

CONSTITUTION of the WESTERN NEW ENGLAND CHAPTER
EASTERN ASSOCIATION OF INTERCOLLEGIATE FOOTBALL OFFICIALS

(As Approved by the Membership November 1, 2000)

Article I - NAME

The name of this Association shall be the Western New England chapter of the Eastern Association of Intercollegiate Football Officials (EAIFO).

Article II - PURPOSE

The purpose of the Association, in compliance with and subject to the Constitution and By-Laws of the EAIFO, and any additions, supplements or revisions thereof, shall be to promote the welfare of the American intercollegiate game of football, its players, coaches and officials; to maintain the highest standards of football officiating; to encourage the spirit of fair play and sportsmanship; to have available at all times an adequate number of thoroughly trained and capable officials for use by the various appointing authorities; and to cooperate with all other organizations officially connected with the American intercollegiate game of football in furthering its interests and ideals.

Article III - TERRITORY

The Western New England chapter shall cover the territory embracing northern and eastern New York, and western New England.

Article IV - MEMBERSHIP REQUIREMENTS

The requirements for membership shall be in accord with Article II of the By-Laws of the Western New England chapter.

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Article V - OFFICERS AND DIRECTOR

The Officers of the Western New England chapter shall consist of a President, First Vice-President, Second Vice-President, Secretary-Treasurer and two Directors elected to represent the chapter on the EAIFO Board of Directors.

The President and the Vice Presidents shall be from different geographical locations for the purpose of maintaining chapter-wide representation.

The Executive Committee shall consist of the Officers of the Association.

Article VI - ELECTION TO OFFICE

The President shall appoint a nominating committee to be chaired by the immediate past president. This committee shall report at the annual business meeting at which time they shall present the names of candidates for office. They shall also present the names of candidates for Director in such years as required.

The President, Vice Presidents and Secretary-Treasurer shall serve for a period of one year and shall not, except for Secretary-Treasurer, succeed themselves.

The Directors shall be elected pursuant to Article VI of the EAIFO Constitution.

Additional nominations may be made from the floor at this meeting as well.

The President shall be succeeded at the close of his term by the First Vice President, and the First Vice President by the Second Vice President. On such occasions when the First Vice-President is not available or eligible, the Second Vice-President shall advance to the position of President. If neither is available or eligible, the President shall be elected by the membership at the business meeting by a majority vote of those present. Officers shall be elected by ballot or voice vote at the annual business meeting by a majority vote of those members present, and their respective terms of office shall commence January 1 of the following year. Should any office other than that of Director become vacant during the term, the Executive Committee shall have the power to fill the vacancy.

The Executive Committee shall have the authority to act on all matters not covered by this Constitution and By-Laws.

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Article VII - AMENDMENTS

The Constitution may be amended by an affirmative vote of a majority of the chapter membership in attendance at the annual business meeting. The Executive Committee shall present the amendment to the membership in writing "or by electronic mail" no less than seven (7) calendar days prior to the annual business meeting. A vote to amend the constitution shall only take place at the annual business meeting and if passed shall take place immediately.

Article VIII - GENERAL

The qualifications for membership and the duties of the Executive Committee and such regulations as may be necessary and proper for the conduct of business and affairs of the Western New England chapter shall be provided for in the By-Laws to the Constitution.

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Article I - CLASSIFICATION OF MEMBERS

Membership shall only consist of members of the EAIFO. The classifications of members are as follows:

A. Division I

All EAIFO members who officiate Division I football games.

B. Division II and Clock Operators

All EAIFO members who have been selected to officiate football games other than Division I games. Clock operators assigned to Division I, II & III games.

C. Division III

All EAIFO members who aspire to obtain the status of Division I and II classifications. This **may** include new applicants who are accepted as members, **provided the new applicant meets all of the requirements set forth in Article II.**

D. Associate

All EAIFO members who are members of other collegiate officiating groups who wish to associate themselves with the EAIFO.

E. **Supplemental**

All new applicants who do not meet the requirements set forth in Article II. The Policy Committee will establish the requirements for membership for all Supplemental Members.

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Article II - APPLICATION FOR MEMBERSHIP

Applicants for membership in the Western New England chapter shall meet the following criteria to be eligible for membership, and be recommended for membership by the Screening Committee.

A. Applicant must not be less than 21 years of age **as of January 1st of the year for which he or she applies for membership.**

B. Have been an active working member of a recognized football officials association for at least **four** years prior to application for membership.

C. Must have officiated in at least twenty five varsity interscholastic or varsity intercollegiate football games and provide evidence of good field mechanics and techniques through game films or written evaluation.

D. Submit written letters of recommendation from two ~~present~~ **active** EAIFO members who are in good standing in the EAIFO, or from two members in good standing of another intercollegiate football officiating association.

E. Be physically fit to meet the demands of intercollegiate football officiating.

F. Complete a screening examination that will consist of an unbiased ~~closed-book~~ written and/or oral examination based on the previous season's Football Rules and Interpretations manual and the mechanics of football officiating. This shall not be a pass/fail examination but will indicate the applicants rule proficiency. The results will be factored into the total evaluation of the applicant.

G. It is the responsibility of the applicant to insure that all materials including letters of recommendation are submitted to the Secretary-Treasurer by the date indicated on the application form.

H. Admission to the WNE chapter of the EAIFO is based upon the majority vote of the members of the screening committee of the WNE chapter.

An accepted applicant for Western New England Chapter membership shall submit an application to the EAIFO Secretary-Treasurer, together with a fee of \$25.00.

A successful applicant shall become a member of the EAIFO.

The WNE chapter will not discriminate against any member or applicant for membership because of race, creed, color, national origin, age or sex.

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Article III - TERMINATION OF MEMBERSHIP

Membership shall be forfeited at the discretion of the Executive Committee either on its motion or at the instance of an EAIFO recommendation, at any duly constituted meeting by a majority vote thereof, after due consideration of the facts and circumstances presented. Such action of the Committee shall be prompted by but not limited to a member's failure to pay dues timely, repeated inattention to Chapter/Association obligations and responsibilities, violation of required meetings and/or examination attendance, conduct not deemed to be in the best interests of the Chapter/Association and conduct or practices bringing discredit to the organization. A member so terminated may appeal the decision to the EAIFO Board of Directors.

Article IV - INACTIVE STATUS

Any Chapter member may request to become inactive pursuant to Article IV of the EAIFO bylaws.

Article V - ELIGIBILITY

Applicants who have obtained membership pursuant to Article II (H) shall become members of the EAIFO.

Article VI - LOSS OF ELIGIBILITY

No member shall officiate during the year for which he has not taken the rules and manual examination, unless waived by the EAIFO Board of Directors.

Article VII - TRANSFERS

The transfer of officials to this Chapter from other EAIFO Chapters or other recognized collegiate football associations shall be subject to the approval of the Executive Committee, in conjunction with EAIFO Bylaws.

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Article VIII - HONORARY MEMBERSHIP

Honorary membership in the EAIFO shall be governed by Article VIII of the EAIFO bylaws.

Article IX - DUES

Annual membership dues for the WNE chapter shall be established by the Executive Committee after due consideration by the membership and shall ~~be over and above~~ **include** the EAIFO dues, established and governed by Article **IX** of the EAIFO bylaws.

Chapter dues shall be payable from the date of the annual business meeting through April 15 of the following year.

Article X - DUTIES OF OFFICERS AND DIRECTORS

A. Officers

- (a) The President shall preside at all meetings of the Chapter and the Executive Committee. He shall, under the direction of the Executive Committee, conduct all negotiations on behalf of the Chapter and shall make every reasonable effort to further the policies adopted by the Chapter. He shall appoint all permanent and any specially authorized committees in consultation with the committee chair.
- (b) The First Vice-President shall perform the duties of the President in his absence or inability to act, and such other duties as may be required by the By-Laws or the Executive Committee.
- (c) The Second Vice-President shall perform the duties of the First-Vice-President in his absence or inability to act and such other duties as may be required by the By-Laws or the Executive Committee.

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(d) The Secretary-Treasurer shall keep the minutes of all meetings of the Executive Committee and the Chapter. He shall send out all communications, notices and bills on behalf of the Chapter. He shall keep all records, collect all dues, pay all bills, have charge of all funds and place such funds in the name of the Chapter in a bank approved by the Executive Committee. He shall sign all checks. He shall act as liaison officer between the Chapter and the various Chapters. The Secretary-Treasurer shall maintain a roster of all members and new candidates, and shall notify each applicant of his election or rejection. If accepted, he shall furnish him with all necessary publications of the Association, including the Constitution and the By-Laws. He shall investigate all complaints against members and shall present to the Executive Committee all evidence he may procure.

The Secretary-Treasurer shall receive an annual stipend based upon the recommendation of the Executive Committee, and voted on by the membership at the annual business meeting.

The Secretary-Treasurer shall notify all members with respect to payment of an annual dues pursuant to Article IX, above.

B. Directors

The Directors, elected pursuant to Article X of the EAIFO Bylaws, shall represent the Chapter as liaison with the EAIFO as well as the commissioners office. In that regard, he shall act in accordance with the best interests of the Chapter, as promulgated by the membership.

Article XI - MEETINGS

A. Business Meeting

An annual business meeting of the Chapter shall be held. The location, time and date shall be established by the Executive Committee. Any official business of the Chapter shall be handled at that meeting including but not limited to the election of officers and amending the Constitution and Bylaws.

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B. Executive Committee

Executive Committee meetings shall be held at the call of the President either on his own motion or when requested by a majority of the Committee.

C. Chapter Meetings

A minimum of **ten** chapter meetings shall be held during each year, at such time and place as shall be designated by the Executive Committee of the chapter, and shall be for the purpose of discussing NCAA football rules and interpretations, the methods and techniques to be used in officiating, and to transact such other business as may properly come before such meetings. Such meetings shall be under the supervision and control of the officers or their designees. Chapter meetings shall be geographically located to the extent practicable, with due consideration to the sharing of travel requirements on all members. Other optional meetings not in conflict with chapter meetings may also be held under the supervision of a chapter officer or designee.

Attendance is required at a minimum of eight **chapter** meetings, ~~six of which must be chapter meetings~~. Attendance at the annual business meeting and the Rules Interpretation meeting shall be mandatory. All meetings shall be held pursuant to Constitution Article II - PURPOSE.

Article XII - VOTE AND QUORUM

Four members of the Executive Committee shall constitute a quorum for that committee.

one half of the members of the Chapter shall constitute a quorum to conduct business. A majority vote of those members present shall be required to conduct business.

Article XIII - EXPENSES

The expenses of the officers in attending special meetings or expenses for conducting the business of the Chapter shall be paid from the funds of the treasury when, in the opinion of the Executive Committee, the financial condition of the Chapter justifies such expenditure.

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Article XIV - COMMITTEES

The President shall appoint the following committees and such others as may be authorized by the Executive Committee:

A. Finance Committee - To be composed of two members and the Secretary-Treasurer whose duties will be to draw an operating budget, which will be submitted to the Executive Committee for approval. The committee shall inspect the financial records of the chapter annually and report their findings at the annual business meeting. The committee shall be chaired by the Secretary-Treasurer.

B. Screening Committee - To be composed of the Executive Committee whose duties shall be to review all applications for membership in the Chapter. The committee shall be chaired by the President.

C. Program Committee - To be composed of the Executive and Interpretation Committees and be responsible for developing, recommending, and implementing programs, meeting agenda topics, discussion activities, techniques and other related activity designed to provide members with a base for continuing development of football knowledge and skills. The committee shall be chaired by the President.

D. Constitution/Bylaws Committee - To be composed of a chairman and two members and be responsible for development, interpretation and maintenance of the WNE Chapter Constitution and Bylaws including review, comment and preparation of any proposed amendment thereto. The committee shall be chaired by the First Vice President.

E. Division II Clinic Committee - To be composed of a chairman and not less than two members and be responsible for the scheduling and content of the annual Division II clinic, **if a Division II Clinic is held**. This committee shall be chaired by the First Vice President.

F. Banquet Committee - To be composed of a chairman and two members and be responsible for all aspects of the annual Chapter end of season banquet. The committee shall be chaired by the Second Vice President.

G. Nominating Committee - To be composed of a chairman and two members from different geographical locations and be responsible for developing the slate of candidates for office for presentation at the annual business meeting. In years necessary, responsible for the nomination of director. The committee shall be chaired by the immediate past President.

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H. Interpretation Committee - To be composed of a chairman and two members who shall interpret the NCAA Football Rules. Their interpretations shall be recognized and enforced by the Chapter membership in accordance with EAIFO By-Laws.

I. Policy Committee – To be composed of a chairman and two members whose duties shall be to study and analyze problems of policy and to recommend any new policies. The committee will also be responsible for setting the minimum requirements for membership for supplemental officials as set forth in Article I of the chapter bylaws.

Article XV - AMENDMENT OF BY-LAWS

The Chapter By-Laws may be amended by an affirmative vote of a majority of the Chapter membership present at the annual business meeting.

Article XVI - ORDER OF BUSINESS

Parliamentary procedure under the Chapter Constitution and By-Laws shall be governed by Roberts' Rules of Order Revised.

For purposes of the annual business meeting, the order of business shall be:

- (a) Roll Call
- (b) Reading of Minutes of Previous Meeting
- (c) Treasurer's Report
- (d) Director's Report
- (e) Report of Committees
- (f) Communications
- (g) Unfinished Business
- (h) New Business
- (I) Election of Officers
- (j) Adjournment

For all other meetings, the order of business shall be established by the President as chair, with due consideration for all matters which need to be addressed.