

**I - Board of Directors** The Board of Directors shall be comprised of the President, Vice-President of Rules and Mechanics, Vice-President of Probationary Members, Vice-President of Recruiting and Training, Supervisor of Officials, Assistant to the Supervisor of Officials, Recording and Corresponding Secretary, Treasurer, the most recent past President, Vice President of Audit, Vice President of Budget, Vice President of Evaluation, Vice President of Image and Vice President of By Laws,

- a. The Board shall have the authority and responsibility for directing the business affairs, managing the funds, maintaining the records of the Corporation, and overseeing the duties as prescribed by the Bylaws of the Supervisor of Officials and Assistant to the Supervisor of Officials. The Board shall operate the Corporation in the best interest of the membership.
  - b. The Board shall take care of such problems that may arise that are not covered in the Articles of Incorporation or Bylaws by taking whatever action they deem reasonable and appropriate.
  - c. The Board of Directors will be elected each year at the annual meeting by a majority of those members present.
  - d. A simple majority of the Board shall constitute a quorum for its meetings and a majority vote of those present shall be necessary for the transaction of business at any meeting of the Board
  - e. Unless otherwise specified in the Bylaws, the Board of Directors will serve a one-year term coincidental with the succeeding membership year.
- B. If any Member, Candidate for Membership or Non-Member Affiliate has any complaint about the Corporation membership or the Directors the person must address the complaint, in writing, to the Board of Directors or the full membership, if not satisfied with Board of Directors' decision.
- a. All appeals and exceptions to the Bylaws are to be handled by the Board of Directors.
  - b. Decisions of the Board of Directors may be appealed to the general membership at any meeting by motion of a member. Majority vote of the membership present will be final
  - c. If any Member, Candidate for Membership or Non-Member Affiliate is late or does not appear for an assignment without a valid excuse which is accepted by the Board of Directors, he shall be reprimanded, fined, suspended and/or dismissed at the discretion of the Board of Directors.
- C. The fiscal year of the Corporation shall begin on the first (1st) day of March and end on the last day of February in each year.

## II Officers

The Officers of the Corporation, consisting of the President, Vice-President of Rules and Mechanics, Vice-President of Recruiting and Training, Vice-President of Probationary Members, Supervisor of Officials, Assistant to the Supervisor of Officials, Recording and Corresponding Secretary, Treasurer, Vice President of Audit, Vice President of Budget, Vice President of Evaluation, Vice President of Image and Vice President of By Laws shall serve in the capacities both with regard to the membership and its meetings and the Board of Directors and its meetings. The term of office for each officer shall be limited to two consecutive terms, except the Supervisor of Officials, Assistant to the Supervisor of Officials, and Treasurer. The Treasurer shall be limited to four consecutive terms. The Supervisor of Officials and the Assistant to the Supervisor of Officials shall have no term limits.

1. The President shall:
  - a. Preside at all meetings of the Corporation.
  - b. Have no vote except where the votes are equally divided.

- c. Further the policies adopted by the association
2. The Recording and Corresponding Secretary shall:
  - a. Assist the Supervisor of Officials and Assistant to the Supervisor of Officials in their duties.
  - b. Keep the minutes of all meetings of the Corporation.
  - c. Send out all notices and preserve all records of the Corporation.
3. The Treasurer shall:
  - a. Collect and have charge of all dues, fines, and training fees of the Corporation.
  - b. Maintain a journal of bank deposits, which shows in detail the sources of all cash and checks received.
  - c. Make disbursements and maintain adequate records of all disbursements.
  - d. File tax forms for the Corporation and members as required.
4. The Vice-President of Rules and Mechanics shall:
  - a. Select a committee to assist him in the training of all active members.
  - b. Assist the President in the performance of his duties.
  - c. Perform the duties of the President in his absence or inability to act.
  - d. Appoint a Mechanics Committee consisting of an Official from each position (Referee, Umpire, Linesman, Line Judge, and Back Judge) and serve as Chairman of this Committee.
    - i. The Committee will have the responsibility of reviewing the existing mechanics and presenting to the Corporate Membership any mechanics change. This recommendation will be voted on by the Corporate Membership. A majority vote of members present, provided a quorum is present, is required to adopt any change to the existing mechanics.
    - ii. He shall be responsible for the maintenance and distribution of the Corporation's Mechanics Manual.
  - e. Determine the length of time of classroom training and meetings for the Association at the beginning of the Business year. The length of time of classroom training can be adjusted as needed.
  - f. Provide pre-season training/orientation classes for those members designated by the Supervisor of Officials as possibly moving to the referee position in the upcoming season.
5. The Vice-President of Recruiting and Training shall:
  - a. Select a committee to assist him in the training of all new trainees, associates, and transfers and serve as Chairman of this Committee.
  - b. Make recommendations to the Corporation membership as to status changes of Trainees, Associates, and Transfers.
6. The Vice-President of Probationary Members shall:
  - a. Select a committee to assist him in training and evaluating probationary members, and serve as Chairman of this Committee.
  - b. Make recommendations to the Corporation membership as to status changes of probationary members.
7. The Supervisor of Officials will perform his duties as set forth below. Members, Candidates for Membership and Non-Member Affiliates shall pay to him 8% of fees received for games assigned by him.
  - a. All games assigned by the Supervisor of Officials shall be listed on the schedule.
  - b. Make varsity game assignments from corporation membership, candidates for membership and non-member affiliates in the following order: Members in good standing, Transfers, Associates, Trainees, and Non-Member Affiliates
  - c. Publish varsity game assignments on a weekly schedule that is provided to each official at least 9 days in advance of the game date. After each weekly schedule is published, should any vacancies occur, through whatever means, the Supervisor of Officials may fill those vacancies using his own discretion.
  - d. A summary of play-off assignments must be provided to the membership no later than the first general membership meeting following the play-off season.
  - e. Become familiar enough with the active membership so an evaluation can be provided an individual official. Should be available to personally scout (for official's evaluation) on

- average at least one varsity crew every week a game assignment appears on the varsity schedule and provide the crew with observations
- f. Represents the CVFOA, Inc. with the schools for establishing game/travel fees, scheduling games, assigning officials to games, and handling conflicts/disputes.
  - g. Be personally available to handle required varsity schedule changes and game assignment changes that result from emergencies and inclement weather.
  - h. From his annual assigning fee, will reimburse the posted Travel Fee (proportionately) to crew members when any game is cancelled by the school, within 4 hours before game time and the Supervisor has not notified at least one (1) member of that crew in time to cancel the travel to that game site.
  - i. Shall at all times be a member in good standing as spelled out in the Corporation Bylaws; with the exceptions that the supervisor will not work any varsity game assignments.
  - j. The use of 4, 5, 6, or 7 officials in any game is optional at his discretion.
  - k. Prior to January 1 of each year, provide the Vice President of Rules and Mechanics a list of those members who you determine have demonstrated the potential, the ability, and the desire to move to the Referee position in the upcoming season.
8. The Assistant to the Supervisor of Officials will assist the Supervisor of Officials and coordinate with approved Assigners, specified in Bylaws in the assigning of non-varsity games and will perform his duties as set forth below: Members, Candidates for Membership, and Non-Member Affiliates shall pay to him 8% of fees received for games assigned by him.
- a. All games assigned by the Assistant to the Supervisor of Officials shall be listed on the schedule.
  - b. Make other than varsity game assignments from corporation membership and candidates for membership
  - c. Publish other than varsity game assignments on a weekly schedule that is provided to each official at least 8 days in advance of the game date. After each weekly schedule is published, should any vacancies occur, through whatever means, the Assistant to the Supervisor of Officials may fill those vacancies using his own discretion.
  - d Represents the CVFOA, Inc. with the schools for establishing game/travel fees, scheduling games, assigning officials to games, and handling conflicts/disputes.
  - e. Be personally available to handle required other than varsity schedule changes and game assignment changes that result from emergencies and inclement weather.
  - f. From his annual assigning fee, will reimburse the posted Travel Fee (proportionately) to crew members when any game is cancelled by the school, within 4 hours before game time and the Assistant to the Supervisor has not notified at least one (1) member of that crew in time to cancel the travel to that game site.
  - g. Shall at all times be a member in good standing as spelled out in the Corporation Bylaws.
  - h. The use of 4, 5, 6, or 7 officials in any game is optional at his discretion.
- 9 Vice president of Audit shall:
- a. Chairman the Audit Committee, which is appointed by the President.
  - b. Present a detailed audit report to the general membership as stated in Article V.
    - i. To include all corporate account balances income, expenses and profit/loss for the prior year.
    - ii. To include any discrepancies to corporate polices and procedures and recommended changes made to the Board of Directors.
    - iii. To supply the written audit report to the membership as requested and to the Secretary for insertion into that meetings minutes.
  - c. *Review bank statement and check register monthly.*
- 10 Vice President of Budget shall:
- a. Develop a budget process to be used by the corporation for annual planning.
  - b. Compile budget data annually for the Board of Directors to use in planning the annual fiscal needs of the corporation.

- c. Supply the written budget plan, to include all financial data as approved by the Board of Directors, to the general membership by the fourth regular meeting of the current membership year.

11 Vice President of Evaluation shall:

- a. Develop, modify and maintain an evaluation system to be used by the corporation with the purpose of developing and improving the officiating staff used by the corporation
- b. Use this established evaluation system to supply feed back to each member and candidate for membership on a regular basis.
- c. Supply evaluation results to each member and candidate for membership annually.
- d. Shall be responsible for administering a "mechanics test" & a "rules test" before the season starts. Responsible for gathering both tests, and recording the scores from these tests.

12 Vice President of Image shall:

- a. Chairman the Image Committee, which will consist of the Vice Presidents' of Audit, Budget, Evaluation, Image and By Laws.
- b. Review and recommend to the Board of Directors any modifications to both the Mechanics Manual and By Laws in respect to the image requirements of the corporation.
- c. Shall be responsible for preparing varsity game kits, passing out game kits, and collecting finished game kits.

13 Vice President of By Laws shall:

- a. Be the contact member on Board of Directors for the By Law Committee and the membership. He shall not be a member of the By Law Committee.
- b. Be responsible for insuring that all actions taken by the Board of Directors are handled as prescribed within the By Laws.
- c. Twice annually report to the general membership any known violations by the Board of Directors, any member or candidate for membership and the corrective actions taken by the Board of Directors. Such reports will be made to the general membership at or before the fourth general meeting and at or before the annual meeting of the current membership year.

14. In case of disability or resignation of the President, the most recent Past President shall accede automatically to the presidency. The Board of Directors shall fill the vacancy(s) of other Officers of the Corporation from the Board or membership-at large The Nominating Committee shall select a nominee to fill the vacancy(s). Nominees will also be accepted from the Corporate Membership. Such vacancy(s) filled by this means shall be presented at the next general membership meeting so that an election can be held to fill the unexpired term(s).

### III – Membership

- A. An **Active Field Member** in good standing shall be those members qualified to and requesting field game assignments by the Association. An Active Field Member in good standing shall:
  - a. Successfully complete all annual requirements set forth by the VHSL, and positive proof of current membership in good standing in the VHSL must be on file with the Corporation Secretary for each official before any games can be assigned.
  - b. Have dues and fees paid as specified in the Bylaws.
  - c. Attend nine (9) or more meetings of the Corporation each year.
    - i. Excused absences will be counted as attendance in determining the number of meetings attended.

- ii. It shall be assumed that all members and trainees will attend the required number of meetings until it becomes apparent that they cannot.
  - iii. Classroom attendance will count only when a member is properly registered on a class roll indicating he was present during the full class period;
  - iv. Participation directly in a Corporation assigned duty during the same classroom time period when written confirmation of such is supplied to the Secretary prior to the start of that night's meeting count as a meeting attended.
  - v. Corporation game assignments worked on the day of a scheduled meeting count as meeting attended. The Supervisor making the assignment must provide the names of members to the Recording and Corresponding Secretary
  - vi. The annual Virginia High School League (VHSL) Clinic, VHSL exam and Liaison Coach/Player Clinic will count as meetings attended.
  - vii. Members of the Training Committee will receive credit for training class meetings attended during the current membership year.
- d. Excused absences may be granted by the Board of Directors upon written request, which clearly states the reason for the absence. All requests for excused absences must be submitted to the Board of Directors, barring emergencies, prior to the annual meeting.
- i. Only one (1) business excused absence will be granted.
  - ii. Only one (1) Youth Football League officiated game excused absence will be granted. . Requests for Youth Football League related absences must be accompanied by the name of the league and the date of the absence and confirmation from the Youth Football League assignor.
  - iii. The Board's decision concerning all requests will be relayed to the member and recorded with the Corporation's Secretary.
- B. Probationary Members** in good standing shall be those members qualified to and requesting field game assignments by the Association. An Active Probationary Member in good standing shall:
- a. Meet all requirements of an Active Field Member in good standing.
  - b. Have full membership privileges, except for:
    - i. voting on any probationary status
    - ii. Working playoff game field assignments.
  - c. Remain on probationary status for two (2) years.
    - i. Will be dropped from the Corporation, if not voted into full membership
    - ii. However, a majority of the members present at the Annual Meeting may vote to retain him on probationary status for one additional year only.
- C. Non-Field Members** in good standing with full voting privileges shall be those members qualified to and requesting non-field game assignments by the Association. An Active Non-Field Member in good standing shall:
- a. Have been a Full or Probationary Member in good standing.
  - b.** Complete all requirements for the position of ECO as set forth by the VHSL
  - c. Be required to attend 3 Corporation Meetings.
  - d. Have dues and fees (\*) paid as follows:
    - i. Pass the VHSL ECO Examination, if VHSL Insurance coverage is NOT to be in effect. (\*Corporation only)
    - ii. Pass the Annual VHSL Rules Examination, Part 1 or 2, if VHSL Insurance coverage IS to be in effect. (\*Both Corporation and VHSL)
- D. Removing Member from receiving game assignments.**
- a. The Supervisor of Officials may, at any time, take action to remove any member from receiving assignments. To do so, the Board of Directors must be presented in writing with just cause. The member that action is being taken must also be

given in writing the reason(s) that he is being removed from game assignments. The Board of Directors will need a 2/3 vote to approve the Supervisor's request. The member will become a member not in good standing per by-laws.

- b. The Supervisor of Officials may, at any time, recommend to the Board of Directors that a member not receiving game assignments is eligible for game assignments. To do so, the Board of Directors must be presented in writing with the actions that the member has taken to gain eligibility. The Board of Directors will need a 2/3 vote to approve the Supervisor's request.
- c. Any member removed from receiving game assignments by the Board of Directors may appeal this decision to the Membership per Section 1 B b. A majority vote is required to rescind the Board of Director's decision.

**E. Member Not in Good Standing-** In the event a member does not meet the requirements set forth in Article III the member becomes a **member not in good standing**. In order to regain a member in good standing status, the requirements in Article III must be accomplished before game assignments resume

- a. Anytime during the current year it is apparent a member will not be in a position to be classified as a Member in Good Standing, no further game assignments will be given to that member until good standing status is regained.
- b. In the event a member does not regain a Member in Good Standing status during the respective membership year, then the following year's Board of Directors must approve or deny that member's return to a Member in Good Standing status on, or before June 30 of the new membership year. If denied, that individual will be classified as a Transfer for that membership year. Written notice of decision will be supplied to the member.

**2. Candidates for Membership-** Candidates for membership shall be Transfers, Associates, and Trainees and shall:

- a. Not have previously sought and been denied full membership in the CVFOA, Inc within the past two (2) years.
- b. Abide by the CVFOA, Inc. Articles of Incorporation and Bylaws.
- c. Have no voting privileges.
- d. Submit an application form and appropriate non-refundable fees to the Vice-President of Recruiting and Training prior to being allowed to attend the training meetings.
  - 1) Applications from Trainees and Associates will not be accepted later than 7 days prior to the VHSL Part 1 Exam.
  - 2) Transfers may submit an application on any date.
- e. The application shall be accompanied by a nonrefundable fee.
- f. The Vice-President of Recruiting and Training may reject the Candidate for Membership application. To do so, the Board of Directors must be presented in writing with just cause. The Candidate for Membership must also be given in writing the reason(s) that the application is being rejected. The Board of Directors will need a 2/3 vote to approve the Vice-President of Recruiting and Training's request.

- A. **Transfer** - Shall be those Candidates for Membership who has National Federation recognized officiating experience in another football association.
- B. **Associate** - Shall be all Candidates for Membership who cannot be classified as Trainee or Transfer L

- C. **Trainee** - Shall be those Candidates for Membership who have had less than one (1) year football officiating experience.

**3. Candidates for Membership Elections** will be conducted as follows:

A. **Transfer** -

- a. The Transfer is required to supply the corporation the specific documentation from which the Board of Directors will determine whether the candidate will be an Associate or Transfer after the review. The documentation required includes:
  - i. 1) A letter of recommendation from his previous commissioner detailing past officiating experience
  - ii. 2) Written approval from the VHSL indicating his classification level.
- b. Transfer candidates may be elected to membership by recommendation of the Vice-President of Recruiting and Training at any regular meeting by a majority vote of the membership present.
- c. A Transfer elected to membership immediately becomes eligible for varsity assignments and will be moved into the regular classroom sessions as an Active Field Member or Probationary Member as prescribed by his experience level, as defined in the Corporation Bylaws.
- d. Transfers must be elected to Membership or reclassified to Associate status within one calendar year of their date of application.

B. **Probationary Members** – Probationary members can be considered for full member status only at the annual meeting by a majority vote of the membership present and shall:

- a. Be a member in good standing.
- b. Shall work a minimum of six (6) games by the Supervisor of Officials and eight (8) games by the Assistant to the Supervisor of Officials.
- c. Attend the Annual VHSL clinic and have a passing grade on the VHSL exam (Part 1 or 2) in the current membership year
- d. Must successfully complete a minimum of two years in the probationary status.
- e. Not be under any probation or censure from the Board of Directors.
- f. Probationary Members not voted into membership may be retained for one additional year in probationary status by a majority vote of membership present at the annual meeting.

C. **Associate** - Associates can be considered for probationary status only at the annual meeting on a majority vote of the membership present and shall:

- a. Attend 12 or more meetings of the corporation in the current membership year. Excused absences will be counted as attendance in determining the number of meetings attended. Excused absences may be granted by the Vice President of Recruiting and Training as per the Bylaws. The Annual VHSL clinic and VHSL exam will count as meetings attended.
- b. Attend the Annual VHSL clinic and have a passing grade on the VHSL exam (Part 1 or 2) in the current membership year
- c. Have worked a minimum of eight (8) games assigned by the Assistant to the Supervisor of Officials.
- d. Must have a minimum of two years of football officiating experience.
- e. Not be under any probation or censure from the Board of Directors.
- f. Associates not voted into membership may be retained for the next year as an Associate by a majority vote of membership present at the annual meeting.
- g. Must comply with the Bylaws.

- D. **Trainee** - Trainees may be retained for the next year as Associates. Majority vote of the membership present is required to retain an individual as an Associate and the vote shall only be done at the Annual Meeting.
  - a. Attend 12 or more meetings of the corporation in the current membership year. Excused absences will be counted as attendance in determining the number of meetings attended. Excused absences may be granted by the Vice President of Recruiting and Training as per the Bylaws. The Annual VHSL clinic and VHSL exam will count as meetings attended.
  - b. Attend the Annual VHSL clinic and have a passing grade on the VHSL exam (Part 1 or 2) in the current membership year
  - c. Have worked a minimum of eight (8) games assigned by the Assistant to the Supervisor of Officials.
  - d. Must have a minimum of one year of football officiating experience.
  - e. Not be under any probation or censure from the Board of Directors.
  - f. Must comply with the Bylaws.
- E. As recommendations are made and approved by the membership pertaining to Probationary Members, Transfers, Associates and Trainees, the approved action is to be turned over to the Board of Directors to then be officially communicated from the Corresponding Secretary to the Training Committee, Probationary Committee, or the Supervisor of Officials.
- F. Any former Member who had been a member in good standing in the Corporation within the past Five (5) years and returns to officiating before the conclusion of the Fifth (5th) membership year may be voted upon and readmitted to the status he previously held at any regular Corporation meeting by majority vote of the membership present upon the recommendation for readmission to membership from the Vice-President of Recruiting and Training.
  - a. Any former Member that exceeds this Five year period or who is not re-admitted by membership vote will be classified as a Transfer.
  - b. The former Member shall be required to attend the Training Committee classes until the membership vote is completed

**4. Non-Member Affiliate.** Non-Member Affiliate includes any individual desiring to affiliate with the Corporation in the capacity as a Non-Member Electric Clock Operator (ECO).

A Non-Member Affiliate shall be required to:

- a. Pay membership dues (\*) and pass one of the following examinations; each to be administered by the Supervisor of Officials or his designated representative.
  - 1) Pass the VHSL ECO Examination, if VHSL Insurance coverage is NOT to be in effect. (\*Corporation only)
  - 2) Pass the Annual VHSL Rules Examination, Part 1 or 2, if VHSL Insurance coverage IS to be in effect. (\* Both Corporation and VHSL)
- b. Individuals who successfully pass either exam will then be available for ECO Game assignments by the Supervisor of Officials and the Assistant to the Supervisor of Officials, ONLY AFTER ALL Members, and Candidates for Membership who have made themselves available for that respective week's assignments have been assigned at least one (1) game. Non-Member Affiliate shall not receive any assignment until all on this list receive an assignment.

**5. Dues and Fees**

- a. Members, Candidates for Membership, and Non-Member Affiliates shall have dues and fees paid as specified in the Bylaws.
- b. A membership year shall begin annually on February 1 and end on January 31. Probationary Members and Candidates for Membership attain the rights immediately of their new membership classification after the vote at the Annual Meeting.
- c. Each member shall pay annual dues as set forth for each Member classification by the Board of Directors which is due and payable to the Treasurer on August 1 of each year. If unpaid by

August 15, the annual dues are doubled. No games can be assigned by the Corporation until the annual dues and all required fees are paid.

- d. Fees and fines to be paid to the Treasurer must be paid by the first of December. Failure to do so will cause forfeiture of membership. The Treasurer has the authority to deduct outstanding fees from any monies due a member, past member, or member not in good standing prior to payment of earned fees by the Corporation to said individual.
- e. In the event, the Corporation requires additional funds, upon recommendations to the membership by the Board of Directors; the Corporation may assess each member a proportionate amount to defray these costs upon approval by the membership at any general meeting.
- f. The Corporation is allowed to withhold the annual pre-paid dues that are determined by the Board of Directors.
- g. Each member must sign and submit Independent Contractor's Waiver and W-9 Social Security Information document which is supplied by the Board of Directors annually.
- h. All pre-paid annual dues must be refunded to any member that does not return for the membership year in which dues have been withheld/collected, within 30 days of receipt of notice from the member(s) or knowledge by the Board of Directors that the member will not return.

## 6. Mechanics and Uniforms

- a. All Members, Candidates for Membership and Non-Member Affiliates shall conform to the mechanics as prescribed by the current Corporation's Mechanics Manual and to the uniform code as prescribed by the current National Federation Edition of the Football Official's Manual. The VHSL patch is only to be worn for games assigned by the Corporation and for games sanctioned by the Board of Directors involving players in high school or below.
- b. Members, Candidates for Membership, and Non-Member Affiliates shall wear appropriate attire to and from all game assignments. At a minimum, appropriate attire shall consist of: Shoes & Socks (No tennis shoes), Long Pants (No Jeans), and a Collared Shirt.
- c. A coat and tie are required by all Members, Candidates for Membership, and Non-Member Affiliates assigned by the Supervisor of Officials for all play-off games.

## 7. Game Assignments

### A. Regular Season

- a. Members, Candidates for Membership and Non-Member Affiliates must work all games that have been assigned unless a bona fide excuse is presented to and accepted by the Supervisor of Officials or the Assistant to the Supervisor of Officials.
  - i. A minimum of One (1) scrimmage (excluding Non-Field Members and Non-Member Affiliates) or Two (2) JV assignments must be completed before ANY Varsity Assignments can be accepted.
  - ii. Failure to meet the requirement in i. above will result in forfeiture of all game fees earned to the date until all requirements in i. are met.
  - iii. All forfeited game fees and affiliated Assigning Fees in ii. above will be transferred to the corporation treasury in lieu of payment to the offending member and Supervisor of Officials.
- b. The Board of Directors must approve assignments to officiate football games (excluding college) not handled by the Corporation between August 1 and December 31.
  - i. Members, Candidates for Membership or Non-Member Affiliates assigning football games using Corporation Members, Candidates for Membership or Non-Member Affiliates must submit a written request to

the Board of Directors by August 15 or prior to the making the assignments.

- ii. Members, Candidates for Membership or Non-Member Affiliates desiring to officiate football games assigned by an individual who is not a Member, Candidate for Membership or Non-Member Affiliate must submit a written request to the Board of Directors by August 15 or before accepting the assignment.
  - iii. The Board must provide written notification to the requestor the status of the request.
  - iv. The Corporation Secretary must notify Members, Candidates for Membership and Non-Member Affiliates of sanctioned assigners and leagues by posting the information on the Corporation's web site.
  - v. Members, Candidates for Membership or Non-Member Affiliates must confirm that participation in any game assignments not made by the Corporation has been sanctioned by the Board of Directors.
- c. Any Member, Candidate for Membership, and Non-Member Affiliate who does not fulfill section a and b of this article will not be assigned any games until they appear before the Board of Directors to present their reasons for noncompliance and these reasons are approved by the Board of Directors.
  - d. It is the responsibility of each Member, Candidate for Membership, and Non-Member Affiliate to obtain and confirm his schedule of weekly Varsity and JV game assignments.
  - e. No Member, Candidate for Membership or Non-Member Affiliate shall directly or indirectly solicit game assignments. The definition of "soliciting game assignments directly or indirectly" and the penalty for the violation will be the Board of Director's responsibility.
  - f. All Members, Candidates for Membership and Non-Member Affiliates are to make themselves available whenever possible for game assignments.
    - i. A Member, Candidate for Membership, and Non-Member Affiliate will give notice of his availability at the start of each season and thereafter, unless written notice is received by the Supervisor of Officials or the Assistant to the Supervisor of Officials, a minimum of Ten (10) calendar days prior to any game date, the Member, Candidate for Membership, and Non-Member Affiliate is considered to be available for assignment(s) on that date(s).
    - ii. Any cancellation within this 10 day period CAN result in the Member, Candidate for Membership, and Non-Member Affiliate being removed from the following week's assignment schedule.
    - iii. Such removal can only be done after the respective Supervisor (1) submits a request to remove the Member, Candidate for Membership, and Non-Member Affiliate from the schedule to the Board of Directors, and (2) receives their approval, and (3) can only be effective for the One (1) week following the Supervisor's request.

**B. Play-off Eligibility:**

- a. The Board of Directors will meet to certify a list of eligible Active Field Members for on field playoff assignments. This list will be used by the Supervisor of Officials in making all playoff assignments.
  - i. Non-Field Members, Probationary Members, Candidates for Membership, or Non-Member Affiliates are ineligible for On-Field assignments, except for Chain Crew positions.
  - ii. Upon action by the Board of Directors, the Supervisor of Officials will be subject to a fine of up to \$250 if Members other than those eligible are used.
- b. Play-off eligibility requirements and restrictions are:

- i. Active Field Members must meet the requirements of the VHSL Officials Classification system.
- ii. Active Field Members must be in good standing and have worked a regular schedule of Varsity games (8) that year.
  1. An Active Field Member with extenuating circumstances who has worked no less than six (6) varsity games may be granted play-off eligibility by the Board of Directors.
  2. No Active Field Member who has worked less than six (6) varsity games will be eligible for any play-off assignment.
  3. The Active Field Member must not be under any probation or censure from the Board of Directors.
  4. Must work a minimum of one scrimmage.
- iii. No Active Field Member may work more than one play-off game during any weekend.
- iv. No Active Field Member may work more than three (3) play-off games in one season.
- v. Chain crew, scoreboard and clock operator assignments are not subject to the one play-off game per week or three per season restriction.
- c. The Corporation eligibility play-off list will be made available upon request of a member.

**8.** The Corporation shall not discriminate on the basis of race, creed, national origin, sex or age.

## **IV - Meeting of Members**

- A. An Annual Meeting of the Corporation shall be held at such time and such place, as the Board of Directors shall select.
  - a. Fifty percent (50%) of the eligible voting members must be present to conduct the business of the Annual Meeting.
  - b. Voting shall be by show of hands unless the voting members present at the annual meeting determine another method of voting by majority vote.
  - c. Notwithstanding the foregoing, where the position of "Supervisor of Officials" is contested, the voting for this office shall be by secret ballot unless the voting members present at the meeting determine another method of voting by majority vote.
- B. Regular Meetings are to be held at such time and such place as set forth by the Board of Directors.
- C. Special Meetings shall be held at the call of the President or when requested to do so by a majority of the Membership. Fifty percent (50%) of the eligible voting members must be present to conduct the business of any Special Meeting.
- D. Unless otherwise stated, a quorum will be 25% of the eligible voting members.
- E. When a special order of business in program form shall have been adopted for any meeting, such special order shall prevail as the order of business and procedure for such meeting. When no special order of business shall have been adopted, the order of business shall be:
  - a. Roll call
  - b. Reading of minutes of previous meeting
  - c. Weekly reports
  - d. Unfinished business
  - e. New business
- F. Parliamentary procedure, under the Articles of Incorporation and Bylaws of the Corporation, shall be governed by Robert's Rules of Order, Revised.

## V – Committees

- A. The President shall appoint such committees as may be necessary and proper for the conduct of the business and affairs of the Corporation with the exception of the Nominating Committee and the Articles of Incorporation and Bylaws Committee, which will be appointed by the Board of Directors
  - a. The members of the Bylaws committee shall be named during the first board meeting of each membership year.
  - b. The members of the Nominating Committee shall be named at a board meeting prior to the first general membership meeting and present the slate of nominees during the last regular meeting preceding the Annual Meeting.
- B. The President shall appoint the following committees:
  - a. Audit Committee
    - i. Shall consist of at least three (3) members to conduct an annual audit of the Corporation. The Vice-President of Audit is the chairperson of the committee
    - ii. Shall publish and make available to the Corporation membership an annual financial statement on or before the fourth (4<sup>th</sup>) regular meeting of the membership year following the fiscal year being audited.
  - b. Awards Committee
    - i. Is responsible for administering member awards including Years of Service Awards, Retirement Awards, Past President Awards, the Easy Ed Award, and the Carl Davis Award.
    - ii. Is responsible for the CVFOA Sportsmanship Awards presented to schools served by the CVFOA.
  - c. Disciplinary Committee
    - i. Shall consist of five (5) members to serve as the Disciplinary Committee. The members shall serve one-year terms and shall not be officers or members of the Board of Directors. The committee shall elect a chairman from its five members.
    - ii. If a member of the Disciplinary Committee shall be the subject of a disciplinary proceeding, that member shall be disqualified from serving on the committee until his matter is resolved. The President shall appoint an interim member to fill the vacancy and, if necessary, to finish the disqualified member's term on the committee.
    - iii. The Disciplinary Committee, in its deliberations, shall conform to the Code of Conduct, Article VIII.
    - iv. Any Member of the Corporation may recommend to the President any Member he feels qualified and meets the above requirements.
  - d. Liaison Committee
    - i. Is responsible for administering the CVFOA Liaison Program that appoints liaison officials who provide liaison related services to schools served by the CVFOA.
  - e. Technology Committee
    - i. Shall consist of a Website Master and at least two additional members each year that the CVFOA elects to maintain a Website.
    - ii. Shall provide the Board a Website Management Policy & Procedures document that provides specific guidance regarding website policies, content, privacy and other relevant website matters.
    - iii. The Website Master's responsibilities will include as a minimum the following:
      - 1. Recommending the design and technical structure of the website.
      - 2. Management of all data added to and removed from the website and management of all technical issues including maintenance of the site.

3. Registration of website and selection and coordination with the Internet Service Provider.
  4. Providing submissions to Internet search programs and links to other websites.
- C. Image Committee: The Vice-Presidents of Image, Audit, Budget, Bylaws, and Evaluations shall serve as the Corporation's Image Committee.
- a. The Vice President of Image shall be the chairperson of the committee.
  - b. Complaints regarding the failure of any member to adhere to the standards of appearance as defined in the Bylaws shall be referred to the Image Committee for investigation.
  - c. If the complaint is found valid by the Image committee, it shall be referred to the Board of Director for resolution.

## VI – Amendments

- A. Amendments to the Articles of Incorporation
  - a. May be proposed by a resolution of the Board of Directors, and shall be submitted to the membership at a regular or special meeting.
  - b. A copy of the resolution must accompany the notice of the meeting and such notice shall be given at least twenty-five (25) but not more than fifty (50) days prior to the meeting.
  - c. The proposed amendment shall be adopted upon receiving more than three-fourths (3/4) of all votes entitled to be cast.
- B. Amendments to the Bylaws may be made at any Corporation meeting solely by three-fourths (3/4) affirmative vote of the votes cast by the Corporation: provided at least 50% of the eligible voting members are present.

## VII – Dissolution

- A. The Corporation may be dissolved at any time by recommendation of the Board of Directors approved in writing by more than two-thirds (2/3) of the members in good standing.
- B. In the event of the dissolution to the Corporation, whether voluntary or involuntary or by operation of law, none of the assets of the Corporation shall be distributed to any member, but after payment of all lawful debts of the Corporation, its property and assets shall be given to a charitable organization or organizations of the kind described in Section 501 of the Internal Revenue Code of 1954, such organization or organizations to be selected by the Board of Directors.

## VIII – Code of Conduct

### A. DEFINITIONS

- a. The "Corporation" shall mean the Central Virginia Football Officials Association, Inc.
- b. "Board of Directors" shall mean the Board established by Article I of the Bylaws.
- c. "Bylaws" shall mean the Bylaws of the Central Virginia Football Officials Association, Inc. currently in effect.
- d. "Disciplinary Committee" shall mean the committee composed of five members as established by Article V, Section 4 B of the Bylaws.
- e. "Member" shall mean Members, Candidates for Membership and Non-Member Affiliates-as defined in Article III of the By-laws.
- f. A member shall be deemed to have "notice" if a writing is mailed to him at his address as carried on the rolls of the secretary of the Corporation by certified mail, return receipt requested, postage pre-paid (in which case notice shall be deemed effective when it is mailed) or when hand delivered to a member with such delivery witnessed by another member.
- g. "President" shall mean the president of the Central Virginia Football Officials Association, Inc.

### B. MISCONDUCT

- a. Any member who engages in conduct that is unbecoming of a Virginia High School League football official and member of the Corporation shall be guilty of misconduct and shall be subject to disciplinary action by the Corporation's Board of Directors. Conduct unbecoming a Virginia High School League football official and Corporation member includes but is not limited to the following:
  - i. The consumption of alcoholic beverages on the calendar day of any varsity, junior varsity or little league game assignment, a calendar day beginning at three a.m. The purchase and/or consumption of alcoholic beverages, in uniform, in public, are prohibited at all times. The consumption of alcoholic beverages after an assignment has been completed and after the official has left the game site is not prohibited.
  - ii. The use of illegal drugs at any time.
  - iii. The physical or verbal abuse of players, coaches, spectators or a fellow official(s).
  - iv. Dishonest conduct such as lying, cheating or stealing.
  - v. The placing of a wager on any Virginia High School League varsity football contest within the Commonwealth of Virginia.
  - vi. Failure to adhere to the Corporation's Uniform regulations.
  - vii. Failure to adhere to the Corporation's Mechanics regulations.
  - viii. Use of tobacco product in any form while in uniform on school property.

### C. DISCIPLINARY PROCEDURES

- a. When any member of the Corporation believes that another member has committed an act or acts which may be misconduct, that member may inform the President in writing of the incident(s) relating to the misconduct.
- b. The President shall, within two (2) weeks after having been notified of the misconduct, request the Chairman of the Disciplinary Committee to investigate the charges against the accused member. The Chairman or a member of the Disciplinary Committee shall investigate the charges and shall make a written report of his findings to the President within one (1) week after the matter has been referred to the Chairman of the Disciplinary Committee for investigation. If the investigation by the Disciplinary Committee concludes that no misconduct has occurred, then the complaining member(s) shall be notified of the results of the investigation by the President and the complaint shall be dismissed. If the investigation concludes that the charges of misconduct have merit and should be heard by the Board the Chairman of the Disciplinary Committee will notify the accused member by delivering to him a copy of the report as well as formal

notice of the charges as set forth in paragraph "c". Should the accused member so desire at any stage of these proceedings, he may state his agreement with the contents of the Investigator's report and waive all further hearings and appeals pertaining to the matter under investigation; such waiver must be in writing and addressed to the President. In the event of such waiver, the matter shall be referred immediately to the Board of Directors for a determination as to what penalty, if any, shall be imposed upon the accused member. The accused member may further state what penalty he feels is appropriate in his admission of guilt and, if the Board agrees, then such penalty shall be imposed and the matter ended.

- c. In the absence of an agreement and waiver from the accused member, the Board of Directors shall hold a hearing upon the allegation of misconduct not later than two (2) weeks after the Disciplinary Committee has rendered its report to the Chairman. The President shall give notice to the accused member in writing at least ten (10) days prior to the hearing. Such notice shall be in a form attached hereto as Exhibit "A" and shall include a copy of the letter of complaint and the investigator's report filed with the Corporation's President by the complaining member(s).
- d. The Chairman of the Disciplinary Committee shall appoint a member of the Disciplinary Committee to represent the Corporation before the Board of Directors in presenting the charges during the hearing. The accused member shall have the right to be represented by any active member of the Corporation other than a member of the Board, member of the Disciplinary Committee or parties who may be called upon to testify at the hearing. The accused member may similarly be represented in any appeal of the Board's decision to the general membership.
- e. The President shall preside over the hearing before the Board. Both the Corporation and the accused member shall have the right to present evidence and call witnesses to testify at the hearing. The hearing before the Board of Directors on matters of misconduct is an administrative hearing, not a trial in a Court of Law. Therefore, the rules of evidence applicable in the Courts of the Commonwealth of Virginia do not apply at misconduct hearings before the Corporation's Board of Directors. Witnesses shall not be compelled to testify under oath, nor may evidence be excluded from consideration because of its source of content. Furthermore, neither the Corporation nor the accused member has the right to have outside legal counsel present at the hearing. The hearing shall be conducted in the following manner:
  - i. The Corporation's representative shall make an opening statement to the Board, if he so desires.
  - ii. The accused or his representative shall make an opening statement to the Board, if he so desires.
  - iii. The Corporation's representative shall present his evidence and call his witnesses. The accused or his representative may ask questions of the Corporation's witnesses in turn as they testify.
  - iv. The accused or his representative may present evidence and call their witnesses to testify. The Corporation's representative may ask questions of the accused's witnesses in turn as they testify.
  - v. During the hearing, any member of the Board of Directors may question the Corporation's representative, the accused or any witness.
  - vi. The accused or his representative may make a closing statement to the Board, if he so desires.
  - vii. The Corporation's representative may make a closing statement to the Board, if he so desires.
- f. After the hearing, the Board of Directors shall consider evidence and the testimony, and render a decision whether or not the accused member's actions constitute misconduct. If the decision rendered by the Board of Directors is that

the accused member has not committed misconduct, the matter is ended. If the decision of the Board of Directors is that the actions of the accused member do constitute misconduct, then the Board must also decide what penalty to impose on the member.

- g. The President shall specify the terms of the penalty rendered by the Board of Directors in writing to the accused member. The accused member shall also be notified of his right to appeal to the general membership the decision that his actions were misconduct but not the penalty imposed by the Board.

#### D. APPEALS

- a. The accused member must give notice to the President, in writing, of his desire to appeal the decision of misconduct within seven (7) days after the Board renders its decision.
- b. Upon receipt of the written notice of appeal, the President shall place the appeal on the agenda of the next available general membership meeting.
- c. At the next available general membership meeting, the accused member or his representative will be granted fifteen (15) minutes to address the Corporation general membership. The remarks of the accused or his representative shall be limited to the issue of whether or not the accused member's actions constituted misconduct. Afterwards, the Corporation's representative shall have fifteen (15) minutes to address the general membership in response.
- d. After both presentations, the general membership may then ask the accused, his representative or the Corporation's representative, any officers or member of the Board of Directors any questions concerning this matter.
- e. The general membership of the Corporation shall vote on whether to uphold or overturn the decision of the Board of Directors. If the decision is overturned, the matter is ended. If the decision is upheld, the decision of the general membership shall be final. The decision of the Board of Directors as to the penalty imposed cannot be altered or adjusted; only the decision as to whether misconduct occurred can be appealed. Vote by the general membership on an appeal shall be by secret ballot, with a "yes" vote being a vote to uphold the decision of the Board of Directors and a "no" vote being a vote to overturn the decision of the Board of Directors. The Board of Directors, the accused member, the accused's representative, the Corporation representative, and members of the Disciplinary Committee are not eligible to vote on an appeal. The President shall preside over the appeal and the votes shall be collected and counted by the members of the Disciplinary Committee
- f. In the event that the accused member gives notice of his desire to appeal a decision of the Board concerning misconduct to the general membership, the accused member shall be suspended from working any games until the appeal is decided by the general membership if the penalty imposed by the Board is a suspension from game assignments or expulsion. This suspension pending appeal to the general membership shall be considered administrative and will not be credited towards any suspension penalty imposed by the Board.

**EXHIBIT "A"**  
**CENTRAL VIRGINIA FOOTBALL**  
**OFFICIALS CORPORATION, INC.**  
**NOTICE OF DISCIPLINARY HEARING**

TO: \_\_\_\_\_

You are hereby notified that the Disciplinary Committee of the Central Virginia Football Officials Corporation, Inc. has investigated charges of misconduct against you and found that they have merit, and referred the same to the Board of Directors of the Corporation for a hearing. A copy of the Investigator's Report is attached for your information.

A hearing before the Board is scheduled for \_\_\_\_\_, at \_\_\_\_\_m. Your attention is directed to Article VIII of the Bylaws concerning code of conduct for the procedure to be followed, your right

to be represented and your right of appeal to the general membership.

The specifics of the charges against you are as follows:

**CENTRAL VIRGINIA**  
**FOOTBALL OFFICIALS**  
**CORPORATION, INC.**

By \_\_\_\_\_

*President*

I certify that a copy of this Notice with the attached Investigator's Report was mailed or delivered in person to \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.