

**BYLAWS OF THE VINCENT J. REILLY  
NEW HAVEN FOOTBALL OFFICIALS' ASSOCIATION NHFOA**

**SECTION 1: NAME OF ENTITY**

The official name of this non-profit organization shall be the Vincent J. Reilly New Haven Foot Officials' Association ("NHFOA"). All language and references, including use of pronouns, are intended to be gender-neutral.

**SECTION 2: MEMBERS**

Members of the NHFOA shall be divided into five (5) geographic districts for several purposes. The districts are divided into the following towns. The members belong to their district based on upon their town of residence.

District 1: Bethany, Cheshire, Hamden, New Haven, Prospect, Woodbridge, Meriden, any town in Hartford County, any town in Tolland County, any town in Windham County and any town outside of Connecticut.

District 2: Ansonia, Beacon Falls, Derby, Middlebury, Naugatuck, Orange, Oxford, Seymour, Southbury, Waterbury, Wolcott, any town in Litchfield County and any town in Fairfield County.

District 3: Milford and West Haven.

District 4: East Haven, North Branford, North Haven and Wallingford.

District 5: Branford, Guilford, Madison, any town in Middlesex County, and any town in New London County.

**SECTION 3: OFFICE**

The location of the principal office of the NHFOA shall be designated by the Commissioner, within the state of Connecticut.

**SECTION 4: STATEMENT OF PURPOSE**

The purpose of the NHFOA shall be to conduct any lawful purpose under the laws of Connecticut, including, but not limited to the following:

A. To promote the welfare of the game of American Football, its athletes, coaches and officials.

B. To educate members, coaches and athletes regarding the rules of the game of American Football as published by the National Federation of High Schools and the National Collegiate Athletic Association and any local or state modifications.

C. To educate the general public about the game of American Football.

D. To educate athletes, coaches and the general public about the spirit of fair play and sportsmanship.

## **SECTION 5: MEMBERSHIP**

Any person may become a member of the NHFOA. Members are either active members or inactive members. Active members are those members who are ready, willing and able to officiate football games. Inactive members are those who are no longer officiating football games, but remain involved in the organization.

### **I. Current Members**

All persons determined to be members as of the date of the revisions of these bylaws shall make up the current membership of the NHFOA. Current members must maintain the requirements of membership as set forth below in Section 6.

### **II. New Members**

If a person is not presently a member of the NHFOA or another football officiating organization, that person is required to complete preliminary training, education and any other requirements as set forth by the Board of Directors.

At the annual meeting, someone shall nominate all persons, who have completed the requirements for membership during that year. Those nominated shall be accepted as members upon a majority vote of those members present at the annual meeting.

### **III. Transfer Members**

A person transferring or joining the NHFOA, who was previously a member of another football officiating organization or association may be accepted for membership as a transfer member and is not subject to the new member requirements or limitations. A transfer member shall be accepted as a member upon action by the Board of Directors.

A person must complete the following to be accepted as a transfer member.

A.) Provide written verification from the Secretary, or other qualified person, of his/her previous board attesting to his/her qualifications and good standing.

B.) Meet all requirements of this Association.

### **IV. Honorary Members**

Any member of the association who has been a member in good standing for a period of at least ten (10) years, may, when he becomes an inactive member, apply or be nominated for honorary membership.

Upon application or nomination to the Board of Directors, the Board shall determine the members eligibility for honorary membership, based on his service to

the organization. The Board of Directors shall approve eligibility by a vote of of the Board. Upon approval, the Board shall then present the nominee to the general membership, who shall bestow the honor on the nominee with a majority vote of those members present at the annual meeting.

Honorary members are exempt from dues for the remainder of their life as an inactive member. Honorary membership shall be revoked if the honorary member returns to active status.

## **SECTION 6: MEMBERSHIP REGULATIONS**

A. Meetings: Members of the NHFOA shall be required to attend the annual meeting, as determined by the Board of Directors, and any other meeting or meetings as required by the Board of Directors.

B. Clinic: Members of the NHFOA shall be required to attend any annual clinics as determined by the Board of Directors.

C. Education: The Board of Directors shall determine the necessary educational requirements for the membership, including any tests, exams, etc. prior to or during the season.

D. Dues: Members of the Association shall pay annual dues. The amount of such dues shall determined each year at the annual meeting by a majority vote of those members present at the annual meeting.

E. Penalties: The Board of Directors may impose penalties, including, but not limited to fines, suspension or termination of membership. Any penalty may be reviewed by the Better Officiating Committee, upon petition by that person penalized. The Better Officiating Committee may, upon hearing an appeal, affirm reduce or eliminate any penalty imposed upon a member. The Board of Directors may terminate the membership of anyone who fails to pay dues, or fails to arrange for the payment of dues, by a certain date. The Board of Directors may determine specific requirements for maintaining one's status as a member in good standing and may set specific requirements for eligibility for assignments to varsity games throughout the season, varsity games on Thanksgiving (or what an individual school regards as its Thanksgiving game) and State Playoff games.

F. Additional Regulations: The Board of Directors may establish additional regulations as it deems necessary and appropriate. A member shall be considered in good standing when this person has satisfied all of the above regulations or other requirements as determined by the board of directors.

## **SECTION 7: OFFICERS**

The Officers of the NHFOA shall consist of a President, a Vice-President, a Secretary, a Treasurer, a Commissioner, an Assistant Commissioner, a Rules Interpreter and a Director of Better Officiating.

## **ARTICLE I: POWERS**

### **A. President**

The President shall preside at all meetings of the general membership and the Board of Directors. The President shall be the primary communicator with all persons and parties outside the NHFOA. The President shall have the power to delegate any power to any member or committee. The President shall take direction from the Board of Directors and shall make every reasonable effort to further the purposes of the NHFOA.

### **B. Vice President**

The Vice President shall perform the duties of the President in his absence and assist with the operations of the NHFOA as delegated by the President.

### **C. Secretary**

The Secretary shall keep a record of all meetings of the general membership and the Board of Directors. He shall attend to all correspondence of the NHFOA. He shall keep a complete membership roster, including all e-mail addresses, mailing addresses and phone numbers. He shall keep an accurate record of the current bylaws.

### **D. Treasurer**

The Treasurer shall be the custodian of all funds belonging to the association. The Treasurer will prepare a written statement of the receipts and expenditures at each Board of Director's meeting and prepare a budget for the coming fiscal year to be distributed at the annual meeting. The budget shall include the expected dues and fees for the coming year. The Treasurer shall acquire and maintain adequate liability insurance covering the general membership and the Board of Directors.

### **E. Commissioner**

The Commissioner shall document and organize all games for all football leagues or conferences under the jurisdiction of the NHFOA and distribute the assignments to the members in the Commissioner's discretion. The Commissioner shall not assign any varsity games to a member who is not a member in good standing. The Commissioner shall be an inactive member.

### **F. Assistant Commissioner**

The Assistant Commissioner shall assist the Commissioner in the execution of the above stated duties. The Assistant Commissioner shall be an inactive member.

### **G. Director of Better Officiating**

The Director of Better Officiating shall be primarily responsible for the education of all officials as to the rules of the game, officiating mechanics and officiating judgment. The Director of Better Officiating shall monitor the performance of all officials, improve the performance of all officials and advise the

Commissioner and Assistant Commissioner as to the skill level and appropriate assignment of officials. The Director of Better Officiating shall provide a written annual performance review. Additionally, the Director of Better Officiating will chair the Better Officiating Committee.

#### **H. Rules Interpreter**

The Rules Interpreter shall be primarily responsible for disseminating information to the membership regarding the implementation and interpretation of the rules of football.

### **ARTICLE II: ELECTION OF OFFICERS**

#### **A. NOMINATING**

For the nomination of the slate of officers to serve for the upcoming year, the current President and ~~the five past presidents of the NHFOA~~ five (5) member in good standing appointed at the September Board of Directors meeting shall make up the officers nominating committee. The committee shall determine the slate of officers to be nominated by a majority vote.

#### **B. ELECTION**

The Board of Directors shall, at least ~~two weeks~~ thirty-days prior to the annual meeting, meet for the purpose of ~~electing~~ nominating a slate of officers to serve for the following year. Such ~~elections~~ nominations shall be by secret ballot. The slate, as a whole, must be accepted by a majority vote of the Board of Directors. If the slate is rejected, alternate slates may be presented by the President, to be approved by the Board of Directors.

Those elected shall take office immediately following the adjournment of the annual meeting and shall hold office for a period of one year.

At the annual meeting, nominations for the slate of officers may be taken from the floor and in accordance with Roberts Rules of Order.

The slate of officers shall be elected by a majority of the membership present at the annual meeting.

### **ARTICLE III: VACANCIES**

In the event that any office becomes vacant for any reason, the Board of Directors shall meet within 30 days of such vacancy and elect an officer to serve the balance of the term of such office. In the event that the office of President becomes vacant, the Vice President shall serve as President until a new President is elected pursuant to the provisions of this section. In the event that the office of Commissioner becomes vacant, the Assistant Commissioner shall serve as Commissioner until a new Commissioner is elected pursuant to the provisions of this section.

### **ARTICLE IV: COMPENSATION OF OFFICERS**

The Commissioner, Assistant Commissioner, Secretary, Treasurer and Director of Better Officiating shall be compensated for their services. In addition, the

Commissioner shall receive an annual allowance for postage, telephone and other miscellaneous costs associated with his duties.

The Board of Directors shall set the compensation level for each position once per year for the following year. Expenses shall be incurred or reimbursed upon approval by the Board of Directors, with direction from the Treasurer. Other compensation may be expended by the approval of two-thirds of the Board of Directors present at a meeting.

#### **SECTION 78: GOVERNANCE**

The governance of the NHFOA shall be vested in the Board of Directors.

#### **SECTION 9: NUMBER OF DIRECTORS**

The Board of Directors of the NHFOA shall consist of the eight (8) Officers, the Immediate Past President (1), ten (10) Elected Directors, five (5) Appointed Directors and any Permanent Directors.

#### **SECTION 10: DIRECTORS**

The directors serve the members in each of its districts defined in Section 1. General membership are encouraged to direct all concerns and or issues to their district Directors, who will bring such issues and concerns forward to the Board of Directors for discussion and any action, if necessary.

#### **I: APPOINTED DIRECTORS**

At a time prior to the annual meeting, the upcoming President shall appoint one member from each of the five districts as the appointed directors. Appointed Directors shall serve for a one-year term, commencing immediately following the annual meeting.

#### **II: ELECTED DIRECTORS**

Each district, as set forth above, shall have two elected directors, who are not otherwise already on the Board of Directors. The directors shall be elected in alternating years. At the annual meeting, the members of each district shall elect one of their members to the Board of Directors. Such election shall be by secret ballot and each director shall serve for a two year term. No elected director shall serve more than four (4) consecutive years (two terms).

#### **III. PERMANENT DIRECTORS**

The NHFOA may have permanent directors, who shall have the same powers as an elected director. In order to become a permanent director, a member, honorary or otherwise, has to be nominated by a member of the board of directors. The board of directors shall approve the nomination by a unanimous vote. The proposed permanent member shall then be presented to the membership at the

annual meeting. The membership shall then elect the proposed permanent member by a vote of two-thirds of the members present at the annual meeting.

#### **IV: VACANCIES**

If a vacancy shall occur in the Board of Directors, excluding the position of Permanent Director, the President shall nominate a member from the district of the vacancy, who is not already on the board of directors, as a replacement to complete the term. The Board of Directors shall vote on the nomination, and the nominee will become a director upon majority vote.

#### **V: MEETINGS**

Meeting of the Board shall be held at such times as the President directs. The President shall call a meeting of the Board of Directors if requested to do so by five (5) or more Directors. Such meetings must be held within seven (7) days of such request.

#### **VI: QUORUM**

##### **A. Meeting Quorum:**

A quorum of the Board of Directors shall be a majority of the complete Board of Directors. A quorum shall be necessary prior to any action or vote taken by the Board of Directors.

##### **B. Electronic Quorum:**

The holding of meetings or voting shall be permissible by electronic or other technological means. Any vote or action taken by the board, either electronically or through other technological means requires a vote of a full majority of the Board of Directors. No action requiring more than a majority vote can be taken by the Board of Directors through electronic or other technological means.

#### **VII: POWERS AND RESPONSIBILITIES**

The Board of Directors shall have all the powers and duties necessary or appropriate for the administration of the affairs and may do all such acts and things as are permitted by law or by these by-laws. The Board of Directors shall at all times have ultimate powers over the NHFOA and its activities and shall be responsible for establishing general policies for the NHFOA.

### **SECTION 11: BETTER OFFICIATING COMMITTEE**

#### **I. COMMITTEE MEMBERS**

The Better Officiating Committee shall consist of the Director of Better Officiating, The Commissioner, The Assistant Commissioner and those individuals serving as Observers.

## **II. OBSERVERS**

The Director of Better Officiating shall choose at least four (4) honorary members to serve as Observers at the beginning of each football season and shall serve ~~for one year at the discretion of the Director of Better Officiating~~. If a vacancy occurs, the Director shall appoint another inactive member to complete the term.

Observers are honorary members who have assumed the duty of reviewing and commenting on the performance of the crew assigned to a particular game. Observers will be assigned to particular games by the Director and their evaluation of the crews performance will be included in the overall evaluation of an official at the end of the season.

The Better Officiating Committee shall be chaired by the Director of Better Officiating. The committee shall be responsible for the improvement of officiating practices, including the observation of any or all games, performance reviews and the development of programs and education to improve the performance of all officials.

The Committee will also assume the responsibility to the assignment of all playoff assignments.

The Better Officiating Committee shall also hear appeals as to any penalties instituted by the Board of Directors or Commissioner, as well as any concerns or issues as they relate to rating of officials and or assignments of officials to games, regular or post season.

## **SECTION 12: FINANCIAL**

### **I: FISCAL YEAR**

The fiscal year of the NHFOA shall be from January 1 through December 31.

### **II: DEPOSITS**

All funds received on behalf of the NHFOA shall be deposited in such depository accounts of the as the Treasurer may designate.

### **III: POWER TO SIGN CHECKS**

The Treasurer, or the Treasurer and the President on amounts over Five Thousand and 00/100 Dollars, (\$5000.00) only, may be authorized to sign checks in the name of and on behalf of the NHFOA.

### **IV: AUDITS**

The Board of Directors shall designate a committee to conduct an annual audit of the receipts, expenditures, assets, liabilities and accounting procedures and practices of the NHFOA. Such annual audit shall be completed prior to the annual meeting. The audit committee, upon completion of its annual review, shall provide a

report to the Board of Directors and then the general membership at the annual meeting.

**V: CONTRACTS**

The Board of Directors shall approve any agreement, contract or instrument drawn in the name of the NHFOA and may authorize any officer or director, to negotiate, execute and enter into any such agreement, contract or instrument on behalf of the NHFOA. No contract, obligations, or indebtedness issued in the name of the NHFOA shall be binding on the NHFOA unless duly authorized by the Board of Directors.

**VI: INSURANCE**

The NHFOA shall maintain adequate liability insurance covering the NHFOA, its Board and officers and its members.

**VII: SPECIAL ASSESSMENTS**

The Board of Directors shall have the authority to impose a special assessment on the membership in the event of unforeseen or unforeseeable financial needs. Such assessment shall be no greater than \$50 per member.

**SECTION 13: RULES OF ORDER**

The order and content of all meetings of the membership, or meetings of the Board of Directors and committees of the NHFOA shall be governed in accordance with the parliamentary procedures set forth in Robert’s Rules of Order (as revised) or as otherwise specified in these By-Laws.

**SECTION 14: NON-DISCRIMINATORY POLICIES**

All policies and programs of the NHFOA are to be administered without discrimination based on race, color, sex, age, religion, national origin, marital status, sexual preference, handicap or veteran status. Further, it is the policy of the NHFOA to comply with all appropriate State and Federal requirements pertaining to nondiscrimination.

**SECTION 15: AMENDMENTS**

These By-Laws may be amended by a two-thirds of the members present at a regular or special meeting, provided that notice of and a copy of the proposed amendment(s) shall be furnished to each member of the NHFOA at least one week in advance of the meeting.