

# **BYLAWS FOR THE COLORADO SPRINGS AREA COLORADO FOOTBALL OFFICIALS' ASSOCIATION**

Adopted October 11, 1971. Amended November 1, 1976; October 15, 1979; October 27, 1980; September 2, 1986; October 16, 1989; November 6, 1995, October 27, 1998; October 21, 2008. October 8, 2013; November 2, 2023

## **1. Article 1: Name**

- 1.1. The formal corporate name of this organization shall be the Colorado Springs Football Officials Association. The organization shall also be known as CSFOA and District Area III of the Colorado Football Officials Association (CFOA).
- 1.2. The Colorado Springs Football Officials Association (CSFOA) has no physical offices and will meet in places determined by the Board of Directors.

## **2. Article 2: Purpose**

- 2.1. The CSFOA will serve as a designated approved area of the CFOA and abide by all provisions of the current CFOA-approved constitution.
- 2.2. The purpose of the organization is to contribute to the educational experience and success of local youth Football programs by providing trained officials, to ensure that games conducted by these programs are played fairly and in accordance with the applicable National Federation of State High School Associations (NFHS), the Colorado High School Activities Association (CHSAA), and league rules.
- 2.3. The CSFOA will operate:
  - 2.3.1. For the betterment of amateur football officiating.
  - 2.3.2. To promote the spirit of fair play and sportsmanship.
  - 2.3.3. To maintain the highest standards of football officiating.
  - 2.3.4. To provide educational programs to advance the skills of amateur football officials.
  - 2.3.5. To cooperate with other organizations and/or people for the purposes of the supporting football programs in our area.

## **3. Article 3: Board**

- 3.1. Board Composition:
  - 3.1.1. CSFOA shall be governed by a duly elected Board of Directors.
  - 3.1.2. Board membership will be limited to any CSFOA active member in good standing.

3.1.3. The Board will consist of all Crew Chiefs, the two elected Directors to the Colorado Football Officials Association (Area Director-President and Area Director-Vice President), a member at large, and the Secretary/Treasurer.

3.1.4. All Board members will be voting members.

3.1.5. Board of Director Elections:

3.1.5.1. The Area Director – President and Area – Director Vice President will each be elected to a three (3) year term in accordance with the CFOA Constitution (except as noted in Section 3.1.5.1.1). Accordingly, the term length for the Area Directors may be revised to match the CFOA Area Director term length if necessary to comply with the CFOA Constitution.

3.1.5.1.1. In order to provide continuity in representation, if the offices of the Area Director-President and Area-Director Vice President are up for election at the same time, the term of the Area Director-President shall be for a period of three (3) years while the term of the Area Director-Vice President will be for a period of two (2) years.

3.1.5.2. The Member at Large and Secretary/Treasurer will be elected to a two (2) year term.

3.1.5.3. Crew chiefs will be elected annually.

3.1.6. Any member holding more than one position at any time may cast only one vote. If board votes are tied, the assignment coordinator will cast the deciding vote. If the assignment coordinator had already cast a vote in a different capacity, the proposal will not pass.

3.1.7. The Area Director - President will be considered the Board Chair. The Vice President (Area Director) shall act for the President in their absence.

3.2. Committees:

3.2.1. The Board Chair, with the approval of the Board, may appoint committees. Such committees shall exist no longer than one calendar year from the date of appointment.

3.3. Management:

3.3.1. The management of CSFOA shall be vested in the Board of Directors. The Board shall assist in strategic planning and preparing issues for presentation to the Membership.

- 3.3.2. The Board of Directors shall have at least three (3) meetings annually to conduct the business of the CFOA. Meeting months shall be May, August, and December. Other meetings will be scheduled by the President.
- 3.3.3. The Area Director - President and Area Director - Vice President, with the Secretary-Treasurer, shall arrange the time and date for all Board meetings. The President shall preside over all Board meetings.
- 3.3.4. The Assignment Coordinator for CHSAA-sponsored games will be appointed by joint agreement of the CSFOA Board and CHSAA-member schools served by CSFOA. Once appointed, the Coordinator shall serve until they resign, or the schools request a new Coordinator be appointed.
  - 3.3.3.1. The Assignment Coordinator will be paid a fee from the membership dues as established by the board.
  - 3.3.3.2. The Assignment Coordinator may bill each school for services rendered at a mutually agreed-upon rate, which shall be reported to the Board on an annual basis.
- 3.3.4. Prior to the annual crew chief election, the Board of Directors shall establish the number of crews. The number of crew chiefs will be unchanged without a board vote following a board member-proposed change.
- 3.3.5. All Board meetings shall be open to all members in good standing. The general membership shall be notified of the meeting schedule 14 days in advance. If a special situation arises requiring less than 14 days' notice, the membership will be provided with notice of the meeting within 24 hours of the meeting, and no less than 24 hours prior to the beginning of the meeting.
- 3.3.6. The board will convene two additional times each year to conduct the veteran draft and the supplemental draft. These two meetings will not be open, and no business will be conducted other than the drafts.

#### 3.4. Duties of Officers

- 3.4.1. Area Director – President. The Area Director - President shall:
  - 3.4.1.1. Serve as a member of the CSFOA Board of Directors. Serve as a CFOA Area Director representing Area 3.
  - 3.4.1.2. Attend the semi-annual CFOA Area Directors meeting.
    - 3.4.1.2.1. At least 2-weeks prior to the CFOA Area Directors meeting, the Area-Director – President will communicate with the CSFOA membership to solicit concerns.
  - 3.4.1.3. Preside over all meetings of the Association and the Board of Directors.
  - 3.4.1.4. In collaboration with the Board of Directors, conduct all negotiations on behalf of the Association and further Association policies.

- 3.4.1.5. Collaborate with board members to set the board meeting agenda.
  - 3.4.1.6. Collaborate with the Member at Large and Secretary/Treasurer to create a veteran and supplemental draft roster.
  - 3.4.1.7. With board approval, appoint committees to conduct association business.
  - 3.4.1.8. Should the office of the Area Director – President become vacant, the Area Director – Vice President will assume the position for the remainder of the term.
- 3.4.2. Area Director – Vice President: The Area Director – Vice President shall:
- 3.4.2.1. Serve as a member of the Board of Directors.
  - 3.4.2.2. Serve as an Area Director of CFOA representing Area 3.
  - 3.4.2.3. Attend the semi-annual CFOA Area Directors meeting.
  - 3.4.2.4. Collaborate with the Training Coordinator to determine the new officials training format, number of meetings, and meeting length.
  - 3.4.2.5. Assist the Training Coordinator with new officials and veteran training.
  - 3.4.2.6. Immediately assume the responsibilities and duties of the President in case of absence or disqualification of the President.
  - 3.4.2.7. Assume the office of Area Director-President for the remainder of the term if the President should be unable to complete their term.
  - 3.4.2.8. Should the office of the Area Director – Vice President become vacant, the Board will choose a temporary successor until it can be filled at the next year’s election following the creation of the vacancy.
- 3.4.3. Crew Chiefs: The Crew Chiefs shall:
- 3.4.3.1. Serve the Association as members of the Board of Directors and assist in performing the business of the Association as prescribed in the Bylaws.
  - 3.4.3.2. Supervise the overall activities of their selected crew. This supervision shall include the selection, orientation, game assignments, and education of crew members.
    - 3.4.3.2.1. The Assignment Coordinator shall assign games to each crew, and the crew chief shall have the duty to see that all game assignments are filled. This duty may be delegated to another crew member.

3.4.3.2.2. Crew Chiefs may work together to assign games with officials at all levels by assigning officials from more than one crew when appropriate.

3.4.4. Secretary-Treasurer: The Secretary-Treasurer shall:

3.4.4.1. Serve as a member of the Board of Directors.

3.4.4.2. Keep the minutes of all meetings of the Board of Directors.

3.4.4.3. Keep the minutes of all special meetings of the association.

3.4.4.4. Send out all notices, ballots, and bills. Dues notices for the coming football season shall be sent on or before November 1st and dues payment shall be received no later than December 1st.

3.4.4.5. Keep all records, collect dues, pay all bills authorized by the Board of Directors, and have charge of all funds and place such funds in the name of the Association in the depository approved by the Board of Directors.

3.4.4.6. Submit all books and records for audit which are approved by the Board of Directors and surrender all records in good condition to their successor at the end of term.

3.4.4.7. Be responsible for submitting necessary tax report forms.

3.4.4.8. Assist the President/Vice-President in arranging the time and date for all meetings of the Board of Directors and notify the directors by mail of such meetings.

3.4.4.9. Assist in the preparation and conduct of the CSFOA draft.

3.4.4.10. Should the office of Secretary-Treasurer become vacant, the Board will choose a temporary successor until it can be filled by the next election following the creation of the vacancy.

3.4.5. Member at Large: The Member at Large shall:

3.4.5.1. Serve as a member of the Board of Directors and perform duties as requested by the Board of Directors.

3.4.5.2. Act as an advocate to CSFOA members and give them a voice on the board.

3.4.5.3. Conduct a campaign to collect or update membership profiles and organize the data well in advance that will be used by crew chiefs in the draft.

3.4.5.4. Maintain the new officials' roster and respond to new official inquiries.

- 3.4.5.5. Plan and coordinate the end of season banquet.
- 3.4.5.6. Should the office of Member at Large become vacant, the Board will choose a temporary successor until it can be filled by the next election following the creation of the vacancy.
- 3.4.5. Assignment Coordinator: The Assignment Coordinator shall:
  - 3.4.6.1. Attend all regular board meetings.
  - 3.4.6.2. Serve as liaison with local schools to secure game schedules in a timely manner.
  - 3.4.6.3. Divide CSFOA games into equal sets (Classification, State rankings. Level of play, Travel distance and Dates) to be distributed to each crew for assigning.
  - 3.4.6.4. Assist Crews in the Assigning process and the use of Arbiter.
- 3.4.7. Training Coordinator. The board may appoint a Training Coordinator. If appointed, the Training Coordinator shall:
  - 3.4.7.1. Collaborate with the Area Directors to create and facilitate new officials and veterans training.
  - 3.4.7.2. Recruit and schedule training instructors.
- 3.5. Officer Removal:
  - 3.5.1. In accordance with the CFOA constitution, An Area Director may be recalled by a vote of the CSFOA membership. A petition calling for the recall must be signed by 20% of the active membership of that area. Only active members may vote in the recall election and a simple majority of those present at the vote will determine the outcome. Voting for a recall of an Area Director must be in a written form secret ballot, electronic voting cannot be utilized for a recall vote. Should an Area Director be recalled, those present at the vote will vote to elect a new Area Director to serve the remainder of the term of the recalled Area Director.
  - 3.5.2. For other officers of the Association, each officer shall fulfill the duties of their office as described above. If an officer does not fulfill their duties, or is not able to fulfill their duties, they may be removed from office by a majority vote of the Board of Directors.
  - 3.5.3. Removal from office does not affect the official's membership in the association.

### **3. Article 4: Membership**

#### **4.1. Membership Categories**

- 4.1.1. Membership shall be classified into active, inactive, and provisional status. All members in any category must be at least 18 years old. To be considered a member in good standing, the member must meet all requirements of their category.

#### **4.2. Active Members:**

- 4.2.1. Active members in good standing may vote in association meetings. They may also hold offices in the association and officiate in any games, including playoffs which are sanctioned by the Colorado High School Activities Association. Active members must:
  - 4.2.1.1. Pay annual dues as determined by the Board of Directors.
  - 4.2.1.2. Take and pass annual exam(s) approved by CFOA.
  - 4.2.1.3. Attend a minimum of meetings as determined by the Board of Directors consistent with the CFOA constitution.
  - 4.2.1.4. Conform to the CFOA and CHSAA membership requirements.
  - 4.2.1.5. An official who moves to Colorado and is a member in good standing in the football officials' association of another state may transfer their membership and become an active member in this association. The Secretary/Treasurer will verify good standing in the other organization.
  - 4.2.1.6. A returning official who was an active member in good standing may apply and become an Active Member by agreeing and adhering to requirements of active membership without penalty or reinstatement fee, to include eligibility for varsity games.
  - 4.2.1.7. Attend the State Master Clinic as required by CHSAA and CFOA.

#### **4.3. Inactive Members**

- 4.3.1. Inactive membership may be granted to any previously active member who desires to maintain membership status, but who does not wish to officiate games which are sanctioned by the CHSAA. This membership status can only be granted to a person who has been an active member for at least three years immediately preceding their application for such status.

4.3.2. Inactive members:

4.3.2.1. Shall have the privilege of attending all meetings open to members.

4.3.2.2. Shall not be eligible to hold office within the Association.

4.3.2.3. Are not required to meet attendance or test requirements.

4.3.2.4. Shall be on the mailing list for announcements.

4.3.2.5. Annual dues for inactive members shall be one-half that of the active membership dues.

4.3.2.6. Shall not have the privilege of voting.

4.4. Provisional Members:

4.4.1. Provisional membership may be granted at the discretion of the Board of Directors (to individuals who have not achieved a passing score on the current football examination) and shall be qualified to officiate subject to the following restrictions:

4.4.1.1. Provisional members shall not have voting privileges in the Association.

4.4.1.2. Provisional members cannot officiate at the Varsity level.

4.4.1.3. Provisional members shall not be eligible to officiate any playoff games in Colorado.

4.4.1.4. Provisional membership ends at the conclusion of the football season.

4.5. Membership Term

4.5.1. Membership in the CSFOA shall begin annually on January 1st and shall be for a term of one calendar year.

4.6. Standards of Conduct:

4.6.1. All applicants for membership in CSFOA shall be of good moral character. All members of CSFOA agree to abide by the policies and procedures established by the Board and by any related State of Colorado associations. Each member of the organization is expected to at all times adhere to the cardinal principles of officiating, maintain a professional demeanor, act in the best interests of the CSFOA and avoid any and all conflicts that may adversely affect the CSFOA.



- 4.6.1.1. The Board of Directors shall determine if a member violates the standard of conduct by a majority vote with a two-thirds quorum of board members.
- 4.6.1.2. The Board of Directors shall determine the appropriate penalty for any member that violates the standard of conduct up to and including the revocation of membership of the member by a majority vote with a two-thirds quorum of board members. Notification of revocation shall be by electronic means followed by US Mail. The date of notification shall be the electronic notification date.
- 4.6.1.3. The member shall have the right to appeal the revocation of membership within twenty (20) days of the date of the notice of revocation. In the event of an appeal, a hearing before the Board will be held within thirty (30) days of the receipt of the appeal. Following the hearing, a vote of the Board will be taken to uphold or reverse the revocation of membership.

#### 4.7. Crews:

- 4.7.1. CSFOA shall divide itself into Crews for the purpose of assignments, development, and flexibility. The number of crews shall be determined by the Board and be reflected in the voting process for Crew Chiefs.
- 4.7.2. Crews shall be led by a Crew Chief who is elected and responsible for conducting the crew business in spirit and letter of duties specified in the CSFOA Policies and Procedures.
- 4.7.3. If a Crew Chief cannot complete their responsibilities between the election and the veteran draft, the next person in the voting of the last election will assume the position. If a Crew Chief cannot complete their responsibilities following the veteran draft, the Crew Chief will recommend an active member in good standing to fill the position until the next election (subject to board approval).
- 4.7.4. Once drafted, members must remain with the assigned crew through the duration of the season. A request to change crews must be submitted to the President or Vice President who will convene a virtual meeting of the Board to determine if the member can move to another crew and subsequent crew replacement(s) as appropriate.

## 5. **Article 5: Meetings**

- 5.1. The number of meetings held annually and the number of required meetings to be attended by an official to be considered a member in good standing will be established by the Board of Directors. The number of meetings must comply with any CHSAA and/or CFOA requirements.

5.2. Meeting Types: A schedule of meetings will be planned and organized in order to carry out CSFOA business and affairs. Meetings will include but not be limited to:

5.2.1. Board meetings so members of the board can make decisions regarding the direction of CSFOA. Board meetings will be open, and the Secretary/Treasurer shall prepare and distribute the minutes, which will be filed and available to the public. When Board members vote on decisions regarding CSFOA there must be a quorum of at least half of the Board members present.

5.2.1.1. Meetings of the Board shall be announced, and notice given to all members in January, but may be subject to change with advance notice through email to the membership, the association's web page, and other means of communication and/or media. All Board meetings are open to all CSFOA members. The Secretary/Treasurer shall provide notice of meetings to all Board members by e-mail at least 14 days prior to any meeting.

5.2.2. General membership meetings so all members of CSFOA can participate in educational and informative events.

5.2.3. The Board will determine the minimum number of meetings that must be attended to qualify for varsity and/or post-season work consistent with the CFOA constitution.

## **6. Article 6: Conduct of Members**

6.1. Officials are expected to comply with the National Federation's Code of Ethics for Officials and the CFOA code of ethics.

6.2. Members of CSFOA are also subject to the by-laws of CHSAA, which registers officials to officiate interscholastic football in the State of Colorado.

## **7. Article 7: Amendments to Bylaws**

7.1. Any active member in good standing may submit amendments provided they are submitted in writing at least one meeting prior to consideration.

7.2. CSFOA shall schedule for the last general membership meeting in October, time for consideration for amendments or at any other general membership meeting as recommended to the Board. These Bylaws may be amended by a two-thirds majority of the votes cast by members in attendance at the aforementioned meeting.

7.3. The Board will determine the Bylaws voting method.

**8. Article 8: Voting** (Election of officers and issues of normal association business)

- 8.1. Unless otherwise specified in these Bylaws, all voting will be done electronically, or at a scheduled CSFOA meeting, as determined by the Board. Active members must be in good standing to vote and can only vote once using the method chosen by the Board for the election. Only one method will be used for an election. A majority vote is sufficient to enact all CSFOA business.
- 8.2. For all elections of officers and Crew Chiefs, the person receiving the most votes will be declared the winner. The election of Crew Chiefs will be those receiving the highest number of votes, corresponding to the number of crews the Board has designated.

**9. Article 9: Policies**

- 9.1. The Board shall establish policies, in writing as needed, keep records of policies, and distribute policies to all members.
- 9.2. Playoff assignments will be made based on the policy established by the Board of Directors as well as those required by the CHSAA.