

**BY-LAWS FOR THE COLORADO SPRINGS  
AREA STUDY GROUP OF THE 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

**ARTICLE I - NAME**

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).

The Colorado Springs Football Officials Association (CSFOA) has no physical offices, and will meet in places determined by the Board of Directors.

**ARTICLE II - PURPOSE**

The purpose of the organization is to contribute to the educational experience and success of local Football programs by providing trained officials, to ensure that games conducted by these programs are played fairly and in accordance with the applicable NFHS, CHSAA and league rules.

The CSFOA will operate:

- For the betterment of amateur football officiating
- To promote the spirit of fair play and sportsmanship
- To maintain the highest standards of football officiating
- To provide educational programs to advance the skills of amateur football officials
- To cooperate with other organizations and/or persons for the purposes of the supporting football programs in our area.

**ARTICLE III – BOARD**

**Section 1 Board Composition:**

CSFOA shall be governed by a duly elected Board of Directors.

Board membership will be limited to any member in good standing of the CSFOA.

The Board will consist of all Crew Chiefs, two elected Directors to the Colorado Football Officials Association, a member at large, and the Secretary/Treasurer.

All Board members will be voting members. All Board members will be elected to serve two year terms except the Crew Chiefs. The Crew Chiefs shall be elected annually.

Any member holding more than one position at any time, may only cast one vote.

The Area Director - President will be considered the Chairman of the Board. The Vice President (Area Director) shall act for the President in his absence. The two positions shall be three (3) year terms (The length of the terms will be determined to match the CFOA Area Director term length).

## **Section 2 Committees:**

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

## **Section 3 Management:**

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

The Board of Directors shall have at least four (4) meetings annually to conduct the business of this Association. Such meetings shall concur with the beginning and closing of the football season, other meetings will be scheduled by the President.

The Area Director - President, with the Secretary-Treasurer, shall arrange the time and date for all meetings of the Board of Directors. The President shall preside over all meetings of the Board of Directors.

The Assignment Coordinator will appointed by the Board for a two (2) year term.

Prior to the election of crew chiefs, the Board of Directors shall establish the number of crews.

All meetings of the Board shall be public and open. 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 notice of the meeting within 24 hours of the meeting being scheduled, and no less than 24 hours prior to the beginning of the meeting.

## **Section 4. Duties of Officers**

### **Area Director - President: The Area Director - President shall:**

1. Serve as a member of the Board of Directors of CSFOA. Serve as an Area Director of CFOA representing Area 3.

2. Preside at all meetings of this Association and the Board of Directors.
3. In collaboration with the Board of Directors conduct all negotiations on behalf of this Association and make every reasonable effort to further the policies adopted by this association.
4. At his discretion, appoint committees to conduct association business.
5. 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.

**Area Director – Vice President: The Area Director – Vice President shall:**

1. Serve as a member of the Board of Directors.
2. In case of absence or disqualification of the president, immediately assume the responsibilities and duties of the President.
3. If the President should be unable to complete his term, the Area Director - Vice President shall assume the office of Area Director - President for the remainder of that term.
4. Should the office of the Area Director – Vice President become vacant, the Board will chose a temporary successor until it can be filled by the next election following the creation of the vacancy.

**Crew Chiefs: The Crew Chiefs shall:**

1. Serve this Association as members of the Board of Directors and assist in performing the business of the Association as prescribed in the By-laws.
2. The crew chiefs shall supervise the overall activities of their selected crew. This supervision shall include the selection, orientation, game assignments and education of crew members.
  - a. Games shall be assigned 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.
  - b. Crew Chiefs may work together to assign games with officials at all levels by assigning officials from more than one crew when appropriate.

**Secretary-Treasurer: The Secretary-Treasurer shall:**

1. Serve as a member of the Board of Directors.
2. Keep the minutes of all meetings of the Board of Directors.
3. Keep the minutes of all special meetings of the association.
4. Send out all notices, ballots, and bills. Dues notices for the coming football season shall be mailed on or before November 1st and dues payment to be returned to his office postmarked no later than December 1st.
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 this Association in the depository approved by the Board of Directors.
6. Submit all books and records for audit which are approved by the Board of Directors.
7. Be responsible for submitting necessary tax report forms.
8. Shall 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.
9. Shall assist in the preparation and conduct of the CSFOA draft.
10. Should the office of Secretary-Treasurer become vacant, the Board will chose a temporary successor until it can be filled by the next election following the creation of the vacancy.

**Member at Large: The Member at Large shall:**

1. Shall serve as a member of the Board of Directors and perform duties as requested by the Board of Directors.
2. Act as an advocate to CSFOA members and give them a voice on the board.
3. Conduct a campaign to collect or update membership profiles, organize the data well in advance and that will be used by crew chiefs in the draft.
4. Assist in the Evaluation process to assure members receive an evaluation and feedback each season.
5. Assist in the Ranking process to assure members receive a representative score each season.
6. Should the office of Member at Large become vacant, the Board will chose a temporary successor until it can be filled by the next election following the creation of the vacancy.

**Assignment Coordinator: The Assignment Coordinator shall:**

1. Shall liaison with local schools to secure game schedules in a timely manner.
2. Shall 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. Shall assist Crews in the Assigning process and the use of Arbiter.
4. Should the office of Assignment Coordinator become vacant, it shall remain vacant until it can be filled by the next annual mail ballot following the creation of the vacancy.

## **Section 5 Officer Removal:**

Each officer of the Association shall fulfill the duties of his office as described above. In the event that an officer does not fulfill his duties, or is not able to fulfill his duties, he may be removed from office by a 2/3 majority vote of the Membership.

Removal from office does not affect the official's membership in the association.

## **ARTICLE IV - Membership**

### **Section 1: Membership Categories**

Membership shall be classified into active, inactive, and provisional status as hereinafter set forth. All members, in any category must be at least 18 years of age. It shall be the responsibility of the Board of Directors to set the costs and fees to be paid by the members of CSFOA. All members shall be required to pay dues and fees as established from time to time by the Board of Directors.

### **Section 2: Member Year**

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

### **Section 3 Active Members:**

Active members carry the privilege of voting in such meetings. They may also hold office in the association and officiate in any games, including playoffs, so assigned, which are sanctioned by the Colorado High School Activities Association. Active members must:

1. Pay annual dues.
2. Take an annual test published by the National Federation.
3. Attend a minimum of meetings as determined from time to time by the Board of Directors.
4. Conform to the CFOA and CHSAA requirements for membership.
5. An official who moves to Colorado and is a member in good standing in the football officials' association of another state may transfer his membership and become an active member in this association. The Secretary/Treasurer will verify good standing in another organization.
6. Attend the State Master Clinic as required by CHSAA and CFOA

### **Section 4 Inactive Members**

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 Colorado High School Activities Association. This membership status can only be granted to a person who has been an active member for at least three years immediately preceding his application for such status.

Inactive members:

1. Shall have privilege of attending all meetings open to members.
2. Shall not be eligible to hold office within the Association.
3. Are not required to meet attendance or test requirements.
4. Shall be on the mailing list for announcements.
5. Annual dues for inactive members shall be one-half that of the active membership dues.
6. Shall not have the privilege of voting;

### **Section 5 Provisional Members:**

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:

1. Provisional members shall not have voting privileges in the Association.
2. Provisional members cannot officiate at the Varsity level.
3. Provisional members shall not be eligible to officiate any playoff games in Colorado.
4. Provisional membership ends at the conclusion of the football season.

### **Section 6 Standards of Conduct:**

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.

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.
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.
3. The member shall have the right to appeal a revocation of membership within 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 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.

## **Section 7 Crews:**

CSFOA shall divide itself into Crews for the purpose of assigning, development and flexibility. The number of crews shall be determined by the Board and be reflected in the voting process for Crew Chiefs.

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.

If a Crew Chief is unable to complete his term, the next person in the voting of the last election will assume the position. If the departure happens during the season, the Board will appoint someone to fill the position until the next election. If the departure happens in the first year of the term the election will be to fill the remaining time of the term.

## **Article V – Meetings.**

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 be in compliance with any CHSAA or CFOA requirements.

### **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:

**Board Meetings** – are held 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.

The Board shall meet in person not less than four (4) times per year. 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 and the association's web page and other means of communication/ media. All Board meetings are open to all CSFOA members. The Secretary/Treasurer shall provide notice of meetings to all Board members by mail, telephone, e-mail and posting on website at least 14 days prior to any meeting.

**General Membership Meetings** – are held so all members of CSFOA can participate in educational and informative events.

## **Article VI. Conduct of Members**

Officials are expected to comply with the National Federation's Code of Ethics for Officials and/or the Colorado Football Officials Association (CFOA) code of ethics.

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

## **Article VII. Amendments to Bylaws**

These By-laws may be amended by a two-thirds majority of the members in attendance. Any member may submit amendments provided they are submitted in writing at least one meeting prior to consideration.

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. Amendments may be proposed by any active member.

This constitution may be amended by a two-thirds vote of members in attendance.

## **Article VIII. Voting (Election of officers and issues of normal association business)**

All voting will be done electronically, or at a scheduled CSFOA meeting or by letter ballot, as determined by the Board. 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.

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.

## **Article IX. Policies**

The Board shall establish policies, in writing as needed, keep records of policies and distribute policies to all members.

Playoff assignments will be made based on the policy established by the Board of Directors as well as those required by the Colorado High School Athletic Association.