

# CONSTITUTION AND BYLAWS

## South Plains Chapter of Football Officials

As of April 10, 2023

### Constitution

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## 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 game of Football by:

- A: Developing and maintaining the membership of experienced and capable football officials whose integrity is above reproach and who are actively engaged 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 shall hold office as prescribed in this Constitution and Bylaws. At the discretion of the Board, the Treasurer may be bonded at the expense of the Chapter.
- C: The Board shall consist of nine members: the Treasurer, Secretary, Vice-President, President, and 5 Member Representatives. They shall be elected to their respective positions (except the Treasurer) and shall serve those positions as prescribed in this Constitution and Bylaws.
- D: The Board may identify an organization established to recruit, train, and promote sports officials (herein referenced as the Applicable Governing Body) with which to associate, for the betterment of the Chapter.

## Article IV: ELECTIONS

The general election of the Officers and Board Members shall be held each year not later than the last regularly scheduled Chapter Meeting in November. Any run-off election of the Officers and Board Members should be concluded within one week of the general election. 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 candidates 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: Each Nominating Committee shall submit its nominations to the President to allow three (3) weeks before voting.
- D: The President shall present the nominations of the Nominating Committee to the Chapter to allow two (2) weeks before voting.
- E: A member desiring to serve as Secretary must submit a written application to the President at least four (4) weeks before voting. The President shall submit to the Chapter the names of all applicants for Secretary at least two (2) weeks before voting.
- F: During the meeting in which nominations are announced, the President shall accept, in addition to those nominations of the Nominating Committees, nominations from the floor for each position requiring election.
- G: A vote, the methodology of which will be determined by the Officers and Board Members prior to each vote, shall be taken for each position needing election, with a simple majority of votes from all members in good standing at the time that the vote begins and voting being sufficient for election. Chapter dues for the upcoming season must have been paid by members in order to vote.  
  
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.
- H: The term of office for each officer shall be two years, except for Division 5 representative which shall be one year.

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

Article VII: AMENDMENTS

This Constitution and Bylaws may be amended by an affirmative vote of three-fourths of the Members in good standing 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 date which the vote on the amendment(s) is to be taken.

Article VIII: QUORUM

- A. A quorum of the Chapter is not less than 40% of the Chapter Members in good standing on the Chapter roster at the time of the vote.  
B. A quorum of the Board of Directors is not less than 51% of the voting Board members/officers 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 inconsistent 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

Each member of the South Plains Chapter of Football Officials must avoid any action, whether 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 Chapter Board of Directors
  2. Committee powers may be limited to investigation with a report to the 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 decision be to the Chapter Board of Directors
  5. The Chapter Board may choose 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 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 or hand delivered to the respondent and, if possible, emailed to the most recent e-mail address furnished to the Chapter Secretary
1. The notice shall be delivered to the respondent and 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 of the chapter. 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.

## BYLAWS

### Article 1: PRESIDENT

#### Section 101. Qualifications:

- A. Must be elected from the general Chapter Membership and must have eight (8) or more years of experience as a football official prior to their term of office.

- B. Must have been a Member in good standing of the South Plains 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. Term of Office:

- A. Shall hold office for two years beginning with the first regularly scheduled Chapter meeting after the election.
- B. Shall be elected in even-numbered years.

Section 106. Shall be a voting member of the Board.

Article II: VICE PRESIDENT

Section 201. Qualifications:

- A. Must be elected from the general Chapter Membership and must have eight (8) or more years of experience as a football official prior to their term of office.
- B. Must have been a Member in good standing of the South Plains 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. Term of Office

- A. Shall hold office for two years beginning with the first regularly scheduled Chapter meeting after the election.
- B. Shall be elected in odd-numbered years.

Section 206. Shall be a voting member of the Board.

Article III: SECRETARY

Section 301. Qualifications:

- A. Shall be elected and must have six (6) or more years of experience as a football official prior to their term of office.
- B. Shall have been a Member in good standing of the South Plains Chapter for three previous consecutive years prior to the election.

Section 302. Term of Office:

- A. Shall hold office for two years beginning the first regularly scheduled Chapter meeting after the election.
- B. Shall be elected in even-numbered years.

Section 303. Duties:

- A. Shall keep records of all chapter and Board of Director 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(s) to serve a concurrent term with the Secretary.
- H. Shall assign Members to officiate specified postseason playoff games.

Section 304. Compensation

- A. Financial consideration (salary) for the Secretary shall be set and approved by the Board of Directors.

Section 305. Shall be a voting member of the Board.

Article IV: ASSISTANT SECRETARY (S)

Section 401. Qualifications:

- A. Shall be appointed by the Board and shall have four (4) or more years of experience as a football official prior to their term of office.
- B. Shall have been a Member in good standing of the South Plains 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 on an as-needed basis.

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 assist the Secretary in presenting 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, subject to Secretary approval.
- E. Shall assist the Secretary in maintaining a master schedule of all games assigned to the Chapter and of Members assigned to those games for the current season.

Section 404. Compensation

- A. Financial consideration (salary) for the Assistant Secretary(s) shall be set and approved by the Board of Directors.

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 South Plains 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: DIVISION 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 XVIII:
  - 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 they are being nominated. The representative will then represent that level for the term of office regardless of the experience level promotion.
- B. 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 Representative 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 Representative 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.

Section 603. Shall be voting members of the Board.

Article VII: 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.
- G. Shall approve all compensation made regarding Chapter personnel. This includes all financial compensation (salary) made to any and all paid Chapter positions, including, but not limited to: Secretary, Assistant Secretary(s), and Director of Development.

Article VIII: MEMBERSHIP

Section 801. 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 802. Membership procedures:

- A. New Members – Any person wishing to join the Chapter must register with the Applicable Governing Body designated by the Board. Such a person shall:
  - 1. Register and meet membership requirements of the Applicable Governing Body designated by the Board.
  - 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 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 803. 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 XVIII 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 IX: REGISTRATION AND DUES

Section 901. The term of membership shall be one year or any portion thereof, beginning January 1 and ending December 31.

Section 902. Dues for the Chapter membership shall be set by the board.

Section 903. 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 904. The Chapter membership of a Member who fails to comply with the provisions of the Bylaws, Section 903, shall expire at the end of the current membership year.

Section 905. After January 1 of any year, an expired membership may be reinstated by conforming to the provisions of Bylaws, Section 903, subject to Board approval.

#### Article X: UNIFORM

Section 1001. All Chapter Members shall conform to the uniform requirements asprescribed by the Applicable Governing Body 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 XI: OFFICIATING FEES AND TRAVEL ALLOWANCES

Section 1101. The officiating fees of the Chapter shall be established by the Texas University Interscholastic League (UIL).

Section 1102. Travel allowances shall be as established by the Texas University Interscholastic League (UIL).

#### Article XII: OFFICIATING PROCEDURE

Section 1201. All Members shall conform to the mechanics and procedures, which are prescribed by the Applicable Governing Body for officiating football games.

## Article XIII: MEETINGS

Section 1301. The Board shall determine the Chapter meeting schedule (dates, times, and sites) by March 1 of each year.

Section 1302. 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 133. 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 XIV: COMMITTEES

Section 1401. The President shall appoint any and all committees as needed or required.

## Article XVI: QUORUM AND VOTE

Section 1501 Quorum:

- A. A quorum of the Chapter must be present for any chapter voting action to occur. A quorum of the Board of Directors must be present for any Board voting action to occur.
- B. A quorum of the Chapter shall not be less than 40 % of the Chapter Members in good standing on the Chapter roster at the time of the vote. A quorum of the Board of Directors shall be not less than 51% of the current voting Board members at the time of the vote.

Section 1502. 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 XVI: 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 XVII: ADMINISTRATIVE

Section 1701. 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 1702. 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 1703. A Member who violates the provisions of this Constitution, Bylaws, Chapter Code of Ethics, 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 1704. 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 XVIII: EXPENSES

Section 1801. 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 XIX POINT SYSTEM AND DIVISION LEVELS

Section 1901. The Chapter shall use the system of member point accrual and ranking as established by the Applicable Governing Body designated by the Board.