

CONSTITUTION AND BYLAWS  
South Plains Chapter of Football Officials

January 2010

Constitution

Article	I:	NAME
Article	II:	PURPOSE
Article	III:	GOVERNMENT
Article	IV:	ELECTION OF OFFICERS
Article	V:	GENERAL MATTERS
Article	VI:	AWARDS
Article	VII:	AMENDMENTS
Article	VIII:	QUORUM

Code of Ethics

Section	I:	POLICY
Section	II:	DUE PROCESS
Section	III:	AMENDMENTS

Bylaws

Article	I:	PRESIDENT
Article	II:	VICE-PRESIDENT
Article	III:	SECRETARY
Article	IV:	ASSISTANT SECRETARY
Article	V:	TREASURER
Article	VI:	BOARD OF DIRECTORS
Article	VII:	MEMBERSHIP
Article	VIII:	REGISTRATION AND DUES
Article	IX:	UNIFORMS
Article	X:	OFFICIATING FEES AND TRAVEL ALLOWANCES
Article	XI:	OFFICIATING PROCEDURES
Article	XII:	MEETINGS
Article	XIII:	COMMITTEES
Article	XIV:	QUORUM AND VOTE
Article	XV:	AMENDMENTS
Article	XVI:	ADMINISTRATIVE MATTERS
Article	XVII:	EXPENSES
Article	XVIII:	POINT SYSTEM AND DIVISION LEVELS

## PREAMBLE

We the members of this Chapter, in order to improve officiating through a better understanding of the rules and officiating mechanics of football, do ordain and establish this Constitution.

## CONSTITUTION AND BYLAWS OF THE SOUTH PLAINS CHAPTER OF FOOTBALL OFFICIALS

### Article I: NAME

The name of this organization shall be The South Plains Chapter (“Chapter”) of Football Officials

### Article II: PURPOSE

The purpose of this organization shall be the promotion of the welfare of the American Intercollegiate and Interscholastic game of Football by:

- A: Developing and maintaining the membership of experienced and capable football officials whose integrity as above reproach and who are actively engaged each year in officiating football games.
- B: Fostering and encouraging both a high standard of ethics, fair play and sportsmanship, as well as a closer cooperation and better understanding among officials, athletic representatives, coaches, players, athletic directors, fans and the media.

### Article III: GOVERNMENT

- A: The government of this Chapter shall consist of the officers and Board of Directors (“Board”).
- B: The Officers of this Chapter shall be one President, one Vice-President, one Secretary, and one Treasurer. The first three shall be elected, the latter appointed and bonded, and shall hold office as prescribed in this Constitution and Bylaws.
- C: The Board shall consist of ten members: the Treasurer, Secretary, Vice-President, President , Immediate Past President and 5 Member Representatives. They shall be elected to their respective positions (except the Immediate Past President and Treasurer) and shall serve those positions as prescribed in this Constitution and Bylaws.

### Article IV: ELECTIONS

The election of the Officers and Board Members shall be held each year not later than the last regularly scheduled Chapter Meeting in November. Nominations and elections shall be conducted as follows:

- A: The President shall appoint members to two Nominating Committees, designating a Chairman for each committee, allowing four (4) weeks before voting.

- B: Each Nominating Committee shall decide on a slate of officers, except that of President, Secretary and Treasurer, consisting of one eligible nominee for each office open for election. The two Chairmen shall compare lists for duplications. Any duplication shall be changed by one of the two committees such that each list shall present a different slate of nominees.
- C: The presidential nominee should be by acclamation and should be the same on both lists.
- D: Each Nominating Committee shall submit its nominations to the President to allow three (3) weeks before voting.
- E: The President shall present the nominations of the Nominating Committee to the Chapter to allow two (2) weeks before voting.
- F: A member desiring to serve as Secretary must submit a written application to the President four (4) weeks before voting. The President shall submit to the Chapter the names of all applicants for Secretary two (2) weeks before voting.
- G: During the meeting, in which elections are held, the President shall accept in addition to those nominations of the Nominating Committees, nominations from the floor for each position requiring election.
- H: A vote shall be taken for each position needing election, with a simple majority of votes from all members in good standing present and voting being sufficient for election.

Any member is in “good standing” when that member:

- 1) is a current dues paying member of the Applicable Governing body designated by the Board.
- 2) has paid all dues and assessments of the Chapter
- 3) is not undergoing any probation, suspension or expulsion as a result of disciplinary action
- 4) has fulfilled the attendance requirements at regular meetings as established by the Board of Directors.

- I: The term of office for each officer shall be one year, except for the Secretary and Treasurer whose terms shall be two years.

#### Article V: GENERAL MATTERS

- A: The Chapter shall abide by the Constitution and the Bylaws, and all Members in good standing shall receive the full rights and privileges as provided by the Chapter.
- B: The qualifications for membership, and the duties of Officers and Directors, and such regulations as may be necessary and proper for the conduct of the business and affairs of the Chapter, shall be provided for in the Bylaws of the Chapter Constitution, such bylaws serving as an addendum to this Constitution.
- C: All meetings of this Chapter shall be held in accordance to the requirements held within this Constitution. Robert’s Rules of Order will be consulted as a guide, but any conflict between the Constitution and Robert’s Rules of Order, the Constitution takes precedence.

Article VI: AWARDS

A: The B. Curtis Barrett Award

1. The purpose of the B. Curtis Barrett Award is to recognize an individual associated with the Chapter for superior achievement as a football official, involvement and assistance in improving the reputation of the Chapter, and contribution to the community.
2. Qualifications for this award:  
An individual who best exemplifies those personal characteristics demonstrated by B. Curtis Barrett during forty-two years of officiating may be considered for this award.
3. Any member in good standing may nominate any other member in good standing to receive this award.
  - a. Written nominations must be presented to the Chapter Vice President by the first regularly scheduled Chapter meeting in October.
  - b. The Vice President will then present the nominations to the Board for their consideration and vote prior to the last regularly scheduled Chapter meeting or each year, but not later than November 1<sup>st</sup>.
  - c. In the event of a tie vote by the Board, co-awards shall be given.
  - d. If the Board does not consider any of the nominees qualified for the award, an award will not be given for that year.
4. A printed resume of Mr. Barrett's personal and officiating background will be made available to each member of the Chapter before nominations are made.

B. At the discretion of the Board, other awards may be given on a regular or special basis.

Article VII: AMENDMENTS

This Constitution may be amended at any Chapter meeting at which a quorum is present by an affirmative vote of three-fourths of the Members present and voting provided that a copy of the proposed amendment(s) shall have been made available at a regularly scheduled Chapter meeting or by other means of delivery at least thirty days prior to the Chapter meeting at which the vote on the amendment(s) is to be taken.

Article VIII: QUORUM

A quorum is 40% percent of the Chapter Members in good standing on the Chapter roster at the time of the vote.

## CODE OF ETHICS

### Section I: Policy

The designation “football official” must be a pledge of honesty, dedication and fairness. Integrity and fidelity to the Game of Football, and a sense of great responsibility to players, coaches, fans, schools and fellow officials must transcend the thought of material gain or recognition.

#### Code of Ethical Conduct

Each member of the South Plains Chapter of Football Officials shall:

- A. Put loyalty to the highest moral principles and to South Plains Chapter of Football Officials above loyalty to persons or individual gains.
- B. Uphold the Bylaws and legal regulations of the South Plains Chapter of Football Officials and support members therein and never be a party to their evasion.
- C. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept, for self or family, favors or benefits under circumstance which might be construed by reasonable persons as influencing the performance of his/her duties.
- D. Make no private promises of any kind binding upon duties of his/her office.
- E. Engage in no business with nonmembers, either directly or indirectly which is consistent with the conscientious performance of South Plains Chapter of Football Officials principles.
- F. Expose corruption wherever discovered.
- G. Uphold these principles ever conscious that membership is a basic human trust.

#### Standards of Conduct

- A. Each member of the South Plains Chapter of Football Officials must avoid any action, whether or not specifically prohibited by this code, which might result in or create the appearance of a violation of these standards of conduct which include but are not restricted to.
  1. Using South Plains Chapter of Football Officials for private gain.
  2. Giving preferential treatment to any person.
  3. Losing complete independence or impartiality.
  4. Making a South Plains Chapter of Football Officials decision outside official channels.
  5. Affecting adversely the confidence of the public and schools, in the integrity of South Plains Chapter of Football Officials
  6. Solicitation of, or accept any gift, favor, entertainment, meal, loan, or anything of value from any person seeking contractual or other business with South Plains Chapter of Football Officials and supporting members.
  7. Use of illegal drugs or consumption of alcohol prior to a game

## Section II DUE PROCESS

All matters concerning member ethics and conduct shall be processed in accordance with the following guidelines.

- A. Complaints involving chapter members shall be resolved by one of the following methods:
  1. By any reasonable manner set forth in the Chapter Bylaws if the matter is reconciled with no sanctions to an individual;
  2. By a due process hearing which includes timely notice, an opportunity to appear before the decision making authority, to present witnesses in their behalf, to controvert information adverse to their interests, and to cross examine witnesses providing information against them, if there is a possibility of chapter sanctions against any individual.
- B. The initial decision making body may be one of the following as directed by Section II-C:
  1. The Chapter Board of Directors;
  2. A subcommittee of board members;
  3. A committee of chapter members.
- C. Authority
  1. The Chapter may reserve all disciplinary or ethics matters for determination by the full Board of Directors
  2. Committee powers may be limited to investigation with a report to the full Board of Directors.
  3. The Chapter may delegate decision making authority to a committee.
  4. The Chapter may require the first level of appeal of a committee decisions be to the full Chapter Board of Directors
  5. The Chapter Board may chose to make the decision of the committee final as to disposition within the Chapter, or the Chapter may make the committee decision appealable to the full Chapter Board of Directors.
  6. There shall be no more than one committee within any one Chapter with ethics responsibility.
- D. Notice - Notice means written notice, mailed "Certified Mail Return Receipt Requested" to the respondent at the most recent address furnished to the Chapter Secretary and emailed to the most recent e-mail addressed furnished to the Chapter Secretary
  1. Acknowledgement of receipt or hand delivered to the respondent that shall contain the following:
    - a. Date or dates of alleged infraction(s)
    - b. Description of alleged infractions
    - c. Name of person initiating action unless determined to be confidential in accordance with following rules governing same
    - d. Identification of provision of constitution, bylaws, or rules involved
    - e. The day, time and location of the hearing
    - f. The range of action that may be taken as a result of the proceedings

- g. In the absence of good cause shown, that failure to attend the hearing will terminate the respondent's rights to appeal any discretionary decision of the committee.
- E. A respondent shall be given not less than 5 days notice of any chapter hearing which might result in action adversely affecting the respondent.
- F. Notice by "Certified Mail Return Receipt Requested" shall be presumed to be received by a respondent 5 days after deposit in the U. S. Mail, postage prepaid and addressed to the respondent's address contained in the official roster book of the chapter or Division. Notice by e-mail must be acknowledged by the respondent.
- G. Chapter Level Appeal. Any disciplinary action taken by the chapter against a member may be appealed to the chapter membership

## Section II: AMENDMENTS

This Code of Ethics may be amended at any Chapter meeting at which a quorum is present by an affirmative vote of three-fourths of the Members present and voting provided that a copy of the proposed amendment(s) shall have been made available at a regularly scheduled chapter meeting or by other means of delivery at least thirty days prior to the Chapter meeting at which the vote on the amendment(s) is to be taken.

## BYLAWS

### Article 1: PRESIDENT

#### Section 101. Qualifications:

- A. Must be elected from the general Chapter Membership and must have ten (10) or more years of experience as a football official during their term of office.
- B. Must have been a Member in good standing of the Chapter for the three previous consecutive years prior to election.

Section 102. Shall preside at all meetings of the Chapter and of the Board.

Section 103. Shall appoint all committees as directed by the Board.

Section 104. Shall execute the will of the Board in all matters pertaining to the Chapter.

Section 105. Shall hold office for one year beginning with the first regularly scheduled Chapter meeting after the election.

### Article II: VICE PRESIDENT

#### Section 201. Qualifications:

- A. Must be elected from the general Chapter Membership and must have ten (10) or more years of experience as a football official during their term of office.
- B. Must have been a Member in good standing of the Chapter for the three previous consecutive years prior to election.

Section 202. Shall preside at all Chapter or Board meetings in the absence of the President.

Section 203. Shall succeed the President without reservation whenever, for any reason, the office of President is vacated.

Section 204. Shall serve as Program Chairman for all Chapter meetings.

Section 205. Shall hold office for one year beginning with the first regularly scheduled Chapter meeting after the election.

### Article III: SECRETARY

#### Section 301. Qualifications:

- A. Shall be elected and must have six (6) or more years of experience as a football official during their term of office.

- B. Shall have been a Member in good standing of the Chapter for three previous consecutive years prior to the election.

Section 302. Term of Office:

- A. The term of office for Secretary shall be two years.
- B. Shall hold office beginning the first regularly scheduled Chapter meeting after the election.
- C. Shall be elected in odd-numbered years.

Section 303. Duties:

- A. Shall keep records of all meetings, attend to all correspondence relevant to the Chapter, secure materials needed by committees, keep an up-to-date roster of the Chapter, and keep accurate records of active Members.
- B. Shall furnish all Members of the Chapter with current copies of the publications of the Chapter, including the Constitution and Bylaws, and shall provide to all Members of the Chapter copies of the current rule book(s) and mechanics manual(s).
- C. Shall verify all examination results as required by the Applicable Governing body designated by the Board..
- D. Shall present to the Board all documented grievances pertaining to working relationships of Members with schools, coaches and/or fellow officials.
- E. Shall upon request of school officials assign members to officiate specified regular season games.
- F. Shall maintain a master schedule of all games assigned to the Chapter and of Members assigned to those games for the current season.
- G. Shall recommend to the Board for their appointment the name(s) of an Assistant Secretary to serve a concurrent term with the Secretary.

Article IV: ASSISTANT SECRETARY (S)

Section 401. Qualifications:

- A. Shall be appointed by the Board, and shall have six (6) or more years of experience as a football official during their term of office.
- B. Shall have been a Member in good standing of the Chapter for three (3) previous consecutive years prior to the election.

Section 402. Term of Office:

- A. The term of office for Assistant Secretary shall be two years concurrent to the Secretary.
- B. Shall hold office beginning with the first regularly scheduled Chapter meeting after the election.
- C. Shall be appointed in odd-numbered years.

Section 403. Duties:

- A. Shall assist the Secretary in keeping records of all meetings, aid in the attendance of all correspondence relevant to the Chapter, secure materials needed by committees, keep an up-to-date roster of the Chapter, and keep accurate records of active Members.
- B. Shall assist the Secretary in furnishing all Members of the Chapter with the current copies of the publications of the Chapter, including the Constitution and Bylaws, and shall provide to all Members of the Chapter copies of current rule book(s) and mechanics manual(s).
- C. Shall present to the Board all documented grievances pertaining to working relationships of Members with Coaches, Schools and/or fellow Officials.
- D. Shall upon request of school officials assign Members to officiate at specified games.
- E. Shall maintain a master schedule of all games assigned to the Chapter and of Members assigned to those games for the current season.

Article V: TREASURER

Section 501. Qualifications:

- A. Shall be nominated and appointed by the Board and have six (6) or more years of experience as a football official.
- B. Shall have been a Member in good standing of the Chapter for the three previous consecutive years prior to the appointment.

Section 502. Shall hold office for two years with the first regularly scheduled Chapter meeting after the scheduled appointment time.

Section 503. Duties:

- A. Shall pay all bills or financial obligations from official or Board approved Chapter business.
- B. Shall keep a faithful account of all receipts and disbursements.
- C. Shall be accountable for all Chapter funds.

- D. Shall submit to the Board and the general Chapter membership an annual financial statement by the last regularly scheduled Chapter meeting of each year, but no later than November 1<sup>st</sup>.

Article VI: BOARD OF DIRECTORS

Section 601. Qualifications:

- A. One representative shall be elected from each of the following levels of football officiating experience. Points earned as described in Article XIX :
  - Division 5 –
  - Division 4 –
  - Division 3 -
  - Division 2 –
  - Division 1 –
  1. Must be a member in good standing of the Chapter
  2. Must at the time of nomination be at the Division level for which he is being nominated. The representative will then represent that level for the term of office regardless of the experience level promotion.
- B. The Officers of the Chapter shall serve on the Board and shall meet the qualifications of office as detailed in the Bylaws, Articles I, II, III and IV.
- C. The Immediate Past President shall serve on the Board and must be a member in good standing of the Chapter.
- D. Representatives from Division 1 and 3 shall be elected in odd numbered years. Representatives from Division 2 and 4 shall be elected in even numbered years. The Representatives from Division 5 shall be elected annually.

Section 602. Terms of Office:

- A. Representatives from Division 1, 2, 3 and 4 shall each serve a term of two years. The Representatives from Division 5 shall serve a term of one year. All Directors shall serve their term beginning the first regularly scheduled Chapter meeting after the election.
- B. The Officers of the Chapter shall serve on the Board for the term of their individual offices.
- C. The Immediate Past President shall serve on the Board for a term of one year beginning the first regularly scheduled Chapter meeting after the election.

Section 603. Duties of the Board

- A. Shall act in an advisory capacity to the President.

- B. Shall have the authority to adopt regulations for the conduct of business during Board meetings.
- C. Shall have full power to act and pass on all matters of Chapter business.
- D. Shall hear and make final resolution on grievances pertaining to working relationships of Members with schools, coaches and fellow officials.
- E. Shall fill all Officer or Board vacancies that occur.
- F. Shall appoint a Director of Development for mechanics and rules to serve a one year term, beginning the first regularly scheduled Chapter meeting after the appointment. This Director of Development may be re-appointed to succeed himself at the discretion of the Board. The Director of Development shall be Division 1, 2 or 3 and be classified as a member in good standing of the Chapter for the three previous consecutive years prior to the appointment. A member interested in this appointment should make their desire known to the Board for their consideration.

Article VII: MEMBERSHIP

Section 701. Membership in the Chapter is open to any person at least 18 years of age subject to the procedures outlined below and the approval of the Board.

Section 702. Membership procedures:

- A. New Members – Any person wishing to join the Chapter must register with the UIL and/or the Applicable Governing body designated by the Board.. Such a person shall:
  1. Make application in writing on form provided by the Chapter.
  2. Remit all fees and/or dues required by the Chapter and the Applicable Governing body designated by the Board..
- B. Members – Any person wishing to join the Chapter who is registered with the UIL and/or Applicable Governing body designated by the Board. shall be recognized as a Member provided:
  1. Provide the Secretary with all information necessary to be placed on the Chapter roster.
  2. Remit all fees and/or dues required by the Chapter and the Applicable Governing body designated by the Board..
  3. Provide the Secretary with proof of Membership in good standing in the Applicable Governing body designated by the Board.

Section 703. Classifications:

- A. Any person accepted for membership in the Chapter shall be placed on the Chapter roster in the classification system as stated by Article XIX of the bylaws
- B. The Board shall review roster changes prior to its issue on February 1 of each year and shall have full authority to approve or disapprove any roster change whenever it is, in the Boards judgment, in the best interest of the Chapter.

Article VIII: REGISTRATION AND DUES

Section 801. The term of membership shall be one year or any portion thereof, beginning January 1 and ending December 31.

Section 802. Dues for the Chapter membership shall be set by the board.

Section 803. Upon receipt of invoice or notice indicating the Division level of each Member shall immediately remit to the appropriate Treasurer the amount due on annual Chapter dues.

Section 804. The Chapter membership of a Member who fails to comply with the provisions of the Bylaws, Section 803, shall expire at the end of the current membership year.

Section 805. After January 1 of any year, an expired membership may be reinstated by conforming to the provisions of Bylaws, Section 803, subject to Board approval.

Article IX: UNIFORM

Section 901. All Chapter Members shall conform to the uniform requirements as approved by the board of directors when representing the Chapter in any official capacity requiring the use of the officiating uniform. Each Member shall keep their uniform clean and neat and shall replace worn items as necessary to maintain a professional appearance.

Article X: OFFICIATING FEES AND TRAVEL ALLOWANCES

Section 1001. The officiating fees of the Chapter shall be established by the Texas University Interscholastic League (UIL).

Section 1002. Travel allowances shall be as established by the Texas UIL.

Article XI: OFFICIATING PROCEDURE

Section 1101. All Members shall conform to the mechanics and procedures, which are prescribed by the Board for officiating football games.

Article XII: MEETINGS

Section 1201. The Board shall determine the Chapter meeting schedule (dates, times, and sites) by March 1 of each year.

Section 1202. Members should attend fifty (50%) of all regularly scheduled Chapter meetings. In as much as the assignment of games, where the Coaches have not specified assignments to the Secretary, can only be subjective at best. The only way a Members' knowledge and abilities may be evaluated is through the attendance and participation at these Chapter meetings.

Section 1203. The President may convene a meeting of the Board in each month, January through June, which shall be open to the general Membership of the Chapter. The President may convene additional Chapter and or Board meetings as deemed necessary subject to Board approval.

Section 1204. The President and Secretary, or appropriate substitutes appointed by the President shall each year attend and represent the Chapter at the annual state meetings.

Article XIII: COMMITTEES

Section 1301. The President shall appoint any and all committees as needed or required.

Article XIV: QUORUM AND VOTE

Section 1401 Quorum:

- A. A quorum of the Chapter must be present for any voting action to occur.
- B. A quorum is 40 percent of the Chapter Members in good standing on the Chapter roster at the time of the vote.

Section 1402. Vote:

A vote shall be taken whenever there is a call for ballot on an action of the Board, or whenever there is other cause for a vote, and shall be considered as follows:

- A. Members of the Chapter present at the meeting may cast one vote each.
- B. A two-thirds majority vote shall be required to rescind a Board action when a general membership vote has been called and if such a call is issued, a vote must be taken at that meeting
- C. A simple majority vote shall approve other matters presented for a vote.

Article XV: AMENDMENTS

The Bylaws may be amended at any Chapter meeting at which a quorum is present by an affirmative vote of two-thirds of the Members present and voting provided that a copy of the proposed amendment(s) shall have been made available at a regularly scheduled Chapter meeting or by other means of delivery at least thirty days prior to the Chapter meeting at which the vote on the amendment(s) is to be taken.

Article XVI: ADMINISTRATIVE

Section 1601. Communications from the Secretary to Chapter Members must be answered promptly with return of the information requested or statement of reasons why response must be delayed or withheld.

Section 1602. A Member who fails to comply with the provisions of Section 1601, either because of negligence or other reason within their control, shall be regarded as obstructing the best interest of the Chapter. At the discretion of the Board, the Chapter membership of such Member may be canceled and dues refunded.

Section 1603. A Member who violates the provisions of this Constitution, Bylaws, Chapter Code of Ethic, or who fails to cooperate with the officers and/or Board in maintaining the purposes of the Chapter shall after due notice and hearing at the discretion of the Board have their Chapter membership canceled.

Section 1604. For due cause, to be determined by the Board at its discretion, a Member who fails or refuses to comply with the requirements of this Constitution and Bylaws, and has been charged with conduct contrary to the ethical standards of the Chapter and unbecoming to a Member of the same, may be suspended from membership, pending a final hearing and decision as to reinstatement or cancellation of their membership. Due notice of such suspension shall be given to the Member involved.

Article XVII: EXPENSES

Section 1701. The Board shall have final authority in the payment of expenses related to but not limited to the following:

- A. The expenses of the President and Secretary (or their substitutes) attending the State Meeting.
- B. Board meeting expenses.
- C. Bereavement expenses.
- D. Regional workshop expenses.
- E. Regular expenses of the Secretary in conducting Chapter business.

F. Membership dues for the Secretary in both the Chapter and Applicable Governing body designated by the Board.

G. Compensation to the Secretary for their work.

#### Article XVIII POINT SYSTEM AND DIVISION LEVELS

Section 1801. We will use our current system of point accrual and ranking of officials by divisions

- A. Division 1 > 660 points
- B. Division 2 360 thru 659 points
- C. Division 3 180 thru 359 points
- D. Division 4 60 thru 179 points
- E. Division 5 0 thru 59 points

Section 1902. System of Accruing Points

- 1. 3 points for Rules Meeting
- 2. 3 points for On Field Clinics
- 3. 2 point for District/Regional Meetings
- 4. Test Scores
  - a. >90 8 points
  - b. 80-88 4 points
  - c. 70-78 2 points
  - d. <70 0 points
- 5. 1 point for each scrimmage
- 6. ½ points for chains and clock (high school or college)
- 7. ½ point for sub-varsity games
- 8. 2 points for varsity games