all playoff assignments to verify consistent use of available ratings, to assure that all guidelines have been met, and offer recommendations. The Committee Chairman shall forward a written report to the Board of Directors, the Unit Assignor, and the Chairman of the Assignor Review Committee prior to the end of the calendar year.

ADDED – 1995
REVISED - MARCH, 1997
ADDED, FEBRUARY, 2007
REVISED - JUNE, 2007
REVISED – MARCH, 2012

SECTION 7. MEMBERSHIP COMMITTEE

The Membership Committee is responsible for recruitment of officials to the ranks of the SGVFOA. Job description entails visiting schools (HS/College), parks and rec. facilities, health clubs, fraternal organizations, etc., all in attempts to recruit prospective officials, and if requested, be prepared to speak to such groups, and handing out flyers promoting the SGVFOA. The Membership Committee will also work closely with the Mentor Committee in assessing new member's progress. Exit interviews will also be conducted by this Committee. The overall job of the Membership committee is to recruit, train and retain officials for the SGVFOA in the sport of Football

SECTION 8. ETHICS COMMITTEE

The Ethics Committee shall be established/convened to hear ethical grievances within the association and report its findings directly to the Board of Directors.

SECTION 9. MENTOR COMMITTEE

The Mentor Committee will organize and manage the Mentor Program. The Mentor Committee shall establish the guidelines of the program for new and 2nd year officials and distribute them to the mentors and mentees prior to week one (1) each season. The Mentor Committee shall select the mentors and coordinate the pairing assignments by the first association general membership meeting after the B-B-Q. The Mentor Committee shall also gather data to improve the mentor program and maintain open communication with the Instructional Chair and Assignor. The Board shall be provided a copy of the Mentor Program guidelines at the first required general Association meeting.

ADDED - JUNE, 2007

SECTION 10. CONSTITUTION AND BYLAW COMMITTEE

The Constitution and Bylaw Committee shall annually review and make recommendations for additions, changes, and deletions to the Constitution and Bylaws.

ADDED – FEBRUARY 2009

SECTION 11. FREDIE LANDINGUIN MEMORIAL SCHOLARSHIP COMMITTEE

The Fredie Landinguin Memorial Scholarship Committee shall set the guidelines and qualifications for the scholarship and shall choose the recipient (if any) of the scholarship. The scholarship will be a maximum of \$300 per year but does not have to be awarded each year. Officials must apply for the scholarship and must already be accepted to a football officiating clinic recognized by the Scholarship Committee.

ADDED FEBRUARY 9, 2011

ARTICLE V

SECRETARY-TREASURER

SECTION 1. AUDIT

The Secretary-Treasurer shall submit his records to the auditing committee for audit at the end of each season or at any time the Board of Directors may deem advisable.

ARTICLE VI

SALARIED POSITIONS

- A. The Instructional Chairperson, Secretary-Treasurer, and Assistant Instructional Chairperson are the only members of the Association to receive a salary for their services. The salaries shall be

fixed by the Board of Directors.

- B. No person shall hold two paid positions at the same time, either elected or appointed, such as Secretary-Treasurer, Instructional Chairperson, or Assignor within the S.G.V.F.O.A. The Instructional Chairperson and Assignor are ineligible to hold Board positions concurrently.

ADDED – JANUARY, 1997

ARTICLE VII

APPOINTED POSITIONS

- A. The Instructional Chairperson shall be appointed to three-year terms and shall be reviewed annually by the Board of Directors and the Instructional Review Committee. The instructional chairperson position shall be opened up to applications every three years.
- B. The Assignment Coordinator shall be appointed to a three-year term and shall be reviewed annually by the Board of Directors and the Assignor Review Committee. The assignment coordinator position shall be opened up to applications every three years.

AMENDED – June 10, 2009

SECTION 1. INSTRUCTIONAL COMMITTEE

The Instructional Chairperson, with the approval of the Board of Directors, shall organize, present, and conduct the instructional program of the association; have jurisdiction over the interpretations of rules, have authority to determine the type, or types, of mechanics of officiating to be used by the Association; establish and conduct tests and examinations for qualifying members; and distribute to the general membership a calendar of events or schedule of meeting dates that has been approved by the Board of Directors prior to distribution. The Instructional Chairperson may, with the approval of the Board of Directors, appoint an Assistant Instructional Chairperson, and instructors.

ARTICLE VIII

INSTRUCTION

Class instruction shall be for all members. The Board of Directors may approve the admission of visitors to the classroom.

ARTICLE IX

RATING SYSTEM

To qualify, a member must complete and turn in a rating form for each game worked at all levels. This form will be within the official SGVFOA ratings system and must be completed within 5 days of the game worked. The Rating Committee shall complete a rating report and provide a copy of the rating report to the President, Secretary-Treasurer, Assignor, Assignment Review Chairman, and the Instructional Chairman prior to the final week of the regular season. A final individual ratings report will be forwarded to each member prior to December 31 of the current year.

AMENDED OCTOBER 5, 2010

ARTICLE X

GRIEVANCE

- A. Grievances shall be filed based upon procedures of the Ethics and Grievance Committee that seem to be unfair, bias or inhibit the objectives of the Association. This includes, but not limited to: procedures dealing with assignments, instructional program, accepted games, no-show policy, ratings and ethics. This also includes on field actions by officials that are deemed totally inappropriate.
- B. A grievance must be filed by any association-qualified member in good standing in person or in writing of the incident. The person filing the grievance must have been present or the aggrieved party. If done in person, it will be done at the next regularly scheduled board meeting if the meeting is within a 14-day window period after the incident has occurred. If there is no more board meeting to report the incident in person, then it must be done, in writing, within 14 days of the occurrence. The grievance should include the name of the member filing the Grievance and a complete description of the Grievance, and any remedies and/or actions you would like the board to consider, and it shall be submitted to a member of the Board of Directors.
- C. Upon presentation of the Grievance at a regularly scheduled meeting, the Board has forty-five (45) calendar days to investigate and act upon the grievance. The Committee may use any appropriate means to investigate the grievance. The Committee will then submit their findings on the investigation. The Board will then, within (15) fifteen days, decide on the most appropriate action(s) to take on the grievance.

The member will receive a written response with any remedies or actions regarding the decision of the board within seventy-five (75) days of the reported incident.

AMENDED, MAY, 2007

- D. Statute of Limitations for filing a grievance - No later than 14 days after the incident in question

Added May, 2007

ARTICLE XI

APPEALS - (excluding ratings)

- A. Any member may appeal any decision that directly affects his/her qualification status within the Association. Examples include missing classes, failed examinations, board decisions, etc. In addition, a member may appeal the recall of their assignments by the assignment coordinator. Appeals based upon ones ratings are covered in Article XII of these by-laws.
- B. The Appeals Review Board shall be established for review and recommendation purposes only; only the Board of Directors may overturn any decision made by the Board of Directors.
- C. Valid appeals are those that are in writing, and are filed within ten (10) days after learning of the decision. It shall include the name of the appealing member, a full description of the reason(s) behind the appeal, as well as any appropriate solution(s). This is to be sent to the Appeals Review Board (ARB).
- D. Upon receipt of the appeal, the ARB will investigate the appeal. The ARB will consist of the President, Vice-President, and one member-at-large of the Association. The member-at-large may be different for each appeal received.
- E. The ARB will have thirty (30) calendar days to investigate the appeal. They may use any methods deemed appropriate in conducting the investigation. Either the ARB or the appealing member may request an interview as part of the investigation.
- F. At the conclusion of the thirty (30) day period, the ARB will provide the Board of Directors with a written recommendation.

AMENDED – MARCH 2012

ARTICLE XII

RATING APPEALS

- A. Any member who is dissatisfied with his/her annual rating may appeal, in writing, to the ARB. All rating Appeals are to be received or postmarked on or before September 1st of the succeeding year. The appeal must include the members name, number of games worked during the season in question, number of years as a CFOA member, position most frequently worked, and a complete reason for the appeal.
- B. All appeal shall be reviewed by the ARB. The ARB shall be constructed the same as listed in Article XI of these By-Laws. The ARB will schedule a hearing with the affected member within ten (10) days of receiving the appeal or at the earliest date if there are scheduling conflicts. The Rating Chair should prepare the necessary data and have it ready to be distributed and discussed at the interview.
- C. Within five (5) calendar days after the interview, the ARB will send a written decision to the appealing member and the ratings chair. This decision is final and may not be appealed. Should the ratings from the previous be changed, the unit assignor will be given a copy of the

decision and contact any party who had received the member original rating.

- D. The entire review and appeal will be kept strictly confidential. Disclosure of the results shall be at the discretion of the appealing member.

ARTICLE XIII

DECLARATION OF ADOPTION

These By-Laws and Constitution, hereby adopted by the San Gabriel Valley Unit, an affiliate of the California Football Officials Association, shall be in accord with those of the National Federation of State High School Associations, the California Football Officials Association, and the CIF-SS Athletic Administrators Officials Handbook.

ARTICLE XIV

RULES OF ORDER

Robert's Rules of Order shall govern all meetings of the Association, except wherein such rules conflict with the Constitution or By-Laws of the Association.

ARTICLE XV

AMENDMENT

These Bylaws may be amended by five (5) affirmative votes of the Board of Directors.

Amended/Revised 1995 – 1997 – 2007 – 2011 – 2012