

BY-LAWS OF THE
CENTRAL CONNECTICUT ASSOCIATION OF FOOTBALL OFFICIALS, LLC

ARTICLE I – NAME

The name of this Limited Liability Corporation, organized under the laws of the State of Connecticut, shall be the Central Connecticut Association Football Officials, LLC (hereinafter, “this Association”).

ARTICLE II – PURPOSE

The purpose of this Association shall be:

- To unite in membership of this Association, active football officials and other qualified persons officially connected with the game of football.
- To help develop among members a thorough understanding of the Official Rules of the game, and to encourage every official to observe these rules in spirit as well as in letter.
- To surround the game of football with proper safeguards: to aid and to assist with the spirit of sportsmanship, honest and fair play and to foster a cooperative atmosphere between officials, principals, coaches, players and athletic directors.
- To work with other officials’ organizations connected with the game of football in furthering its interests and ideals.
- To generate and encourage qualified candidates to apply for active participation as football officials in this Association.

ARTICLE III – MEMBERSHIP

SECTION 1: Any person having attained the age of 18 years, who is physically able, who has passed a background check by the CIAC and who is interested in the objectives of this Association is eligible for membership.

SECTION 2: Membership in this Association shall be active, inactive, retired and life member.

SECTION 3: Applicants for Active Members must file with the New Member Committee an application accompanied with the application fee. All persons must pass a written exam on the rules and meet the minimum requirements of the New Members Committee. Qualified applicants shall then remain on probation for a period of at least one season and are not eligible to vote or hold office during this period. At the time of the Annual Meeting, the Probationary Committee shall recommend qualified probationary members to active membership. A majority vote is required. Probationary members shall pay dues and be entitled to vote.

SECTION 4: Active members shall pay dues as established by the Board and be entitled to vote and hold office. Mail-in votes excluded, all members voting must attend the meeting in which a vote is cast. All active officials shall be required to meet the standards of written exams, attend required meetings and seminars, fulfill scheduled assignments of games, meet the Policies and Procedures of the CCAFO and pay dues on time. Failure to meet any or all requirements may result in the loss of games, suspension/termination from the Association, or other penalty as approved by the Executive Committee.

SECTION 5: Transfers. Upon approval by the Executive Committee, an active member of like association after completing a CIAC background check may be accepted into active membership of this Association.

SECTION 6: Retired Membership. Any member of this Association who ceases to be active in officiating may elect to retire, providing that person has been an active official in good standing for a period of at least five (5) years. These members shall pay dues as established by the Board, be entitled to vote and hold office.

SECTION 7: Inactive Membership. Any member (including probationary) who becomes inactive may continue membership by paying reduced dues as established by the Board. All military personnel who are called to active duty shall have their dues waived while on active duty. Inactive members shall not be entitled to vote or hold office.

SECTION 8: Life Member. Any member who ceases to be an active member, who has been a member in good standing for a period of 25 years and had been approved by a simple majority vote of the executive committee, shall become a non-contributing, non-voting Life Member of the Association and all fees and dues shall be waived for the duration. Should a Life member decide to return to the field for whatever reason, current dues shall be reinstated for the entire calendar season.

SECTION 9: All active members shall be required to attend at least 50 percent of all meetings of the Association during the football season. Failure to attend the required number of meetings may result in loss of assignments or suspension/termination from the association, subject to the action of the Executive Committee.

SECTION 10: A member is responsible to notify the back ground check designee immediately if charged with a crime. Failure to do so within a two-week period will result in the loss of member-in-good-standing status and possible suspension/termination from the CCAFO.

ARTICLE IV – OFFICERS

SECTION 1: The officers of this Association shall be: President, Vice-President, Secretary, Treasurer, Commissioner, and member elect. No executive officer may hold two executive board positions concurrently.

SECTION 2: The President shall appoint a Nominating Committee at least **three** weeks before the Annual Meeting.

SECTION 3: Officers shall be elected by a majority of the members present and voting at the Annual Meeting. These Officers shall take office after the Annual Meeting and shall hold office for a period of one year or until such time as their successors are elected. If at any time an office becomes vacant, the remaining members on the Executive Committee may elect a member to complete the unexpired term or conduct an election at the next regular or special meeting by a majority vote.

ARTICLE V – STANDING COMMITTEES

The following Standing Committees shall be appointed by the President after assuming office at the Annual Meeting:

1. **Better Officiating Committee**
 - i. The Better Officiating Committee shall consist of at least six members.
2. **Assignment Committee**
 - i. The Assignment Committee shall consist of at least six members with the Commissioner as Chairman. One member may be the previous year's Chairman of the Better Officiating Committee.
3. **New Member Committee**
 - i. The New Member Committee shall consist of three or more members.
4. **Summer Exam Committee**
 - i. The Summer Exam Committee shall consist of three or more members.
5. **Banquet Committee**
 - i. The Banquet Committee shall consist of three or more members.
6. **Retirement/Welfare Committee**
 - i. This committee shall consist of three or more members.
7. **Audit and Budget Committee**
 - i. This committee shall consist of three or more members. The Treasurer shall not audit.
8. **Probationary Committee**
 - i. This committee shall consist of three or more members.

9. Publicity Committee

- i. This committee shall consist of three or more members.

10. Ratings and Evaluation Committee

- i. This committee shall consist of three or more members.

11. State Board Committee

- i. This committee shall consist of three or more members, and three alternate members.

12. Award Committee

- i. This committee shall consist of three or more members.

13. Executive Committee

- i. The Executive committee shall consist of all officers, two active members elected by the membership who have never previously served as an officer, the BOC chairman, the immediate past two presidents and as many as two past presidents chosen by the president. The president may select the parliamentarian and solicitor to join the committee in an advisory but non-voting capacity.

14. Nominating Committee

- i. The Nominating Committee shall consist of 5 members, with at least 3 past presidents if possible, chosen by the president at least 3 weeks before the annual meeting. Candidates for office are strongly encouraged to meet all Nominating Committee guidelines. If the committee cannot come to a consensus because of a tie vote, the Nominating Committee shall report multiple candidates. The Nominating Committee shall announce its recommendations no later than the regular or special membership meeting before the annual meeting.

15. Technology/Website Committee

- i. The technology/Website shall consist of at least 3 members.

16. Grievance Committee

- i. The Grievance Committee shall consist of at least 5 members.

ARTICLE VI – DUTIES OF OFFICERS AND COMMITTEES

SECTION 1: President. The President shall preside at all meetings of the Association and of the Executive Committee. In addition to appointing all committees, the President shall be an ex-officio member. The President shall appoint a parliamentarian and may appoint a solicitor who shall advise the President and the Executive Committee. The President shall appoint an Interpreter(s) with the approval of the Executive Committee. The President shall appoint the JV/FR coordinators and area coordinator(s). The President is responsible for the submission of the Audit Committee report at the Annual Meeting.

SECTION 2: Vice-President. The Vice-President shall assume the duties of the President in the absence of the President.

SECTION 3: The Secretary shall keep a record of all meetings of the Association and of the Executive Committee. The minutes of the Association shall be posted on the CCAFO website within ten business days of each regular meeting. The Secretary shall attend to the correspondence of the Association and shall maintain a complete roster of members with full addresses and telephone numbers. The Secretary shall perform such other duties as may be delegated from time to time. The Secretary shall be responsible to see that By-Law, Policy/Procedure changes and Code of Ethics are updated on a current basis. The Secretary shall be compensated by majority vote of the membership.

SECTION 4: Treasurer. The Treasurer shall be custodian of the funds of this Association and shall be prepared to present a statement of receipts and expenditures at each meeting. The Treasurer shall keep adequate records of expenses and income of the Association. All disbursements in excess of \$500 shall be made by the treasurer of Secretary upon signed vouchers. The Treasurer shall be compensated by majority vote of the membership.

SECTION 5: Executive Committee. The Executive Committee shall control the affairs of this Association except when members are in regular session. The Executive Committee shall recommend and provide for status of membership in this Association, exclusive of the status changes by the Probationary Committee, Treasurer and Commissioner. They shall have the power to resolve disputes concerning dues, fees, fines and assessments. The Executive Committee shall assist the President in carrying out his duties. The Executive Committee shall be responsible for handling any issue they deem to be sensitive.

SECTION 6: Better Officiating Committee. The members of this committee shall control the work toward development of high standards of officiating in this Association. It shall be the function of this committee to:

1. Establish, through cooperation of members, a reporting system dealing with the field performance of officials in this Association.
2. Take friendly, helpful steps in the correction of apparent errors in technique, appearance, knowledge of rules, etc., (ensuring all parties involved are apprised of evaluation and follow-up).
3. Cooperate with the Assignment Committee.
4. Make equipment recommendations, develop printed forms and provide for other items pertinent to better officiating.
5. Be responsible for educational progress at each regularly scheduled meeting of the Association.

SECTION 7: Assignment Committee. There shall be an Assignment Committee of at least six members with the Commissioner as Chairman. This Committee shall operate as advisory to the Commissioner. Both shall make assignments for pre-season, regular and post-season games exclusive of JV/FR games. The Commissioner shall always act in the best interest of the association and have the authority to make the final determination.

SECTION 8: Commissioner. The Commissioner shall maintain a record of open and closed dates of all active members as well as their qualifications to actively officiate. The Commissioner and the members of the Assignment Committee will assign active officials to individual schools, conferences and leagues. The Commissioner shall notify all officials and school officials of assignments and duties prior to the start of the football season. The Commissioner shall negotiate with all individual school officials regarding games, schedules and fees not covered by contract with the CIAC or Prep Schools and assist in fee payments. The Commissioner shall submit to the Executive Committee a complete report of the Assignment Committee at the Annual Meeting of the Association. The Commissioner shall be compensated by a majority vote of the membership.

SECTION 9: The Audit committee. The Audit Committee shall examine the Treasurer's books and accounts and report to the membership of the Association at the Annual Meeting. The Budget committee shall prepare a budget for recommendation and approval at the first regular meeting of the Board in October.

SECTION 10: The Interpreter(s) shall conduct meetings on rules, mechanics and techniques to educate officials, coaches and administrators in the game of football

ARTICLE VII – DUES AND ASSESSMENTS

SECTION 1: Membership Dues and Assessments. Dues and assessments for membership and compensation for officers shall be fixed at the first regular meeting of the Board in October. The dues and assessments shall include the cost of all needed manuals.

A: Dues and assessments shall be fixed per the Policies and Procedures of the CCAFO

SECTION 2: The application fee shall be fixed annually by the Executive Committee. The application fee shall cover the cost of the class, CIAC background check. CIAC membership and educational materials. Applicants shall be entitled to attend all meetings and clinics held during the year by the Association. Successful candidates shall pay the regular probationary membership dues and assessments for the following year by January 31st.

ARTICLE VIII – MEETINGS

SECTION 1: The Annual Meeting of the Association shall be held at the call of the Executive Committee, prior to December 31st of each year.

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SECTION 2: Regular meetings shall be held at least six times during the football season. Special meetings may be held as the Executive Committee directs and shall be called by the President when requested by 25% of current membership via written petition.

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ARTICLE IX – QUORUM

A quorum shall consist of 30% of the active membership. No business shall be conducted unless a quorum exists.

ARTICLE X – ORDER OF BUSINESS

The order of business at meetings shall be at the discretion of the President. The Roberts Rules of Order shall be followed by the board while conducting business.

ARTICLE XI – TERMINATION, SUSPENSION AND DISCIPLINARY PROCEDURES OF MEMBERS

SECTION 1: Any member found guilty of violating the By-laws, the Code of Conduct or the Policies and Procedures of this Association may be suspended/terminated from active membership in the following manner:

SECTION 2: Membership shall be forfeited at the discretion of the Executive Committee either on its motion or at the instance of a Board recommendation at any duly continued meeting and by a majority vote thereof after due consideration of the facts and circumstances presented. Such action of the Board shall be final and may be prompted but not limited to:

- a. Failure to pay dues as required.
- b. Repeated inattention to Association obligations and requirements.
- c. Violation of attendance requirements at scheduled meetings.
- d. Failure to take the annual exam.
- e. Any conduct not in the best interests of this Association or which tends to discredit this Association.
- f. Any conduct not in the best interests of this Association as stated in the Bylaws, the Code of Conduct or the Policies and Procedures which tends to discredit this Association.

ARTICLE XII – PAYMENT OF EXPENSES

The expenses incurred by the Executive Committee or the standing Committees of this Association, and the expenses of the officers in conducting the business of the Association, shall be paid from the funds of the Treasury upon approval by the Treasurer or Secretary.

ARTICLE XIII – MAIL VOTE

This Association may adopt any rule of conduct or procedure, or pass any motion in conformity with these By-Laws by mail (including by electronic means) vote in the following matter: such proposal shall first be reviewed by the the Executive Committee. Thereafter, this will of the Association may be determined by mailing (including by electronic means) to each voting member a statement of the question and allowing a period of two weeks from the date of mailing (including by electronic means) for a reply. Such proposal shall be considered as having passed or to have been acted upon favorably if a majority of the returns shall be in the affirmative.

ARTICLE XIV – AMENDMENTS

Amendments to these By-Laws may be made at a regular or special meeting by a two-thirds vote of the members present and voting. Provided that the proposed amendment(s) have been submitted in writing or electronic mail for review by the membership 10 business days prior to the next regular or special meeting at which action is taken.

ARTICLE XV – APPEALS

Any member of this Association who desires to appeal a decision or action, shall have the right to submit in writing to the Chairman or the Better Officiating Committee, a Statement of Appeal. The Chairman, one other member of the Better Officiating Committee, and the member making the appeal, if the member so desires, shall appear before the Executive Committee to appeal a decision or action.

ARTICLE XVI – UNIFORMS

The Executive Board, with membership's concurrence, shall prescribe a regulation uniform for officiating. No member shall be continued in good standing who fails to comply with the provision.

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ARTICLE XVII – RATING SYSTEM

The "Rating System" of this Association pertains to all active officials. Said Rating System may be subject to review and revision by a majority vote of eligible members attending a regular or special meeting of the Association.

ARTICLE XIX – EFFECTIVE DATE

These By-Laws become effective January 1, 2013, and supersede all previous By-Laws and Constitutions of this Association. Any By-Law change that is approved by the membership without a stated effective date shall become effective on January 1 of the following year.

Approved by the Membership: November 13, 2012