

# **NORTHERN CALIFORNIA OFFICIALS ASSOCIATION – FOOTBALL CHICO CHAPTER BY-LAWS**

This organization shall be known as the NORTHERN CALIFORNIA OFFICIALS ASSOCIATION –  
FOOTBALL, CHICO CHAPTER

## **Article 1 OBJECTIVES**

The objectives of this Association are:

- To elevate the standards of officiating;
- To provide means for the correct interpretation of the rules and mechanics;
- To promote fellowship among the Association members;
- To secure a close cooperation and understanding between Athletic Directors, players, members of the press and officials;
- To encourage and assist in developing new officials;
- To foster a high standard of ethics and professionalism;
- To further the interest of athletics generally by fostering a proper spirit of sportsmanship, competition, and fair play.

## **Article II MEMBERSHIP**

### **Section I Active Members**

- 1.1 All applicants for membership must complete and sign the application form provided by the Association and submit the application to the Executive Board. Anyone's application indicating a felony conviction will be turned over to the CIF North Section Commissioner.
- 1.2 Officials who have paid the current dues as per Board Policy
- 1.3 Officials who have passed the current examination with a satisfactory mark. These tests shall be supervised by the Instructional Chairman and are subject to review by the Executive Board.
- 1.4 Have signed the "Independent Contractor" waiver agreement

1.5 An active member in good standing is one who has met the meeting attendance requirements and has observed and complied with the By-Laws of the Association, written Board Policy, and all other requirements.

1.6 Each new member must work the Youth Football Jamboree and at least one high school scrimmage for evaluation. A written evaluation shall be submitted to the Executive Board before the new member can be assigned a regular game.

1.7 The Executive Board shall have the authority to limit the active membership.

## Section II Loss of Membership and Reinstatement

2.1 The Executive Board is instructed and empowered to expel from the Association any member whose conduct and or ability as an official is such as to reflect unfavorably upon the Association.

2.2 The Executive Board has the right to expel any member that is officiating for any organization that is in direct competition or conflict with the NCOA-Chico.

2.3 The Executive Board has the right to expel from membership any member that is soliciting games for themselves or other official's associations.

2.4 Section A: Grounds for Discipline: For failure to comply with these By-Laws, established authority or regulations of the Association, or for delinquency in payment of authorized charges, or for any conduct conclusively established to be contrary to the best interests on the Association, a member may be placed on probation or suspended from the Association for not more than a year, or may be expelled.

Section B: Notification of Charges: A charged member shall receive written notice by certified mail, return receipt requested, of the charges against him, indicating the alleged violation with specific reference to the By-Laws provision, rule, or regulation allegedly violated, the specific alleged violative conduct, where and when the alleged violative conduct occurred and the person or entity who filed the charge. Such member shall also be provided at the time with all documents related to the charges which may be used in prosecuting the charges. The member shall be referred to these By-Laws with respect to his procedural rights.

Section C: Right of Hearing: A member charged with any violation shall have the right to be heard in person or by written statement made by him in his own defense before the Executive Board. Such right shall be afforded prior to the imposition of any penalty or any disciplinary action and a member may seek a personal hearing if this is requested by a member within fourteen days of the date of written notification to him of a violation and if the request is made in writing to the member who sent the notification. At the hearing, the person or entity bringing charges shall be present and both sides may present any information or documents. Each party may ask questions of the other party's witness. Legal counsel may be present and fully participate if the Association is notified at least three days prior to the date of the hearing so it can have its legal counsel present. The hearing shall be audio tape recorded and all documents retained. A written decision shall be made and sent to both parties by certified mail, return receipt requested, within thirty days of the hearing date. A majority vote of the Executive Board shall determine its decision.

2.5 A request for reinstatement shall not be made until at least one full season after the date the individual was expelled or more than once in a two year period.

### Article III MEETINGS

Section I The meeting of this Association shall be held at the time and place designated by the Executive Board.

1.1 All active members shall attend all Association meetings as per Board Policy.

### Article IV DUES

Section I Dues for active membership in the Association shall be set by the Executive Board

1.1 Applicants for membership in the Association shall pay dues and other fees prior to taking examinations, receiving instructional materials, or receiving assignments.

1.2 The President, Secretary/Treasurer, Instructional Chairman and Assistant, Area Representatives, Web Site Administrator, and the immediate Past

President shall be exempt from paying dues, except for insurance coverage.

## Article V Officers

### Section I    Executive Board

- 1.1    The Executive Board of the Association shall be President, Secretary/Treasurer, Instructional Chairman, his Assistant, four Area Representatives (two northern area [Biggs north] and two southern area [Gridley south] Web Site Administrator, and Past President. Each elected officer shall be a member in good standing of the Association.
- 1.2    Terms of office: No member of the Executive Board shall serve in more than one capacity.
- 1.3    The President of the Association shall serve for a period of two years and shall be elected by a majority of the Association members.
- 1.4    The Secretary/Treasurer of the Association shall serve for a period of two years and shall be selected by the President with approval of a majority of the Association members.
- 1.5    The Instructional Chairman shall serve for period of two years and shall be elected by a majority vote of the Association members. An Assistant Chairman will be selected by the Instructional Chairman.
- 1.6    The Area Representatives shall serve for a period of two years and shall be elected by their Association area members.
- 1.7    The Web Site Administrator shall serve for a period of two years and shall be elected by a majority vote of the Association members.
- 1.8    In the event of a vacancy or resignation of any member of the Executive Board, the remaining Board members shall elect a replacement to fill the unexpired terms from a member of the respective area

### Section II    Duties of the Executive Board

- 2.1    The Executive Board shall govern the Association in accordance with the By-Laws.

- 2.2 The Executive Board shall rate each member as per the Board Policy.
- 2.3 The Association shall pay a game fee for the services of the President, Secretary/Treasurer, Instructional Chairman, and Assistant
- 2.4 The game Assigner shall be chosen by a majority vote of the Executive Board and the Assigner shall be compensated per the current MOU between the CIF Northern Section and the Association.

### Section III Meeting of the Executive Board

- 3.1 The Executive Board shall meet one hour before each regular meeting and at least three times during the off-season.
- 3.2 A quorum shall consist of two-thirds of the membership of the Executive Board.
- 3.3 In the event the President is not present, the Secretary/Treasurer is to be the temporary chairman.

### Section IV Officers Duties

- 4.1 President: Shall preside at all meetings of the Executive Board and Association.
- 4.2 Secretary/Treasurer: Shall keep record of all meetings. Shall keep a record of all active members of the Association. Shall put the monies of the Association into one fund and furnish a financial statement at each meeting. Shall pay current operating expenses and make other disbursements as directed by the Executive Board. Shall be responsible for the necessary printing and other publications as ordered by the Association. Shall perform any other duties necessary for the operation of the Association and Executive Board.
- 4.3 Instructional Chairman – Assistant: Shall prepare examinations, agendas and conduct the instructional phase of the program of the Association meeting. Grades below 90% for varsity referees and 80% for all other members shall be forwarded to the Executive Board.
- 4.4 Area Representatives: Shall attend all meetings of the Executive Board and shall represent the Association members.

4.5 Web Site Administrator- shall create the NCOA website for the association; maintain and update the website on a frequent and ongoing basis; work in concert with the Executive Board to determine what content will be posted to the website; and perform other duties related to the position

4.6 Executive Board members who are absent two (2) Executive Board meetings without authorization by the Executive Board shall be replaced.

4.7 Assignor: Shall act as the liaison between the Northern Section of the California Interscholastic Federation, the NCOA- Football – Chico Chapter, and the schools that are contracted for service. Assignor shall make all pre-season, regular, and post-season game assignments and modifications thereto, if necessary. Officials will be assigned according to testing, attendance, rankings, evaluations, and performance as per information provided by the Executive Board. The position of the Assignor shall be approved by the Northern Section of the California Interscholastic Federation and the Executive Board.

## Article VI

### Voting and Order of Business

Section I All voting shall be by verbal, written, or electronic ballot. There shall be no voting by proxy.

1.1 Order of business and procedures shall be by Roberts Rules of Order

## Article VII

### AMENDMENTS TO BY-LAWS

Section I The By-Laws may be amended after written proposal has been presented to the Association members and taken into review by the Executive Board before the next meeting. After presentation of the Executive Board, the amendment may be passed by two-thirds majority of the membership.

Article VIII  
GOVERNING RULES

Section I     The association shall be governed by the By-Laws.

- 1.1     The Executive Board shall consider complaints to may member when such complaint is presented in writing. Any action taken by the Executive Board shall be final. If the action is the dismissal of a member from the Association, or, reinstatement may be accomplished as set forth in Article II, Section 2.5
- 1.2     The executive Board shall recommend to the Board of Mangers, CIF Section, the schedule for fees for officials. In the event there are differences between the fees recommended and fees proposed, the President of the Association or his duly appointed representative (s) shall meet with the Board of Managers and negotiate a fee schedule acceptable to all concerned.

Article IX

The provisions of these By Laws were established July 22, 1987 and will be effective August 11, 1987.

Amended August 4, 1998

Amended August 21, 2001and will be effective August 28, 2001.

Amended January 8, 2013 and will be effective March 1, 2013