

BYLAWS OF  
NORTH FLORIDA OFFICIALS ASSOCIATION

*Amended 2005*

*NOTE: Amendments are depicted in bold italics*

ARTICLE I  
NAME AND OPERATING YEAR

The name of this association shall be NORTH FLORIDA OFFICIALS ASSOCLATION (herein after NFOA). The operating years of the association shall be from January 1st to December 31st of each calendar year.

ARTICLE II  
OBJECTIVES

A. The objectives of the association shall be:

1. To provide officials of the highest caliber available to officiate and remain as partners in professional progress for the benefit of interscholastic sports.
2. To indoctrinate and train officials through the use of the current National Federation of State High School Associations Rule Books, Case Books, Officials Manuals, other National Federation publications, and any applicable FHSAA publication.
3. To elevate the standards of officiating through the maintenance of a high standard of ethics.
4. To provide a means for the correct interpretations of all rules.
5. To promote good fellowship among its members
6. To further the spirit of sportsmanship and fair play.

ARTICLE III  
AFFILIATION

This association shall be affiliated with the Florida High School Activities Association and is subject to the By-Laws and policies of that body insofar as they affect and prescribe duties and responsibilities of this association and its individual members and the schools served by this association.

ARTICLE IV  
OFFICERS

A. The officers of the association shall be:

1. President
2. The Vice President
3. The Secretary

4. The Treasurer
  5. The Commissioner
  6. The Immediate Past President
  7. An Elected Member-at-Large
- B. The term of office for each officer shall be for one (1) year with the exception of the Commissioner who shall serve for three (3) years.
  - C. An officer shall normally hold office until a successor is elected.
  - D. An officer may succeed **them self** to an office.
  - E. An officer may be removed from office for failure to satisfactorily carry out the duties set forth in Article XIV. Removal procedures are governed by Article XIX.
  - F. Vacancies in office shall be governed by Article X.

#### ARTICLE V BOARD OF DIRECTORS

- A. The Board of Directors shall consist of:
  1. The officers of the association
  2. Any Commissioner Emeritus who may be called to advise the Board of Directors or the Commissioner. The Commissioner Emeritus shall be a non-voting member of the Board of Directors.

#### ARTICLE VI MEMBERSHIP

- A. The membership of the NFOA shall at all times consist of all persons who hold current registrations with the FHSAA as football officials, have registered with this association, have paid their current dues and possess no physical impairment which would inhibit their ability to competently officiate at athletic events for the various schools which retain this association for the purpose of providing them with officials.
- B. An individual seeking membership shall present a completed membership application to the association along with the appropriate dues and fees. Once received by the association, the Board of Directors shall review the application and determine the eligibility of the individual in accordance with the Bylaws. Upon favorable review, the Board will grant conditional membership in order to permit the individual to apply to the FHSAA for membership in that organization as required by the FHSAA Officials Guidebook. Once obtained, the member shall then be granted full membership in this association.
- C. The conditions of continued membership in the NFOA are applicable to all members alike. They are:
  1. Faithful compliance with these Bylaws and all rules and regulations of this association and the Florida High School Activities Association.
  2. Payment of all dues to the NFOA.
  3. Maintenance of conduct which will bring credit to NFOA.
  4. The Board of Directors, at its discretion, may nominate Honorary Members. Honorary members must meet the following requirements:

- a. They must have rendered outstanding service to the NFOA while an active member.
  - b. They must be recommended for Honorary Membership by the Board of Directors.
  - c. They must be voted upon favorably by a majority of the association members at a scheduled meeting.
  - d. Honorary Members are not required to pay dues
  - e. Honorary Members shall not have voting privileges.
  - f. At such time as a Past Commissioner, through outstanding and dedicated service is deemed eligible, the body may see fit to designate him or her Commissioner Emeritus. This being a lifetime appointment including the privileges of Honorary Membership in the association.
- D. Active members of the NFOA who no longer accept game assignments, but who wish to remain members of the NFOA, may do so in an inactive membership status. inactive members shall meet the following requirements.
- 1. Inactive members shall have served at least one (1) year as an active member in good standing.
  - 2. Dues for an inactive member shall be the same annual fee voted on by the association.
  - 3. Inactive members shall not have voting privileges.

#### **ARTICLE VII INITIATION FEES**

- A. The initiation fee for the NFOA shall be \$ 10.00 in addition to the regular dues voted upon by the membership. Initiation fees collected shall be placed in the operating fund of the association.
- B. Transferees from other recognized officials associations shall be required to pay the appropriate initiation fee upon being accepted into the NFOA.
- C. Any member having once paid an initiation fee to the NFOA, shall not be required to pay another initiation fee so long as the member was a member in good standing when previously leaving this association.
- D. Any prospective member who has paid any fee or dues but who otherwise fails to qualify for membership, shall have all amounts paid fully refunded.

#### **ARTICLE VIII DUES**

- A. The dues of each active member shall be the annual fee determined by a vote of the membership at the first scheduled meeting of the operating year and shall be placed in the operating fund of the association.
- B. The dues of each inactive member shall be the annual fee determined by a vote of the membership at the first scheduled meeting of the operating year and shall be placed in the operating fund of the association.
- C. There shall be no dues for Honorary Members.

- D. All active members must be registered and paid up with the Florida High School Activities Association.
- E. All association dues are due and payable at the second scheduled meeting of the operating year. Members whose dues are not paid by the above date may incur a fine determined by the Board of Directors.
- F. Any member who has been p on probation because of non-payment of dues may petition the Board of Directors for reinstatement upon payment of the amount due plus the fine. Said member shall then be reinstated to the membership by the Secretary upon the recommendation of the Board of Directors.
- G. Any member who fails to pay the required dues by the date set by the Board of Directors will automatically be placed on probation and the Secretary will remove the member's name from the membership.
- H. Any member in good standing who, for justifiable reasons, elects to terminate their Membership or seek a leave of absence shall have all dues fully refunded. This provision applies only when either of such elected options is presented to the Board of Directors prior to the first regularly scheduled game in the operating year.

#### ARTICLE IX QUORUM

- A. A quorum shall consist of
  - 1. The active members present at a meeting.
  - 2. Voting, by proxy is not allowed.

#### ARTICLE X ELECTIONS

- A. Elections shall be conducted:
  - 1. At the last regularly scheduled meeting of the operating year.
  - 2. Officers elected at this meeting shall take office at the beginning of the next operating year.
- B. The following procedure shall be utilized for nominations:
  - 1. Nominations shall be put forth by the membership one (1) week in advance of the election.
  - 2. No name shall remain in nomination unless the nominee has been contacted by the President (*or his designee*) and agrees to have his/her name placed in nomination.
  - 3. In the absence of any accepted nominations for a given office, nominations for that office will be accepted from the floor on the election day.
  - 4. The vote shall be by secret ballot.
  - 5. Election to any office shall require that the nominee receive one half plus one of the votes cast. In the event no nominee receives the required majority, all but the two highest vote receivers for that office shall be dropped and the vote continued until one candidate shall receive the required majority of the votes cast by those member's present:

6. All active members in good standing may vote by absentee ballot during elections if they cannot attend the meeting the day of the election. To exercise an absentee ballot, a member shall obtain a copy of the official ballot from the Secretary or his/her designee. After completion of the ballot, the member shall seal it in an envelope, sign the front of the envelope, and return it to the Secretary or his/her designee. The ballot shall then be kept sealed in the custody of the Secretary until the election at which time the sealed envelope will be presented to the President (or his/her designee in charge of the election) to be opened so that the absentee ballot shall be counted with the ballots of those present at the meeting. If any one candidate for a particular office fails to acquire a majority vote for that office on the first ballot, the absentee vote for a particular candidate for that office shall be counted in succeeding runoff(s) only if the absentee ballot names one of the two candidates in the runoff election..

C. In the event a vacancy occurs in the ranks of the officers, the procedure for replacement is as follows:

1. The President shall notify the membership of the vacancy at a regularly scheduled meeting and accept nominations at that time.
2. At the following scheduled meeting, an election will be held to fill the vacancy.
3. The procedure for the election shall be the same as specified in section B of this article.

## **ARTICLE XI AMENDMENTS TO THE BYLAWS**

A. The procedure for amending the Bylaws shall be as follows:

1. The proposed amendment shall be signed by a minimum of five (5) active members.
2. The proposed amendment shall be forwarded to the Board of Directors for review by the Bylaws Committee to ensure there is no conflict with any other article(s). After review, the Bylaws Committee shall present the clarified amendment to the membership.
3. The proposed amendment shall be read at a regularly scheduled meeting and/or mailed to each active member at least ten (10) days prior to the meeting at which it will be voted upon.
4. The proposed amendment shall require a minimum of two-thirds of the votes cast to be accepted.
5. If the amendment is accepted, the Secretary shall provide each member with a copy of the new amendment.

B. It is the responsibility of each member to attach the amendments to his/her personal copy of the Bylaws.

## **ARTICLE XII MEETINGS**

- A. The first scheduled meeting of the operating year shall normally be held the second Monday in April unless otherwise announced by the President.
- B. The second scheduled meeting of the operating year shall normally be held on the second Monday of May unless otherwise announced by the President.
- C. Weekly meetings shall commence the last Monday in July unless otherwise announced by the President.
- D. Special meetings may be called by the President. The notice of such meetings shall state the purpose of the special meeting.
- E. Special committee meetings may be called by the Chairperson of that committee except for meetings of the FHSAA mandated committees which are governed by article XXI B. of these Bylaws.
- F. Special rules study meetings may be called as necessary.
- G. All meetings are scheduled to begin at 7:00 PM unless otherwise announced.
- H. Any active member who misses more than three (3) scheduled meetings in an operating year will be subject to a fine for each missed meeting over three (3). The amount of the fine will be determined by the Board of Directors.
- I. Members who are fined for missing meetings may appeal to the Board of Directors for dismissal of the fine.
- J. Members who are scheduled to work game assignments during meeting hours shall be counted as present at the meeting.

## **ARTICLE XIII PROCEDURE AT MEETINGS**

- A. The senior officer present will preside at meetings. In the absence of all officers, a temporary Chairperson will be elected by a majority of the members present.
- B. The order of business shall be as follows:
  - 1. Attendance records.
  - 2. Reading of the minutes of all meetings since the last scheduled meeting.
  - 3. The Treasurers report.
  - 4. Rules and mechanics study.
  - 5. Game reviews.
  - 6. Report of the Board of Governors.
  - 7. Committee reports.
  - 8. Old business.
  - 9. Election of officers when applicable.
  - 10. New business.
  - 11. Game assignments.
  - 12. Adjournment.
- C. When circumstances dictate, and it is in the best interest of the association, the presiding officer, with the consent of the members present, may alter the order of business.
- D. All meetings shall be conducted in accordance with "Roberts Rules of Order."

**ARTICLE XIV**  
**DUTIES OF TITLE OFFICERS**

A. The duties of the President shall be:

1. To preside at all meetings of the NFOA.
2. To appoint committees as the need arises.
3. To call special meetings of the NFOA and/or the Board of Directors as necessary.
4. To serve as an ex-officio member of all committees.
5. To appoint a Sergeant-at-Arms to preserve order if the need arises.
6. To serve as the Chairman of the Board of Directors.
7. To appoint one member to each of the following committees for a one year term. Evaluation, assignment, recommendations, and grievance. The person appointed by the President must be a member in good standing of the association and will serve as the chairman of the committee to which he/she is appointed

B. The duties of the Vice President shall be:

1. To assist the President in the discharge of his/her duties.
2. To serve as Vice-Chairman of the Board of Directors.
3. To serve as Director of Training for new officials and to organize training sessions as required by the FHSAA.
4. To supervise the uniform requirements as prescribed in Article XXJI.

C. The duties of the Secretary shall be:

1. To maintain and present written records of membership and all proceedings of the NFOA.
2. To maintain files of all correspondence of the NFOA.
3. To notify all active members of scheduled and special meetings of the NFOA.
4. To serve as the Secretary of the Board of Directors.
5. To provide a copy of the Bylaws to all new members of the NFOA.
6. To provide all members of the NFOA copies of amendments to the Bylaws.
7. To receive and present membership applications to the Membership Committee of the Board of Directors.
8. To notify all principals, athletic directors, head coaches, appropriate School Board personnel and the Florida High School Activities Association upon the election of a new NFOA Commissioner.

D. The duties of the Treasurer shall be:

1. To collect and keep secure all dues and monies due to NFOA.
2. To deposit all amounts collected in a bank approved by the Board of Directors.
3. To pay all bills approved by the Board of Directors.
4. To maintain accounting records which, shall at all times, be subject to inspection and/or audit by the Board of Directors or their designees.
5. To report the financial status of the NFOA at each scheduled meeting.
6. To submit a proposed operating budget at the first scheduled meeting of the operating year and to submit a fiscal report at the last scheduled meeting of the operating year.
7. To serve as Treasurer of the Board of Directors.

E. The duties of the Commissioner shall be:

1. To represent the NFOA in all matters pertaining to officiating. The Comm. shall have the full power of the association in carrying out this responsibility.
2. To act as a liaison officer between the NFOA and school officials, coaches and state organizations.
3. To represent the NFOA on matters of controversy between the association, its members and other persons and organizations.
4. To solve problems of a member in private unless the member requests an open hearing before the association.
5. To observe and give constructive criticism of the quality of officiating by the membership.
6. To assign all games booked by the NFOA.
7. To appoint assistants, if required, subject to the approval of the Board of Dir.
8. To serve as the Chairman of the Booking Committee.
9. To seek additional booking-assignments for the NFOA when deemed necessary.
10. To serve as a member of the Board of Directors.
11. To serve a three (3) year term unless re-elected.
12. To appoint one member in good standing to each of the following committees for a one year term: evaluation, assignment, recommendation, and grievance.

F. The duties of the Immediate Past President shall be:

1. To serve as an advisor to the elected officers of the NFOA. The Immediate past President shall perform other duties as assigned by the President.

G. The duties of the Member-at-Large shall be:

1. To serve as liaison between the general membership and the Board of Dir. The Member-at-Large shall perform other duties as assigned by the President.
2. To appoint one member in good standing to each of the following committees for a one year term: evaluation, assignment, recommendation, and grievance.
3. To serve as an ex-officio member of the following committees: evaluation, assignment, recommendation and grievance.

H. The duties of the Commissioner Emeritus shall be:

1. To serve as an advisory member of the Board of Directors.
2. To serve as an advisory member of the Booking Committee.
3. To serve as an advisory member on any and all committees awarding excellence in officiating.
4. To serve as the "Goodwill Ambassador" of the NFOA.
5. To serve a lifetime term.

## **ARTICLE XV DUTIES OF TITLE BOARD OF DIRECTORS**

A. The government of the NFOA is vested in the Board of Directors.

B. The specific duties and exceptions are as follows:

1. To manage the business affairs of the NFOA.
2. To consider and present to the membership an operating budget and an annual fiscal report.

3. To approve all expenditures prior to payment by the Treasurer. No payments shall be made by the Treasurer unless approved by the Board of Directors as a valid expenditure.
4. To rule on admission of new members.
5. To rule on reclassification of members in accordance with Article V
6. To meet on dates set by the President.
7. To carry out the business of the association only when a quorum is present:
  - a. A quorum consists of four (4) members of the Board of Directors.
  - b. A majority vote of those present shall govern decisions.
8. To establish a fee to be paid to the Commissioner for booking game assignments and any other duty of the Commissioner as outlined in Article X
9. To rule on any conflicts that may arise between any standing committee required by the FHSAA and the Commissioner. In the event of any conflict between a recommendation by a standing committee and the Commissioner, the Chairman of the committee will present the committee's recommendation to the Board. Thereafter, the Commissioner will present his/her recommendation to the Board. The Board will resolve the conflict by majority vote by accepting either one of the recommendations or its own recommendation on any issue. The decision of the Board is final on any contested issue.

#### **ARTICLE XVI DUTIES OF MEMBERSHIP**

- A. To read, understand and comply with the Articles of the Bylaws.
- B. It is the responsibility of each individual member to ascertain whether or not he/she has been assigned any official duties in a forthcoming contest. Such responsibility shall be accomplished no later than noon of the day following a scheduled meeting wherein assignment schedules have been distributed
- C. To follow the cardinal principles of officiating as specified in National Federation and Florida High School Activities Association publications.

#### **ARTICLE XVII RESIGNATIONS**

- A. Any member shall be permitted to resign from or become an inactive member of the NFOA provided:
  1. All dues, fines and any other fees owed the association are paid in full and any financial liabilities are current.
  2. A letter of resignation or a request for inactive status is forwarded to the Board of Governors stating the member's intent and a brief summary of the reasons for resigning or applying for inactive status, as well as, any intent, if known, to reapply for active membership.

**ARTICLE XVIII**  
**PROBATION AND FINES**

- A. Any member may be placed on probation and/or fined by the Board of Directors for the following reasons:
1. For non-payment of dues, fees and/or fines.
  2. For missing or being late for any officiating assignment.
  3. For not meeting attendance requirements.
  4. For consistent incompetence as an official.
  5. For improper conduct.
  6. For bringing any discredit on the association.
  7. For officiating an interscholastic contest within a radius of 100 miles unless it is first cleared through the Commissioner. If an official is contacted by any coach or school official pertaining to working any contest, the member must obtain permission from the Commissioner before accepting the game contract. Any official violating this rule shall be fined and/or placed on probation not to exceed one (1) year.
  8. For the substitution of one confirmed assignment for another assignment unless he/she is released from the original assignment by the Commissioner. Any member violating this rule may be placed on probation and/or fined as determined by the Board of Directors.
- B. A schedule of fines will be published by the Board of Directors and presented to the membership at the first scheduled meeting of the operating year.
- C. Any given fine imposed on members shall not exceed the maximum regular season varsity game fee.
- D. The Board of Directors shall consider only written complaints presented to it concerning improper conduct or incompetence as an official on the part of any member of the association. The Board of Directors shall be empowered to summon a member so charged to answer at a meeting before the Board, provided a five (5) day written notice is given to the member. Failure of a member to appear at the meeting shall permit the Board to proceed with the hearing and make its finding as though the member was present. The Board shall then submit a written report to the accused member advising the member of the Board's recommendation. The accused member shall notify the President prior to the next scheduled meeting of his/her intent to appeal the Board's decision to the membership. After hearing all the evidence, the membership may decide to override the Board's decision. A two-thirds majority of those present and voting shall be required to override the Board's decision. If the final decision is for dismissal rather than probation and/or fine, the findings and all related data shall be sent to the Commissioner of the Florida High School Activities Association for final approval and/or adjudication. The accused member shall have the right to appeal to or request a hearing with the Commissioner of the Florida High School Activities Association.
- E. An accused member shall not be allowed to vote on the Board's decision.
- F. When it becomes known that any member is alleged to be in violation of section A, the President shall call a meeting of the Board of Directors to investigate the alleged violation. If the facts warrant, and if a majority of the Board of Directors so decides,

the member may be placed on probation and/or fined in accordance with the provisions of these Bylaws. A member placed on probation is suspended from officiating in any contest booked by this association. Any previous assignments as yet unfulfilled are null and void. The Commissioner of the Florida High School Activities Association shall be promptly notified in the event any member is placed on probation. The affected member may appeal directly to that office.

## **ARTICLE XIX REMOVAL OF OFFICERS FROM OFFICE**

- A. Should there be any cause for the removal of an officer or standing committee member, the following procedure shall apply:
1. The complainant shall notify the Secretary of the association in writing, setting forth the reasons for the complaint.
  2. The Board of Directors shall investigate the complaint, and if they determine by a majority vote of the voting members of the Board of Directors that the complaint is valid; they shall recommend removal of the officer in question. The recommendation shall be presented to the membership for approval. The membership will be notified in writing of the proposed vote at least ten (10) days prior to voting on the recommendation. A two-thirds majority vote of the members present shall be required to sustain a recommendation for removal.
  3. The accused officer shall not vote on the Board's recommendation or the decision by the membership to approve or disapprove the Board's recommendation.

## **ARTTICLE XX REINSTATEMENT OF MEMBERS**

- A. Any member who has been dismissed or resigned from the association may, upon the signed recommendation of five (5) active members, petition for reinstatement. The petition shall include a statement of the grounds upon which the petition for reinstatement is based and shall be forwarded to the Board of Directors.

## **ARTICLE XXI STANDING COMMITTEES**

- A. The following committees shall be standing committees of the NFOA:
- |                              |                                 |
|------------------------------|---------------------------------|
| 1. The Membership Committee. | 5. The Social Committee         |
| 2. The Assignment Committee. | 6. The By-Laws Committee        |
| 3. The Rules Committee.      | 7. The Evaluation Committee     |
| 4. The Grievance committee.  | 8. The Recommendation Committee |
- 9. *Education/Training Committee***
- B. The duties of each committee mandated by the FHSAA shall be those outlined in the FHSAA Officials Guidebook. The duties of all other committees shall be assigned by

the President. The meetings of any standing committee shall be called and conducted by the Chairman of the committee. Attendance at committee meetings is limited to the members of the committee, any ex-officio members of the committee as provided for in these Bylaws, and any members of the association invited to attend the committee meeting by any committee member. Committee meetings are only to be held in the event that a majority of the committee members vote to hold such a meeting. Committee decisions are governed by a majority vote, with each member of the committee having 1 vote and any ex-officio members of the committee having no voting power. The Chairman of each committee shall be its spokesperson for the presentation of any reports or recommendations to the Board or the general membership of the association. In the event of a committee member resigning or otherwise becoming unable to serve, a replacement shall be appointed by the officer who appointed the original committee member.

## **ARTICLE XVII UNIFORMS**

### **A. Required uniform for all varsity assignments:**

1. The uniform must consist of a black and white striped shirt with the current FHSAA insignia on the left chest or shirt pocket;
2. White knickers;
3. Solid one piece hose with Northwestern stripe woven in;
4. Solid black shoes with black shoelaces;
5. Black belt; and
6. Sized black baseball type cap with white piping. The referee must wear a sized white baseball type cap. If a jacket is worn, same must be black

### **B. Required un for all non-varsity assignments:**

1. Start of the season and up to and including the second Saturday in October, the crews will have an option of wearing black shorts or white knickers. After that time, white knickers shall be worn. Otherwise, the uniform requirements for non-varsity assignments are exactly the same as they are for varsity assignments.