

# **The Constitution And Bylaws For The Lanier Football Officials Association**

## **Constitution**

### **Article I Name**

This association shall be known as the Lanier Football Officials Association (LFOA), and shall be organized under the jurisdiction of the Georgia High School Association (GHSA).

### **Article II Purpose**

The purpose of the LFOA shall be to officiate interscholastic contests in the sport of Football according to the rules of the National Federation of State High School Associations and the GHSA, and involves:

- (A) The development and maintenance of a membership consisting of experienced and capable officials whose integrity is above reproach, and who are actively engaged each year in officiating this sport.
- (B) Fostering a high standard of ethics, sportsmanship and fair play, and cooperation among officials, coaches and school administrators, players, and the public.
- (C) To indoctrinate and train officials through the use of the current National Federation of High School association's Rule Book, Case Book, Officials' Manual and other publications distributed by the GHSA. These publications shall become the accepted authority on rules and officiating mechanics.

### **Article III Officers & Elections**

- (A) The officers of the association shall be: **President**  
**Vice President**  
**Assignor**  
**Secretary**  
**Training Officer**  
**2 Members at Large**
- (B) The officers shall be elected: The elected officers will be elected as follows: The President, Assignor and Training Officer will be elected in odd number years. The Vice President and Secretary will be elected in even numbered years. The

elections shall be held at the last scheduled meeting of the Association in their respected year unless a special called meeting is called by the board of Directors. The two Members at Large will be selected annually by the President, with advice from the Board, and will serve for one year with no limit of terms that may be served.

**(C)** The eligibility to be nominated and elected for an office of the LFOA is to be a member in good standing with five years minimum membership in the LFOA.

**(D)** All elected officers shall hold office for a term of two years.

**(E)** Voting will be by secret ballot with no voting by proxy. Quorum of membership must be present. The officers must be elected by a majority of the membership voting. Run-off election would be held between the top two members receiving votes if necessary.

#### **Article IV Amendments**

**(A)** This association shall have the authority to establish and amend its Constitution and By-Laws, provided they do not conflict with the Constitution and By-Laws of the GHSA. In such cases of conflict, the GHSA regulations shall prevail.

**(B)** This Constitution & By-Laws may be amended at any regularly scheduled meeting or special called meeting or electronic vote by an affirmative vote of the majority of the eligible voting membership. Changes shall be submitted in writing to the Board of Directors before the next to last meeting of the year. Members shall receive a copy of proposed changes at least fifteen (15) days prior to vote whenever possible.

**(C)** The effective date of any changes in the Constitution and By-Laws will be the next football season unless otherwise provided in the change.

#### **By-Laws**

#### **Article I Duties of Officers**

**(A) President:** The President shall preside at all meetings. He shall call special meetings of the Board of Directors when necessary. He shall represent the LFOA at all required functions. He shall establish meeting dates for the upcoming season. The President may suspend members temporarily when events warrant such action pending a Board review. The President shall represent and negotiate contracts on behalf of the LFOA with potential schools and/or organizations seeking the Association's services.

**(B) Vice President:** The Vice President, in absence or incapacity of the President, is vested with the powers and duties of the President. The Vice President shall perform all other duties as may from time to time be assigned by the President or the Board of Directors. The Vice President shall be responsible for marketing the association in the communities through various advertising resources. The Vice President shall be responsible for updating the website and keeping its current content up to date.

**(C) Secretary:** The Secretary shall prepare and distribute all notices required by the President or the Board of Directors. The Secretary will distribute applications to prospected members and register existing members. The Secretary shall collect all membership dues and be responsible for collecting funds for merchandise. The secretary shall distribute books and manuals to members during registration period. The secretary shall respond to all potential members that contact the association about possible membership. The secretary shall be responsible for tracking attendance of meetings, camps, clinics, and any other function necessary.

**(D) Training Officer:** The Training Officer shall be responsible for the development of the weekly training sessions to be held by the association. The Training Officer will distribute any exams that are to be given to association members. The Training Officer shall coordinate any on the field training sessions with officials and trainers.

**(E) Members at Large:** The Members at Large, in absence or incapacity of other officers, except President, will help perform the duties of that officer. The Members at Large shall also be responsible for organizing and leading any Awards Committee that may be formed within the LFOA. The Members at Large shall host and present awards to officials at year end meeting. The Members at Large shall be responsible for the organization of any banquets of fellowship events that may be held.

**(F) Assignor:** The Assignor shall be responsible for game assignments of the association members. The Assignor must abide by the Constitution and By-Laws of the Association when assigning officials. Those members deemed not to be in good standing with the GHSA or the LFOA are prohibited from receiving game assignments. The assignments shall not be altered or exchanged without prior consent of the Assignor or President. The Assignor shall be responsible for the invoicing of schools and the paying of officials for games officiated. All assignments shall be subject to review by the President of the association.

**(G) Board of Directors:** The Board of Directors shall consist of the elected officers of the LFOA and the appointed Members at Large (7 Seats). They shall serve as the governing body of the Association. The Board will receive and review any grievance filled against members of the association. The Board shall

have the power to suspend or expel from this association any member found in violation of the Constitution, By-Laws, Rules of Conduct, or Code of Ethics as established and published by the GHSA or National Federation of High School Associations.

**(1.)** It shall be the duty of the Board of Directors to investigate all complaints against any member brought by or through the officers of the Association. The Board of Directors shall take any action appropriate, including recommendation of suspension or expulsion of a member to the GHSA. They shall act on all written and signed grievances of a member.

**(2.)** The Board of Directors shall establish a yearly budget, and shall prepare an annual financial statement. These documents will be available to the general membership of the LFOA and to the GHSA upon request.

**(3.)** The Board of Directors shall determine the qualifications necessary for membership in the association, and shall review all members accordingly.

**(4.)** The Board of Directors shall see that all matters set forth in the Constitution and By-Laws are upheld.

**(5.)** The Board of Directors shall establish the fee structure for services provided by this association.

## **Article II Membership**

**(A)** The membership shall be divided into three classifications:

**1.** Certified: Those officials who have served at least two years as Registered Officials and at least two years as Approved Officials in football as defined by the GHSA. Official must make a score of at least 85 on Part II & Mechanics Exams 2 years in a row and attend the GHSA State Clinic for football each year. Official must officiate minimum number of football games as defined by the GHSA.

**2.** Approved: Those officials who have served at least two years as Registered Officials in football as defined by the GHSA. Official must make a score of at least 75 on each Rules & Mechanics Exam 2 years in a row and attend the GHSA State Clinic for football each year. Official must officiate minimum number of football games as defined by the GHSA.

**3.** Registered: Officials who have made application and been accepted by the LFOA and the GHSA.

**(B)** A member shall be eligible to vote: The LFOA members will be eligible to vote in their second year of membership in the association.

### **Article III Dues and Fees**

**(A)** The annual dues for new and/or returning members shall be set by the Board of Directors annually. Dues are payable in advance of each season, and no member will be considered active until their dues are paid in full. Dues shall be deducted from final check of the season unless official notifies Board of Directors of his intent of not returning for the next season. All dues are non-refundable, (dues that are deducted from the previous seasons check are non refundable as of June 1<sup>st</sup> of the following year) except by Board of Directors action. This includes the possibility of a member being suspended or expelled.

**(B)** Dues will be payable in advance each season, and no member will be considered active and in good standing until dues are fully paid. No official may officiate until he/she is credited by the GHSA office for dues paid.

**(C)** In the event of suspension or expulsion, no dues shall be refunded.

**(D)** The GHSA dues shall not be refunded after rule books and other training materials have been delivered.

**(E)** A late fee of \$10.00 will be assessed to any member who pays dues on or after the early August deadline. The Deadline date shall be published on the meeting schedule for the upcoming season.

### **Article IV Uniform and Appearance**

**(A)** The uniform specified in the GHSA Officials' Policies and Procedures Manual will be required at all GHSA competitions.

**(B)** The members of the LFOA are required to be neatly groomed in order to take game assignments. Hair should be cut neat in appearance and any facial hair should be trimmed and well kept.

**(C)** The conduct of an LFOA official shall be above reproach. He or she shall refrain from any action, which would discredit or is not in the best interest of this association. Such actions include, but are not limited to the following:

- No member shall use abusive language and/or gesture with a coach, player, administrator or fan.
- No member shall use alcohol or any mind-altering drug on the day of an assignment, prior to the assignment.
- No member shall use tobacco of any type in sight of any coaches, players, administrator or fan: or on any campus where tobacco is prohibited.
- No member shall stop for Alcoholic beverages (Beer, etc.) after a game or before in their "game" uniform.

## **Article V Discipline**

**(A)** The Officials' Code of Ethics and Conduct as found in the GHSA Officials' Policies and Procedures Manual shall be followed explicitly.

**(B)** The Board of Directors may discipline any member of this Association.

1. For any act that the Board of Directors may investigate.
2. For any written complaint made to the Board of Directors by any member for:
  - a. Conduct that tends to hold the Association or its members in disrepute; or is detrimental to the Association or its members.
  - b. Failure to comply with the By-Laws.

The Board of Directors shall notify the member in writing of Board's decision regarding disciplinary action taken.

**(C)** Even though a suspended official may not be permitted by GHSA regulation or LFOA suspension, to officiate any football games at any level until the suspension is concluded, he/she may continue to attend meetings and take the examinations for higher ratings for which credit can be given immediately upon completion of the suspension.

**(D)** For certain offenses the LFOA Board of Directors shall also be empowered to access a fine of not more than \$100.00 for those items where a fine is an appropriate penalty. Failure to meet game assignment is one such example.

**(E)** Any member shall have the right to appeal any sanctions to the general membership of the LFOA. The appeal shall be in writing to the Association President. The appeal shall be made within five (5) working days of receipt of the Board's decision. The appeal shall be the first order of business at the next meeting or at a special called meeting by the President of the Association.

## **Article VI Meetings**

**(A)** Meetings to discuss and interpret rules shall be held at times designated by the President according to guidelines published by the GHSA.

**(B)** Special meetings may be scheduled as determined by the officers of the LFOA.

**(C)** All members of the LFOA will be required to attend seven (7) of the general meetings during the year. Failure to attend this number of meetings shall be interpreted as disinterest and shall be grounds for expulsion.

**(D)** To be eligible for post season playoff games, an official must:  
1. Attend a GHSA Rules Clinic for football for that season.  
2. Take the GHSA Mechanics and Part II exams.  
3. Attend 7 or more of the general meetings scheduled and conducted by the LFOA for that season.

**Article VII  
Fees and Payments**

**(A)** Fee schedules shall be negotiated by the officers and the representatives of schools serviced by the LFOA under the guidelines published by the GHSA.

**(B)** Officials will be paid by check or cash from the school or through the LFOA. Association members are responsible for reporting monies earned as income as required by current tax laws.

Date Adopted: 10/30/2007

Signed: \_\_\_\_\_

Title: President

Signed: \_\_\_\_\_

Title: Vice President