

# **Northwest Georgia Football Officials Association**

## **Constitution**

### **Article 1 – Name**

This organization shall be known as:

Northwest Georgia Football Officials Association  
&  
NWGFOA  
&  
N.W.G.A. Football Officials Association Inc.

### **Article 2 – Purpose**

The purpose of this organization is to Officiate Varsity and Sub-Varsity Football games that are sanctioned by and under the jurisdiction of the Georgia High School Association (GHSA) and any Middle School or Community Association using the following guidelines:

1. Develop and maintain a diverse membership consisting of capable football officials whose integrity is above reproach.
2. Foster a high standard of ethics and encourage fair play from:
  - a. Member officials (Active & Associate)
  - b. “New” member officials
3. Encourage cooperation and a better understanding of officials from:
  - a. Football Coaches
  - b. Athletic Directors
  - c. Players
  - d. Media (where appropriate)

### **Article 3 – Officers and Directors**

The Board of Directors shall be the governing body of NWGFOA. It shall have the power to adopt regulations and rules to govern the actions of:

1. The Board of Directors
  2. Active Members
  3. Associate Members
  4. Prospective Members
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1. The Board of Directors shall have seven (7) seats.
  2. Eligibility for Board membership is as follows:
    - a. Be an active dues paying member of NWGFOA for five consecutive years
    - b. Be a certified (GHSA) official
    - c. Meet the requirements of an “Active” member of NWGFOA
    - d. Attend a GHSA mechanics camp every year while serving on the board.
    - e. Complete and submit the GHSA “Part II” certification test every year

3. If a Board Member resigns or there is a vacancy on the board before his/her term is completed, the remaining board members shall appoint an eligible member of NWGFOA to complete the remainder of their said term.
4. Elections for all expiring board seats shall be held either online or at the last “Called” meeting of the year, before the end of the current Board of Directors three-year term ends.
  - a. No board member shall serve more than three consecutive years by election, appointment or any combination of the two; said board member must sit out one year before being allowed to be placed back on the ballot for re-election or appointment.
  - b. All eligible, voting members will elect the Board of Directors on the following schedule: 2-3-2.
  - c. Fall of 2015 (2 elected), Fall 2016 (2 elected), Fall 2017 (3 elected), Fall 2018 (2 elected), 2019 (2 elected), 2020 (3 elected).
  - d. Each Board member shall serve a term of 3 years.
  - e. If there are fewer candidates than available Board positions, the eligible voting members of the association will vote “Yes/No” on said candidate(s). The Board of Directors will then appoint an eligible member of NWGFOA to complete the remainder of the term of the open position(s).
5. The Board of Directors shall vote on and elect by a majority vote, the following officers annually at the first “Called” board meeting of the year:
  - a. Chairman
  - b. Vice-Chairman
  - c. Secretary
  - d. Training Director
  - e. Treasurer
6. The Board of Directors shall form and appoint active members to committees as deemed necessary under the guidelines of the NWGFOA By-Laws.
7. The Board of Directors shall have general supervision of the affairs of this association. It shall set the hour and place of meetings, and perform such duties as are specified in the By-Laws.
8. The Board of Directors shall establish the fee structure for services provided by this association.

#### Article 4 – General

The By-Laws shall provide the following information and procedures:

1. Members
2. Conduct/Code of Ethics
3. Uniform
4. Officers
5. Duties of Officers
6. Meetings
7. Payment of Officials
8. Parliamentary Authority, Voting Quorums & Amendments

## Article 5 – Amendments

This Constitution may be amended by a majority of the eligible membership at:

1. A membership meeting\*
2. A special “Called” meeting\*

\*Provided that each member is given a written or web-based copy of the proposed changes fifteen (15) days prior to said meeting.

Updated – December, 2013

# **Northwest Georgia Football Officials Association**

## **By-Laws**

### **Article 1 – Members**

**Section 1** – Membership in this association shall be divided as follows:

1. Active Members:
  - a. Registered Officials – Those officials in their first or second year and/or those officials who have not met the criteria to be an Approved official set forth by the GHSA.
  - b. Approved Officials – Those officials who have served at least two years at the registered level and have met the criteria as set forth by GHSA.
  - c. Certified Officials – Those officials who have served at least two years at the Registered level, and who have served at least two years at the Approved level and have met the other criteria as set forth by GHSA.
2. Associate Members:
  - a. Members that only work as Electric clock operator's (ECO)
  - b. Retired officials that only work as an ECO or Sub-Varsity official

**Section 2** – Anyone may apply for membership as a new official in NWGFOA by submitting a written application through the Secretary. The application shall be in the form prescribed by the Board of Directors. A new applicant must pay their dues in full to become an active member in good standing and may be subject to an interview with the Board of Directors prior to being accepted for membership.

**Section 3** – A returning active member must submit a written application through the Secretary. The application shall be in the form prescribed by the Board of Directors. A returning active member needs only be approved by the Board of Directors and pay their dues in full to become an active member.

**Section 4** – 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. All dues are non-refundable, (dues that are deducted from the previous season's 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.

**Section 5** – The Board of Directors, by a majority vote, may put any member on probation or suspension for any period of time when in the best interest of NWGFOA.

**Section 6** – The Board of Directors, by majority vote, may expel any member when in the best interest of NWGFOA.

**Section 7** – The Board of Directors, by majority vote, may reject a new and/or returning member application for active membership, when in the best interest of NWGFOA.

Section 8 – To be eligible to vote on matters pertaining to this association, a member must meet the following requirements:

1. Be an active member for two consecutive years.
2. Dues must be paid in full
3. Be an Approved or Certified official

Section 9 - All members of NWGFOA must consent and pass a yearly background check, per GHSA rules, to be an active or associate member of NWGFOA.

Section 10 - By becoming an NWGFOA member, all parties agree to hold harmless the NWGFOA and its individual members, current or former, from liability for any negligence that may be related in any way to the performance, organization, or handling of GHSA required background checks detailed in Article I, Section 9.

## Article 2 – Conduct/Code of Ethics

Section 1 – The conduct of an NWGFOA official while in uniform shall be above reproach. He/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:

1. No member shall use abusive language and/or gesture with a coach, player, administrator, fan, or official.
2. No member shall use alcohol or any mind-altering drug on the day of an assignment, prior to the assignment.
3. 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.
4. No member shall stop for alcoholic beverages (beer, etc.) before or after a game in their “game” uniform or NWGFOA apparel.

Section 2 – No active member shall solicit games (high school or otherwise) as an individual, if NWGFOA or any individual NWGFOA member is already scheduling those games.

Section 3 – No member shall seek to influence a coach or administrator for the purpose of promoting himself for personal gain (playoffs, etc...).

Section 4 – Active members of NWGFOA must put accepted NWGFOA assignments ahead of any and all outside game assignments (football or other sports) during the football season.

Section 5 – Any member found in violation by the Board of Directors of any infraction in Articles 1, 2, 3, 4 or of any conduct which would bring discredit or is not in the best interest of this association, shall be subject to a fine or suspension, or both. If the offense is deemed serious enough, the member could face expulsion from the association.

### Article 3 – Uniform

Section 1 – Game Uniforms shall be set forth by the GHSA for football officials and shall be neat and clean.

Section 2 – The uniform can only be altered by a majority vote of the Board of Directors.

Section 3 – Members shall wear the shirt, hat or jacket of this association ONLY when representing NWGFOA.

Section 4 – The Board of Directors shall set forth the apparel to be worn to varsity game sites.

### Article 4 – Officers

Section 1 – The officers shall be:

- a. Chairman
- b. Vice-Chairman
- c. Secretary
- d. Training Director
- e. Treasurer

Section 2 – Each officer shall be elected by majority vote at the first “Called” board meeting of each year. Officers shall remain in office for a period of one year (January 1-December 31), or until their successor is elected or appointed by the Board of Directors in non-election years.

Section 3 – The Chairman & Vice-Chairman must be “Board of Directors” members.

Section 4 – The Secretary, Treasurer and Training Director do not have to be one of the elected “Board of Directors”, but shall fall under the same guidelines as the Board of Directors in all matters.

### Article 5 – Duties of Officers

Section 1 – Chairman

1. The Chairman shall preside at all meetings of the association, and shall carry out all duties normally reserved for the Chairman of the Board as outlined in “Roberts Rules of Order”.
2. He shall not vote on Board of Director matters except to break a tie, but otherwise shall have membership voting privileges as any other member.
3. Each year, the Chairman shall appoint a nominating committee. This committee shall consist of three active members; this committee shall nominate candidates for all the expiring Board seats at the election meeting. Nominations from the floor shall also be taken at the election meeting.

Section 2 – Vice-Chairman

1. The Vice-Chairman shall be in charge of recruiting.
2. The Vice-Chairman shall perform all duties of the Chairman in his absence.
3. The Vice-Chairman shall set up a recruiting committee and a system for recruiting new officials into NWGFOA. The Vice-Chairman shall be responsible for keeping all the records of this committee and reporting its actions back to the Board of Directors.
4. The Vice-Chairman acts as recording Secretary for all Board of Directors and membership meetings.
5. The Vice-Chairman shall keep a record of attendance for all Board of Director meetings.
6. The Vice Chairman shall be responsible for maintain the Constitution and By-Laws and for making sure both documents are up-to-date and followed for all Board of Director and Membership decisions and procedures.

### Section 3 – Secretary

1. The Secretary shall send all notices to membership and coaches, preserve all records, and have charge of all printing and publications.
2. The Secretary shall be responsible for scheduling active members to all varsity & sub-varsity games.
3. The Secretary shall schedule all playoff (regional, state & all-star) games. All playoff rankings of officials and playoff crews shall be approved by the Board of Directors.
4. The Secretary shall send in writing to the GHSA a post-season list of officials, ranked and approved, by the Board of Directors.
5. The Secretary shall be the liaison to the GHSA, furnishing them with records, applications, etc... He will distribute all necessary publications, including the Constitution and these By-Laws.
6. The Secretary shall be paid a fee as set by the Board of Directors.
7. The Secretary shall maintain a record of the status of all officials.
8. The Secretary shall keep a record of attendance for all membership meetings.

### Section 4 – Training Director

1. The Training Director shall be in charge of the Training Committee. The Training Director shall choose the number and who shall be on the Training Committee from the active members of NWGFOA.
2. The Training Director shall be in charge of all training activities, including rules sessions and mechanics clinics.
3. The Training Director shall be responsible for communicating to the membership any change in mechanics or rule interpretations as needed.
4. The Training Director shall submit a training schedule, outline of activities and costs of activities or materials (if any) to the Board of Directors for approval by June 1<sup>st</sup> of each year.

### Section 5 – Treasurer

1. The Treasurer shall have charge of all the monies paid to NWGFOA.
2. All monies shall be maintained in a bank account approved by the Board of Directors.

3. The Treasurer shall verify that all members are in good standing.
4. All disbursements shall be made by the Treasurer; the Treasurer, Secretary & Chairman are the only officers who may sign checks.
5. The Treasurer shall record and track all disbursements and expenses of NWGFOA.
6. The Treasurer shall work with the Secretary to bill and collect all monies from the participating schools, as per agreement or assignment.
7. The Treasurer shall have an outside party (Board approved) perform a review of the financial records during the first quarter of each calendar year. The results shall be presented to the Board of Directors by August 1<sup>st</sup> for approval, with copies provided to the membership at the first meeting of each season.

#### Article 6 – Meetings

##### Section 1 – Board Meetings

1. The Board of Directors shall meet on the first Monday of each month, unless cancelled or rescheduled by agreement of the Chairman and Secretary.

##### Section 2 – Membership Meetings

1. The Board of Directors shall set all membership meetings. Membership meetings shall take place every Monday night from July-September, unless cancelled or rescheduled by agreement of the Chairman and Secretary.

#### Article 7 – Payment of Officials

Section 1 – NWGFOA Officials are not paid employees of this association, but are contract workers.

Section 2 – The Treasurer shall distribute paychecks at the year-end “Annual” meeting, no later than the week following the state finals.

#### Article 8 – Parliamentary Authority, Voting Quorums & Amendments

Section 1 – The rules contained in the current edition of “*Robert’s Rules of Order*” shall govern this association in all cases to which they are applicable.

Section 2 – The Board of Directors shall have a voting quorum when five of the seven members are present **(In Person)**.

Section 3 – For a voting quorum for the elections of the Board of Directors there must be 50% of the eligible voting membership present **(In Person)**.

Section 4 – Amendments to the NWGFOA By-Laws can be made by a majority vote of the Board of Directors **(In Person)**.

#### Article 9 – Georgia High School Association



In the event these By-Laws conflict with the rules and regulations of the Georgia High School Association, the latter shall prevail.

Updated – July, 2016