

CONSTITUTION OF THE INTERNATIONAL CITY FOOTBALL OFFICIALS' ASSOCIATION

PREAMBLE

We, the members of the International City Football Officials Association, in order to perpetuate better football officiating for the schools of middle Georgia and its surrounding areas, do establish this constitution for the members of said Association.

Article I

Section 1: Procedure

Parliamentary procedure, in general, shall conform to "Roberts Rules of Order Revised" except as modified by this constitution and/or its Bylaws.

Section 2: Name & Membership

Paragraph 1: This organization shall be known as the International City Football Officials Association. Throughout this document, where the acronym ICFOA is used, it shall be known to refer to the International City Football Officials Association.

Paragraph 2: This organization shall have members, and its legislative powers shall be vested in such members. ICFOA shall have two levels of membership, which include both Regular Members and Associate Members.

Paragraph 3: Regular Membership shall consist of all current ICFOA Regular Members who have met the past or current requirements for Regular Membership in ICFOA and any future Associate Members who shall meet the requirements for Regular Membership as described in this Constitution and/or its Bylaws.

Paragraph 4: Associate Membership shall consist of any person with or without formal football officiating experience desiring to become a member of ICFOA. Such individuals shall submit his/her name to the Membership Committee for approval. After such approval, the said person shall become an Associate Member for two qualifying years, provided the person has no formal football officiating experience. If said person has prior formal football officiating experience and submits approved credentials as described by this constitution and its Bylaws, they shall serve as an Associate Member for one qualifying year.

Paragraph 5: A qualifying year shall consist of one fiscal year as described in Article II, section 8, in which a person has met all training, attendance, and other mandatory requirements as described in this Constitution and its Bylaws. In such case that a person was not a member at the beginning of the fiscal year or was on leave of absence at the

beginning of the fiscal year, said person shall begin their fiscal year at the time of registration with ICFOA

Paragraph 6: To become a Regular Member of ICFOA, each person shall execute a pledge. The pledge below shall solemnly bind themselves to and be governed by this constitution and its adopted Bylaws. Regular Membership shall become effective immediately upon execution of this pledge.

I, (stated name), do hereby vow to abide by the rules, procedures and other guidance contained in the Constitution and Bylaws of the International City Football Officials Association. I also pledge to study the rules and mechanics of the game diligently and to take advantage of opportunities offered to enhance my officiating skills.

Paragraph 7: Here, within the term “Member” is used, it shall refer to both Associate and Regular Members. Where the term “Regular Member” is used, it shall only refer to those Regular Members who have been appointed with legislative powers as described by this Constitution. Where the term “Associate Member” is used, it shall only refer to those members who have been approved as an Associate Member as described by this Constitution. Where the term “Legislative body” is used, it shall refer to a quorum of Regular Members as described in Article II, Section 3 of this Constitution.

Paragraph 8: Members shall always have the right to appeal to the legislative body the decision of any committee that affects their membership.

Paragraph 9: When a committee has issued a ruling upon a specific member and the member feels that the decision is not just, the member may use the following appeal process:

- a) Upon receiving the decision from said committee, the member shall make known his/her intention to appeal. The member then has seventy-two (72) hours to present in writing a notice of his/her appeal to the President, Recorder, or Chairperson of the committee that issued the ruling. The letter should include a recount of the incident for which the decision was issued, as well as the reason why the member believes the decision is unjust. In such a case that a letter is not presented within the stated time period, the appeal process shall end.
- b) Once a member has stated their intention to appeal, then the decision for which they are appealing shall not be carried out until completion of the appeals process.
- c) At the next scheduled or called meeting, the presiding officer shall read aloud the members’ letter and shall state which committee’s decision is being appealed.
- d) The committee, whose decision is being appealed, shall then have a representative give said committee’s recount of the incident and the reason(s) for the decision that was made.
- e) The presiding officer shall then make a motion to uphold the committee’s decision, and it shall be seconded by the committee’s

representative. After open debate, the presiding officer shall call for a secret ballot vote of membership (a quorum shall not be necessary, but only Regular Members have voting privileges), which shall be counted and verified by the Membership Committee. In cases where the Membership Committee is involved in the appeal, the executive committee shall count and verify the votes.

- f) If the votes are cast in favor of the Committee, then the appeals process is over, and the Committee's original decision shall be in order. If the votes are cast in favor of the Member, the appealed decision is nullified, and there shall be no further action taken concerning the issue at hand.

Paragraph 10: If a member believes he/she is not being scheduled according to his/her qualifications, said member has the right to bring this to the attention of the Membership Committee. The membership committee shall notify the president and scheduler in writing as to the nature of the member's scheduling complaint. If the Membership Committee is unable to satisfactorily resolve the member's complaints, the member shall submit them to the Executive Committee, which shall make a binding decision.

Section 3: Dues

Paragraph 1: All Members of ICFOA shall be subject to dues as prescribed by the Constitution.

Paragraph 2: At the second Business meeting of each Fiscal year, the Executive Committee shall submit for approval a proposed registration fee to be known as Membership dues for said fiscal year. These dues shall be in the form of a one-time fee per fiscal year, providing sufficient revenue for the operation of ICFOA and the registration of each member.

Section 4: Special Assessment

Paragraph 1: General Membership - If a general assessment is necessary to offset unforeseen costs, the Executive Committee shall determine the amount and recommend the same to the Legislative Body for approval with or without modification.

Article II

Section 1: Legislative Powers

Paragraph 1: The Legislative powers of ICFOA shall be vested in the Regular Members and shall only be exercised during legislative assemblies at duly constituted regular or called meetings at which a quorum is present. Each Regular Member shall have vested Legislative power of one vote for each question called before the Legislative body.

Section 2: Legislative Body

Paragraph 1: The Legislative body shall consist of a quorum of Regular Members in attendance at a duly constituted meeting who have been assigned legislative powers as described in this Constitution.

Section 3: Quorum

Paragraph 1: A quorum shall consist of two-thirds of the average attendance of Regular Members from the three (3) immediately preceding duly constituted regular meetings or shall consist of a simple majority of the entire regular membership, whichever number is lower.

Paragraph 2: For Constitutional amendments as described in Article V, a quorum shall consist of two-thirds of the average attendance of Regular Members in attendance at the three (3) immediately preceding duly constituted regular meetings.

Section 4: Method of Voting

If not specified otherwise in this Constitution, the assembly shall vote viva voce or by show of hands unless challenged. In a challenged vote, a roll call vote shall be mandated.

Section 5: Meetings

Paragraph 1: ICFOA shall have regularly scheduled meetings which shall be held at such times as the Executive Committee, with the advice of the President, shall appoint a cause to be published.

Paragraph 2: There shall be two types of regular meetings: 1) business meetings and 2) training meetings. There shall not be more than one regular business meeting per month. All remaining meetings each month shall be Training Meetings.

Paragraph 3: ICFOA shall have the right to assign called meetings and shall be constituted by obtaining approval from the President and then giving forty-eight (48) hours' notice to the Members. Called meetings shall be called for business or training purposes.

Paragraph 4: The President shall have at his/her discretion, if for good cause or bad weather conditions, the power to cancel a regular or called meeting. Such cancellation shall take place by the notice of cancellation no less than twenty-four (24) hours prior to the assigned beginning of said meeting.

Section 6: Meeting Agenda

Paragraph 1: The order of business for all meetings shall adhere to either Article II, Section 6, Paragraph 2, or Paragraph 3 (below) in accordance with the type and purpose of said meeting.

Paragraph 2: Regular Business Meeting Agenda:

- a) Roll Call (Secretary or Membership Committee Chairperson)
- b) Reading of Minutes of the previous meeting (Recorder)
- c) Report from officers and/or Committee Chairpersons as appropriate
- d) Items of concern/interest (President or member with prior approval of President)
- e) Old business
- f) New business
- g) Training as warranted, should time permit (Training Committee)

Paragraph 3: Training Meeting Agenda:

- a) Roll Call (Secretary or Membership Committee Chairperson)
- b) Reading of Minutes of the previous meeting (Recorder)
- c) Limited number Items of concern/interest (President or member with prior approval of President)
- d) Business that cannot wait to be handled at the next regular business meeting (must be approved by the President prior to the meeting).
- e) Training (Training Committee)

Paragraph 4: The President shall have the right, if for good cause, to dispense with any or all procedures as described in Article II section 6, except as described in Article 1 section 1.

Section 7: Public Record of Meetings

Paragraph 1: This Constitution, its Bylaws, and any subsequent amendments thereto, shall be placed into the custody of the Recorder and uploaded to the ICFOA website. New Members shall be provided with the website's internet address to view and download the aforementioned ICFOA documents. If the website is unavailable for whatever reason, the recorder will email these documents as required on a case-by-case basis.

Paragraph 2: A journal containing the minutes from each meeting of the ICFOA shall be prepared by the Recorder and made available as a reference to any Member or visitor. Such a journal shall remain in custody of the Recorder. The minutes of the meeting shall be sent out via email to the members within 72 hours of the scheduled meeting.

Section 8: Fiscal Year

Paragraph 1: A single Fiscal Year shall consist of all actions taken and/or completed during the period between January 1 and December 31 of the same year.

Article III

Section 1: General Executive and Administrative Powers

Paragraph 1: The executive and administrative authorities of ICFOA shall be vested in its Officers and Committees.

Paragraph 2: Officers of ICFOA who shall hold certain executive and/or administrative powers as described within this Constitution and its Bylaws, shall be as follows: President, Vice-President, Parliamentarian, Secretary, Treasurer, Recorder, and Sergeant-at-Arms.

Paragraph 3: The Committees of ICFOA, which shall hold certain executive and/or administrative powers as described within this Constitution and its Bylaws, shall include: the Executive Committee, the Scheduling Committee, the Membership Committee, the Training Committee, and the Election Committee.

Paragraph 4: Other Committees, not aforementioned, may be appointed by the President and reviewed by the Executive Committee, as deemed necessary to perform actions not otherwise assigned in this Constitution or its Bylaws to the Officers and/or Committees.

Section 2: President

Paragraph 1: The executive powers not otherwise delegated by this Constitution and its Bylaws shall be vested in the President.

Paragraph 2: The President shall be the executive and presiding officer at all duly constituted meetings of ICFOA.

Paragraph 3: To be eligible for nomination for the office of President, the member shall have been a Regular Member for four (4) qualifying years.

Section 3: Vice-President

Paragraph 1: The Vice-President shall act as the executive and presiding officer at all duly constituted meetings of ICFOA in the event of the absence, death or disqualification of the President.

Paragraph 2: The Vice-President shall serve as the Chairperson of the Executive Committee.

Paragraph 3: To be eligible for nomination for the office of Vice-President, the person shall have been a Regular Member for four (4) qualifying years.

Section 4: Secretary

Paragraph 1: The Secretary shall keep and maintain the official roll and make the same available to other officers and/or committees as necessary.

Paragraph 2: The Secretary and/or Scheduler, in an emergency, shall accept or reject game assignments, within the scheduling committee's guidelines, those not already included in present contracts, at his/her discretion when such assignments cannot be accepted or rejected at Regular Scheduled Meetings.

Paragraph 3: To be eligible for nomination for the office of Secretary, the person shall have been a Regular Member for five (5) qualifying years.

Paragraph 4: In such event as the Secretary cannot perform his/her duties, the Recorder shall then perform those duties listed in Article III, Section 4, Paragraph 1 and the President shall perform those duties listed in Article III, Section 4 Paragraph 2 until such time as the Secretary can again perform these duties or a new Secretary is elected.

Section 5: Recorder

Paragraph 1: The Recorder shall record and maintain the official minutes of all duly constituted ICFOA meetings. Said minutes shall become official upon being reviewed and subsequently signed by both the presiding officer and the Recorder.

Paragraph 2: The Recorder shall collect and maintain records as described in Article II, Section 7, and make public when requested.

Paragraph 3: The Recorder shall serve as the historian for ICFOA.

Paragraph 4: To be eligible for nomination for the office of Recorder, the person shall have been a Regular Member for one (1) qualifying year.

Section 6: Treasurer

Paragraph 1: The Treasurer shall be the custodian of all monies and shall serve as the collecting and disbursing officer of ICFOA.

Paragraph 2: The Treasurer shall maintain a checking account in the name of the organization at a locally recognized banking institution. The Treasurer shall maintain a journal of accounting that contains cash receipts, disbursements, and other relevant accounting materials as required. The Treasurer shall present all financial accounting materials to the Executive Committee at the last meeting of each fiscal year for audit.

Paragraph 3: To be eligible for nomination for the office of Treasurer, the person shall have been a Regular Member for four (4) qualifying years.

Paragraph 4: The treasurer has the responsibility of training the duly elected assistant treasurer. **Section 7: Parliamentarian**

Paragraph 1: The Parliamentarian shall, at the request of the presiding officer or any member of ICFOA, give opinions on procedure in accordance with this Constitution, its Bylaws, and/or “Roberts Rules of Order Revised”. Such an opinion shall be advisory only and, in the event of conflict, shall be resolved by majority vote as described in Article II of this Constitution.

Paragraph 2: To be eligible for nomination for the office of Parliamentarian, the person must be a Regular Member.

Section 8: Sergeant-At-Arms

Paragraph 1: The Sergeant-At-Arms shall, under the instructions from the presiding officer, during any duly constituted meeting, use such force as deemed necessary to maintain proper order.

Paragraph 2: To be eligible for nomination for the office of Sergeant-At-Arms, the person must be a Regular Member.

Paragraph 3: The Sergeant-At-Arms shall enforce the meeting late fee set forth by the Executive Committee.

Section 9: Executive Committee

Paragraph 1: The President shall appoint an Executive Committee consisting of the Vice-President as Chairperson of said committee and four (4) additional Regular Members. Such an appointment shall be subject to approval by the Legislative Body.

Paragraph 2: The Executive Committee shall serve as a steering committee for ICFOA and as an advisory panel for the President and other officers.

Paragraph 3: The Executive Committee shall act as the committee for setting dues and special assessments as described in Article I, Section 3 and Section 4, respectively.

Paragraph 4: The Executive Committee shall act as a committee on meeting dates as described in Article II, Section 5.

Paragraph 5: Ideally, at the second business meeting of the year (but no later than the third business meeting of the year) the Executive Committee shall, from the list of all eligible officials, submit to the Legislative body a prioritized list of Referees/White Hat for the current year for the various levels of play. Motions to amend or modify the list may be made before the Legislative body votes for its approval.

Paragraph 6: The Executive Committee shall function to administer actions deemed necessary for personnel problems.

Section 10: Scheduling Committee

Paragraph 1: The Scheduling Committee shall consist of the Secretary, who will serve as Chairperson, and two (2) additional members appointed by the President and approved by the Legislative Body.

Paragraph 2: The Scheduling Committee shall serve as a committee with the sole power to assign the membership to work contractual games. Game assignments shall be made based on the following: 1) GHSA Classification of Official, 2) Ability of Official, 3) Other considerations deemed appropriate by the Scheduling Committee, IE, meeting rate and reject rate, and 4) Seniority of Official.

Section 11: Membership Committee

Paragraph 1: The President shall appoint a Membership Committee consisting of a Chairperson and two (2) additional Regular Members. Such an appointment shall be subject to approval by the Legislative Body. The Chairperson shall be the member who has the highest level of ICFOA seniority.

Paragraph 2: It shall be the duty of the Membership Committee to collect and investigate reports on prospective members. These duties shall include, but not be limited to, counseling with Associate Members during the time that they are associated with ICFOA. The Membership Committee shall collect and investigate exceptional game reports and counsel members when necessary. They shall also require certification from a doctor certifying health good enough for the purpose of officiating, if an official's health is suspect.

Section 12: Training Committee

Paragraph 1: The President shall appoint a Training Committee consisting of a Chairperson and at least one (1) additional member. The Chairperson shall be a Georgia High School Association Certified Football official.

Paragraph 2: It shall be the duty of the Training Committee to formulate training for members of ICFOA. The Training Committee shall coordinate the scheduling of such training with the Executive Committee as specified in Article III, Section 9, Paragraph 4. The goal of the Training Committee shall be to annually update all members on any changes to the rules and game mechanics. Additionally, the Committee shall provide members with a review of the rules and game mechanics as deemed appropriate by the committee and the officers of ICFOA. Additionally, the Committee shall give separate training sessions for new and registered members to enable them to reach an acceptable level of knowledge regarding the rules and game mechanics as quickly as possible.

Section 13: Election Committee

Paragraph 1: In the years when it is necessary to elect officer(s) as described in Article III, Sections 2 through 8, an Election Committee shall be formed on the date of the scheduled meeting for elections. The Election Committee shall be comprised of the President, Parliamentarian, and the Executive Committee.

Paragraph 2: In the case that one or more of these members is a candidate for one or more of the offices, that member shall be excused from his/her duties during the election for that office for which they are a candidate. The President shall appoint a replacement for the vacancy.

Paragraph 3: The Election Committee shall serve to provide fair and accurate results of the election process as described in this Constitution and its Bylaws. The Election Committee shall hold a meeting for the nomination of officers and a separate meeting for the election. These two meetings must be at least one (1) week apart.

Article IV

Section 1 Election of Officers

Paragraph 1: The term of office for all constituted officers shall be two (2) years beginning on the first day of the fiscal year following their election to office.

Paragraph 2: The President shall appoint a Nominating Committee comprising three (3) Regular Members and present the names of this committee to the Legislative Body for approval no later than the October business meeting of the election year. The Nominating Committee is tasked with gathering the names and qualifications of Members who are interested in obtaining or retaining an elected position within the ICFOA. The Nominating Committee shall subsequently present all qualified candidates for each elected office to the Legislative Body for a vote during the meeting outlined in Article III, Section 13, Paragraph 3. At the designated meeting for the election of officers, Regular Members may propose additional nominations from the floor for any contested position. However, all nominees must satisfy the minimum qualifications required for the office to which they are nominated.

Paragraph 3: All nominees, for the current election, must be made by the Nominating Committee or from the floor by a Regular Member. A person can only be nominated for one elected position for the current election. All floor nominations are subject to a second approval. All nominations for all offices will close before the start of the election process.

Paragraph 4: Officers shall be elected by receiving a majority of votes cast by the Legislative Body. If no candidate receives a majority of votes cast, there will be a run-off between the two (2) candidates who received the highest numbers of votes cast.

Paragraph 5: Votes cast during the election process shall be by secret ballot submitted

to the Election Committee.

Paragraph 6: After the votes have been cast, tallied and confirmed for each office, the Election Committee shall submit the results.

Article V

Section 1: Amendments

Paragraph 1: This constitution may be amended by the introduction and approval of a bill proposing such.

Paragraph 2: The Legislative body, using a secret ballot, must pass the proposed amendment during a balloting process conducted by the Election Committee. Such approval is subject to approval by two-thirds (2/3) of the Legislative Body.

Paragraph 3: The proposed amendment and notice of the meeting date and time for balloting shall be read to the organization one (1) week before voting for the proposed amendment.