

CONSTITUTION
NEW HAMPSHIRE FOOTBALL OFFICIALS' ASSOCIATION, INC.
(As Amended July 29, 2009)

ARTICLE I – Name

This organization shall be known as the New Hampshire Football Officials' Association, Inc. hereinafter referred to as the Association or NHFOA. This name is registered with the New Hampshire Secretary of State and is reserved for the use of the Association only and may not be used by others without prior written consent.

ARTICLE II – Purpose

The Association shall promote good will and friendly understanding among its members, schools, coaches, athletic directors and players of the game of football in New Hampshire. The Association shall endeavor to interpret and apply the rules set forth by the National Federation of State High School Associations (NFHS) and National Collegiate Athletic Association (NCAA) in a fair and impartial manner and shall uphold the highest standards and ideals of the football code of sportsmanship.

ARTICLE III – Membership

Section I – New Members

Applicants (apprentice, provisional, transfer) for membership in this Association must meet the following standards:

- A.** Applications and fees must be filed on or before Labor Day of any given year.
- B.** Application for membership shall be restricted to bona fide residents of New Hampshire or children of a member in good standing. Applicant must be 18 years old prior to September 1st in the year of application.
- C.** Applicants shall be given a copy of the Constitution and Bylaws.
- D.** An apprentice shall complete one year of officiating of high school freshman or junior varsity scholastic football competition in New Hampshire as assigned by the Commissioner, and successfully complete a field exam prior to taking a written apprentice exam. A minimum of ten games shall be officiated in the year in which the field and written exams are taken.
- E.** All apprentices shall attend a minimum of 80% of the apprentice meetings.
- F.** An apprentice becomes a provisional member upon successful completion of the written apprentice exam and when the upcoming year's dues are paid in full. All fees and dues are remitted to the Secretary-Treasurer of the Association.
- G.** If an apprentice fails to attain a passing grade on the field or written exams, he/she must repeat the year of apprenticeship to continue in the program.
- H.** An apprentice may request in writing to the Board of Directors, along with the recommendation of the apprentice program chairman, permission to take the provisional member written exam. Upon attaining a passing grade, the Board of Directors may waive the provisional member status. If the Board of Directors disapproves the request,

the apprentice may submit a written request for an appearance before the Board of Directors to appeal the decision.

I. Provisional members shall complete at least one year of officiating experience in high school freshman, junior varsity or varsity scholastic football competition in New Hampshire as assigned by the Commissioner prior to taking the provisional member written exam. A minimum of ten games shall be officiated in the year in which the exam is taken.

J. Provisional members shall be assigned a mentor by the apprentice program chairman to foster development, guidance and preparation for Board membership.

K. Provisional members shall attend 75% of NHFOA scheduled local and state meetings and meet test requirements in accordance with the designated NHFOA schedule.

L. Membership in the NHFOA does not guarantee game assignments.

Section II – Transfers

Requests for transfers from other recognized state football Associations shall be considered on a reciprocal qualification basis. Transfers shall become provisional members and must complete the requirements of provisional membership. Membership for such transfers is subject to the will of the majority present at any regular meeting after a year as a provisional member.

Transfers to this Association shall be required to pay an initiation fee, annual dues, and any assessments in effect on the date of transfer.

Applications for transfer shall be restricted to bona fide residents of New Hampshire.

Section III – Reinstatement of Former Member

Any member who resigns or retires from the NHFOA while in good standing and applies for reinstatement to the Association shall be considered for reinstatement.

A. If the member applies for reinstatement prior to the second football season following the date of resignation or retirement, the Board of Directors shall review the application. If the application is approved, the applicant must meet all the requirements of Article V, Section I of the Constitution.

B. If the member applies for reinstatement prior to the third football season following the date of resignation or retirement, the Board of Directors shall review the application. If the application is approved, the applicant must meet all the requirements of Article V, Section I of the Constitution and pass a written closed book examination.

C. If the member applies for reinstatement prior to the fourth football season following the date of resignation or retirement, the Board of Directors shall review the application. If approved, the applicant must meet all requirements of provisional membership.

D. If the Board of Directors disapproves the application for reinstatement in A, B or C, the Board of Directors may decide what additional requirements the applicant must meet to be reinstated. The applicant may appeal the decision by submitting a written request to appear before with the Board of Directors.

Section IV – Membership After Retirement

Members may be considered for Honorary Membership upon retirement and after meeting the following criteria:

Member has served a minimum of twenty years of active membership in good standing.
Member is in good standing upon retirement.

The Board of Directors shall approve induction as an “Honorary Member”

Members may be considered for Lifetime Membership upon retirement and after meeting the following criteria:

Member has served a minimum of twenty-five years active membership in good standing.
Member has served at least one completed term as an elected or appointed officer.
Member is in good standing at time of retirement.

Lifetime Membership is the ultimate reward for a member and should be granted to individuals that uphold the highest values and levels of service set forth by this Association.

The Board of Directors shall approve induction as a “Lifetime Member”.

Honorary Members and Lifetime Members are entitled to all the privileges extended to regular members except the right to vote.

Section V – Inactive Members

A member in good standing may become an inactive member. This allows him/her to receive any and all communications pertaining to the activities and functions of the NHFOA.

Inactive members are not required to attend a rules interpretation meeting, weekly meetings, an annual meeting or take any of the written examinations.

Inactive members shall not officiate any high school varsity or prep school game or officiate any sub-varsity game assigned by the NHFOA Commissioner.

Inactive members shall not have any voting privileges on NHFOA business.

Inactive members shall pay dues in the amount of $\frac{1}{4}$ the NHIAA High School Varsity game fee from the just completed season, payable in accordance with the Bylaws. Inactive members must re-apply for active membership by June 1st in order to meet all requirements of the membership.

Section VI – Associate Members

A member in good standing may become an associate member. An associate member may officiate any sub-varsity high school game or youth league game.

Members must apply in writing for associate membership by June 1st.

They must have been an active member for a minimum of five years.

Associate members must attend:

An annual rule interpretation meeting, and
An annual mechanics meeting and,
must take and pass all open book exams that are required of active members.

Dues for an associate member will be the same as for a regular member.

Associate members must meet the requirements of Constitution Article IV, Section 1.

ARTICLE IV – Duties and Rights of the Membership

Section I – Duties of the Membership

The Membership shall:

- A.** Abide by the Duties of Membership outlined in the Bylaws.
- B.** Provide the Commissioner and Secretary-Treasurer with an updated address and phone number as changes occur.
- C.** Accept all assignments tendered by the Commissioner, except in cases of error or omission.
- D.** Work the position assigned, except in case of illness or injury to a game official.
- E.** Return the completed football examinations by the date set in the Bylaws and obtain passing grades.
- F.** Pay dues, assessments and fines as specified in the Bylaws.
- G.** Accept not less than the game fee contracted between the NHFOA and the NHIAA.
- H.** Conduct themselves professionally at the game site, abiding by the NHFOA Code of Ethics and the NHFOA Uniform and Dress Code Policy.

Failure to comply with any duties of membership may result in suspension, as specified in the Bylaws. The Board of Directors will individually address issues not specified in the Bylaws.

Section II – Rights of Membership

A member shall:

- A.** Have an opportunity to see and hear all testimony used by the Board of Directors to levy punitive action against said member.
- B.** Be given at least 48 hours notice prior to any hearing involving formal complaints against said member.
- C.** Be permitted to request a special meeting by contacting the President or other member of the Board of Directors.

ARTICLE V – Officers and Duties

Section I – Officers

The officers of this Association shall consist of:

- One President elected for two-year term
- One Vice President elected for two-year term
- One Commissioner elected for four-year term
- Eight Directors elected to three-year terms (seven with staggered terms)*
- One Secretary-Treasurer appointed by the Commissioner for a two-year term

*The outgoing President shall automatically become the eighth director for a two-year term and preside as Chairperson of the Board of Directors.

All eleven elected officers shall be voting members of the Board of Directors.

All appointed officers shall be non-voting members of the Board of Directors.

All officers shall serve without pay, with the exception of the Commissioner and the Secretary-Treasurer. Both shall be entitled to an annual salary as outlined in the Association Bylaws.

Section II – Committees and Committee Chairs

Committees and committee chairs appointed by the President shall include, but not be restricted to, those committees listed in Article VII. Committee Members and Committee Chairs are appointed to one-year terms.

The Association shall have a Rules Interpreter and a Mechanics Supervisor, appointed by the President for the following terms:

- Rules Interpreter: two-year term
- Mechanics Supervisor: two-year term

Section III – Duties of Officers

A. The President shall:

1. Preside over all meetings and functions of the Association and shall be an *ex officio* member of all committees.
2. Authorize payment of all bills of the Association.
3. Represent and act for the Association whenever appropriate.
4. Assume the duties of the Chairperson of the Board of Directors in the event of absence or incapacity of the Chairperson.
5. Have the power to appoint committees.

B. The Vice President:

The Vice President shall assume all the duties and responsibilities of the President when notified of the President's absence.

C. The Commissioner shall:

1. Oversee the distribution of the National Federation Rule Books and Mechanics Manuals to the membership, and the administration of the exams as outlined in the Bylaws.
2. Make all varsity games assignments in a fair and equitable manner. The Commissioner may reassign officials as necessary.
3. Not assign varsity assignments to any official whose closed dates have not been received by the Commissioner by the deadline specified in the Bylaws.
4. Assign the working position of the game officials and indicate the position on the form sent to the official and to the schools.
5. Maintain a close liaison with the schools.
6. Serve on all committees of a liaison nature.
7. Oversee the preparation of agenda and assignment of speakers for the weekly meetings.
8. Be a spokesperson for the Association to the news media on all Association matters.
9. Serve as Supervisor of Officials in accordance with the NHIAA regulations for registration of Sports Officials.
10. Serve as Chairperson of the evaluation/rating committee.

11. Tabulate and record ratings.
12. Be responsible to the Board of Directors for the diligent performance of the duties as outlined above.
13. Officiate any New Hampshire Interscholastic Athletic Association (NHIAA) or prep school varsity games only in case of emergency or with prior approval of the Board of Directors.
14. Petition the Board of Directors for direction in all matters that do not appear within the written scope of the office.

D. The Secretary-Treasurer shall:

1. Handle all correspondence.
2. Advise the membership of date, time and place of all regular and special meetings not later than seven calendar days before such meetings.
3. Advise Directors of regular and special meetings.
4. Maintain acceptable minutes of Association meetings.
5. Maintain a record of communications and present such to the Board of Directors and to the membership as necessary.
6. Maintain an up-to-date record of the Bylaws and Constitution.
7. Collect all dues, fees and assessments according to the Bylaws and account for the same.
8. Deposit all monies not required for the day-to-day activities of the office in a bank approved by the Board of Directors.
9. Pay all bills authorized by the President.
10. Present a financial report at the annual meeting and submit the books and records for audit at the will of the Directors.
11. Deliver amended copies of the Constitution and Bylaws to the membership.
12. Provide the NHIAA and NHFOA with an updated roster of members in good standing.
13. Be responsible to the Board of Directors for the diligent performance of the duties outlined above.

E. The Board of Directors shall:

1. Act as tribunal in all disputes arising outside of the annual meeting. In circumstances not specified by the Constitution or Bylaws, such action is subject to membership approval.
2. Audit the books and records of the Secretary-Treasurer prior to the annual meeting and more frequently, if necessary.
3. Assist the officers in the performance of their duties.
4. Meet prior to the annual meeting and at other times at the call of the Chairperson.
5. Serve as a committee-at-large to expedite the handling of controversial subjects at regular meetings.
6. Determine the content, supervision, dates and passing grades of all membership exams.
7. Set the dates and locations of weekly meetings.
8. Have the authority to set fines, fees and assessments.
9. Vacancies shall be filled by a vote of the Board of Directors. A member named to fill such vacancy shall serve until the next annual December meeting, when the position shall be filled by the regular election procedure for the remainder, if any, of the unexpired term.

F. The Chairperson of the Board of Directors shall call regular and special meetings of the Board of Directors and preside over same.

ARTICLE VI – Meetings

Section I – Interpretation Meetings

There shall be two interpretation meetings annually at locations and times selected by the Board of Directors.

Section II – Weekly Meetings

Weekly meetings will be held during the football season to provide the membership with the interpretation of the current football rules.

Section III – Annual Meeting

The annual meeting will be held on the first Saturday in December. If the annual meeting is postponed due to inclement weather or for any other reason, the Chairperson will reschedule the meeting for the second Saturday in December, or to the earliest possible date thereafter.

Elections will be conducted at the annual meeting. If the annual meeting is cancelled or quorum not present, elections will be conducted at the next summer business meeting.

Section IV – Special Meetings

Special meetings may be called at the will of the President and/or Board of Directors.

Section V – Quorums

One-third (1/3) of membership in good standing shall constitute a quorum at the first interpretation meeting, annual meeting or special meeting. No official business can be transacted without a quorum.

ARTICLE VII – Committees

The Association shall maintain the following Standing Committees:

1. Constitution
2. Apprentice Program
3. Evaluation/Rating
4. Mechanics

The incoming President shall appoint members to these committees for one-year terms.

ARTICLE VIII – Dues and Assessments

Section I – Dues

Dues shall be paid in accordance with the Bylaws.

Section II – Assessments

Assessments may be levied by a simple majority vote of a quorum present at any annual, first interpretation or special meeting and are payable in accordance with the Bylaws.

ARTICLE IX – Amendments and Bylaws

Section I – Constitution

Any proposed change to the Constitution must be submitted in writing to the Secretary-Treasurer and/or Board of Directors. Written notice of proposed change(s) must be given to the membership at least ten days prior to the first interpretation meeting, annual meeting or any special meeting called by written notice. The change(s) then may be adopted by an affirmative vote of the Association by a two-thirds (2/3) majority vote of the membership present.

Section II – Bylaws

The NHFOA shall maintain a current set of Bylaws in conjunction with the Constitution. The Bylaws may be amended, altered or repealed by a simple majority vote of a quorum present at any annual, first interpretation or special meeting.