

Atlantic District N.J.F.O.A. By-laws

**Amended AND Approved
September 2007**



Article I – NAME OF THE ORGANIZATION

The Organization shall be called Atlantic District of the South Jersey Chapter of the N.J.F.O.A. It shall be guided by the Constitution of the N.J.F.O.A. and adhere to its policies.

Article II –OBJECTIVES

The Objectives of this organization shall be the same as those of the State Constitution of the N.J.F.O.A., namely:

1. Promote the welfare of the American game of Football; its players and officials;
2. To improve the standards of officiating;
3. To train and properly qualify prospective officials;
4. To encourage the spirit of fair play and good;
5. To cooperate with the N.J.S.I.A.A.

Article III - ADMINISTRATION OF THE DISTRICT

- A. The Governing body of this Organization shall be its Executive Committee;
- B. The Executive Committee shall be composed of the elected officials and the immediate past chairperson and appointed Cadet supervisor;
- C. All business pertaining to the administration of this organization shall be transacted during only constituted meetings of the Executive Committee;
- D. The Executive Committee will meet once each month during the months of September through November.

The chairperson may call other meetings, as may be required.

~~E. Due Process Committee: The Executive Committee will appoint a committee of (5) five members to hear any appeal of any member who has written an appeal requesting a hearing regarding his/her board decision due to any suspension or termination or other discipline of such member. The committee will respond with their findings within (7) seven days to the Executive Committee. They can suggest that the Executive Committee consider the original decision be changed, adjusted, overturned or upheld.~~

Due Process Committee: The Executive Committee will appoint a committee of (5) five members to hear any appeal of any member who has written an appeal requesting a hearing regarding his/her board decision due to any suspension or termination or other discipline of such member. APPEAL COMMITTEE SHALL NOT CONSIST OF ANY MEMBERS OF THE EXECUTIVE BOARD AND SHALL BE SELECTED FROM THE GENERAL MEMBERSHIP IN GOOD STANDING AND A MINIMUM OF FIVE (5) YEARS VARSITY EXPERIENCE. EACH APPEAL PANEL WILL BE CHOSEN **RANDOMLY** ON A CASE BY CASE BASIS FROM THE MEMBERSHIP. **NO MEMBER SHALL SERVE ON MORE THAN ONE (1) APPEALS' COMMITTEE UNTIL ALL ELIGIBLE MEMBERS HAVE HAD AN OPPORTUNITY TO SERVE.** MEMBERS HAVE THE RIGHT NOT TO BE ON THE APPEAL'S COMMITTEE.

F. A quorum for meetings of the Executive Committee shall be more than fifty (50%) percent of the eligible members thereof. A majority vote of the members present,

- provided there is a quorum, shall be necessary for the approval of any business brought before it;
- G. The Chairperson of the organization will be the Chairperson of the Executive Committee;
 - H. At least two (2) general business meetings of all members of this organization shall be held, at which time business pertaining to the administration of this organization must be transacted. One of these meetings will be the last meeting in November, for the election of Officers for the following year. The other general meeting should be held the first scheduled meeting of the next officiating season, called by the Chairperson on the recommendation of the Executive Committee. Other general meetings may be convened by the Chairperson;
 - I. A quorum for the general meeting shall be fifty (50%) percent + 1 of the active members of this organization in good standing. A majority vote of the members present, providing there is a quorum, shall be necessary for the transaction of any business brought before it.

Article IV – OFFICERS DUTIES; TERMS OF OFFICE AND ELECTION OF:

A. Chairperson

1. Conduct of meetings;
2. Chairperson of the Executive Committee;
3. Appoint all Committee Chairpersons;
4. Report all action of the Executive Committee to the general membership

B. Vice Chairperson

1. Serve in the absence of the chairperson.

C. Secretary - Two (2) year term

1. Record and read all correspondence and minutes of the Executive Committee;
2. Record and transmit all correspondence as directed by the Executive Committee;

D. Treasurer - Two (2) year term

1. A report of all accounts to the Executive Committee;
2. Collect all dues and game fees;
3. With a check, co-signer and pay all bills.

E. Assignor and Assistant Assignor - Two (2) year terms

1. Assign all officials to all games with the Chairperson serving as a consultant.

F. Chapter Rules Interpreter - Two (2) year term

1. Discuss current changes at the General Membership meeting;
2. The Official Interpreter of the District;
3. Chairperson of the weekly program committee.

G. State Delegate and Alternate Delegate

1. Delegates shall attend the State meetings when notified by the State Secretary and report on these meetings to the Executive Committee;
2. Two members from the District shall attend all State meetings (one being the secretary).

H. Cadet Supervisor(s)

1. Recruit and train Cadets as candidates for membership;
2. With Assignor and Assistant Assignor require Cadets to work Sub-Varsity and Junior League games;
- ~~3. Set up a point system for the program and recommend Cadets for membership to the Executive Committee for their approval.~~

RECOMMENDS CADETS FOR STATE EXAMINATION.

- ◆ The term of office for the elected offices shall be one (1) or two (2) years.
- ◆ No one person may hold more than one elected office.

Article V - ELECTIONS

A. Officers and Executive Board Members shall be elected at the final meeting of the year. Members in good standing may cast their vote by ballot or absentee. There is no requirement ~~for~~ (for) attendance for the yearly elections.

B. Process of Elections:

1. Announcement of Office Vacancies – by the final scheduled meeting of September.
2. Acceptance of Nominations for Vacancies – by the final scheduled meeting of October.
3. Ballot issued to members – by the first scheduled meeting of November.

4. The Secretary must receive all Absentee ballots, no later than 7:30 pm of Election Day.
5. General Election and Results – last meeting in November.

- C. A Nominating Committee appointed by the Chairperson , consisting of three (3) members shall, three (3) weeks prior to the elections, choose one member for each office;
- D. All Write-In/Absentee Ballots will be accepted and counted. If an absentee ballot contains a members name not on the election slate for that position, that person will be considered nominated and will be added to the ballot if the motion is seconded, and the member nominated accepts the nomination. Any member in good standing may be nominated for elected positions.
- E. The Chairperson shall appoint a judge and two (2) tellers to conduct the election;
- F. The officers shall take over their duties after elected to the office following the final meeting of the season;
- G. The Chairperson and Vice Chairperson shall be nominated according to seniority.
- H. Only association members (Active or Inactive) in good standing may cast ballots for officers or members of the Executive Committee. Honorary members and any member not in good standing may not cast a ballot in any election.
- I. The election of officers and members of the Executive Committee may be by written ballot at the request of any member. The President shall appoint the clerk and judges of all elections.

A. Eligibility

1. Any person in good character over the age of eighteen (18) years of age (at the time of their application is considered) and a resident of New Jersey is eligible to become a member. If the application is approved by the Executive Committee, the applicant shall be considered a Cadet.
2. Along with application, an applicant for membership must submit proof of age and a certificate of physical fitness to officiate football games.
3. Cadets shall register with the Secretary and are required to attend all meetings. They shall be required to officiate Sub-Varsity and Junior League games, work the “Chains” or “Clock” at Varsity games as assigned.
4. At the recommendation of the Cadet supervisor and with the approval of the Executive Committee and upon passing a preliminary examination given by the District; the Cadet shall take the State Examination when and where specified by the State Organization, fee to be set by the N.J.F.O.A. If the Cadet passes this examination, he/she automatically becomes a member of this District upon payment of the registration fee determined by the Executive Committee.

B. Transfer Membership

1. Members of recognized Football Officials Organizations in other states who apply for

membership in the Atlantic District shall be required to satisfy the Executive Committee as to the knowledge of Football Rules and Official Qualifications. No transfer will be considered unless:

- a. The applicant is a member in good standing at the date of transfer, and is cleared by the Secretary of that organization.
- b. If the State from which the prospective transfer is not a member of the National Federation of High School Athletic Association, a written rules examination will be given, by the Executive before the transfer is accepted.
- c. Applicant to be transferred from another state must pay dues to the Atlantic District prior to admittance.
- d. Transfers from other State associations shall receive credit for one-half their years of active football officiating experience (as certified by their organization's Secretary) in determining seniority rights.

C. Active Members

1. ~~Dues shall be:~~

- ~~a. Determined by Executive Committee and approved by the general membership for the following season. They shall be due at the last meeting in October for the following year. A ten dollar (\$10.00) per month late charge will be assessed if the dues are not received by November 1st. In addition any member owing~~

~~dues are at risk to lose Thanksgiving and State
Playoff assignments.~~

~~b. An additional fee if needed would be due at the
first fall meeting;~~

~~c. Any fees deemed necessary by the Executive
Committee would be assessed at the first fall
meeting and paid by the last meeting in
September.~~

~~d. The Treasurer shall issue a receipt for all
payment of dues;~~

~~e. Inactive members shall pay half the amount of
dues as that of an active member.~~

ACTIVE MEMBERS SHALL PLEDGE
THEMSELVES TO BE BOUND BY ASSOCIATION
RULINGS AND ANY MEMBER WHO VIOLATES
SUCH RULINGS OR FAILS TO MEET ANY AND
ALL OBLIGATIONS TO THE ASSOCIATION,
EITHER LOCAL OR STATE SHALL BE TRIED BY
THE EXECUTIVE COMMITTEE WHICH SHALL
REPORT ITS FINDINGS TO THE MEMBERSHIP.
SUCH A MEMBER SHALL APPEAL TO THE
EXECUTIVE COMMITTEE BEFORE
REINSTATEMENT TO A GOOD STANDING
STATUS. WHILE SUSPENDED, A MEMBER MAY
NOT HOLD ANY OFFICE, VOTE OR OFFICIATE
AT FOOTBALL AT ANY LEVEL, OR BE ELIGIBLE
FOR A TRANSFER. HE/SHE SHALL BE
CONSIDERED NOT IN GOOD STANDING.

2. ~~Active Members shall receive:~~

- ~~a. Membership cards upon receipt from the N.J.S.I.A.A. (No Later than the first fall meeting);~~
- ~~b. Rule books and examination sheets;~~
- ~~c. Active members shall be listed separately at the conclusion of these By Laws including date of entry into the District. The Secretary keeps records.~~

ALL OFFICIALS WHO ARE MEMBERS OF THE ASSOCIATION SHALL BE SUBJECT TO RIGOROUS STANDARDS WITH RESPECT TO THEIR ELIGIBILITY TO BECOME OR TO CONTINUE AS MEMBERS. ANY MEMBER OR OFFICIAL CONVICTED OF ANY OFFENSE INVOLVING MORAL TURPITUDE, INCLUDING BUT NOT LIMITED TO DISHONESTY OR GAMBLING, DRUG OR SEX RELATED OFFENSES, OR ANY CRIME OF THE THIRD DEGREE OR ABOVE, OR CRIME WHICH, IF COMMITTED IN THE STATE WOULD BE DISQUALIFIED FOR MEMBERSHIP IN THIS ASSOCIATION.

(A) MUST MAKE REQUIRED PERCENT OF MEETINGS.

(B) DUES PAID IN FULL.

(C) NOT BEEN FOUND GUILTY OF ANY VIOLATION OF BY-LAWS IN THE PAST YEAR OR HAVE BEEN SUSPENDED IN THE LAST 12 MONTH PERIOD.

- 3. ~~Active members shall pledge themselves to be bound by Association rulings and any member who~~

~~violates such rulings or fails to meet any and all obligations to the Association, either Local or State shall be tried by the Executive Committee which shall report its findings to the membership. Such a member shall appeal to the Executive Committee before reinstatement to a good standing status. While suspended a member may not hold any office, vote or officiate at football at any level, or be eligible for a transfer. He/she shall be considered not in good standing.~~

ACTIVE MEMBERS

1. DUES SHALL BE:

a. DETERMINED BY EXECUTIVE COMMITTEE AND APPROVED BY THE GENERAL MEMBERSHIP FOR THE FOLLOWING SEASON. THEY SHALL BE DUE AT THE LAST MEETING IN OCTOBER FOR THE FOLLOWING YEAR. A TEN DOLLAR (\$10.00) PER MONTH LATE CHARGE WILL ASSESSED IF THE DUES ARE NOT RECEIVED BY NOVEMBER 1ST. IN ADDITION, ANY MEMBER OWING DUES ARE AT RISK TO LOSE THANKSGIVING AND STATE PLAYOFF ASSIGNMENTS.

b. AN ADDITIONAL FEE, IF NEEDED, WOULD BE DUE AT THE FIRST FALL MEETING;

c. ANY FEES DEEMED NECESSARY BY THE EXECUTIVE COMMITTEE

WOULD BE ASSESSED AT THE FIRST FALL MEETING AND PAID BY THE LAST MEETING IN SEPTEMBER.

d. THE TREASURER SHALL ISSUE A RECEIPT FOR ALL PAYMENT OF DUES;

e. INACTIVE MEMBERS SHALL PAY HALF THE AMOUNT OF DUES AS THAT OF AN ACTIVE MEMBER.

f. IT IS THE RESPONSIBILITY OF THE OFFICIAL IN QUESTION TO NOTIFY THE EXECUTIVE BOARD OF ANY EXTENUATING CIRCUMSTANCES. AT THAT TIME, IT BECOMES THE RESPONSIBILITY OF THE EXECUTIVE BOARD TO TAKE FURTHER ACTION.

2. ACTIVE MEMBERS SHALL RECEIVE:

a. MEMBERSHIP CARDS UPON RECEIPT FROM THE N.J.S.I.A.A. (NO LATER THAN THE FIRST FALL MEETING.

b. RULE BOOKS AND EXAMINATION SHEETS;

c. ACTIVE MEMBERS SHALL BE LISTED SEPARATELY AT THE CONCLUSION OF THESE BY-LAWS INCLUDING DATE OF ENTRY INTO THE DISTRICT. THE SECRETARY KEEPS RECORDS.

~~4. All officials who are members of the Association shall be subject to rigorous standards with respect to their eligibility to become or to continue as members. Any member or official convicted of any offense involving moral turpitude, including but not limited to dishonesty or gambling, drug or sex related offenses, or any crime of the third degree or above, or crime which, if committed in the State would be disqualified for membership in this Association.~~

D. Honorary Members

1. Members who retire after twenty (20) years of active football officiating membership shall be made Honorary Life members and shall be listed permanently as part of the By-Laws of this organization.
2. Honorary members shall not pay dues, officiate or vote. They will be invited, free of charge to the annual banquet.

E. Leave of Absence

1. Any member voluntarily taking a leave of absence must submit a letter to the Executive Committee, stating the reason for the request. The Executive Committee will either approve or disapprove the request.
2. Any member with less than five (5) years of service who returns from a leave of absence, must pass a test administered by the Cadet supervisor, the date to be selected by the member. The test may be a timed test. If the member fails the test they will be required to attend the cadet class and meet all Cadet

requirements. They will not be allowed to work Varsity games until these requirements are met.

3. Any member with five (5) or more years of service who takes a leave of absence of two or more years, will be required to meet the requirements as set forth in paragraph 2.
4. Any member taking a leave of absence due to circumstances beyond their control; will be ruled on by the Executive Committee on an individual basis.

Article VII – GENERAL MEMBERSHIP MEETINGS

A. Time and Location

1. Meetings shall be held weekly at the location, times and dates designated by the Executive Committee.
2. The first meetings shall be held for Rule Change discussions.
3. A meeting prior to the first High School game shall be for questions and discussions of the Rule changes.
4. Meetings are held to improve the standards of officiating, rule discussions, game problems and techniques of officiating.
5. Spring meeting and clinic meetings count as required general membership meetings.

B. CONDUCT OF MEETING

- a. CONDUCT OF MEETING SHALL BE FROM ROBERT'S RULES OF ORDER UNLESS COVERED BY OUR BY-LAWS.

C. ORDER OF MEETING:

1. Roll Call;
2. Report of the Executive Committee
3. ~~Treasurer's Report;~~

RULES INTERPRETATION AND ON-FIELD MECHANICS AND TRAINING;

4. ~~Discuss rules and mechanics of officiating;~~

OPEN FLOOR FOR DISCUSSION.

5. ~~Game assignments;~~

ADJOURNMENT

Article VIII – GAME ASSIGNMENTS AND RULES FOR OFFICIALS

A. Game Assignments

1. Game assignments shall be made through the Assignors who inform Officials of dates, time and location and confirm them.
2. Members shall not solicit games from coaches. If any member is able to obtain assignments from other schools, he must bring the assignment to the district.
3. Officials accepting a game from any school shall not cancel it to accept another game on the same date or a different school without the approval of the assignor.

4. Officials shall meet 1-1/2 hours prior to game time, preferably at the game site to conduct a pre-game conference arranged by the referee.
5. The officials shall be on the field thirty (30) minute prior to game time.
6. Five (5) Officials shall be the recommended number of officials on the field for all Varsity games.
7. Any Official who is unable to make any game assignment must notify either the Assignor, Secretary, or the assigned Referee. **HE IS NOT AUTHORIZED TO RE-ASSIGN THE GAME.**
8. Any Official who cancels any assignment within twenty-four (24) hours of a game will be assigned a game fee. A second violation will result in assessment of a game fee and an Executive Committee review.
9. All actively working on field officials will be required to work one (1) varsity scrimmage and each official donate one (1) varsity scrimmage fee to the "Scholarship Fund".

B. Rules and Regulations for Officials

1. Standard Game Fees:
 - a. No official may accept a fee other than the standard fee for Varsity and Sub-Varsity games unless approved by the Executive Committee;
 - b. The standard minimum fee for Varsity and Sub-Varsity high school games will be set by the Executive Committee **AND THE LEAGUE OF LEAGUES PRIOR TO THE SEASON.**

2. Standard Uniforms:
 - a. The N.J.F.O.A. Executive Council shall prescribe the regulation uniform for officials.
3. Eligibility for Thanksgiving Games:
 - a. To be eligible to work Thanksgiving, a member in good standing must have worked five (5) assignments at any school level during the season for a field assignment.
4. Charges By and Against Officials:
 - a. The Executive Committee is empowered to review and to act for the Atlantic District and to assess such penalty on any member of the District, as may be brought before it.

Example of Charges:

- 1) Charges of breach of ethics brought against any member;
- 2) Protest filed by any school or other organization, except it may not rule on the outcome of a game;
- 3) Charges filed by members concerning the actions of any school or organization;
- 4) Matters concerning contractual obligations of members, schools, or other organizations;
- 5) Matters pertaining to the responsibilities of membership in this organization.
 - a. Any charge brought by an official, school, or organization against a member of this organization shall make the charge in writing and address it to the Chairman or Secretary.

b. An aggrieved member may appeal the Executive Board's decision regarding his/her discipline in writing to the Board Secretary to request a hearing with the Due Process Committee. Any such hearing should be held in a timely manner and results of which must be brought to the Executive Board with suggestions for disposition by the Executive Board.

5. Examination

- a. The Secretary shall send Part 1 of the National Federation Examination to all officials who shall answer and return such examination at the date specified by the Executive Committee.
- b. NJSIAA MANDATE: Members must pass Part 1 with 85% - Fail and the Chapter will provide instruction and review test. Must take National Examination Part 2 closed book and must pass with 85% - Fail and No varsity assignments for that year, and may work sub-varsity only if member attends cadet classes.

6. Assignments

- a. The Secretary shall send Part 1 of the National Federation Examination to all officials who shall answer and return such examination at the date specified by the Executive Committee.

7. Attendance

- a. ~~Officials shall be required to attend seventy five (75%) percent of all scheduled meetings during the current season. It is mandatory for every official to attend one of two (2) current Rule Change meetings given each year at the~~

~~beginning of each season. Failure to do so shall be considered contrary to the By Laws and officials shall be subject to disciplinary action.~~

OFFICIALS SHALL BE REQUIRED TO ATTEND SEVENTY-FIVE PERCENT (75%) OF ALL SCHEDULED MEETINGS DURING THE CURRENT SEASON. IF A DUAL MEMBER, YOU MUST ATTEND FIFTY PERCENT (50%) OF OUR MEETINGS AND TWENTY-FIVE PERCENT (25%) OF THE OTHER CHAPTER AND ATTENDANCE WILL BE VERIFIABLE. IT IS MANDATORY FOR EVERY OFFICIAL TO ATTEND ONE OF TWO CURRENT RULE CHANGE MEETINGS GIVEN THE FIRST AND THIRD MEETINGS OF THE YEAR. IN THE EVENT AN OFFICIAL DOES NOT MAKE ONE OF THE TWO, IT BECOMES HIS/HER RESPONSIBILITY TO FIND A SANCTIONED SCHEDULED RULES INTERPRETATION MEETING BEFORE ANY GAMES WILL BE ASSIGNED TO HIM/HER. FAILURE TO DO SO SHALL BE CONSIDERED CONTRARY TO THE BY-LAWS AND OFFICIALS SHALL BE SUBJECT TO DISCIPLINARY ACTION.

8. Officials shall wear ~~casual~~ **BUSINESS** attire to and from all Varsity games (no "jeans" of any type or style).

Article IX – ANNUAL BANQUET, TROPHIES, AND AWARDS

- A. An Annual Banquet shall be held on a date set by the Executive Committee. The Banquet Chairperson shall report and recommend to the Executive Committee necessary information

for the decision as to location, date, time, and how to sponsor the Annual Banquet.

- B. The Tripician trophy, which is presented annually shall be awarded to the school(s) in the counties of Atlantic or Cape May having the best win-loss record. The trophy shall be retained by the winning school for one (1) year, and the name of the school inscribed thereon. A miniature trophy shall also be given to the school for its permanent possession. A school winning the Tripician trophy for three (3) consecutive years shall take possession of the trophy.

Article X – CHANGES TO THE BY-LAWS

- A. ~~These~~ **THESE** By-Laws may be amended by the majority vote of the active members of the District in good standing.
- B. Any change, addition, or deletion of the By-Laws shall be properly moved from the floor during a general business meeting, discussed and held open to the next general meeting for a final vote.

THIS DOCUMENT AMENDS THE 1993 BY-LAWS

Revisions on file:

September 2007: Amended and approved

November 2001: Amended and approved

November 1998: Amended and approved

November 1993: Amended and approved

September 1991: Amended and approved

November 1988: Amended and approved